

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-5122

REPORTING TO PARENTS

Report Cards are to be issued on a semester (18 weeks) basis in Grades kindergarten through 5 and a quarterly (nine-week) basis for Grades 6 through 12 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 semester report card shall be issued for any student who has been enrolled three weeks or more in a semester.

- I. 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 and are required to advise parents, by conference or written notice, of unsatisfactory progress being made by their student. Parent-teacher conferences are also recommended when unsatisfactory progress is identified.
- II. In elementary schools, teachers are required to advise parents of student progress and post to the parent/guardian portal a progress report every 3 to 4 weeks. In secondary schools, teachers are required to confer with students on two occasions in each semester and post to the parent/guardian portal progress report 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 Grade Reporting Calendars and the guidelines established by the Instruction Unit.
- III. Teachers of record of competency-based courses are required to confer with students who are not demonstrating progress 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 written notice progress report.
- IV. 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.)

R-5122 (page 2)

- V. Report cards shall not be withheld pending payment of fines or return of school property.

Review Responsibility:	Instruction Unit
Adopted:	[5120.1: 7/12/63]
Revised:	(8/26/76; 8/13/81; 7/14/83)
Pol Gov Rev:	6/28/01
Revised:	4/27/06; 11/16/10; 3/13/14