

R5420 – Reporting Student Progress (M)

A. Purpose

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

1. Inform parent(s) or legal guardian(s) of the progress children have made in school;
2. Apprise students of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each student's progress;
4. Provide a cumulative record of a student's progress through the educational system; and
5. Enable each student to gain a positive sense of his/her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

B. Frequency

1. Progress reports will be issued at the following intervals:

Grade levels	Frequency
K	Two Times Annually
1-8	Three Times Annually
9-12	Four Times Annually

2. The schedule of dates on which progress reports will be issued will be published in the parent and student handbooks distributed by each school so that parents or legal guardians can anticipate the receipt of a progress report.
3. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a failing grade at the mid point of the marking period.

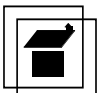


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4. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a student's retention at grade level in accordance with Policy No. 5410.
 5. Notices given pursuant to paragraph B2 and paragraph B3 will be sent home with the student in grades K-12.
 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. Progress report Form
1. The form of progress reports will be periodically reviewed by the Assistant Superintendent for Curriculum in order to ensure that progress reports effectively and accurately report student progress.
 2. Grades will be determined in accordance with Regulation No. 2624.
 3. At the elementary level, progress reports will report individual academic, personal, and social growth as well as work and study habits.
 - a. The primary progress report will record a specific symbol for both effort and degree of mastery of specific skills.
 - b. The intermediate grades (2-5) progress report will record both effort and degree of mastery of specific skills and will include the instructional level achieved by the student in reading, spelling, and mathematics.
 4. At the middle school and high school levels, progress reports will record student achievement in academic subjects, as well as the student's personal growth and development.
 5. Progress reports at all levels will record the student's absences and tardiness.



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6. Progress report forms will include space for the classroom or homeroom teacher's personal comments on the student's personal growth and development.
 7. Progress report forms for grades 1-5 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. Elementary progress reports and/or progress reports will be sent home with students.
 - a. The progress report of a student who is absent on the day progress reports are issued may be held and sent home with the student on the following school day.
 - b. The progress report of a student who is absent for an extended period of time will be mailed to the parent(s) or legal guardian(s).
 2. Progress reports must be signed by the student's parent(s) or legal guardian(s) and returned within five school days of the date on which they were issued.
 3. Teachers will maintain a check list to determine which progress reports, if any, have not been returned within the allotted time. If a progress report is overdue, the school office will call the parent(s) or legal guardian(s).
 4. Middle School and High School progress reports and progress reports will be sent home by mail.

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