

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: REPORTING STUDENT
PROGRESS

ADOPTED: October 14, 1991

REVISED: October 26, 2009

212. REPORTING STUDENT PROGRESS	
1. Purpose Pol. 216	The Board 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/guardians informed of student welfare and progress in school. It also recognizes the effects of State Board Regulations and Federal Regulations governing school records.
2. Authority	The Board directs the establishment of a system of reporting student progress which shall include written reports, report cards and parent conferences with teachers in grades K to 5, and shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.
3. Delegation of Responsibility	<p>The Superintendent, in conjunction with appropriate teaching staff members, shall develop procedures for reporting student progress to parents/guardians which:</p> <ol style="list-style-type: none"> 1. Utilize various methods of reporting appropriate to grade level and curriculum content. 2. Ensure that both student and parent/guardian receive ample warning of a pending grade of failure, or one that would adversely affect the student's status. 3. Enable the scheduling of parent-teacher conferences at such time as will ensure the greatest degree of participation by parents/guardians. 4. Specify the issuance of report cards at intervals of not less than nine (9) weeks. 5. Involve students, staff and parents/guardians in that review.
4. Guidelines	Teachers shall make regular reports to parents/guardians of the work, attendance, conduct and progress of students, and shall try in every way to secure home cooperation and support.

Teachers will send out a progress report at the end of four (4) weeks of each nine-week marking period for students who are failing or in danger of failing.

Parent Conferences

1. Parent conferences will be held at the end of the first and second marking periods for grades kindergarten through 5. These conferences will be scheduled on released time.
2. Each parent/guardian will be scheduled for a fifteen (15) minute conference with five (5) minute breaks after each conference to write up the conference notes. Forms will be provided for the notes; the same time limits will apply for the kindergarten classes.
3. The parents/guardians will have to attend this scheduled conference in order for the report card to go home at the end of the first marking period; only in cases of extreme emergency will it be otherwise. Consideration should be given to families with more than one (1) child.
4. In buildings where classes are departmentalized, the teacher will be responsible for his/her classroom.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 000, 213, 216