

**REPORT CARDS
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the reporting of student progress.

1. Report cards or progress reports will be issued to students on the first Friday following the end of each grading period.
2. Students are expected to share the reports with their parent/guardian.
3. The semester grade is recorded on each student's permanent school record.
4. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area.
5. The following letter grades will appear on report cards and in the student's permanent record:

Kindergarten-Second

P - Progress Acceptable
O - Outstanding Progress
I - Improvement Needed

Third-Twelfth

A - 90 to 100
B - 80 to 89
C - 70 to 79
D - 60 to 69
F - 59 and below
NG-No Grade

In addition to the above reports, progress reports will be mailed to parent/guardians of students who are failing or at near failure the 6th and 12th week of each grading period. Reports may also be mailed (at teacher's discretion) reflecting satisfactory progress. Parents and guardians should feel free to discuss their child's progress with teachers and staff by appointment at any time.