

R 5420 REPORTING PUPIL PROGRESS (M)

M

A. Purpose

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

1. Inform parents(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 educational system; and
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, and in Kindergarten and first grade they will be issued two times per year. A proposal is before the Board to consider trimester reporting with a revised standards-based report card for the 2009-2010 school year. In grades one through four work habits/study skills are communicated on the report card. In grades five through eight midpoint progress will be reported via grades "to date."
2. The schedule of dates on which report cards will be issued will be published in the school calendar distributed by each 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 with a phone call and conference request at the Elementary School of the possibility of academic difficulty before the midway point of the marking period. Parent(s) or legal guardian(s) and pupils will be notified in writing at the Middle School of the possibility of academic difficulty midway



through each marking period. If the grades of a pupil drop dramatically after the middle of the marking period, the parent(s) or legal guardian(s) should be notified immediately.

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.
 5. Written notices given pursuant to B3 and B4 will be mailed to the parent(s) or legal guardian(s) of pupils in grades four through eight.
 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. The form of report cards will be periodically reviewed by the Curriculum Research and Review Committee in order to ensure that report cards effectively and accurately report pupil progress.
 2. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.
 - a. The Kindergarten report card will stress the degree of mastery of skill achieved.
 - b. The primary grades one through three report card will record a specific symbol for both effort and degree of mastery of specific skills.
 - c. The intermediate grade four report card will record both effort and degree of mastery of specific skills and will include the instructional level achieved by the pupil in reading, unless otherwise noted in the pupil's Individualized Education Plan (IEP).
 3. At the middle school levels, report cards will record pupil achievement in academic subjects, in comparison with their peers.
 4. Report cards at all levels will record the pupil's absences and tardiness.



REGULATION

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5. Report card will include space for the classroom or homeroom teacher's personal comments on the pupil's personal growth and development.
6. Report card envelopes will include space for the parent(s) or legal guardian(s) signature, comments, and request for a conference with the teacher.

D. Distribution and Return

1. Report cards will be sent home with pupils, except for the last marking period middle school report which will be mailed home.
 - a. The report card of a pupil who is absent on the day report cards are issued may be held and sent home with the pupil on the following school day.
 - b. The report card of a pupil who is absent for an extended period of time will be mailed to the parent(s) or legal guardian(s).
2. The report card envelope must be signed by the pupil's parent(s) or legal guardian(s) and returned within two school days of the date on which they were issued.
3. Teachers will maintain a check list to determine which report card envelopes, if any, have not been returned within the allotted time.

E. Parent Teacher Conferences

Parent Teacher conferences will be conducted officially two times a year (fall/spring) and at the request of the teacher or parent(s) or legal guardian(s).

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