

# Report card/interim reports

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## Frequency of reports

- A grade report will be sent to each student's parent or guardian at the end of each grading period. Report cards will be issued every 4  $\frac{1}{2}$  weeks for high school and every 9 weeks for middle and elementary schools (interim reports are issued every 4  $\frac{1}{2}$  weeks).
- A teacher is required to contact parents when a student shows unsatisfactory progress by the midpoint of a grading period or thereafter.

## Format of reports

- The kindergarten, elementary or secondary report cards will be used by every school (except Discovery School and Barr Street Learning Center) in the district. Discovery School will use multiple intelligences/narrative report cards.
- The district report card for middle and high school is a computer-generated report card.
- In first grade, teachers will indicate on report cards each student's progress toward mastering standards.
- On all report cards, grades 2-5, teachers will record the letter and numerical averages.
- Teachers in grades 6-12 record numerical grades only.

## Comments on report cards

- A comment may be made by the teacher in the comment section of the report card for any and each failing grade a student receives.
- Any comment on a student's traits or behavior pattern must be objective.