

# Board Policy

Code No. 505.1

## STUDENT PROGRESS REPORTS AND CONFERENCES

The Board of Directors recognizes the following objectives or purposes of a system of student reporting practices:

1. To inform parents in a timely manner of the progress made by their children.
2. To bring parents into a closer understanding of the work of the school.
3. To record for pupils their growth or achievement.
4. To assist pupils in evaluating their growth or achievement.
5. To assist pupils, their parents, and the school in working cooperatively for the welfare of the pupil.

The Superintendent, with assistance from the administrative and teaching staff, shall develop procedures for evaluating and reporting pupil progress to parents. At periodic intervals, the procedures shall be reviewed by the professional staff. The Board of Directors shall have the responsibility of granting final approval to the procedures and its revision.

Students will receive a progress report at the end of each nine-week grading period. Students who are performing poorly and their parents, shall be notified prior to the end of a grading period in order to have an opportunity to improve their grade. The Board also encourages notification to parents of students who have made marked improvement.

For the purpose of communicating with parents regarding student performance, parent-teacher conferences shall be scheduled at all grade levels as follows. Students may be encouraged to participate in the conferences.

- Elementary:** 2 required conferences; optional conferences on an ongoing basis at any time
- Middle School:** 2 required conferences; optional conferences on an ongoing basis at any time
- High School:** 4 required conferences held at mid-term of each quarter

Parents, teachers, or principals may request a conference for students in grades pre-kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss student progress or other matters with the student's teacher.

Report cards shall be issued at all grade levels at the close of each grading period. Failing grades should be reported to parents at mid-point of each grading period. Parents desiring further information concerning their students should contact the school.

*Legal Reference:* Iowa Code §§ 256.11, .11A; 256E.1(1)(b)(1), 280 (2011).  
281 I.A.C. 12.3(6), .3(7), .5(16).

*Cross Reference:* 505 Student Scholastic Achievement  
506 Student Records

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