

REPORTING TO PARENTS/GUARDIANS

The Passaic Board of Education 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, and parent/guardian-teacher conferences. If the parent/guardian's primary language is other than English, translation shall be provided whenever possible.

The superintendent 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.

Parent/Guardian Conferences

Each school principal shall ensure that parent-teacher conferences are scheduled on days and at times that facilitate the maximum attendance and participation of parents, including working parents. Teachers shall be prepared for each conference and familiar with the student's school performance record. Teachers may seek supervision and may be provided training to assist in planning and using conference time effectively.

REPORTING TO PARENTS/GUARDIANS (continued)

Teachers conducting parent/guardian conferences shall strive to engage parents/guardians in respectful, productive, and meaningful discourse centered on the student's academic and behavioral performance. Teachers shall report any conferences that become adversarial or combative to their immediate supervisor and/or the principal.

Parental Notification

The superintendent 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 district require it.

First Reading: December 19, 2016  
 Second Reading: January 30, 2017  
 Adopted: January 30, 2017

Key Words

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

**Legal References:** N.J.S.A. 18A:7E-2 through -5 School report card program  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:35-4.9 Student promotion and remediation; policies and procedures  
N.J.S.A. 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  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:8-4.3 Accountability  
N.J.A.C. 6A:8-4.5 Public reporting  
N.J.A.C. 6A:8-5.1 Graduation requirements  
N.J.A.C. 6A:14-1.1 et seq. Special Education  
 See particularly:  
N.J.A.C. 6A:14-1.1, -2.3, -2.4, -2.5, -2.6, -3.5, -7.9  
N.J.A.C. 6A:15-1.1 et seq. Bilingual Education  
 See particularly:  
N.J.A.C. 6A:15-1.13, -1.15  
N.J.A.C. 6A:16-1.4 District policies and procedures  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-7.1(d, k) General considerations  
N.J.A.C. 6A:32-12.1 Reporting requirements

REPORTING TO PARENTS/GUARDIANS (continued)

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
	*1120	Board of education meetings
	*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
	*5131.1	Harassment, intimidation and bullying
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141	Health
	*5141.3	Health examinations and immunizations
	*5142	Student safety
	*5145.12	Search and seizure
	*5200	Nonpublic school students
	*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
	*6146	Graduation requirements
	*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
	6174	Summer school
	6178	Early childhood education/preschool

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