

# Series 600 – Educational Program

## Reporting Practices

The Board of Directors supports the following objectives of student progress reporting:

1. To inform parents/guardians of the progress made by their children;
2. To give parents/guardians a better understanding of the work of the school;
3. To record for students their growth and achievement;
4. To help students evaluate their own growth and achievement;
5. To help students, parents/guardians, and the school work together.

The superintendent, with assistance from the administrative and teaching staffs, shall develop procedures for evaluating and reporting student progress to parents/guardians.

Conferences with all parents/guardians shall be offered during first and second semester for elementary and middle school students. Conferences for parents/guardians of high school students will occur every quarter. Specific conferences can be scheduled at parent/guardian/school request at anytime.

Elementary student progress reports shall be sent to the parents/guardians at the close of each quarter. Additionally, the school district will, at a minimum, biannually inform kindergarten through grade 3 parents of their individual child's performance based on results of diagnostic assessments on reading.

Secondary schools shall issue report cards at the close of each quarter or term.

All secondary school courses in which grades are given shall be used in grade point computation. Courses given pass/no pass, audit or withdraw will not be used in grade point computation. Only those letter grades given in grades 9 - 12 will be used to determine class rank upon graduation.

Students may repeat courses they have taken in order to improve their skills or knowledge. Any course in which a student received a failing grade may be repeated at any time. A course in which a student received a passing grade may be repeated within two semesters. If the course is not offered during the next two semesters, the course may be repeated during the next semester that it is offered. Only three courses in which a passing grade was earned may be repeated during the student's high school career.

When a course is repeated both grades will appear on the student's transcript; however, when a student repeats a course in which a passing grade was previously received, only the repeat grade will be used in grade point average (GPA) calculations and no duplicate credit will be awarded. No previously earned credit will be taken away as a result of failing a repeated course.

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Written parent and counselor permission is required to repeat a course.

No district student will receive a failing grade on a quarter, term, or semester report unless a reasonable and documented effort has been made to inform the parents/guardians of the student's difficulty and that a failing grade is a possibility. This communication should take place as early as a potential failure is suspected, but no later than the sixth week of each quarter or term. Should there be a sudden deterioration of the student's performance which could lead to a failing grade after the above mentioned deadlines, the teacher should immediately contact the parents/guardians prior to reporting of quarter grades.

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Legal Ref.:

Cross Ref.: Board Policy  
605.3 Student Promotion and Retention  
605.4 Graduation Requirements