



POLICY

**Haddonfield
Board of Education**

STUDENTS

5420/Page 1 of 2
Reporting Student Progress
M

5420 REPORTING STUDENT PROGRESS

The Board believes that home school communication is essential in the education of children. Regular reporting processes and parent-teacher conferences are important to keeping parent(s) or legal guardian(s) informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress, which shall include written reports, student teacher conferences, and parent-teacher conferences. If the parent or legal guardian(s) primary language is other than English, translation shall be provided whenever possible.

The Superintendent shall develop procedures for reporting student progress which:

1. Use various methods of reporting appropriate to grade level and curriculum content;
2. Ensure that both student and parent(s) or legal guardian(s) receive ample warning of a pending grade of “failure” or one that would adversely affect the student’s status;
3. Enable the scheduling of parent(s) or legal guardian(s) conferences in such places and at such times as will ensure the greatest degree of participation by parent(s) or legal guardian(s);
4. Specify the issuance of report cards at intervals of not less than **three** times during the school year and issuance of deficiency notices as required during the school year; and
5. Ensure the continual review and improvement of methods of reporting student progress to parent(s) or legal guardian(s) and involve students, staff and parent(s) or legal guardian(s) in that review.

Parental Notification

The Superintendent shall develop regulations to ensure that parent(s) or legal guardian(s) are notified in all instances when the law and/or the best interests of the student and the district require it.

Parent Conferences

Parent(s) or legal guardian(s) are invited to visit classrooms to confer with teachers when classes are not in session. An appointment for a conference should be made in advance for a time other than when classes are in session.

Formal parent-teacher conferences will be held soon after the end of the first reporting period for the parent(s) or legal guardian(s) of elementary (K-8) school children. Parent(s) or legal



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5420/Page 2 of 2
Reporting Student Progress
M

guardian(s) are urged to seek an additional conference with the teacher whenever there is concern about the child's scholastic progress or school adjustment in general. Teachers are required to initiate conferences whenever a child is having difficulty. Conferences are not provided in lieu of report cards.

A Back to School Night will be held in each of the schools in cooperation with the Parent Teacher Association.

Report Cards/Examinations

The Superintendent is directed to monitor the grading system and procedures and implement revisions as deemed necessary.

N. J. A. C. 6: 3-4A.1