

Lower Merion School District

ADMINISTRATIVE REGULATIONS

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| Policy No.: | 212 |
| Section: | STUDENTS |
| Title: | REPORTING STUDENT PROGRESS |
| Date Adopted: | 5/20/24 |
| Date Last Revised: | |

R212 REPORTING STUDENT PROGRESS

Grades K-4

Report Cards

The academic calendar shall be on a trimester schedule, and report cards shall be issued three (3) times per year for students in kindergarten through fourth grade. Report cards shall include progress indicators according to the scale set forth in the Student and Family Handbook.

Parent/Guardian Conferences

Parents/guardians shall receive appointments to attend two conferences each year; one in the fall and one in the spring. Additionally, teachers are available to meet with students and their parents/guardians throughout the year should concerns or questions about a student's progress arise. Parents/guardians may call the school office to set up additional teacher meetings if needed.

Grades 5-8

Report Cards

The academic calendar shall be on a quarterly schedule, and report cards shall be issued four (4) times per year for students in grades five through eight.

Report cards for fifth grade students shall include progress indicators according to the scale set forth in the Student and Family Handbook.

Report cards for students in grades six through eight shall include the numeric and letter grade scale set forth in the Student and Family Handbook. Each quarter shall equate to 25% of a student's grade. The numeric averages of each of the four quarters shall be totaled and divided by four to calculate a student's final grade.

Parent/Guardian Conferences

Parents/guardians shall receive appointments to attend two conferences each year; one in the fall and one in the spring. Additionally, teachers are available to meet with students and their parents/guardians throughout the year should concerns or questions about a student's progress arise.

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Grades 9-12

Quarterly Checkpoints

Students will receive a snapshot of their letter grade for each quarterly checkpoint according to the scale set forth in the Student Handbook. A minimum grade of 50% will be used for calculating the 1st quarterly check point and 2nd quarterly check point. For the 3rd and 4th quarterly checkpoint and the final exam there are no minimum grades for a yearlong course. For semester courses the 50% minimum is for the 1st or 3rd quarter only.

Parent/Guardian Conferences

Teachers shall be available for three evenings during the school year, for two hours each evening, for parent/guardian conferences. Each individual conference shall be scheduled for ten (10) minutes in length. These conferences shall be scheduled midway in each of the first three report periods to provide parents/guardians and teachers with opportunities to meet and discuss the progress of students prior to the end of the report period. Parents/guardians are also encouraged to contact teachers at any time during the school year should they have questions or concerns regarding their child or children.

Grade Appeals

If a student or their parent/guardian questions the grade on the student's report card, they may request that grade be reviewed using the procedure set forth for grade appeals in the Student Handbook. Grade appeals must be initiated prior to the last day of the following quarterly check point or they will not be reviewed.