

*Reporting Student Progress*

*Elementary School*

The elementary school term shall be divided into three (3) report periods. Parents shall receive a written report of student progress at the conclusion of each of the report periods. In addition, individual parent-teacher conferences shall be held in conjunction with the first and second reports to discuss student progress. Additional conferences shall be arranged at the request of the parent or the teacher. All such conferences are to be scheduled in advance at a time mutually convenient to both parties. Written interim reports of student progress shall be issued to parents between report periods to communicate potential academic failure or other area(s) or particular concern.

*Middle and High Schools*

The school year shall be divided into four (4) regular report periods of approximately nine (9) weeks in length. Written interim reports of student progress shall be issued between report periods to communicate potential academic failure or other area(s) of particular concern. Parent-teacher conferences shall be arranged at the request of the teacher or the parent. These conferences shall be scheduled in advance at a time mutually agreeable to both parties.

Any change of grade on the student's permanent record shall be made with full knowledge of the teacher involved and the building principal. An explanation for the grade change, signed by both the teacher and the principal, shall be made part of the student's permanent record folder. Necessary adjustments shall be made to the student's credit/quality point data history so that the grade change will be reflected in credit and/or class rank information as appropriate.