

Williamsburg Community
School District

SECTION: PUPILS

TITLE: REPORTING STUDENT
PROGRESS

Policy Guide

ADOPTED: 4/21/87

REVISED: 5/21/13

	212 REPORTING STUDENT PROGRESS
1. Purpose Pol. 216	The Board believes that cooperation between the school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.
2. Authority	<p>The Board directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system, which includes academic progress reports, report cards, and parent/guardian conferences with teachers.</p> <p>All appropriate staff members will comply with this system as part of their professional responsibilities.</p>
3. Delegation of Responsibility	The Superintendent or building principal, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents/guardians.
4. Guidelines	<p>Various methods of reporting appropriate to grade level and curriculum content shall be utilized.</p> <p>Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.</p> <p>A student shall not receive a failing grade or drop two (2) letter grades without prior parental contact by the individual teacher. Contact shall be made via personal phone call or letter. If no response is received from the parent/guardian, the teacher shall involve the guidance counselor and a registered letter shall be sent.</p> <p>If the student is a senior and is in jeopardy of not graduating, a personal or phone conference between the parent/guardian, teacher, and counselor, if needed, must be held.</p> <p>The conference must be held as early as possible but no later than the mid-nine</p>

weeks when a failing grade is forthcoming. A plan for remediation shall be discussed and jointly developed by the student, staff and parents/guardians.

Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents/guardians.

Report cards shall be issued at intervals of not less than four (4) times per year.

Both custodial and non-custodial parents shall have access to all student records of pupil progress.

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

References:

School Code - 24 P.S. Sec. 510

Board Policy - 000, 213, 216