Appendix 12

BOE Agenda Item Executive Summary
Date: August 28, 2023

Topic: *[Flight 2]* Second Review: Proposed Consolidation of Learning Services Policies

Current Policy	Proposed	Title	Notes
P1806	NA	Report to Parents on Student Progress	Revisions to reporting schedule and grading metrics.
P7350	NA	Schools Trips & Student Transportation in Private Vehicles	Revise eligibility standards for field trip attendance.

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P1806 REPORT TO PARENTS ON STUDENT PROGRESS

BOARD POLICY:

Evaluation of student progress and achievement to students and parents is an important function of the school. A report card for each child will be used as one method of communication regarding student evaluation or progress and achievement.

Administrative Implemental Procedures:

All Levels

1. Effective communication, regardless of the method used, between the school and home should be established and maintained.
2. Innovative plans and deviations from standard evaluation and reporting procedures shall be submitted in written form well in advance of desired implementation and shall be reviewed by the Superintendent or designee. This includes both regular and special education programs.

Elementary Level

1. T~~he format of a progress report consists of a four-part report form. The student receives a separate report page each nine-week period. The parent keeps this report page.~~ **Quarterly report cards are uploaded to the parent portal in the student information system by the Friday following the end of each grading period. Fourth quarter reports are loaded into the parent portal in the student information system by end of the day following the last day of school.**
2. Elementary school teachers will prepare progress reports according to the time schedule on the official school calendar.
3. S~~tudent will receive progress reports on the first three reporting periods of the school year on the dates indicated by the official school calendar. The progress report for the last reporting period for elementary students will be available on the last day of school attendance.~~ **Standards-referenced grading practices are applied for all students PreK – 5th grade. The grading scale of 0 – 4 including increments of 0.5 is used for reporting progress on both academic and behavior/work habits standards.**
4. T~~he grading scale 4, 3, 2, 1, and 0 are used for the reporting of academic achievement based on the standards in grades one through five. The performance marks for each marking period reflect the current level of achievement and progress for that nine-week period as related to instructional objectives which are expected of each student.~~ **Performance in special subject areas (art, music, and physical education) use the same 0 – 4 grading scale including increments of 0.5.**
5. T~~he Standard Based Progress Report for Kindergarten determines mastery of standards by using a Yes/No and Sometimes marking system. This includes curriculum content and social skills.~~ **Students will be assessed in the area of behavior/work habits by both homeroom teachers and teachers of special subjects.**
6. P~~rogress in Pre-Kindergarten is Standards Based and non-graded. Progress is determined by "Matches, Recognizes, Names, and No Response." Motor and personal-social skills are reflected by "Rarely, Sometimes, or Always" marks.~~ **Information from progress reports will be used to create a permanent record and to provide student placement information.**

7. Th~~e letter marks (E) Exceeds; (M) Meets: (I) Improvement Needed will be used to report Life Skills which are observable by the teachers. Such marks are not a part of the report on academic achievement.~~ **Other methods may be used in reporting student progress to parents:**

   a. The use of parent-teacher conferences, student led conferences, and descriptive written reports are strongly encouraged.

   b. Unsatisfactory marks given at the regular nine week's reporting period should always be preceded by a warning to parents.

8. ~~The number marks 4, 3, 2, 1, and 0 are used to report performance in special subject areas (art, music, and physical education~~). **A two-way communication, regardless of the method used, between the school and home should be of mutual concern to the student, parents, teacher, and principal.**

9. S~~tudents will also be assessed in the area of effort expended by number marks 4, 3, 2, 1 and 0. Each progress report will contain information that reflects the results of such observations made in each subject area by teachers~~. **Parents should be encouraged to visit their student's class at least once a year to become acquainted with the teacher and the principal.**

10. P~~rogress marks, which are indicated on progress reports for first through fifth grade students,~~

    ~~will also be marked on scan sheets, which are provided for this purpose. This information will be used to create a permanent record and to provide student placement information~~. **Teachers are encouraged to report student progress to parents using written communications, telephone conferences, and personal conferences. Such communication should be emphasized in the case of unsatisfactory student progress and/or significant changes in student performance.**

11. ~~Other methods may be used in reporting student progress to parents:~~

    ~~a. The use of parent-teacher conferences, student led conferences, and descriptive written reports are strongly encouraged.~~

    ~~b. Unsatisfactory marks given at the regular nine weeks' reporting period should always be preceded by a warning to parents.~~

12. ~~A two-way communication, regardless of the method used, between the school and home should be of mutual concern to the student, parents, teacher, and principal.~~

13. ~~Parents should be encouraged to visit their student's class at least once a year to become acquainted with the teacher and the principal.~~

14. ~~An "informal note" with positive or negative student information for parents or guardians may be prepared and mailed to the home address whenever a professional employee believes it advisable to do so.~~

Middle School Level

15. T~~he format of the report card for middle school students consists of a computer printed report form. The students will receive a separate report card for each grading period. The report card will be printed each school after the proper information has been entered on the computer~~. **Quarterly report cards are uploaded to the parent portal in the student information system by the Friday following the end of each grading period. Fourth quarter reports are**

loaded into the parent portal in the student information system by end of the day following the last day of school.

