

# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

STUDENTS

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Reporting Student Progress

M

### R 5420 REPORTING STUDENT PROGRESS

#### **Purpose**

The purpose of reporting the educational progress of students is to

1. Inform parents or legal guardians of the progress children have made in school;
2. Apprise students of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each student's progress;
4. Provide a cumulative record of a student's progress through the educational system; and
5. Enable each student to gain a positive sense of his or her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

#### **Responsibility of the Instructional Staff**

Each teacher will review the progress of each of his/her students. The teacher will then ensure that all current grades and comments relative to every student are entered into the electronic student database in accordance with the timelines established by the building principal. For this reason, staff members are encouraged to establish deadlines for the submission of major assignments in order to support student learning within each grading cycle.

#### **School Responsibility**

At the beginning of each school year, each school shall send a notice home to parents giving them the opportunity to request to receive formal hard copies rather than only digital forms of progress indicators such as the report card in non-electronic form.

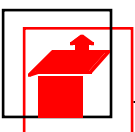
The notice to parents of students in grades Kindergarten through Twelve shall advise parents that:

1. Information regarding student progress is available electronically on a continuous basis;
2. Include a form to be completed by the parent and returned to the school Counseling Department (6-12) or main office (K-5), if the parent wishes to receive a paper copy of the report.

#### **Responsibility of the Student**

Grades K-12

If the parent has elected to receive a non-electronic form of progress report, the student shall be required to sign the report and is expected to present his/her copy to his/her parent or guardian for their review without delay. In addition, the student is expected to review his/her



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status in each course and partner with the classroom teacher in order to identify gaps and to set goals to improve performance within the grading cycle. The signature on the report indicates that he/she has reviewed the report and takes responsibility for fulfilling his/her obligations.

### **Elementary School**

#### Responsibility of the Parent

Prior to or at the beginning of each school year, the school administration will advise students and parents via newsletters, school calendars, etc., explaining the procedures for accessing student performance information using the electronic student database and announcing the dates upon which reports of student progress will be available. Parents are responsible to note these dates and ensure that their children bring the reports home or that they access the information electronically, depending upon parental election and grade level of the student. Any parents who requested to receive such non-electronic reports and fail to receive them should immediately contact the school if their child is in middle or high school, or the child's teacher if the child is in the elementary school so that they can be informed of their child's progress or be given another copy of the report. It is the responsibility of the parents to review the progress of their child, to contact or meet the teachers or school counselor for more information, and to implement strategies to assist their child in addressing any deficient area. This contact by parents is strongly recommended whenever the report indicates that a parent call or contact is requested.

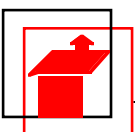
### **Report Cards**

The last day of each grading cycle will be determined each year when the calendar for the following year is prepared.

#### A. Secondary

1. Report cards for the secondary schools will be distributed to students or made available electronically within a sufficient period of time after the end of the grading cycle to permit the teacher's reporting of grades and the computer processing.
2. Parent-teacher conferences for secondary students shall be scheduled on an as-needed basis.
3. Parents may initiate a request for a school conference any time during the school year and are encouraged to do so, and this information will be reported in the parent handbook.

#### B. Elementary (Grades K-5)



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1. Report cards will be distributed at the end of each grading cycle, and the first cycle for Kindergarten students occurs after conferences.  
The actual distribution dates will be determined when the calendar for the following year is prepared.
2. Parent-teacher conferences for the elementary students will be scheduled by the District. The scheduling of these conferences is mandatory.
3. The District may schedule additional days in the spring for elementary school conferences; however, these conferences are not mandatory and should be scheduled on an as-needed basis.
4. Parents may initiate a request for a school conference at any time during the school year and are encouraged to do so, and this information will be reported in the parent handbook.

Issued: 25 August 1998

Revised & Approved: 24 June 2008

Revised & Approved: 19 November 2018

Revised & Approved: 22 August 2023

