INSTRUCTION

Reporting to Parents

Parent(s)/guardian(s) shall be informed of their children’s progress in school at regular intervals. In the case of parents who are separated or divorced, both parents will be informed on the progress of their children in school. When the Superintendent receives a request from a student’s parent(s)/guardian(s) for records, notices, or reports concerning the student, the Superintendent or his/her designee shall direct the appropriate District staff member to answer such request. In the case of parents who are separated or divorced, such requested mailings shall be sent to both parents in the absence of any court order to the contrary. The Superintendent shall establish the means through which this function is performed.

The School Board endorses the use of various avenues of communication with parents, including the following:

1. Parent-teacher conferences, which shall be conducted on a regular basis, as an effective means of reporting student progress to parent(s)/guardian(s);

2. Written student progress reports which teachers shall submit to parent(s)/guardian(s) according to a regular schedule;

3. Interim reports, through which teachers contact parent(s)/guardian(s) to impart information or to arrange a conference when teachers believe additional information should be shared shall be encouraged; and

4. Additional methods for reporting, such as open houses, portfolio nights, parent education meetings and newsletters, face-to-face meetings, and telephone conferences.

Teachers shall schedule meetings with parent(s)/guardian(s) at mutually agreed upon times.

LEG. REF.: A

APPROVED: May 2007