

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5124/Reporting to Parents**

REPORTING TO PARENTS

Policy Statement

The Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Teachers should inform parents of student successes and student needs, and parents should inform teachers of concerns about, suggestions for, and perceptions of their children to help teachers in their work with particular children.

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from a court to the contrary. Non-custodial parents shall receive written reports and conference notifications upon a request to the school principal.

Adopted: 11/7/1979

Revised: 4/4/2000, 7/11/2017

References

- Connecticut General Statutes §§ 10-15b, 46b-56
- Trumbull Board of Education Policy Code 5123: Promotion and Retention of Students
- Trumbull Board of Education Policy Code 6171: Special Education

Regulations

I. Regular Online Reporting of Student Progress

Teachers shall be required to post information, scores, and grades related to student progress, for student and parent access, on the District’s online portal in accordance with guidelines set forth by the Assistant Superintendent of Curriculum, Instruction, and Assessments.

II. Regular Formal Reports on Student Progress

Regular formal reports on student progress will be issued each year in accordance with a schedule developed by the Assistant Superintendent of Curriculum, Instruction, and Assessments. The annual schedule shall be placed on the District website. Standards for curricular areas will guide teachers’ marks, grades, and comments on students’ formal reports.

III. Parent-Teacher Conferences

Parent-teacher conferences to discuss student progress will be held each year in accordance with a schedule developed by the Board of Education Calendar Committee. The annual schedule shall be placed on the District website. Additional parent-teacher conferences may be scheduled at any mutually-agreeable time during the school year by either the parent or the teacher.

IV. Special Considerations When Retention Is Possible

If retention of a child becomes a consideration, parent-teacher conferences and related reports will be implemented in accordance with Board of Education Policy 5123, “Promotion and Retention of Students.”

V. Students with Documented Special Education Needs

If a child has a documented special education need, reporting to parents will be implemented in accordance with Board of Education Policy 6171, “Special Education,” and all relevant state and federal procedures and formats.