

Administrative Procedure 316

REPORTING TO PARENTS

Background

Regular reporting of the progress of each student to parents and guardians is an important responsibility of teachers.

Formal reporting to parents shall occur at least three times during the course of an unsemestered school year and at least twice during the course of each term of a semestered course.

Procedures

1. Formal reporting requires that:
 - 1.1 Written reports to parents shall include but are not restricted to a formal report card. Portfolios, anecdotal records and direct student participation are seen as valid components of the reporting process.
 - 1.2 For the first and second reporting period in unsemestered settings and the first reporting period in semestered settings, an opportunity for parent-teacher interviews shall be provided.
 - 1.3 The principal in consultation with their superintendent shall determine the dates and times of report card distribution and parent interview days before informing their staff, parents and SCCs.

Reference: Section 85, 87, 109, 175, 227, 231, *The Education Act, 1995*

Approved: May 12, 2014