

## STUDENT PROGRESS REPORTS TO PARENTS

The Westfield School Committee regards the following principals as the key to an effective system of student progress reporting.

1. Parents are entitled to a maximum amount of information concerning the progress of their child.
2. The information shall emphasize the positive aspects of a child's progress in school indicating, therefore, what he has accomplished. Every effort shall be made to prevent progress reporting from being punitive in nature.
3. Parent-teacher conferences are considered extremely important to both the teacher and the parent and must take place on a regularly scheduled basis. Special additional parent-teacher conferences should be scheduled as the need exists.
4. Parents shall, upon request, be provided with an explanation of the source of difficulties and level of achievements of their child in school.
5. Progress reporting must be based upon a child's placement in relation to an established set of educational objectives.
6. In addition to the quarterly marking periods already in place, the committee also recognizes the need for academic updates within each marking period. These updates will be used as a means of notifying parents as to the students' difficulties and/or achievements.

Adopted: November 12, 1973

Revised: April 14, 1986