

HADDON TOWNSHIP BOARD OF EDUCATION
Regulations for Policy #5420

R 5420. REPORTING STUDENT PROGRESS

A. Purpose of Reporting Student Progress

The purpose of reporting the educational progress of students is to:

1. Support students in the process of learning by apprising them of their growth and achievement in the New Jersey Student Learning Standards (NJSLS) and locally established learning goals and objectives;
2. Communicate with parent(s) or legal guardian(s) of the progress students have made related to specific learning goals, including identifying current levels of performance regarding those goals, areas of strength, and areas where additional time and effort are needed;
3. Prompt teachers to make consistent assessments of each student's progress and adjust instruction as needed;
4. Provide a cumulative report of a student's progress through the educational system; and
5. Enable each student to gain a positive sense of their intellectual, social, emotional, and physical abilities.

B. Frequency of Reporting

1. Students and parent(s) or legal guardian(s) can access student progress on a regular basis through the district's online grading portal. Students' grades on formative and summative assessments will be updated regularly in accordance with Regulation No. 2624.
2. Report cards will be issued at the following intervals:
 - Elementary School Level – Three times per year
 - Middle School Level – Four times per year
 - High School Level – Four times per year
3. The schedule of dates on which report cards will be issued will be published in the Parent-Student Handbook and/or beginning of the year communication distributed by each school so that parent(s) or legal guardian(s) can anticipate the receipt of a report card.
4. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a failing grade at the mid-point of the grading period.

5. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a student's retention at grade level in accordance with Policy No. 5410.
6. Notices given pursuant to B.4 and B.5 will be sent home with elementary school students and mailed to middle and high school students' parent(s) or legal guardian(s).
7. 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 Superintendent, Assistant Superintendent, Principals, and Assistant Principals in order to ensure that they effectively and accurately report student progress.
2. Grades will be determined in accordance with Regulation No. 2624.
3. At the elementary school level, report cards will report:
 - a. Individual student's "Academic" and "Special Area" standards mastery (i.e., Meets Expectations, Partially Meets Expectations, Area of Concern, or N/A) for standards assessed that term;
 - b. Student "Behaviors that Support Learning" for each grading period, including following directions, listening attentively, staying focused and on task, participating in group activities, practicing self-control, using time constructively, taking responsibility for materials, following class and school routines, respecting property and the feelings of others, working independently, completing classwork and assignments on time, cooperating with others, striving for one's personal best, writing legibly and neatly, completing homework assignments on time, and organizing materials (i.e., Satisfactory, Improving, Needs Improvement, or Unsatisfactory); and
 - c. Whether a student "Meets Marking Period Expectation" for each grading period in each Academic Area (i.e., Yes/No).
4. At the middle school level, report cards will report:
 - a. Individual student's "Academic" and "Special Area" grades, including both numerical and letter grades, for each grading period; and
 - b. Students' "Music" progress, if applicable, for each grading period (i.e., Outstanding, Satisfactory, Improving, Needs Improvement, or Unsatisfactory).

- c. Students' "Learning Extension Advisory Period (LEAP)" and "What I Need (WIN)" progress for each grading period (i.e., Satisfactory 70-100 or Unsatisfactory 0-69).
- 5. At the high school level, report cards will report:
 - a. Individual student's "Academic" and "Special Area" grades, including both numerical and letter grades, for each grading period;
 - 6. Report cards at all levels will include clear keys and/or scales codifying the meaning of letter and symbol notations, reading levels, etc.
 - 7. Report cards at all levels will record the student's absences and tardiness.
 - 8. Report cards at all levels will include space for teachers' comments on the student's academic growth and development.

D. Distribution of Report Cards

Report cards will be available to all students and parent(s) or legal guardian(s) via the district's online grading portal.

E. Special Program Reports

Written reports shall be made periodically to parent(s) or legal guardian(s) for students in special programs, including special education, remedial/compensatory programs, and enrichment or other similar instructional programs.

F. Parent(s) or Legal Guardian(s)-Teacher Conferences

- 1. Parent(s) or legal guardian(s)-teacher conferences will be conducted in accordance with Regulation No. 2624 and Policy No. 9280.
- 2. Regular parent(s) or legal guardian(s)-teacher conferences shall be held within the first three months of school and whenever necessary to promote the student's progress and parent(s)' or legal guardian(s)' understanding.
- 3. Special school conferences shall be arranged on the basis of student need and parent/legal guardian, teacher, or principal request.

Cross Reference Policy No. 2624 Grading System
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Cross Reference Policy No. 5420 Reporting Student Progress
Cross Reference Policy No. 5430 Class Rank
Cross Reference Regulation No. 5460.01 High School Transcripts
Cross Reference Regulation No. 9280 Parent Conferences

Adopted: July 25, 2024