

REPORTING TO PARENTS/GUARDIANS

Purpose

A. The purpose of reporting the educational progress of students is to:

1. Inform parent(s) or legal guardian(s) of the progress children have made in school;
2. Apprise students of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each student's progress;
4. Provide a cumulative record of a student's progress through the educational system; and
5. Enable each student to gain a positive sense of his/her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

B. Frequency

1. Report cards will be issued four (4) times per year, with the exception of Kindergarten, which will be issued twice per year.
2. The schedule of dates on which report cards will be issued will be published.
3. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a failing grade at the midpoint of the marking period.
4. Parent(s) or legal guardian(s) and students will be notified in writing of the possibility of a student's retention at grade level.
5. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parent(s) or legal guardian(s) informed of the educational progress of their children.

C. Report Card Form

1. Grades will be determined in accordance with policy and regulation 6147.1.
2. At the elementary level (K-5), report cards will report individual academic, personal, and social growth as well as work and study habits.
 - a. The Kindergarten, Primary, and Intermediate report card will record the degree of mastery of skill achieved.
 - b. The primary grades (1-2) report card will record a specific symbol for both effort and degree of mastery of specific skills.
 - b. The intermediate grades (3-5) report card will record both effort and degree of mastery of specific skills and will include the instructional level achieved by the student in reading, spelling, and mathematics.
- 3.. At the middle school level, report cards will record student achievement in academic subjects, as well as the student's personal growth and development.

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4. Report cards at all levels will record the student's absences and tardiness.
5. Report card forms will include space for the classroom or homeroom teacher's personal comments on the student's personal growth and development.
6. Report card forms will include space for the parent(s) or legal guardian(s) signature, comments, and request for a conference with the teacher.

D. Distribution and Return

Report cards will be sent home with students.

The report card of a student who is absent on the day report cards are issued may be held and sent home with the student on the following school day.

The report card of a student who is absent for an extended period of time will be mailed to the parent(s) or legal guardian.

E. Parent Teacher Conferences

Parent teacher conferences will be conducted in accordance with policy 5124.

Adopted:

Revised:

NJSBA Review/Update: April 2025

Readopted:

Key Words

Parents/Guardians; Reporting to Parents/Guardians; Role of Parents/Guardians

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:7E-2 through -5	School report card program
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:35-4.9	Student promotion and remediation; policies and procedures
	<u>N.J.S.A.</u> 18A:40A-12	Reporting of students under influence or believed to be using anabolic steroids; examination report, return home; treatment; evaluation of possible need and referral
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:8-4.3	Accountability
	<u>N.J.A.C.</u> 6A:8-4.5	Public reporting
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
	See particularly:	
	<u>N.J.A.C.</u> 6A:14-1.1, -2.3, -2.4, -2.5, -2.6, -2.7, -2.8 -3.5, -3.6, -7.9	
	<u>N.J.A.C.</u> 6A:15-1.1 <u>et seq.</u>	Bilingual Education
	See particularly:	
	<u>N.J.A.C.</u> 6A:15-1.13, -1.15	
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:32-7.1(d, k)	General considerations

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Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible

<u>Cross References:</u>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1120	Board of education meetings
	*1250	Visitors
	*2224	Nondiscrimination/affirmative action
	*3542.31	Free or reduced-price lunches/milk
	*5020	Role of parents/guardians
	*5113	Absences and excuses
	*5114	Suspension and expulsion
	*5120	Assessment of individual needs
	*5125	Student records
	*5126	Awards for achievement
	*5131	Conduct/discipline
	*5131.1	Harassment, intimidation and bullying
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141	Health
	*5141.3	Health examinations and immunizations
	*5142	Student safety
	*5145.12	Search and seizure
	*5200	Nonpublic school students
	*6010	Goals and objectives
	*6142.1	Family life education
	*6142.2	English as a second language; bilingual/bicultural
	*6145	Extracurricular activities
	*6145.1/6145.2	Intramural competition; interscholastic competition
	*6146	Graduation requirements
	*6164.2	Guidance services
	*6164.4	Child study team
	*6171.1	Remedial instruction
	*6171.3	At-risk and Title 1
	*6171.4	Special education
	*6173	Home instruction
	6174	Summer school
	6178	Early childhood education/preschool

*Indicates policy is included in the Critical Policy Reference Manual.