

REPORT CARDS

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades 1-12 in the schools of the School District. Reports to parents/guardians of kindergarten students shall be made at least three (3) times during the school year.

All report cards used by the schools of the School District shall be approved by the Board. Report cards approved for use within the School District must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

Progress Reports

Progress reports will be issued at the end of each 3-week period that report cards are not being issued. The progress reports will be issued to students who have an average of 70 or lower.

Academic Grades

Numerical grades shall be mandatory in grades 1 through 12 in all schools of the School District based on the following scale with the exceptions as explained in the section entitled "Academic Grades K-3":

- A = 90 -100
- B = 80 - 89
- C = 70 -79
- D = 65 -69
- F = 64 and below

Academic Grades K-3:

Letter grades shall be mandatory in grades 1-3 in Reading Initiative schools of the School District in Social/Natural Sciences, Physical Education and Conduct only, based on the following scale:

- G=Good
- S=Satisfactory
- I=Improving
- N=Needs Improvement
- U=Unsatisfactory

All other subjects in grades 1-3 will use the numerical grade scale as stated in the section "Academic Grades".

Letter grades shall be mandatory in kindergarten classes in the schools of the Schools District based on the following scale:

S=Satisfactory
I=Improving
N=Needs Improvement
U=Unsatisfactory

Readiness Activities – Grade 1

For the 1st 3-weeks of school, students in Grade 1 in schools of the School District will be engaged in readiness activities and may not receive academic grades. The first grading period will reflect grades earned during weeks 4 through 9 of the first 9-week grading period.

Conduct Grades

Conduct grades shall be mandatory and included on the report cards for all classes at all grade levels and for all grading periods.

Absences and Tardies

The number of absences shall be included on the report cards for all classes, at all grade levels and for all grading periods.

Distribution of Report Cards

Report cards shall be sent home by students not later than five (5) school days after the completion of each nine (9) weeks as defined by the Annual School Calendar.

Return of Report Cards

Students (K-6) and parents/guardians are responsible for returning report cards to school personnel within five (5) school days after they are issued.

Replacement Report Cards

Students and parents/guardians are responsible for safeguarding report cards while they are in their custody. If a report card is lost or damaged beyond use, a replacement report card will be completed and re-issued for a \$2.00 fee. School principals shall ensure that replacement report cards are completed fully prior to issuing them to students. All replacement report cards must be clearly designated as replacement cards

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Altering Report Cards

Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s).

Violation of any parts of this policy by students may result in disciplinary action by school officials.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: Jun. 24, 1986; REVISED: July 7, 1998; July 6, 2000; Sept. 14, 2000; Dec. 14, 2001; July 15, 2004; Aug. 12, 2004