

**MEDWAY SCHOOL BOARD
REPORT CARDS/PROGRESS REPORTS POLICY**

The Superintendent will be responsible for ensuring the development of a system for communicating information regarding student achievement and academic progress to students and parents. The board will be apprised of any changes. Within this system, grades, proficiency levels, performance notations, narratives, and other forms of reporting should be understandable to parents and should indicate how the student is progressing relative to achievement of the content standards adopted by the State of Maine, as well as achievement in other specific courses or content that may use national standards. Distinctions will be made between student achievement toward attainment of the state standards, and work ethic and citizenship.

As a component of the system, a report card, depicting achievement, will be issued for each student, at regular intervals, to be reviewed by the student's parent/guardian.

A dual reporting system will work in conjunction together to give feedback to parents and students: academic standard-based grades for subject areas and a separate grading scale for work ethic/ habits.

Interim progress reports indicating proficiency or deficiency, which requires a need for remedial intervention, or improvement in performance will be issued at the midpoint of each term.

The teacher and administration will meet with the parents of students who may not meet the standards necessary to advance to the next grade. This meeting will occur at mid-year to discuss concerns and consider individual program adjustments to help the student succeed.

In May, the office of the principal with teacher/guidance input, will provide written parental and student notification that the student has not met the necessary standards to advance to the next grade. However, opportunities to help the student achieve the standards will be provided, as appropriate, up to the beginning of the next school year.

Cross Reference: IK – Student Achievement/Evaluation of Student Achievement
 IKE – Promotion, Retention and Acceleration
 ILA – Student Assessment/Local Assessment System

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