

<b>Timberlane Regional School District</b>	<b>Policy Code: IKAB</b>
<b>Adopted: 06-16-83</b> <b>Reaffirmed: 05-02-91</b> <b>Reaffirmed: 02-24-05</b> <b>Revised: 06-06-13</b>	<b>Page 1 of 1</b>

## **STUDENT PROGRESS REPORTS TO PARENTS**

The School Board believes it is essential that parents be regularly and fully informed of their children's progress in school.

Each teacher will report a pupil's progress to the student and to his/her parent or guardian. The report will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the administration to develop progress report forms or cards in accordance with this policy.

Teachers must notify the parents of failing students at least two weeks before the end of the marking period. No student should fail that has not received a warning. (Sending a warning home a few days prior to the end of the marking period does not satisfy or meet this requirement.) Forms for the report are available in the Guidance office. A copy of the progress report must be sent to the Guidance office. Teachers are encouraged to call parents or have personal conferences as needed.