

216 REPORTING TO PARENTS

Reports to parents are established to inform the parents of their children's progress in school and to serve as a link between the home and the school. Reports may take many forms: progress reports, report cards, conferences, letters, phone calls, newsletters, electronic data and other avenues of personal contact. Any report made to parents should be clear, concise, and as complete as possible.

Parent-teacher conferences are an excellent means of communication between the school and the home. Either the teacher or the parent may initiate a conference. In parent-teacher conferences and other contacts with parents, there is sometimes a tendency to emphasize problem areas. Efforts should be made to balance conferences with discussions of students' strengths, potentials, and accomplishments.

CITIZENSHIP

Part of education is having a student learn to take responsibility for his or her own actions. Each teacher is responsible for making an evaluation of the student's deportment and recording the results of that evaluation on the report card. These citizenship grades shall be placed in the student's permanent record.

ELEMENTARY SCHOOL GRADES

Reports will be issued at established intervals to each student who has been enrolled for at least half of each grading period. Teachers will schedule conferences with the parent(s) or legal guardian of each student in the class during designated conference period held in the fall and spring of each year and at other times as appropriate.

ELEMENTARY SCHOOL FAILURE NOTICES

Teachers have the responsibility to notify the parent or guardian when a child's level of performance is approaching or emerging the academic standard or when the student's performance falls significantly below expectation. A parent conference may be requested by either the parent or teacher to seek means to resolve the problem.

MIDDLE SCHOOL GRADES

Any student who has been in attendance for half or more of the grading period will receive a report card. The responsibility for assessing standards rests with students' classroom teachers.

GRADING SCALE

The grading scale is as follows:

- 99-96 A
- 95-90 A-
- 89-87 B+
- 86-83 B
- 82-80 B-
- 79-77 C+
- 76-73 C
- 72-70 C-
- 69-67 D+
- 66-63 D
- 62-60 D-
- 59-0 F

MIDDLE SCHOOL FAILURE NOTICES

Teachers have the responsibility to notify the parent(s) or guardian(s) when a student's level of performance falls below the expected level of performance (D or F) or when the student is in danger of not earning credit. At the middle of the grading period the teacher will prepare a notice for those students who are in danger of not earning credit. The administrator will coordinate the sending of these notices to parents. A parent conference may be requested by either the parent(s) or guardian(s) or teacher to seek means to resolve the problem.

RETENTION PROCEDURES

The procedure to be used when implementing the retention policy is as follows:

1. At the end of the second nine weeks grading period (semester), the teacher notifies the principal, the specialist, and the parents that retention is a possibility. Any testing required could be initiated at this time.
2. At the end of the third nine weeks grading period, individual conferences with the parents must be initiated. The principal and/or specialists could be part of the conference if the teacher so desires. Any testing required should be initiated at this time.
3. During the fourth grading period, an individual conference with the parents will be held. The final decision should be made at this time.

The above time schedule does not preclude the teacher from initiating retention at a later date if necessary

In the event of retention, the class size would be 21 if all students in the earlier grade moved up. A lottery would not be held until the class dropped below 20.

HIGH SCHOOL RANKING AND GRADE CALCULATIONS

Because many application forms require grade point averages and/or rank-in-class, Oasis Academy shall compute these statistics using the following guidelines:

Course Point Range	Grade	Value
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
<60	F	0

Computation of grade point average must be calculated to the fourth decimal place and rounded to the third decimal place. A grade point average that is less than 0.0005 must be rounded down; and one that is 0.0005 or higher must be rounded up.

Class Ranking

Rank-in-class shall be determined by the accumulation of grade point averages for course grades that earn one-half credit or more per semester.

Credit received for approved college level and correspondence classes shall be included in computing class rank and must be posted by the end of the seventh semester if they are to be counted in the calculation of Valedictorian or Salutatorian.

Students may repeat a class to improve upon a grade and have that grade calculated into their grade point average provided that the first attempt continues to appear on the transcript with a designation of NB (no grade) to indicate that the course was repeated. A student may not receive credit twice for a repeated course or improve grade by completing independent course work.

In computing and determining rank-in-class, all students at a given grade level shall be included.

If a student's record includes courses that are marked in a non-traditional fashion, for instance a pass/fail or credit/no credit basis, the computation of rank-in-class shall be based on those courses with traditional marks only.

The methods used to compute rank-in-class shall be reported to students, parents, and any authorized transcript recipient.

Rank-in-class information shall be released in accordance with District policy.

1. To appropriate personnel or;
2. At the written request or consent of the student and/or parent;
3. In response to formal legal processes.

Rank-in class shall be reported on a numerical basis.

Calculation of Valedictorian and Salutatorian shall be calculated using a cumulative GPA formula for grades 9-12 and must include the required core courses as listed the **Graduation Requirements** section of this manual and must be posted upon completion of the seventh semester to be included in the calculation.

The valedictorian of the class will be the student who has attained the highest overall grade point average calculated on credit posted immediately following the seventh semester of coursework and who has successfully completed all course requirements

SPECIAL EDUCATION – ALL SCHOOLS

Grades for students enrolled in special education classes are reported using the same system as regular students at the corresponding grade levels. Students with disabilities should be graded in accordance with their academic/social participation relative to their potential.

The Individualized Educational Program (IEP) must list any modifications or accommodations that are necessary for mainstreamed students to be successful in regular education classes