

SCOTLAND BOARD OF EDUCATION
Board Policy

Students

Reporting to Parents

The Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Parent-teacher conferences, letters, informal notes, electronic mail, telephone calls to parents, and school visitation should be used, among other means, to inform parents of student successes and student needs and to inform teachers of parent concerns about, suggestions for, and perceptions of their children which may help the teacher in his or her work with particular children.

1. **Report Card.** Written reports on student progress will be issued in accordance with a schedule developed by the school Principal. Reporting dates shall be determined annually and placed on the school calendar.

Report cards in conjunction with parent/teacher communication and conference should reflect the educational growth of the student in relationship to each student's ability, attitudes, interests, conduct, citizenship, and achievement and in relationship to standards for his/her age and grade.

Teachers will contact parents prior to progress reports and report card conferences if the student is in danger of failing or if there has been a significant change in the student's performance.

2. **Progress Reports.** Student progress reports to parents/guardians will be sent between marking periods. Parental acknowledgment of these communications should be encouraged.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records.

46b-56 Access to records of minor children by non-custodial parent.