

STUDENT PROGRESS REPORTS TO PARENTS

The following procedures are used in reporting to parents.

1. Number of report periods: The school year is divided into four grading periods. Reports will be communicated to the parents on the Friday following the close of the specific grading period. (Final year and period reporting might vary from this.) Printed copies will be available upon request.
2. Kindergarten reports: Kindergarten reports are issued twice a year, in January and in June.
3. Grades one through six: Conferences are scheduled with each child's parent(s) on an assigned day. Other conferences are arranged as needed and may be called for by the teacher or parent(s).
4. Conferences for grades seven through 12: Conferences are scheduled into the school calendar, and parents are encouraged to attend conferences. Other conferences are arranged as needed and may be called for by the teacher or parent(s).

Progress reports

Teachers will update grades in the online grade book to provide parents with ongoing information about their child's progress. The purpose of posting grades at least weekly is to provide the child an opportunity to improve before a final period grade is given. A parent may request a printed copy of midquarter grades. Parents will be alerted when a child's performance becomes unsatisfactory or shows a marked or sudden deterioration. Principals will determine and communicate to staff the data to identify when a student's performance becomes unsatisfactory or shows a sudden deterioration. Principals will communicate to staff how to document the conferences regarding a child's unsatisfactory performance with the parent.