

GUIDELINES FOR REPORT CARDS

The progress of the student will be reported to the parents through the report card.

All entries on the report card will be assigned by the teacher. Report cards will be issued every six/nine weeks and will be distributed on the fifth school day following the end of the grading period.

KINDERGARTEN

1. In kindergarten, a report card of skills will be sent home in nine week intervals to inform parents of student's progress.
2. The letters E, S, N and U shall be used for recording kindergarten student progress. The letter key follows:

E - Excellent
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

GRADES 1 - 5

1. Report cards will be sent home every six weeks.
2. The letter grades A, B, C, D and F shall be used for recording student progress in reading, math, language arts, social studies, science, band and chorus and conduct. In first and second grade, E, S, N or U shall be used in recording the social living grade.
3. The letter grades E, S, N and U shall be used for recording student progress in handwriting, music, arts and crafts, health and physical education, foreign language, and enrichment.
4. Teachers shall use the comment section to interpret the student's progress to the parent.

GRADES 6 - 8

The report card shall contain a letter grade and a percentage grade for all subjects both academic and enrichment along with an explanation of levels. The letter grades E, S, N, and U shall be used for recording student progress in capacity, work habits, and conduct.

GRADES 9 - 12

The report card for grades 9 through 12 shall reflect for each subject both a percentage grade and a letter grade.

Issued and approved prior to 1975

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