

# **LEBANON SCHOOL DISTRICT**

POLICY: 212  
SECTION: PUPILS  
TITLE: REPORTING PUPIL PROGRESS  
ADOPTED: July 18, 1994  
REVISED: March 18, 2013  
July 16, 2018

## **212. REPORTING PUPIL PROGRESS**

### **Purpose**

The Board recognizes that communication between school and home is a vital component in the personal growth and education of each student. It recognizes its responsibility to keep parents/guardians informed of student welfare and academic progress in school. It also recognizes the effects of State Board regulations and Federal Regulations governing school records.

### **Authority**

The Board directs that the district's instructional program shall include a system of measuring all students' academic progress.<sup>1</sup>

The Board directs establishment of a system for reporting student progress that includes academic progress reports, K-12 grade reports and parent/guardian conferences with teachers during time periods scheduled by the district.

All appropriate staff members, as part of their professional responsibility, shall comply with the district's system for measuring and reporting student progress.<sup>2</sup>

### **Delegation of Responsibility**

The Superintendent or designee, in conjunction with appropriate staff members, shall develop administrative regulations for measuring and reporting student progress to parents/guardians.

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<sup>1</sup> 24 P.S. 1531-32; 22 Pa. Code. 4.11.

<sup>2</sup> 24 P.S. 1531-32.

## **Guidelines**

All teachers in the Lebanon School District shall be responsible for evaluating the progress of each student in their classes and reporting their progress to the parents/guardians in accord with the provisions of this policy. Report Cards shall be issued to students in grades 1 through 8 (4) times each year. Parents of kindergarten students shall receive a written report of their child's progress at the parent-teacher conference and at the end of the school term. Report Cards shall be issued to students in grades 9 through 12 (6) times per year.

The Superintendent, or his designee, in conjunction with appropriate administrative and teaching staff members, shall develop procedures for reporting student progress to parents or guardians which:

1. utilize various methods of reporting appropriate to grade level and curriculum content;
2. ensure that both student and parent/guardian are told if student is not functioning on grade level and that both receive ample warning of a pending grade of "failure", or one that would adversely affect the student's status; and
3. enable the scheduling of parent-teacher conferences at such time and in such places as will ensure the greatest degree of participation by parents, and not preclude the participation of either parent.

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.