

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 212

Section PUPILS

Title REPORTING PUPIL
PROGRESS

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 16, 2021

POLICY NO. 212 REPORTING PUPIL PROGRESS		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that communication between school and home is a vital component in the growth and education of each student. The Board acknowledges the school's responsibility to keep person(s) in parental relation informed of student welfare and academic progress.</p>	Pol. 216
Section 2	<p><u>Authority</u></p> <p>The Board directs that the District's instructional program shall include a system of measuring all students' academic progress.</p> <p>The Board directs the Superintendent to establish a system of reporting student progress that includes academic progress reports, grade reports and conferences between teachers and the person in parental relation.</p>	SC 1531, 1532 22 PA Code 4.11 Pol. 127
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop procedures and methods for reporting student progress to the person in parental relation.</p> <p>All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.</p>	SC 1531, 1532

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Section 4

Guidelines

Procedures and methods for reporting student progress to the person in parental relation shall be developed that:

1. Utilize various methods of reporting appropriate to grade level and curriculum content.
2. Ensure that both student and the person in parental relation shall receive prior warning of a pending grade of “failure,” or one that would adversely affect the student’s status.

A student shall not receive a failing grade or a change of two (2) letter grades without prior person in parental relation contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the person in parental relation, the teacher shall involve the guidance counselor and a registered letter shall be sent.

3. Establish a time frame in which grades are to be posted by a teacher once the graded test/assignment/project etc. has been given back to the students for review.
4. Enable the scheduling of person in parental relation-teacher conferences at such time and in such places as will ensure the greatest degree of participation by person(s) in parental relation and not preclude the participation of any party.

Section 5

Reporting

Every student shall have access to their grades through the District’s Student Management System.

All person(s) in parental relation shall have online access to the Student Management System in order to view academic student progress.

A paper version of a report card will be distributed upon person in parental relation request.

	<p style="text-align: center;">POLICY NO. 212 REPORTING PUPIL PROGRESS</p> <p><i>Unexcused Absence and Grades –</i></p> <p>Where absences are due to truancy or cutting classes, the student will not be given the privilege of making up any work which they missed. The student will be given a (0) grade for any class work which resulted in letter grades for those student present. If test(s) were given on the day of such absence, the student would receive a (0) grade for the test(s). If some homework assignments were handed in that were given a letter grade for the rest of the students, the absent student would be given a (0) for such work. In case of student suspension see Policy 233.</p> <p>Previously Revised: October 20, 2015; November 20, 2008; October 19, 1998</p> <p><u>References:</u></p> <p>School Code – 24 P.S. Sec. 510, 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.11</p> <p>Board Policy – 127, 216</p>	
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