16. Middle school teachers will computer enter all grades and submit them to the principal according to the time schedule on the Board adopted school calendar.

17. ~~Middle school students will take report cards home for each of the designated reporting periods during the school year on the dates noted on the Board adopted school calendar. At the end of the school year, report cards will be sent by mail on or before Friday of the week following the close of the school year~~. **Standards-referenced grading practices are applied for all students 6th – 8th grade. The grading scale of 0 – 4 including increments of 0.5 is used for reporting progress on both academic and employability/work habits standards.**

18. The letter marks A, B, C, D, F, and P (pass) are restricted to the measurement of academic achievement in relation to identified course objectives. "I" may be used for a temporary incomplete status. "W" will be used for courses from which the student has withdrawn regardless of the passing or failing status at the time of withdrawal.

19. The letter marks indicated for each grading period are assessments of the achievement by each student for that marking period~~. They are not cumulative~~.

20. Students will ~~also~~ be assessed in the area of ~~effort expended~~ **employability/work habits by all teachers**. Each report card will contain information that reflects the results of such assessments made in each subject area by teachers.

21. Teachers must contact parents if a student is in danger of failing a class. **A two-way communication, regardless of the method used, between the school and home should be of mutual concern to the student, parents, teacher, and principal.**

22. Teachers are encouraged to report student progress to parents through the use of written communications, telephone conferences, and personal conferences. Such communication should be emphasized in the case of unsatisfactory student progress and/or significant changes in student performance.

High School Level

23. ~~The format of the report card for high school students is a computer printed report form. The students receive a separate report card each grading period. This report card is printed at the individual site after the proper information has been recorded on the computer~~. **Quarterly report cards are uploaded to the parent portal in the student information system by the Friday following the end of each grading period. Fourth quarter reports are loaded into the parent portal in the student information system by end of the day following the last day of school.**

24. High school teachers will computer enter all grades and submit them to the principal according to the time schedule on the board adopted school calendar.

25. ~~Students at the high school level will take report cards home for the first three reporting periods of the school year on the dates indicated on the Board adopted school calendar. At the end of the school year, report cards will be sent by mail on or before Friday of the week following the close of the school year~~. **The letter marks A, B, C, D, F, and P (pass) are restricted to the measurement of academic achievement in relation to identified course objectives. "I" may be used for a temporary incomplete status. "W" will be used for courses from which the student has withdrawn prior to the semester deadline**.

26. ~~The letter marks A, B, C, D, F, and P (pass) are restricted to the measurement of academic achievement in relation to identified course objectives. "I" may be used for a temporary incomplete status. "W" will be used for courses from which the student has withdrawn prior to the semester deadline~~. **The grade marked at the end of each semester is the final grade for each course and becomes a part of the permanent record. The grades, which are marked at the end of the first and third quarter of the school year, are progress reports.**

27. ~~The grade marked at the end of each semester is the final grade for each course and becomes a part of the permanent record. The grades, which are marked at the end of the first and third marking periods of the school year, are progress reports~~. **Teachers are required to contact parents if a student is in danger of failing. A two-way communication, regardless of the method used, between the school and home should be of mutual concern to the student, parents, teacher, and principal.**

28. ~~Students will also be assessed in the area of effort expended. Each report card will contain information that reflects the results of such assessments made in each subject area by teachers.~~ **Teachers are encouraged to report student progress to parents through the use of written communications, telephone conferences, and personal conferences. Such communication should be emphasized in the case of unsatisfactory student progress and/or significant changes in student performance**.

29. ~~A failure report will be prepared and sent to the parents of students who are failing a course at the end of the fifth week of each marking period. Teachers will provide information for these reports and the preparation and distribution of progress reports will be the responsibility of the school sites~~. **A "positive failure" list for seniors only, if desired by the principal, will be submitted to the office of the principal within two weeks before the end of any reporting period and/or graduation.**

30. ~~Teachers are required to contact parents if a student is in danger of failing.~~

31. ~~Teachers are encouraged to report student progress to parents through the use of written communications, telephone conferences, and personal conferences. Such communication should be emphasized in the cases of unsatisfactory student progress and/or significant changes in student performance.~~

32. ~~A "positive failure" list for seniors only, if desired by the principal, will be submitted to the office of the principal two weeks before the end of any reporting period.~~

Administrative Responsibility: Learning Services
Latest Revision Date: August 2023
Previous Revision Date: September 2006

Updated administratively for alignment purposes: January 2021

P7350 SCHOOL TRIPS & STUDENT TRANSPORTATION IN PRIVATE VEHICLES

BOARD POLICY:

<u>SECTION A</u>: SCHOOL TRIPS. Principals and teachers are encouraged to utilize available community resources in planning instructional activities inside and outside the classroom. Experiences outside the classroom such as school trips should include only activities that contribute significantly to the educational enrichment of the student. School trips are considered an integral part of the curriculum. Preparation, plans, evaluation, supervision, and safety precautions are responsibilities of the principals and teachers involved. Administrative Implemental Procedures:

