

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 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 in major content areas will be issued at the following intervals:

Grade levels	Frequency
Kindergarten	two times per year
One through five	three times per year
Six through twelve	four times per year

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



3. 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.
4. Notices given pursuant to B3 will be sent home with the pupil in grades six through twelve and will be mailed or e-mailed or collected electronically to the parent(s) or legal guardian(s) in grades six through twelve.
5. 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 Assistant Superintendent and Principals in order to ensure that report cards effectively and accurately report pupil progress.
2. Grades will be determined in accordance with Regulation No. 2624.
3. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits and mastery of skills.
4. At the middle school and high school levels, report cards will record pupil achievement in academic subjects, 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.

D. Parent Teacher Conferences

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

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