

Hancock County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 06/04/15
		Rescinds:	Issued:

1 REPORT CARDS

2 Student progress reports shall be provided at least once every six (6) 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 Student progress reports shall indicate the students' conduct and include information on attendance, academic
6 progress and other information necessary to communicate effectively with the parents.

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

11 PARENT CONFERENCES

12 At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may
13 discuss any pertinent problems or other matters of concern regarding the development and education of each
14 student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.² The
15 director of schools shall be responsible for scheduling and coordinating systemwide conferences.

16 Conferences shall be physically accessible to all students, parents and/or guardians.³

17 REPORTS OF WITHDRAWALS

18 The director of schools/attendance director shall be responsible for complying with state laws and regulations
19 relating to the reporting of withdrawals of students, and the director of schools is authorized to develop
20 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

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