

## 5420 REPORTING STUDENT PROGRESS

The Watchung Borough Board of Education believes that the cooperation of school and home is vital to the growth and education of the whole child. It recognizes its responsibility to keep parents or guardians informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress that shall include written reports, student-teacher conferences, and parent or guardian-teacher conferences. If the parent's or guardian's primary language is other than English, translation shall be provided whenever possible.

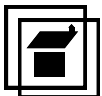
The Superintendent shall develop procedures for reporting student progress which:

- A. Use various methods of reporting appropriate to grade level and curriculum content;
- B. Ensure that both student and parent or guardian receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- C. Enable the scheduling of parent or guardian-teacher conferences in such places and at such times as will ensure the greatest degree of participation by parents or guardians;
- D. Specify the issuance of report cards at intervals of not less than three times during the school year and issuance of deficiency notices as required during the school year.
- E. Ensure the continual review and improvement of methods of reporting student progress to parents or guardians and involve students, staff and parents or guardians in that review.

A record shall be kept indicating the legal custodian of each student, so that reports can be made to and conferences arranged with the proper person.

### Parent Handbooks

Parent handbooks shall be disseminated to all parents at the beginning of each school year. The handbook may detail the school calendar, emergency school closings, policies on student conduct, school athletics, dress code, harassment, field trips and other school related activities.



### Back-to-School Night

Back-to-School nights shall be held in the fall to give parents or guardians an opportunity to visit their child's or children's classroom and introduce the educational program.

### Student Information System (SIS)

Parents of students in the middle school may access the Student Information System for information concerning their child's or children's academic progress and school related activities. Passwords for access to the site shall be disseminated to parents and guardians annually.

### Parental Notification

The Superintendent shall develop regulations to ensure that parents or guardians are notified in all instances when the law requires it.

N.J.A.C. 6:3-4A.1

Adopted: 19 October 2016

