

REGULATION

PATERSON SCHOOL DISTRICT

PUPILS
R 5420/page 1 of 3
Reporting Pupil Progress
M

R 5420 REPORTING PUPIL PROGRESS

A. Purpose

The purpose of reporting the educational progress of pupils is to:

1. Inform parent(s) or legal guardian(s) of the progress children have made in school and, what if anything may impede the progress;
2. Apprise pupils of their progress and attendance at school;
3. Prompt teachers to make periodic, formal assessments of each pupil's progress;
4. Provide a cumulative record of a pupil's progress throughout the educational system; and
5. Enable each pupil to gain a positive sense of his/her intellectual, social, emotional, and physical abilities and programs toward effective citizenship, maturity and responsibility.

B. Frequency

1. Report cards will be issued four times per year for all grade levels.
2. The schedule of dates on which report cards will be issued will be published in the parent and student handbooks distributed by each school so that parents or legal guardians can anticipate the receipt of a report card.
3. Parent(s) or legal guardian(s) and pupils will be notified in writing of the possibility of a failing grade at the mid point of the marking period.
4. Parent(s) or legal guardian(s) and pupils will be notified in writing of the possibility of a pupil's retention at grade level no later than four weeks prior to the end of the school year in accordance with Policy No. 5410.



REGULATION

PATERSON SCHOOL DISTRICT

PUPILS
R 5420/page 2 of 3
Reporting Pupil Progress

5. Notices given pursuant to ¶B2 and ¶B3 will be sent home with the pupil in grades Kindergarten through eight and will be mailed to the parent(s) or legal guardian(s) in grades nine through twelve.
6. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parent(s) or legal guardian(s) informed of the educational progress of their children.

C. Report Card Format

1. The format of report cards will be reviewed each three years in order to ensure that report cards effectively and accurately report pupil progress.
2. Grades will be determined in accordance with Regulation No. 2624.
3. At the elementary level, report cards will report individual academic, personal, and social growth as well as work, study habits and attendance.
 - a. The Kindergarten report card will stress the degree of mastery of skills achieved.
 - b. The primary grades one through three report card will record a specific symbol for both effort and degree of mastery of specific skills.
 - c. The intermediate grades four through eight report card will record both effort and degree of mastery of specific skills and will include the instructional level achieved by the pupil in reading, spelling, mathematics and science.
4. At the middle school and high school levels, report cards will record pupil achievement in academic subjects, as well as the pupil's personal growth and development and attendance.
5. Report cards at all levels will record the pupil's absences and tardiness.
6. Report card format will include space for the classroom or homeroom teacher's personal comments regarding the pupil's personal growth and social development.



REGULATION

PATERSON SCHOOL DISTRICT

PUPILS
R 5420/page 3 of 3
Reporting Pupil Progress

7. Report card format will include space for the parent(s) or legal guardian(s) signature, comments, and request for a conference with the teacher.

D. Distribution and Return

1. Report cards will be sent home with pupils.
 - a. The report card of a pupil who is absent on the day report cards are issued may be held and sent home with the pupil on the following school day.
 - b. The report card of a pupil who is absent for an extended period of time will be mailed, receipt requested, to the parent(s) or legal guardian(s).
2. Report cards must be signed by the pupil's parent(s) or legal guardian(s) and returned within three school days of the date on which they were issued.
3. Teachers will maintain a checklist to determine which report cards, if any, have not been returned within the allotted time. If a report card is overdue, the teacher will call the parent(s) or legal guardian(s).

E. Parent Teacher Conferences

Parent teacher conferences will be conducted in accordance with Policy No. 9280.

Issued: 17 June 2009

