

REPORTING TO PARENTS

Policy

Reporting to parents on pupil academic, social, emotional growth and development is the responsibility of the Trumbull Public School System.

Adopted: 11/07/79
Revised: 04/04/00

Regulations

A. **Elementary Schools**

Formal reporting shall be accomplished for all children in kindergarten through grade five.

1. Report cards will be issued at the following times:

Kindergarten – January and June

Grade One – January, April and June

Grades 2-5 – November, January, April and June

2. Progress reports may be issued in grades 3, 4, 5 during the months of October, December, March and May. These reports are required when a sudden drop in student performance occurs.
3. Parent – teacher conferences will be held each year during the month of November/December after the first report card. For students in grade one, a written conference form will be provided to the parent at this time. Kindergarten students also receive a written conference form at this time, although they do not receive report cards until January.
4. Additional parent – teacher conferences may be scheduled at any time during the school year by either the parent or the teacher.
5. A parent/teacher conference is required as soon as retention becomes a consideration. The conference will focus on criteria for promotion and related guidelines as outlined by Board Policy IKE. This, and any subsequent conference and related reports and timelines will follow the same guidelines.

B. **Secondary Schools**

Formal reporting for middle school and high school pupils shall be accomplished as follows:

1. Parent – teacher conferences will be held each year during the month of November.
2. Progress reports may be issued during the months of October, December, March, and May. These reports are required when a sudden drop in student performance occurs.
3. Report cards will be issued during the months of November, January, April, and June.

Regulations

B. Secondary Schools-continued

4. Additional parent – teacher conferences may be scheduled at any time during the school year by either the parent or the teacher.
5. It is expected that each pupil in grades six, seven, and eight will pass language arts, social studies, mathematics and science, and will demonstrate satisfactory efforts in all other related subjects. If a student fails any academic subject, s/he should be considered for retention and/or remediation.
6. When it becomes apparent that a student may not meet the requirements for promotion or graduation, a parent conference is required. That conference will focus on the criteria for promotion and related guidelines as outlined by Board Policy IKE. A report summarizing that conference will be sent to the student's parents and a copy is retained by the school.

C. Identified – Students with Disabilities, K-12

A report of progress toward the measurable annual goals and objectives in each student's Individualized Educational Plan (IEP) will be sent to parents as often as the district reports progress to parents of students who do not have disabilities. Progress toward goals and objectives is reported on all goal pages of the State approved IEP form using the progress reporting provided on that form. The goal pages will be sent to the parents at the same time that report cards are sent as described in A and B Above.

Progress on IEP goals and objectives will be conveyed to parents at conferences, as indicated in A and B above.

Consistent with B-3, above, interim reports of progress toward IEP goals and objectives (in November, January, April, and June) are required for secondary students if the student is at risk of failing.

If a special education student is not progressing satisfactorily toward his/her goals/objectives, the PPT should convene to address this concern, determine if any changes or interventions would be recommended, and plan accordingly following State and Federal procedures and formats.

D. Preschool

Report cards are not issued to preschool students.

Formal reporting of the progress of preschool students shall be accomplished during parent – teacher conferences during the month of November. Additional parent – teacher conferences may be scheduled during the school year by the parent or teacher.

Regulations

D. **Preschool-continued**

A report of progress toward the measurable annual goals and objectives of preschool students with disabilities will be provided to parents as often as the district reports progress to parents of kindergarten students who do not have disabilities.

Progress on IEP goals and objectives will be conveyed to parents at conferences as indicated in A above.

If a special education preschool student is not progressing satisfactorily toward his/her goals/objectives, the PPT should convene to address this concern, determine if any changes or interventions would be recommended, and plan accordingly following State and Federal procedures and formats.

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References

IDEA Reauthorization 1997

Trumbull Board of Education Policies:
IKE-Promotion/Retention/Acceleration