

REPORTING STUDENT PROGRESS

- 1.0 Each school's progress reporting procedures shall be made available to parents/guardians and students at the beginning of each student's school year. Each teacher shall provide access to information regarding the type of assessment tools/scales that may be used.
- 2.0 Accurate records of pupil achievement shall be maintained and reported by all teachers.
- 3.0 Until such time as the District implements standard-based grading on a district-wide basis, the grading scale to be used in grades 4 through 12 in all elementary, middle and high schools not involved in the grading for learning process shall be letter grades which reflect the following numerical scales:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F
- 3.1 Student grades within .5 percent of the bottom of the next grading level (e.g., 89.5, 79.5) shall be rounded up to the next letter grade (e.g., 89.5=A, 79.5=B).
- 3.2 In order that high school students not be penalized in terms of academic honors recognition and class ranking for participation in accelerated classes as defined by this procedure, student grades in accelerated classes shall be "weighted" as set forth in this section.
 - 3.2.1 An accelerated class shall be defined as a) a course receiving an "advanced placement" designation by the College Board or national entity with the authority to certify advanced placement courses, b) a course offered as part of an International Baccalaureate program certified by authorized United States representatives of the International Baccalaureate program, or c) courses offered as part of the middle years program, Level II, in preparation for the certified high school International Baccalaureate program.
 - 3.2.2 a course will be weighted in the event that the prerequisite for the particular course is already a weighted course by definition in 3.2.1 a, b, and c above.
 - 3.2.3 the weighting of a course beyond school-offered curriculum may be appealed to the Principal for weighting (ex: A student who enters high school at CMIC Math 3 or higher and completes advanced courses through higher education institutions while enrolled in high school).
 - 3.2.4 Student grades shall not be weighted in District elementary and middle schools.
- 3.3 For purposes of calculating a student's grade point average for completion of the courses described in section 3.1.1, an "A" grade shall receive 5 points; a "B" shall receive 4 points; a "C" shall receive 3 points; a "D" shall receive 2 points; and an "F" shall receive 0 points.
- 4.0 The academic progress of students shall be reported in writing to parents/guardians at the end of each quarter or trimester. Academic progress shall also be reported mid-term in writing. These reports shall reflect teachers' records of pupil achievement.

- 5.0 Parents/guardians shall be notified when a student's academic progress declines from "C" to "D" or "D" to "F" during the course of a quarter/trimester. The notice to the parent/guardian shall be provided within five school days after the student's performance has declined to a "D" or to an "F." The notice shall be provided by means of personal conference, telephone conversation, an automated telephone message ("Autodialer"), a weekly email update concerning the student's grade(s), and/or by means of a written report sent home to the parent/guardian with the child. Notice shall not be required if the student's progress has improved to satisfactory status within the five-day period. Building principals may direct that parent/guardian notification be made by a particular means (e.g., telephone call). A written record of this communication shall be maintained by the school. Notice to parents/guardians is encouraged but not required for students whose academic performance declines to a "D" or "F" during the final week of a grading period.
- 6.0 At any time during a grading period, students and parents/legal guardians have the right to contact the teacher and/or counselor to request a student's grade(s). This request shall be honored within 48 hours.
- 7.0 It shall be the responsibility of the school administrator to ensure that at least two conferences to discuss each student's progress shall be scheduled during the school year with parents/guardians in all schools in order to verbally inform parents/guardians of the educational progress of the child. While such minimum number of conferences is mandatory, schools are encouraged to report to and solicit involvement by parents in pupils' progress regularly throughout the year.