

# Policy

## Glen Ridge Board of Education

### 5420 REPORTING PUPIL PROGRESS

The Board 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 parent(s) or legal guardian(s) informed of pupil welfare and progress in school.

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

The Superintendent, in conjunction with appropriate staff, shall develop procedures for reporting pupil progress which:

1. Use various methods of reporting appropriate to grade level and curriculum content;
2. Ensure that both pupil and parent(s) or legal guardian(s) receive ample warning of a pending grade of "failure" or one that would adversely affect the pupil's status;
3. Enable the scheduling of parent(s) or legal guardian(s)-teacher 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 during the school year and issuance of deficiency notices as required during the school year;
5. Ensure the continual review and improvement of methods of reporting pupil progress to parent(s) or legal guardian(s) and involve pupils, staff and parent(s) or legal guardian(s) in that review; and

6. Make reports of individual achievement on standardized assessment tests promptly available to the pupil or the pupil's parent(s) or legal guardian(s).

A record shall be kept indicating the legal custodian of each pupil, so that reports can be made to and conferences arranged with the proper person.

Parent(s) or Legal Guardian(s) 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 pupil and the district require it.

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

Adopted: 25 November 2002