



# POLICY

STUDENTS

**Haddonfield  
Board of Education**

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Reporting Student Progress  
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## **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 two 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.



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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 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



# REGULATION

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## **R 5420 REPORTING STUDENT PROGRESS**

### Purpose

The purpose of reporting the educational progress of students is to:

1. Inform parent(s) or legal guardian(s) of the progress children have made in school;
2. Apprise students of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each student's progress;
4. Provide a cumulative record of a student's progress through the educational system; and
5. Enable each student to gain a positive sense of his/her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

### Frequency

1. Report cards will be issued at the following intervals:

Grade levels	Frequency
Pre-K and K	Two times/year
Grades 1-5	Three times/year
Grades 6-8	Four times/year
Grades 9-12	Four times/year

2. The schedule of dates on which report cards will be issued will be published by each school so that parents or legal guardians can anticipate the receipt of a report card.
3. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a failing grade at the midpoint of the marking period.
4. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a student's retention at grade level in accordance with Policy No. 5410.
5. Notices given pursuant to B2 and B3 will be e-mailed to parents.
6. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parent(s) or legal guardian(s) informed of the educational progress of their children.



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## Report Card Form

1. The form of report cards will be periodically reviewed by the Assistant Superintendent/or designee in order to ensure that report cards effectively and accurately report student progress.
2. Grades will be determined in accordance with Regulation No. 2624.
3. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.
4. At the middle school and high school levels, report cards will record student achievement in academic subjects.
5. Report cards at all levels will record the student's absences and tardiness.
6. Report card forms will include space for the classroom or homeroom teacher's personal comments on the student's personal growth and development.
7. Report card forms will inform parents and legal guardians of their ability to request a conference with the teacher.

Distribution and Return: Report cards will be distributed and available for review electronically in the Genesis Student Information System

BOE Revised Date: 9/24/2020  
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