

## Students

### Reporting to Parents and Guardians

The Board of Education encourages regular and effective two-way communication between parents/guardians and teachers through frequent and varied reporting methods. Parent/guardian-teacher conferences, emails, letters and informal notes, telephone calls, and school visitation should be used regularly, among other means, to inform parents and guardians of student successes and student needs and to inform teachers of parent concerns about, suggestions for, and perceptions of their children which may help the teacher in their work.

1. **Report Card.** Written reports on student progress will be issued in accordance with a schedule approved by the Superintendent of Schools after consultation with principals and faculties. Reporting dates shall be determined annually and placed on the school calendar. Parents and guardians will be advised no later than the penultimate reporting period of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

Report cards should reflect the educational growth of the student in relationship to each student's ability, attitudes, interests, conduct or citizenship, and achievement and in relationship to standards for their age and grade.

Teachers also will report on student progress at regularly scheduled parent conferences.

2. **School Progress Reports**

School Progress Reports: Student progress reports to parents/guardians should be sent as needed between marking periods – not only to indicate student failure, but also to note areas needing attention or special student achievement. Parental acknowledgment of these communications should be encouraged.

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

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records.

46b-56 Access to records of minor children by non-custodial parent.

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NEW LONDON PUBLIC SCHOOLS  
New London, Connecticut