



Section: PUPILS
 Title: REPORTING STUDENT PROGRESS
 Adopted: September 17, 1996
 Revised: May 15, 2007

	212. REPORTING STUDENT PROGRESS	
Purpose	<p>The Joint Operating Committee believes that the cooperation of school and home is a vital ingredient in the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. It also recognizes the effects of State Board Regulations and Federal Regulations governing school records. (P.G. 216)</p>	P.G. 216
Authority	<p>The Joint Operating Committee directs the establishment of a system of reporting student progress which shall include written reports and parent conferences with teachers.</p>	
Delegation of Responsibility	<p>The Director or his/her designee, in conjunction with appropriate teaching staff members shall develop procedures for reporting student progress to parents or guardians which:</p> <ul style="list-style-type: none"> • Utilize various methods of reporting appropriate to curriculum content. • Insure that both student and parent receive ample warning of a pending grade of “failure”, or one that would adversely affect the student’s status. • Enable the scheduling of parent-teacher conferences at such time and in such places as will ensure the greatest degree of participation by parents, and not preclude the participation of either parent. • Insure the continual review and improvement of methods of reporting student progress to parents. • Instructors issue report cards every nine weeks. The monthly calendar identifies dates when grades are due in the Guidance Counselor’s office and when report cards are distributed to the students. • Report cards are distributed to students; therefore it is their responsibility to share this information with their parents or guardians. • If a student’s performance is not adequate, particularly after the first four weeks of a grading period, we suggest additional communications with the parents or guardians, i.e. telephone call, letter, conference or performance report. <p style="text-align: center;"><i>Refer to Staff Handbook for “Guidelines and Reporting Student Progress”</i></p>	