1. A school trip is defined as when students are transported by some conveyance or walk an extended distance (.75 of a mile or more).
2. The school nurse must be involved in school trip planning, and the school nurse is required to sign all school trip plans (Form 7350a – Local School Trip Plan or Form 7350b – 60+ Miles and/or Overnight School Trip Plan).
3. The Form 7350b – 60+ Miles and/or Overnight School Trip Plan must be signed by the principal and school nurse, then submitted to the appropriate Assistant Superintendent or Elementary or Secondary Schools for approval according to the following schedule:
   a. School trip that is 60+ miles from Wichita city limits: Seven (7) calendar days prior to the day of the trip.
   b. Overnight trip: Thirty (30) calendar days prior to the date of the start of the trip.
   c. Trips with a total cost of $20,000 or more: At least six (6) months prior to the start of the trip. Exceptions to the timeline can be made with written approval of the appropriate Assistant Superintendent. A trip itinerary listing any vendors is required to be submitted with Form 7350b.
4. Students, teachers/sponsors, volunteers, and parents/guardians must be informed of their responsibilities.
   a. Transportation for school trips must be by licensed public conveyance, leased motor vehicle, or private passenger vehicle. Authorized drivers of private passenger vehicles may be students, parents, employees, or other licensed individuals. All federal and state regulations are to be adhered to when transporting students in private, rented, or leased vehicles, including school buses. K.S.A. 72-64,100 states that any school district transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver shall transport such students in a school bus or in a bus other than a school bus (e.g., charter bus) as defined in K.S.A. 72-6486(c).
   b. The Form 7350c - Parent/Guardian School Trip Consent must be signed by parents/guardians and on file with the teacher/sponsor before a student will be permitted to participate in the school trip.
   c. The Form 7350d - Parent-Guardian Athletic Trips Consent must be signed by parents/guardians and on file with the school before a student will be permitted to participate in trips involving athletic competitions.
   d. Teachers/sponsors/staff are responsible for supervising the conduct and activities of students and adults in the group.

5. Before planning or approving a school trip, teachers and principals shall also review: P1410 – Fundraising Activities; P3402 – Compensation for Out-of-District Travel and the USD 259 Travel and Business Expense Guide; P3420 – Administering School Activities and School Activity Funds; and P3710 – District Liability.

6. **School trips should include all or a majority of the eligible pupils in a class, regardless of ability to pay. No pupil shall be denied the right to participate in a field trip as a disciplinary measure except in the following circumstances:**
   a. **The pupil is under suspension on the day of the field trip.**
   b. **The pupil is being disciplined for inappropriate behavior on a previous school trip during the school year.**

SECTION B: STUDENT TRANSPORTATION IN PRIVATE VEHICLES. Especially at elementary and middle schools, the district encourages the use of buses or district-leased vehicles over private vehicles for the transport of students to and from school-approved activities. If private vehicles are used, such vehicles are expected to be reasonably safe. The driver will provide to the school a signed Form 7350e - Driver Verification and a copy of the driver's license and auto insurance card.

Administrative Implemental Procedures:

1. Definitions
   K.S.A. 8-126(effe): Passenger Vehicle – every vehicle which is designed to carry at least three (3), but no more than ten (10) passengers and which is not used for the transportation or delivery of freight and merchandise, per Kansas statute. Drivers of privately-owned passenger vehicles (that is, vehicles not owned by local, state, or federal government) cannot transport more than 10 passengers in addition to the driver (see P7350, Section A, AIP 4a).

2. Passenger vehicles which transport students, or any privately-owned passenger vehicle must have at least the minimum insurance coverage as listed in K.S.A. 40-3107(e).
   Minimum coverage required:
   a. Liability insurance of at least $25,000 per person per accident with a limit of at least $50,000 per accident involving two or more people.
   b. Property damage of at least $25,000 per accident.
   c. Personal injury protection as defined by K.S.A. 40-3107.
   d. Uninsured motorist and underinsured motorist coverage as required by K.S.A. 40-284.

3. Leased/rented passenger vehicles used for school trips must be secured from district-approved vendors.

4. Private passenger vehicles driven by employees while in their official capacity are covered primarily by the employee's insurance and secondarily by a Board of Education automobile liability insurance policy. The Board of Education coverage is in effect while the employee is using a private passenger vehicle on official school business. This coverage is for liability only and does not cover damage to the employee's vehicle.

5. The school principal and/or sponsoring teacher is expected to exercise reasonable care when arranging for student transportation for school sponsored and approved activities.

6. Any person using a private vehicle to transport students under this section shall submit Form 7350e – Driver Verification to the school, prior to transporting any students.

7. Driver Verification submissions are valid through the end of the academic year in which the form was submitted.

Board Counsel has reviewed this policy as to legal form and content.

Administrative Responsibility: Elementary and Secondary Education Offices

Most Recent Revision: ~~December 2022~~ **August 2023**

Previous Revision: ~~February 2020~~ **December 2022** P7350

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