

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Reporting to
Parents/Guardians

Number: 6030
Instruction

Approved: 4/28/04

The Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Among other means, parent-teacher conferences, letters and informal notes, telephone calls to parents, emails and school visitation by parents should occur regularly to keep parents informed of student successes and student needs. Such communication will serve 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.

Report Card. Written reports on student progress will be issued in accordance with a schedule approved by the Superintendent of Schools after consultation with principals and faculties. Reporting dates shall be determined annually and placed on the school calendar. Parents will be advised prior to the end of each semester of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

Report cards should reflect the educational growth of the student in relationship to each student's ability, attitudes, interests, conduct or citizenship and achievement in relation to standards for his/her age and grade.

Warning Notices. Student progress reports to parents/guardians should be sent as needed between marking periods – not only to indicate student failure but also to note deficiencies needing attention – or special student achievement. Parental acknowledgment of these communications should be encouraged.

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Non-custodial parents shall receive written reports and conference notifications upon a request to the school principal.

Legal Reference:

Connecticut General Statutes

10-15b Access of Parent or guardian to Student's Records

48b-56 Access to Records of Minor Children by Non-Custodial Parent