

REPORTING TO PARENTS/GUARDIANS

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

The board directs the establishment of a system of reporting student progress that shall include written reports, student-teacher conferences, parent/guardian-teacher conferences, student progress reports, student portfolio assessments, and other formal and informal methods. A progress report, oral or written, will be provided to all parents/guardians at the conclusion of each of the monthly grading periods. A final report card is issued at the conclusion of each semester. If the parent/guardian's primary language is other than English, translation shall be provided whenever possible.

The lead person shall develop procedures for reporting student progress which:

- A. Use various methods of reporting appropriate to grade level and curriculum content;
- B. Ensure that both student and parent/guardian receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- C. Enable the scheduling of parent/guardian-teacher conferences in such places and at such times as will ensure the greatest degree of participation by parents/guardians;
- D. Specify the issuance of report cards at intervals of not less than four times during the school year and issuance of deficiency notices as required during the school year;
- E. Ensure the continual review and improvement of methods of reporting student progress to parents/guardians and involve students, staff and parents/guardians in that review.

A record shall be kept indicating the legal custodian of each student, so that reports can be made to and conferences arranged with the proper person.

Parental Notification

The lead person shall develop regulations to ensure that parents/guardians are notified in all instances when the law and/or the best interests of the student and the school require it.

Adopted: January 7, 2016

Key Words

Parents/Guardians; Reporting to Parents/Guardians; Role of Parents/Guardians

**Legal References:** N.J.S.A. 18A:7E-2  
                          through -5  
N.J.S.A. 18A:11-1  
N.J.S.A. 18A:35-4.9

School report card program  
General mandatory powers and duties  
Student promotion and remediation; policies and procedures

REPORTING TO PARENTS/GUARDIANS (continued)

<u>N.J.S.A.</u> 18A:40A-12	Reporting of students under influence or believed to be using anabolic steroids; examination report, return home; treatment; evaluation of possible need and referral
<u>N.J.A.C.</u> 6A:8-4.3	Accountability
<u>N.J.A.C.</u> 6A:8-4.5	Public reporting
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:14-1.1, -2.3, -2.4, -2.5, -2.6, -3.5, -7.9	
<u>N.J.A.C.</u> 6A:15-1.1 <u>et seq.</u>	Bilingual Education
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:15-1.13, -1.15	
<u>N.J.A.C.</u> 6A:16-1.4	District policies and procedures
<u>N.J.A.C.</u> 6A:32-7.1(d, k)	General considerations
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Possible**

<b><u>Cross References:</u></b> *1000/1010	Concepts and roles in community relations; goals and objectives
*1250	Visitors
*2224	Nondiscrimination/affirmative action
*3542.31	Free or reduced-price lunches/milk
*5020	Role of parents/guardians
*5113	Absences and excuses
*5114	Suspension and expulsion
*5120	Assessment of individual needs
*5125	Student records
*5126	Awards for achievement
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.3	Health examinations and immunizations
*5142	Student safety
*5145.12	Search and seizure
*6010	Goals and objectives
*6142.1	Family life education
*6142.2	English as a second language; bilingual/bicultural
*6145	Extracurricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
*6164.2	Guidance services
*6164.4	Child study team
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*6173	Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.