

P1806 REPORT TO PARENTS ON PUPIL PROGRESS

BOARD POLICY:

Evaluation of pupil progress and achievement to pupils and parents is an important function of the school. A report card for each child will be used as one method of communication regarding pupil evaluation or progress and achievement.

Administrative Implemental Procedures:

All Levels

1. Effective communication, regardless of the method used, between the school and home should be established and maintained.
2. Innovative plans and deviations from standard evaluation and reporting procedures shall be submitted in written form well in advance of desired implementation and shall be reviewed by the Superintendent or designee. This includes both regular and special education programs.

Elementary Level

1. The format of a progress report consists of a four-part report form. The pupil receives a separate report page each nine-week period. The parent keeps this report page.
2. Elementary school teachers will prepare progress reports according to the time schedule on the official school calendar.
3. Pupils will receive progress reports on the first three reporting periods of the school year on the dates indicated by the official school calendar. The progress report for the last reporting period for elementary pupils will be available on the last day of school attendance.
4. The grading scale 4, 3, 2, 1, and 0 are used for the reporting of academic achievement based on the standards in grades one through five. The performance marks for each marking period reflects the current level of achievement and progress for that nine week period as related to instructional objectives which are expected of each pupil.
5. The Standard Based Progress Report for Kindergarten determines mastery of standards by using a Yes/No and Sometimes marking system. This includes curriculum content and social skills.
6. Progress in Pre-Kindergarten is Standards Based and non-graded. Progress is determined by "Matches, Recognizes, Names, and No Response." Motor and personal-social skills are reflected by "Rarely, Sometimes, or Always" marks.
7. The letter marks (E) Exceeds; (M) Meets; (I) Improvement Needed will be used to report Life Skills which are observable by the teachers. Such marks are not a part of the report on academic achievement.

8. The number marks 4, 3, 2, 1, and 0 are used to report performance in special subject areas (art, music, and physical education).
9. Students will also be assessed in the area of effort expended by number marks 4, 3, 2, 1 and 0. Each progress report will contain information that reflects the results of such observations made in each subject area by teachers.
10. Progress marks, which are indicated on progress reports for first through fifth grade pupils, will also be marked on scan sheets, which are provided for this purpose. This information will be used to create a permanent record and to provide pupil placement information.
11. Other methods may be used in reporting pupil progress to parents:
 - a. The use of parent-teacher conferences, student led conferences, and descriptive written reports are strongly encouraged.
 - b. Unsatisfactory marks given at the regular nine weeks' reporting period should always be preceded by a warning to parents.
12. A two-way communication, regardless of the method used, between the school and home should be of mutual concern to the pupil, parents, teacher, and principal.
13. Parents should be encouraged to visit their pupil's class at least once a year to become acquainted with the teacher and the principal.
14. An "informal note" with positive or negative pupil information for parents or guardians may be prepared and mailed to the home address whenever a professional employee believes it advisable to do so.

Middle School Level

15. The format of the report card for middle school pupils consists of a computer printed report form. The pupils will receive a separate report card for each grading period. The report card will be printed each school after the proper information has been entered on the computer.
16. Middle school teachers will computer enter all grades and submit them to the principal according to the time schedule on the Board adopted school calendar.
17. Middle school pupils will take report cards home for each of the designated reporting periods during the school year on the dates noted on the Board adopted school calendar. At the end of the school year, report cards will be sent by mail on or before Friday of the week following the close of the school year.
18. The letter marks A, B, C, D, F, and P (pass) are restricted to the measurement of academic achievement in relation to identified course objectives. "I" may be used for a temporary incomplete status. "W" will be used for courses from which the pupil has withdrawn

regardless of the passing or failing status at the time of withdrawal.

19. The letter marks indicated for each grading period are assessments of the achievement by each pupil for that marking period. They are not cumulative.
20. Pupils will also be assessed in the area of effort expended. Each report card will contain information that reflects the results of such assessments made in each subject area by teachers.
21. Teachers must contact parents if a student is in danger of failing a class.
22. Teachers are encouraged to report pupil progress to parents through the use of written communications, telephone conferences, and personal conferences. Such communication should be emphasized in the case of unsatisfactory pupil progress and/or significant changes in pupil performance.

High School Level

23. The format of the report card for high school pupils is a computer printed report form. The pupils receive a separate report card each grading period. This report card is printed at the individual site after the proper information has been recorded on the computer.
24. High school teachers will computer enter all grades and submit them to the principal according to the time schedule on the board adopted school calendar.
25. Pupils at the high school level will take report cards home for the first three reporting periods of the school year on the dates indicated on the Board adopted school calendar. At the end of the school year, report cards will be sent by mail on or before Friday of the week following the close of the school year.
26. The letter marks A, B, C, D, F, and P (pass) are restricted to the measurement of academic achievement in relation to identified course objectives. "I" may be used for a temporary incomplete status. W will be used for courses from which the pupil has withdrawn prior to the semester deadline.
27. The grade marked at the end of each semester is the final grade for each course and becomes a part of the permanent record. The grades, which are marked at the end of the first and third marking periods of the school year, are progress reports.
28. Pupils will also be assessed in the area of effort expended. Each report card will contain information that reflects the results of such assessments made in each subject area by teachers.
29. A failure report will be prepared and sent to the parents of pupils who are failing a course at the end of the fifth week of each marking period. Teachers will provide information for these reports and the preparation and distribution of progress reports will be the responsibility of the school sites.

30. Teachers are required to contact parents if a student is in danger of failing.
31. Teachers are encouraged to report pupil progress to parents through the use of written communications, telephone conferences, and personal conferences. Such communication should be emphasized in the cases of unsatisfactory student progress and/or significant changes in pupil performance.
32. A "positive failure" list for seniors only, if desired by the principal, will be submitted to the office of the principal two weeks before the end of any reporting period.

Administrative Responsibility: Learning Services

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