

No. 5300  
SECTION: STUDENTS  
TITLE: PROGRESS: REPORTING TO PARENTS  
  
ADOPTED: 1/24/78  
READOPTED: 1/29/14;11/15/16;9/17/19;  
3/15/22  
REVISED: 7/27/99;6/18/07;6/21/10

## **OXFORD AREA SCHOOL DISTRICT**

It shall be the policy of the Oxford Area School District that parents or guardians be informed about the activities of their children in the school and that the reporting of student progress in school is a vital component of the total educational process. To this end, a system for the regular reporting of student progress to parents and guardians shall be developed and communicated.

The Superintendent of Schools shall develop a system of reporting to parents which encompasses both formal and informal components:

- A. Formal communications include items such as progress reports, conferences arranged on prior notice either by the home or the school, dissemination of test scores, and evaluated student work.
- B. Informal communications include such items as notes to parents, emails, telephone calls, home visits, informal conferences, and casual meetings.

OXFORD AREA SCHOOL DISTRICT  
NO. 5300 PROGRESS: REPORTING TO PARENTS

ADMINISTRATIVE GUIDELINES

REPORTING TO PARENTS

- A. It is the responsibility of the professional staff to evaluate students and to issue reports of progress.
- B. The purpose of these reports is to inform parents or guardians of their child's progress especially if child is either experiencing some difficulty or not working up to the expected level of achievement.
- C. Progress reports should be posted at the midpoint between each marking period if the teachers' records indicate that a child is doing failing work, in danger of failing, or underachieving. Progress reports may be issued at other times during the marking period as needed.
- D. Progress reports can only be helpful and meaningful if teachers maintain adequate records of student work. Records should include results of classroom participation, homework, quizzes, tests, and other means of professional evaluation.
- E. Progress reports will be posted to parents according to the schedule recommended by the principal. Reports are to be delivered to the home by the method deemed appropriate for the particular grade level of the student and most often electronically through the Parent Portal unless otherwise requested by the parent/guardian.