

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 624 – Student Progress Reporting

1.0 Purpose

The purpose of this policy is to establish uniform progress reporting procedures to students and parents/guardians.

2.0 Goals of student progress reporting system:

- 2.1 To promote maximum student learning through the development and maintenance of a close working relationship among parents/guardians, students, and school personnel.
- 2.2 To inform parents/guardians/students about personal and learning successes and to guide improvement efforts.

3.0 The elementary reporting system will consist of both formal and informal reporting formats:

3.1 Formal Reporting Formats.

3.1.1 Conferences: A minimum of two conferences will be scheduled during each school year.

3.1.1.1 The purpose of conferences will be to provide face-to-face information to parents about a student's, (1) academic achievement of the district's grade level standards (benchmarks), (2) progress over time, (3) learning-related behaviors (listening skills, work habits, etc.).

3.1.1.2 School personnel or parents/guardians may request additional conferences as deemed necessary.

3.1.2 Report Cards: Elementary report cards will be issued two (2) times per year.

3.1.2.1 The purpose of the Elementary Report Card is to communicate, in a written format to parents/guardians and students over time, the student's progress toward established academic standards and learning-related behaviors. It is intended to inform about learning and personal successes and to guide improvement efforts. A report card grade is intended to describe a student's performance relative to expectations at the time of grading.

3.2 Informal reporting formats.

3.2.1 Mid-term communication reports may be issued two (2) times per year.

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3.2.1.1 The purpose of the midterm communication is to communicate to parents/guardians between formal reports if there are concerns about a child's academic achievement, progress, or learning-related behaviors.

3.2.2 Teachers are encouraged to communicate to all parents/guardians informally (e.g. phone, e-mail, letters, or in person) especially when student performances go beyond or fall significantly below the expectations.

- 4.0 The secondary school progress reporting system will consist of parent/guardian conferences, student progress report forms, and an online reporting system.
- 4.1 At the middle school level, a minimum of two conferences will be scheduled during each school year.
- 4.2 At the high school level, conferences will be held after each grading period.
- 4.3 Teachers and parents/guardians should be encouraged to include secondary students in conferences.
- 4.4 Roseville Area High School students may elect a Pass (P) or Fail (F) grade in one out of five courses per trimester under the following conditions:
- 4.4.1 Courses will be selected the first five (5) days of the trimester.
- 4.4.2 Courses selected will be approved by the designated student counselor and teacher.
- 4.4.3 Final approval and distribution of lists of students so approved will be the responsibility of the building principal.
- 4.5 Teachers will regularly update student's grades electronically through the district adopted system. Students and their parents/guardians can access this online system through the district website.
- 4.6 Students at the secondary level will be provided with a minimum of two (2) progress reports each year.
- 4.7 Student progress reporting in secondary schools, with the exception cited in 4.4 above, will use A, B, C, D, or F letter symbols (plus teacher comments as needed), unless otherwise approved by the Superintendent of Schools.
- 4.8 Student grades will not be weighted for any general or dual enrollment courses.

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### 5.0 Progress Reporting to K-12 students.

- 5.1 Students will be informed by their teachers of the grading system and the factors considered in determining a grade.
- 5.2 Students will be informed by their teachers of grade information that is being communicated to parents/guardians so that the students are aware of the grade and the explanation for the grade.

Adopted: 6/29/72  
Revised: 5/13/03  
Revised: 6/13/17