

**DATE:** February 19, 2008

## **REPORTING PUPIL PROGRESS**

### **PROCEDURES:**

#### **A. Purpose**

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

1. Inform parents 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 or her intellectual, social, emotional , and physical abilities and growth toward effective citizenship.

#### **B. Frequency**

1. Report cards will be issued each quarter of the school year.
2. The schedule of dates on which report cards will be issued will be distributed by each school so that parents can anticipate the receipt of a report card.
3. Parents and pupils will be notified of the possibility of a pupil's retention at grade level in accordance with Policy No. 5410.
4. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parents informed of the educational progress of their children.
5. In grades 6-12 teachers will publish student grades electronically on the district's Parent Access Center twice monthly.

### C. Report Card Form

1. The form of report cards will be periodically reviewed in order to insure that report cards effectively and accurately report pupil progress.
2. Grades will be determined in accordance with District policy.
3. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.
4. At the middle school and high school levels, report cards will record pupil achievement in academic subjects in comparison with their peers, as well as the pupil's personal growth and development.
5. Report cards at all levels will record the pupil's absences and tardiness.
6. Report card forms will include space for the classroom or homeroom teacher's personal comments on the pupil's personal growth and development.
7. Modifications of report card forms will be promptly communicated to staff and parents.