Frederick County Public Schools
Board of Education
PROGRESS REPORTING
Policy 416

A. Policy Purpose

To outline Board of Education of Frederick County's (Board) expectations regarding the communication of student progress to parents.

B. Definitions

1. "Parent" is defined to mean any one of the following, recognized as the adult(s) legally responsible for the student:
   a. Biological Parent – A natural parent whose parental rights have not been terminated;
   b. Adoptive Parent – A person who has legally adopted the student and whose parental rights have not been terminated;
   c. Custodian – A person or an agency appointed by the court as the legal custodian of the student and granted parental rights and responsibilities;
   d. Guardian – A person who has been placed by the court in charge of the affairs of the student and granted parental rights and responsibilities;
   e. Caregiver – An adult resident of Frederick County who exercises care, custody or control over the student, but who is neither the biological parent nor legal guardian, as long as the person satisfies the requirements of the Education Article, §7-101(c) (Informal Kinship Care) or has been issued a U.S. Department of Health and Human Services' Office of Refugee Resettlement (ORR) Verification of Release form entering into a custodial arrangement with the federal government; or,
   f. Foster Parent – An adult approved to care for a child who has been placed in their home by a state agency or a licensed child placement agency as provided by the Family Law Article, §5-507.

C. Policy Statement

1. The Board is committed to ensuring that all students learn and that students, parents, teachers, administrators, and other stakeholders receive meaningful feedback on student achievement and progress.

2. The Board recognizes the home/school partnership is crucial for student success. The Board's expectation is that Frederick County Public Schools (FCPS) school-based staff are accessible to parents for discussions regarding student progress. The Board encourages FCPS school-based staff to schedule windows of availability to facilitate these important conversations. The Board's expectation is that parents support their child's engagement in all learning experiences and monitor student progress. The Board encourages parents to contact their child's teachers to enhance their understanding of and support for their child's schoolwork and social-emotional and academic progress.

D. Implementation

1. Student progress reporting procedures are part of the instructional program and are important in improving the learning environment. Report cards are issued four times a year, and important state and local assessment results are provided to parents. Conferences between teachers and parents are scheduled periodically during the school year. These conferences are particularly helpful in allowing teachers and parents to find out how they can cooperatively participate in the student's education. At the secondary level, parents are notified to check mid-term grades in the electronic grade book, and interim reports are sent home to notify parents of grades lower than a C.

2. In accordance with Code of Maryland Regulations (COMAR) 13A.03.02.07, each principal shall inform all students and their parents or guardians annually at a minimum of the following:
   a. Maryland's graduation requirements;
   b. The student's progress on fulfilling the credit, Maryland Comprehensive Assessment, service, and applicable Individualized Education Program (IEP) requirements for graduation;
   c. The results of each Maryland Comprehensive Assessment taken;
   d. The Department's schedule for the Maryland Comprehensive Assessment administration; and
   e. The student's progress on completing the course credit, which includes the end-of-course Maryland Comprehensive Assessment in science and government, service, and applicable IEP requirements for graduation.

3. **Parent Expectations**
   a. Parents may monitor student progress by regularly checking class grades in the electronic gradebook. *See* FCPS Regulation 500-13, *Interim Report Procedures*.
   b. Parents wishing to discuss their child's progress are encouraged to contact the school for an appointment with the teacher, counselor, or principal.

4. The Superintendent is directed to establish a regulation implementing this policy.

E. Related Information

1. **Board Policy**
   a. Policy 405, *Graduation*
   b. Policy 430, *Attendance at Schools*
   c. Policy 444, *Educational Equity and Excellence*
   d. Policy 500, *Approval of Curriculum and Instructional Materials*
   e. Policy 511, *Assessments*

2. **Code of Maryland Regulations (COMAR)**
   a. COMAR 13A.03.02.07, *Notice to Parents or Guardians and Students*
   b. COMAR 13A.03.02.08, *Grading and Reporting*

3. **FCPS Regulations**
   a. Regulation 400-13, *Class Ranking – High School*
   b. Regulation 400-14, *Honor Roll Criteria for Middle and High Schools*
   c. Regulation 400-25, *National Honor Society*
   d. Regulation 400-27, *Graduation Honors and Awards*
   e. Regulation 400-40, *Summer Session Programs*
   f. Regulation 400-49, *Home Instruction for Students*
   g. Regulation 400-94, *College and Career Readiness*
   h. Regulation 400-98, *Student Attendance*
   i. Regulation 416-01, *Grading, Reporting, Intervention – Secondary*
   j. Regulation 416-02, *Grading, Reporting, Intervention – Elementary*
   k. Regulation 416-03, *Homework Guidelines*
   l. Regulation 500-10, *Placement and Promotion of Students*
   m. Regulation 500-13, *Interim Report Procedures*
   n. Regulation 500-24, *Academic Standards for Participation in Extracurricular Activities in High School*

4. **FCPS Resources**
   a. FCPS Calendar Handbook and Information Website
   b. FCPS Grades and Report Cards Website
   c. FCPS Graduation Requirements Website
   d. FCPS Maryland Comprehensive Assessment Program (MCAP) Website
   e. FCPS Parent-Teacher Conferences Website
   f. FCPS Schoology Learning Management System (LMS) Website
   g. FCPS State Testing Programs Website

5. **Maryland Statutes**
   a. Md. Code Ann., Educ. § 7-101
   b. Md. Code Ann., Family Law § 5-507

F. Policy History (Maintained by Legal Services)

Responsible Office	Department of System Accountability and School Administration; Office of Assessment, Data Reporting, and Strategic Improvement
Adoption Dates	5/10/06
Review Dates	
Revision Dates	01/08/25