Policy 624 – Student Progress Reporting

1.0 Purpose

The purpose of this policy is to establish uniform progress reporting procedures to students and parents/guardians.

2.0 Goals of student progress reporting system:

2.1 To promote maximum student learning through the development and maintenance of a close working relationship among parents/guardians, students, and school personnel.

2.2 To inform parents/guardians/students about personal and learning successes and to guide improvement efforts.

3.0 The elementary reporting system will consist of both formal and informal reporting formats:

3.1 Formal Reporting Formats.

3.1.1 Conferences: A minimum of two conferences will be scheduled during each school year.

3.1.1.1 The purpose of conferences will be to provide face-to-face information to parents about a student's, (1) academic achievement of the district's grade level standards (benchmarks), (2) progress over time, (3) learning-related behaviors (listening skills, work habits, etc.).

3.1.1.2 School personnel or parents/guardians may request additional conferences as deemed necessary.

3.1.2 Report Cards: Elementary report cards will be issued two (2) times per year.

3.1.2.1 The purpose of the Elementary Report Card is to communicate, in a written format to parents/guardians and students over time, the student's progress toward established academic standards and learning-related behaviors. It is intended to inform about learning and personal successes and to guide improvement efforts. A report card grade is intended to describe a student's performance relative to expectations at the time of grading.

3.2 Informal reporting formats.

3.2.1 Mid-term communication reports may be issued two (2) times per year.
3.2.1.1 The purpose of the midterm communication is to communicate to parents/guardians between formal reports if there are concerns about a child’s academic achievement, progress, or learning-related behaviors.

3.2.2 Teachers are encouraged to communicate to all parents/guardians informally (e.g. phone, e-mail, letters, or in person) especially when student performances go beyond or fall significantly below the expectations.

4.0 The secondary school progress reporting system will consist of parent/guardian conferences, student progress report forms, and an online reporting system.

4.1 At the middle school level, a minimum of two conferences will be scheduled during each school year.

4.2 At the high school level, conferences will be held after each grading period.

4.3 Teachers and parents/guardians should be encouraged to include secondary students in conferences.

4.4 Roseville Area High School students may elect a Pass (P) or Fail (F) grade in one out of five courses per trimester under the following conditions:

4.4.1 Courses will be selected the first five (5) days of the trimester.

4.4.2 Courses selected will be approved by the designated student counselor and teacher.

4.4.3 Final approval and distribution of lists of students so approved will be the responsibility of the building principal.

4.5 Teachers will regularly update student’s grades electronically through the district adopted system. Students and their parents/guardians can access this online system through the district website.

4.6 Students at the secondary level will be provided with a minimum of two (2) progress reports each year.

4.7 Student progress reporting in secondary schools, with the exception cited in 4.4 above, will use A, B, C, D, or F letter symbols (plus teacher comments as needed), unless otherwise approved by the Superintendent of Schools.

4.8 Student grades will not be weighted for any general or dual enrollment courses.
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5.0 Progress Reporting to K-12 students.

5.1 Students will be informed by their teachers of the grading system and the factors considered in determining a grade.

5.2 Students will be informed by their teachers of grade information that is being communicated to parents/guardians so that the students are aware of the grade and the explanation for the grade.

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