

INSTRUCTION

REPORTING TO PARENTS

Parents/guardians shall be informed at regular intervals regarding the progress of their children in school. In the case of parents who are separated or divorced, either parent shall be informed of the progress of their children in school. When the District receives a request for records, notices, or reports concerning his/her child, the Superintendent or the Superintendent's designee shall direct the appropriate District staff member to answer such request. 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 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, are an effective means of reporting student progress to parents.
2. Written student progress reports which teachers shall submit to parents according to a regular schedule.
3. Additional methods for reporting, such as open house, parent education meetings and newsletters, shall be the responsibility of each school's Building Leadership Team.
4. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged. Teachers also shall make every effort to be available to meet with parents at a mutually agreed upon time.

Adopted: May 12, 1983
Revised: May 10, 1984
Revised: November 4, 1999