



Book	Cincinnati City School District Policies
Section	5000 Students
Title	Reporting Student Progress
Number	5420
Status	Active
Legal	R.C. 3301.0714 A.C. 3301-11 A.C. 3301-35-02(B)(4)
Adopted	Not provided
Last Revised	1.11.2019
Last Reviewed	Not provided

The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents which:

- A. ensure that both student and parent receive ample warning of a pending grade that would adversely affect the student's status;
- B. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- C. specify the issuance of report cards at intervals of not more than quarterly.

R.C. 3301.0714  
A.C. 3301-11, 3301-35-02(B)(4)

## CINCINNATI CITY SCHOOL DISTRICT ADMINISTRATIVE PROCEDURES

<b><i>Procedure Name: Reporting Student Progress</i></b>	
Procedure No. 5420-00-01	Eff. Date: 5.14.2018
Implements Board Policy(ies) 5420	Last Reviewed: 1.11.2019

## 1. Background

*This procedure describes the process for reporting progress to parents. Teachers and Administrators will provide ample warning of a pending grade that would adversely affect the student's status. Buildings will schedule of parent-teacher conferences at times and places that will ensure the greatest degree of participation by parents. The district will specify the issuance of report cards at intervals of not more than quarterly.*

## 2. Responsibilities

Title: Director of Curriculum and Instruction

Address: 2651 Burnet Avenue, 45219

Phone: 513-363-0127

*Describe responsibilities:*

*The Director of Curriculum and Instruction shall be responsible for maintaining an efficient process for the Grading and Assessment team to review, update and communicate revisions to the Cincinnati Public Schools Grade Reporting Procedures Handbooks outlining procedures for an ample warning system of a pending grade that would adversely affect the student's status, buildings scheduling parent-teacher conferences at times and place that will ensure the greatest degree of participation with parents and the issuance of report cards at intervals of not more than quarterly.*

## 3. Action Steps

- 1. Convene Grading and Assessment Committee no less than 2 times year to review CPS Grade Reporting Procedures Handbook(s)*
- 2. Grading and Assessment Committee updates and/or discusses revisions to CPS Grade Reporting Procedures Handbook(s) to the Education Initiatives Panel*
- 3. All revisions to CPS Grade Reporting Procedures Handbook(s) will be communicated across multiple platforms such as the current LMS and Councils*

## 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

*Digital Access*

*Student mobility across buildings*

*Mobility and Schedules of Parents able to attend Conferences*

## 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.Cincinnati Public Schools Grade Reporting Procedures 7-12	<i>The procedures and policies in this document apply to all students in grades 7 through 12 in high school buildings.</i>	<i>Spring 2018</i>

	<i>These procedures were developed by the Cincinnati Public Schools Grading and Assessment Committee. This joint CPS/ CFT standing committee is composed of teachers, administrators, members of the curriculum department and other educational staff.</i>	
2.Cincinnati Public Schools Grade Reporting Procedures for Elementary Schools	<i>The procedures and policies in this document apply to all students in grades K through 6 in Elementary buildings. These procedures were developed by the Cincinnati Public Schools Grading and Assessment Committee. This joint CPS/ CFT standing committee is composed of teachers, administrators, members of the curriculum department and other educational staff.</i>	Spring 2018

**6. Additional Information**

<i>None at this time.</i>
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