

## **Report Cards/Progress Reports**

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, shall be uniform throughout the district at comparable grade levels, and shall be approved by the Board. They shall reflect students' progress toward attainment of state and district content standards.

Except for the college entrance exam, results of the Colorado State Assessment Program shall be included as an addendum to each student's final report card for that school year and made part of the student's permanent academic record. Results of the college entrance exam shall be included on each student's transcript. However, if a student retakes the exam at a later time at the student's expense, the student may request that the later results be placed on the transcript in place of the earlier results.

Grades, at the high school, are posted upon completion of prescribed course work with grade changes allowed up to two weeks after course completion. If a course is retaken both grades become part of the permanent record.

A written report shall be provided all parents four times a year, with supplementary reports as needed. Supplementary reports shall be required for students in danger of failure. It is also highly recommended that notes of praise or letters noting outstanding achievement be sent whenever a teacher feels a student deserves recognition. Conferences shall also be used as an integral part of the reporting system.

Adopted: 11/22/77

Revised to conform with practice: date of manual adoption

Revised: 12/14/00, 10/15/01, 11/10/16