

Regulation

REPORTING TO PARENTS/GUARDIANS

The issuance of grades to students in this school district serves to promote a process of continuous evaluation of student performance to inform the student, the parents/guardians and the teachers of the student's progress and to provide a basis for bringing about change in student performance if change is necessary to enable student achievement the Core Curriculum Content Standards including the Common Core State Standards in mathematics and language arts and literacy.

Recognizing that students will respond more positively to the opportunity for success than to the threat of failure, it shall be the philosophy of this grading system to make achievement both recognizable and possible for all students in accordance with the goals and objectives of the school district.

Frequency of Reporting

It shall be the practice in this school district to provide written reporting grades four times during the course of the school year. The dates for distribution shall be established annually by the chief school administrator.

The schedule of dates on which reports cards will be issued will be published in the parent/student handbook and on the district website. Additional notification may include email or mail.

Student Progress

It shall be the responsibility of the principal to require teachers to report the on-going progress of students to parents/guardians. This should be done through web-based grading programs, phone calls, and or emails.

These may be utilized both to compliment a student's progress as well as notifying a parent/guardian when work is unsatisfactory or below that expected of the student. No teacher may issue a failing or unsatisfactory grade to a student on the report card at the end of a marking period without having sent an interim progress notice home during the course of that marking period.

Parents/guardians and students will be notified in writing of the possibility of a failing grade four and one-half (4 ½) weeks into each marking period. Parents/guardians will be notified in writing of the possibility of a student's retention at grade level according to board policy 6146.2 Promotion/Retention.

Additional Reporting Items

All report cards in this school district shall include the following:

- A. Space for written comment by the teacher;
- B. Space for written comment or reaction by the parent/guardian;
- C. A space for an acknowledgement of receipt by the parent/guardian;
- D. A summary of the student's absence and tardiness during the course of the marking period.

Parent/Guardian/Teacher Conferences

The board of education authorizes the chief school administrator to alter the district school calendar and schedules as appropriate to accommodate parent/teacher conferences.

The five basic purposes of the conferences shall be for the teacher to convey:

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- A. An assessment of student's ability;
- B. Present a report of the student's progress;
- C. Interpret the relationship of achievement and ability as well as any available test data;
- D. Make suggestions concerning parent/guardian contributions for improvement of the student's progress;
- E. Encourage discussion of specific problems the child may be experiencing.

Parents/guardians and teachers may schedule conferences at other times when the need arises. They shall not be limited just to fall conferences.

Grade Adjustment

Because of the importance of maintaining the integrity of grade recordkeeping, once a grade is given by a teacher on a report card it shall not be changed except with the approval of the principal. The principal shall make the change and initial such change. Grade changes should occur only under extreme situations such as an incorrect summary of the grade or incorrect copying. The grade on the report card shall represent what the student has earned and not what the teacher has given.

Student Altering of Report Grades

Any student who alters his/her report card grades from that given by the teacher shall be subject to disciplinary action as determined appropriate by the principal.

Lost or Duplicated Report Cards

Lost or duplicated report cards shall be replaced by the principal and marked "duplicate" in bold letters on the report card. If the loss of a report card is due to negligence on the part of a student or parent/guardian, a minimum charge for replacement may be assessed by the principal.

Review of Report Cards

The chief school administrator and/or the principal shall periodically review report cards prior to issue. The purpose of this review is to assure a continuity of the district's reporting system and that a clear and legible report card is issued to the home. This review will also provide the principal with information regarding the progress of students in his/her building.

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