



UHCS Policy File Code:	5124
Monitored:	X
Mandated:	X
Other Reasons:	X

REPORTING TO PARENTS/GUARDIANS

The Board of Trustees 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/guardians informed of pupil welfare and progress in school.

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

The Executive Director shall develop procedures for reporting pupil progress which:

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

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

Parental Notification

The Executive Director shall develop regulations to ensure that parents/guardians are notified in all instances when the law and/or the best interests of the pupil and the school require it.

Board of Trustees Approval Date: 1/19/2010