Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Reporting Student Progress**	**4.601**	**06/09/25**
		Rescinds:	Issued: **01/09/95; 07/08/13; 12/09/24**

REPORT CARDS

Student progress reports shall be provided at least once every nine (9) weeks during the school year. The Director of Schools/Designee shall develop a reporting procedure that includes how parents can access this information online.[1]

Student progress reports shall indicate the students' conduct and include information on attendance, academic progress, and other information necessary to communicate effectively with the parent(s)/guardian(s). For students in grades kindergarten through eight (K-8), the student's score on the most recently administered universal reading screener shall also be included along with the results of a dyslexia screener, if applicable.[2]

In addition to the regular progress reports, principals and teachers are encouraged to confer with parent(s)/guardian(s) on the educational progress of their children. Teachers shall consult with parent(s)/guardian(s) of students who are working at an unsatisfactory level or whose performance shows a sudden deterioration. Parent(s)/guardian(s) shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parent(s)/guardian(s) and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the one hundred eighty (180) days of classroom instruction.[2] The Director of Schools/Designee shall be responsible for scheduling and coordinating system wide conferences.

Conferences shall be physically accessible to all students and parent(s)/guardian(s).[4]

Legal References

1. TRR/MS 0520-01-03-.03(5); TCA 49-6-901
2. Public Acts of 2025, Chapter No. 330
3. TCA 49-6-7002
4. 28 CFR § 36.201

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Promotion and Retention 4.603
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200
Withdrawals 6.207