

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

Administrative Policy and Procedure Manual

345.2

STUDENT PROGRESS REPORTING

Procedure

1. **Progress Reports**

Students may receive progress reports at teachers' discretion, but generally will receive them at the midpoint of a grading period or, for those courses not following a quarter/semester format, at the midpoint of the duration of a course. Progress reports may come in various forms: written notification, verbal notification via telephone, email notification, or other. Communication other than written notification generally will be predetermined between teacher(s) and parents/guardians.

Parents/guardians will be encouraged to communicate regularly with the teaching staff to keep abreast of the progress of their child(ren).

2. **Parent-Teacher Conferences**

Parent-Teacher conferences will be scheduled 1-2 times during each school year for the purpose of exchanging information relative to the student's school experiences. The time and format conferences is subject to contract language.

It is useful for teachers to have as much information as possible available to share with a student's parent(s)/guardian during a conference. Samples of the student's work and anecdotal notes concerning the student are considered to be necessary components of a well-prepared conference.

Additional parent-teacher conferences may be scheduled any time during the school year at the request of the teacher or parent(s)/guardian.

LEGAL REF.: Sections 118.24(2) Wisconsin Statutes
120.12(2)
No Child Left Behind Act of 2001

CROSS REF.: 310, Philosophy of Educational Programs, Instruction and Materials
333, Parent Rights and Access to the Curriculum and Instructional Materials
342.11, Special Education Evaluation
342.4, Title I Programs for Disadvantaged Students
342.62, Programs for English Language Learners
345.1, Evaluation of Student Achievement
346, Assessment Program
347, Student Records
364, Counseling Program
Special Education Policy and Procedure Manual
MEA Agreement

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