

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Reporting Student Progress</h2>	Descriptor Code: <h3 style="text-align: center;">4.601</h3>	Issued Date: <h3 style="text-align: center;">06/03/14</h3>
		Rescinds:	Issued:

1 REPORT CARDS

2 Student progress reports shall be provided at least once every nine (9) weeks during the school year. The
 3 reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.¹
 4 Each report shall be signed by the parents and returned promptly to the school.

5 If a student has unpaid fines for lost library books and/or textbooks, the final report cards shall be withheld until
 6 such fines are paid. On the last day of school, all unclaimed report cards shall be turned in to the principal's
 7 office.

8 Student progress reports shall indicate the students' conduct and include information on attendance, academic
 9 progress and other information necessary to communicate effectively with the parents.

10 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the
 11 educational progress of their children. Teachers shall consult with parents of students who are working at an
 12 unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher
 13 as early in the school year as possible if the retention of a student is being considered.

14 PARENT CONFERENCES

15 At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may
 16 discuss any pertinent problems or other matters of concern regarding the development and education of each
 17 student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.² The
 18 superintendent shall be responsible for scheduling and coordinating system-wide conferences. Conferences
 19 shall be physically accessible to all students, parents and/or guardians.³

20 REPORTS OF WITHDRAWALS

21 The superintendent shall be responsible for complying with state laws and regulations relating to the reporting of
 22 withdrawals of students, and the superintendent is authorized to develop procedures to ensure compliance.⁴

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-6-7002
3. 28 CFR § 36.201-2
4. TCA 49-6-3017 Staff Time Schedules 5

Cross References

- School Calendar 1.800
- Section 504 & ADA Grievance Procedures 1.802
- Grading System 4.600
- Staff Time Schedules 5.602
- Attendance 6.200