

## ADMINISTRATIVE POLICY 7.35

### STUDENT PROGRESS REPORTS TO PARENTS/ GUARDIANS

(1) To ensure that parents/guardians are kept informed of their children's progress in school, parents/guardians at elementary and K-8 schools will receive six reports of their students' progress: three interim progress reports and three standards-based report cards. Only standards assessed that mark period will have a performance level on the standards-based report card. At the end of the year, students will receive a "final grade" in the form of a final performance level for all standards in each subject area. ~~Traditional middle and high school report cards will be distributed to parents at the end of each mark period, based on each school's course schedule.~~ Parents/guardians of traditional middle school students will receive a total of 8 communications: four interim progress reports and four quarterly report cards. Parents/guardians of high school students will receive four communications each semester: two interim progress reports, one snapshot report card, and one traditional report card.

(2) The principal, along with the school's administrative team, will review Interim Progress Reports and Report Cards for accuracy and appropriate comments. Interim Progress Reports and Report card distribution dates are the principal's decision—after grading windows end and all reports have been checked and printed for parents.

(3) Interim progress reports will be distributed to parents/guardians of all students in grades K3-8 to indicate if achievement is at grade level in each content area. In traditional middle and high schools, ~~the schedule for interim progress reports, if needed,~~ are determined by the course schedules at each school and are sent home midway through each quarter. This process may be used to identify potential failures only.

(4) Progress reports to parents/guardians shall be supplemented by schools with other means of effective communication with parents/guardians, such as parent-teacher conferences, group meetings, displays, and timely informational reports on matters of import concerning individual students.

(5) At schools serving students in grades K3-8, parents/guardians will be notified in January and March if their children are in danger of being retained at the current grade level for the following school year. The notification should be in time for parents/guardians to intervene in the educational process in order to prevent, if possible, the failure from occurring. The principal of each school, working with his/her faculty, is responsible for determining methods of communication to be used to carry out this policy. Documentation of this notification shall be retained at the school level for one year.

(6) At the high-school level, parents/guardians will be notified at the half-way point in a course if their children are in danger of failing that course. The notification should be in time for parents/guardians to intervene in the educational process in order to prevent, if possible, the failure from occurring. The principal of each school, working with his/her faculty, is responsible for determining methods of communication to be used to carry out this policy. Documentation of this notification shall be retained at the school level for one year.

(7) The schools shall attempt to involve parents/guardians continuously in communication about their children's achievement. Parental contacts shall be documented in the approved student information system (SIS).

(8) Student absences shall be recorded in the approved student information system and on reports to parents/guardians.

**History:** Adopted 4-6-72, 4-1-87; revised 1-6-82, 2-22-95, 3-29-12

**Previous Coding:** Admin. Policy IKAB, prior to May 1995; Admin. Policy 9.35, May 1995-August 1996

**Contract Ref.:** MTEA Contract (Teachers)—♦—