

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: REPORTING STUDENT
PROGRESS

ADOPTED: December 18, 2003

REVISED: May 18, 2006

212. REPORTING STUDENT PROGRESS	
1. Purpose Pol. 216	The Joint Operating Committee believes that cooperation between school and home is vital to the growth and education of each student. The Joint Operating Committee acknowledges the school's responsibility to keep parents/ guardians informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.
2. Authority SC 1850.1	The Joint Operating Committee directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which includes progress reports, letters of commendation, report cards, parent/guardian conferences with teachers, and telephone/e-mail communication.
3. Delegation of Responsibility	The Administrative Director, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents/guardians.
4. Guidelines	Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's program status. Report cards and progress reports shall be issued at intervals of not less than four (4) times per year. Unsatisfactory progress may affect a student's continued attendance at the school.