



**POLICY 214 -- REPORTING PUPIL PROGRESS**

**1. Purpose**

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 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 will include report cards, interim letters, telephone calls and parent conferences with teachers, and will require all appropriate staff members to comply with such a system as part of their teaching responsibility.

**3. Delegation of Responsibility**

The Superintendent, in conjunction with appropriate teaching staff members, will develop procedures for reporting student progress to parents or guardians which:

- . utilize various methods of reporting appropriate to grade level and curriculum content;
- . insure that both student and parents receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- . enable the scheduling of parent-teacher conferences at such time and in such places as will ensure the greatest degree of participation by parents and not preclude the participation of either parent; and
- . specify the issuance of report cards at intervals of not less than nine (9) weeks.

**4. Guidelines**

It will be the policy of the West Jefferson Hills School District that when a student accrues a debt to the school district through the loss or damage of school district property, materials, and/or equipment, the student's report card may be withheld, when deemed necessary, until the satisfactory completion of all obligations.