

## CLARK COUNTY SCHOOL DISTRICT REGULATION

5122

### REPORTING TO PARENTS

- I. Report cards are to be issued on a trimester (twelve-week) basis in grades kindergarten through five and a quarterly (nine-week) basis for grades six through twelve to help parents understand the achievement of the student in the school program. Report cards are issued in elementary schools and secondary schools on dates designated by the Instruction Unit. A trimester report card shall be issued for any elementary student who has been enrolled three weeks or more, and a final report card shall be issued for any secondary student who has been enrolled at least three weeks in a semester.
- II. In elementary schools, at least one parent-teacher conference is to be offered for each student each year, and, in most cases, this conference should be held during the first half of the school year. Teachers shall maintain records of parent-teacher conferences.
- III. In elementary schools, teachers are required to advise parents, by conference or written notice, of unsatisfactory progress being made by their student. Parent-teacher conferences are recommended when unsatisfactory progress is identified. Parents shall be notified of student unsatisfactory progress on or before Friday of the seventh week of each trimester period.
- IV. In secondary schools, teachers are required to confer with students on two occasions in each semester and to provide a written notice progress report to students to be shared with parents advising them of work that constitutes failure (F) or below average (D). If, at that time, a student's behavior is unsatisfactory, it should also be so noted on the reporting progress report, which shall be processed in accordance with the Secondary Grade Reporting Calendar and the guidelines established by the Instruction Unit.
- V. A grade of "F" shall not be given unless previous notice of unsatisfactory progress has been provided for the reporting period. Failing grades resulting from conditions existing exclusively in the last four weeks of a report period may be exempt from the prior reporting notice with the approval of the school principal. (For grade reporting, see Regulation 5121.)
- VI. Report cards shall not be withheld pending payment of fines or return of school property.
- VII. Report cards, progress reports, and letters are to be neatly prepared with clear legible writing or printing. Copies of interim reports and all letters sent to parents shall be filed in the school.

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Review Responsibility:	Instruction Unit
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