R 5420 REPORTING PUPIL PROGRESS

A. Purpose

The purpose of reporting the educational progress of pupils is to:

1. Inform parent(s) or legal guardian(s) of the progress children have made in school;

2. Apprise pupils of their progress in school;

3. Prompt teachers to make periodic, formal assessments of each pupil's progress;

4. Provide a cumulative record of a pupil's progress through the report card.

5. Enable each pupil to gain a positive sense of his/her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

B. Frequency

1. Report cards will be issued four times per year.

2. The schedule of dates on which report cards will be issued will be published in the parent and student handbooks distributed by the school so that parents or legal guardians can anticipate the receipt of a report card.

3. Parent(s) or legal guardian(s) and pupils will be notified in writing of the possibility of a failing grade at the mid point of the marking period.

4. Parent(s) or legal guardian(s) and pupils will be notified in writing of the possibility of a pupil's retention at grade level in accordance with Policy No. 5410.

5. Notices given pursuant to B2 and B3 will be sent home with the pupil and/or mailed to the parent(s) or legal guardian(s).

6. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parent(s) or legal guardian(s) informed of the educational progress of their children.

C. Report Card Form

1. Grades will be determined in accordance with Regulation No. 2624.

2. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.

3. At the middle school level, report cards will record pupil achievement in academic subjects, as well as the pupil's personal growth and development.

4. Report cards at all levels will record the pupil's absences and tardiness.

5. Report card forms will include space for the classroom or homeroom teacher's personal comments on the pupil's personal growth and development.

6. Report card forms will include space for the parent(s) or legal guardian(s) signature, comments, and request for a conference with the teacher.

D. Parent Teacher Conferences

Parent teacher conferences will be conducted in accordance with Policy No. 9280.

Issued: 27 July 2009