

SALEM SCHOOL DISTRICT
Salem, Connecticut

STUDENTS

REPORTING TO PARENTS

The Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Parent-teacher conferences, letters and informal notes, telephone calls to parents, and school visitation should be used regularly, among other means, to inform parents of student successes and student needs and to inform teachers of parent concerns about, suggestions for, and perceptions of their children which may help the teacher in his or her work with particular children.

1. Report Card. Written reports on student progress will be issued in accordance with a schedule approved by the Superintendent after consultation with the principal and faculty. Reporting dates shall be determined annually and placed on the school calendar. Parents will be advised no later than the third reporting period of a student's potential failure in a course or grade and the possibility of the student repeating the grade.

Report cards should reflect the educational growth of the student in relationship to each student's ability, attitudes, interests, conduct or citizenship and achievement, and in relationship to standards for his/her age and grade.

Teachers also will report on student progress at parent conferences.

2. Progress Reports. Student progress reports to parents/guardians should be sent as needed between marking periods - not only to indicate student failure but also to note deficiencies needing attention - or special student achievement. Parental acknowledgement of these communications is required.

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Noncustodial parents shall receive written reports and conference notifications upon a request to the school principal.

3. Parents will be notified in writing in advance of their child's participation in the administration of any State or District directed standardized tests (norm-referenced). Salem staff will be available to discuss these results with parents/guardians. Copies of the results of the Connecticut Mastery Tests CMT scores will be sent to parents/guardians in a timely fashion. Any CMT student documents released to the District will be made available to parents/guardians upon request (i.e., direct assessment in writing).

District Reports

To provide pertinent information regarding the academic performance of Salem students at Salem School and East Lyme High School, the Superintendent or his/her designee will present an annual report to the Board of Education regarding student results on the Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT), as well as the District's Strategic School Profile (SSP), No Child Left Behind (NCLB) and Adequate Yearly Progress (AYP) reports. Copies of the presentations will be placed on the Salem School District's website (www.salemschools.org) and will be available to the public in paper format upon request. Links to the official state reports regarding CMT, CAPT, SSP, NCLB, and AYP will also be provided on the Salem School District website.

(cf. 5123 - Policy)

Legal Reference: Connecticut General Statutes: 10-15b Access of parent or guardian to student's records. 46b-56 Access to records of minor children by noncustodial parent. 10-220(c) Duties of Boards of Education (as amended by PA 06-167 and PA 09-143). PA 06-167 An Act Concerning Parental Involvement Reporting in School Profiles. 20 U.S.C. Section 6311, No Child Left Behind. Freedom of Information Act

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