Policy : IKAB

Approved for SC-	01.07.2013, Policy SubComm
Distributed -	01.09.2013, SchComm
Final Approval -	TBD, SchComm
Effective Date-	TBD, SchoComm

REPORTING TO STUDENTS AND PARENTS/CAREGIVERS

The Bourne Public School District believes that effective home-school communication is essential to maintain the partnership which must exist to maximize student achievement. Ongoing communication that allows a free exchange of comments, ideas and problem solving among the parents/caregivers, students and teachers is the best way to improve individual student performance.

Parents/Caregivers will receive performance reports a minimum of four times per year in grades K-12. Preschool teachers will report on the student's developmental progress a minimum of three times a year.

Students in grades K-12 will receive generalized progress reports in all curricula areas either handed to the student, online or through the mail. Progress reporting will be communicated once per quarter in grades 5-12. Throughout the year teachers in all grades will report the following to parents/caregivers during periods between formal progress reports:

1. All grades from homework, quizzes, and tests will be made available to parents/caregivers and students within ten school days of the material being handed in to the teacher. Teachers will communicate to students and parents/caregivers when assignments will not be returned within 10 days for a grade (e.g. lengthy papers, large scale projects, etc.)

2. All grades for a given semester will be made available to students and parents/caregivers by the close of the grading period.

3. A pattern of missing homework assignments or homework detrimental to the student's success will be communicated to students and parents/caregivers.

4. When a student's performance has a significant decline, dropping twenty (20) points or two full letter grades between formal reporting periods, communication by the teacher will be initiated with the student and parent/caregiver. Teachers will offer students and parents/caregivers the opportunity to meet to discuss the change in performance and to develop an improvement plan for said student.

5. Inappropriate classroom behavior or significant change in classroom behavior will be communicated to the student and parent/caregiver by the teacher.

6. If a student is removed from the classroom for inappropriate conduct, parents/caregivers will be notified on the day of the occurrence by an administrator in consultation with the teacher. If a student is excluded from a special school event for inappropriate conduct, the teacher in consultation with administrator will communicate the occurrence with the parent/caregiver.

7. Teachers will communicate when student performance/conduct improves based upon above actions or plans utilizing pre-established communication systems.