

## STUDENT PROGRESS REPORTS TO PARENTS

The Board feels that it is essential for parents to be kept fully informed of their children's progress in school.

The type of progress reports sent to parents shall be devised by the professional staff in cooperation with parents and subject to approval by the Board. Report cards shall be uniform throughout the district at comparable grade levels.

A written report shall be regularly provided all parents with supplementary reports sent as needed. Supplementary reports shall be required for students in danger of failure. Conferences with parents shall also be used as an integral part of the reporting system.

Report cards will be given out as follows:

Kindergarten – mid-year, and at the end of the school year.  
Grades 1 through 12 – at the end of four marking periods.

The administration will set the dates for issuance of mid-period failure warnings and reporting of grades by teachers. Report cards shall be given out as soon as possible after the close of the marking period. The cards are to be signed by the parents or guardian, and returned to the school. Each pupil's report card shall become his/her property at the end of the school year, or whenever he/she leaves the school system.

Current practice codified 1975

Adopted: date of manual adoption

Amended: 2/10/86

Department of Public Schools, Augusta, Maine