

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. 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. 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. Performance in special subject areas (art, music, and physical education) use the same 0 – 4 grading scale including increments of 0.5.
5. Students will be assessed in the area of behavior/work habits by both homeroom teachers and teachers of special subjects.
6. Information from progress reports will be used to create a permanent record and to provide student placement information.
7. 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. Parents should be encouraged to visit their student's class at least once a year to become acquainted with the teacher and the principal.
9. 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.

Middle School Level

1. 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. 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.
3. 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.
4. 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.
5. The letter marks indicated for each grading period are assessments of the achievement by each student for that marking period.
6. Students will be assessed in the area of 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.
7. Teachers must notify parents when a student is at risk of failing. Notification may be provided through any appropriate communication method.
8. 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

1. 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. 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.
3. 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.
4. 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.
5. Teachers must notify parents when a student is at risk of failing. Notification may be provided through any appropriate communication method.
6. 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.

7. 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.

Administrative Responsibility: Learning Services

Latest Revision Date: January 2026

Previous Revision Date: August 2023