



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

---

### **Board Policy Statement**

#### **5124.00 - Reporting to Parents/Guardians**

Approved on December 7, 2015

---

Few of the responsibilities of the classroom teacher are more important than that of keeping parents informed of their child's progress.

Therefore, the issuance of grades of progress reports shall be made on a regular basis to:

- Provide for a continuous evaluation of student performance
- Inform parents of student progress
- Provide an incentive for students to work to their capacity

The minimum number of reports shall be four times yearly for high school, middle school students and elementary students.

#### **Parent and Teacher Conferences**

It is understood that individual report card conferences between parents and teachers will occur a minimum of twice a year for K-5 students in grades K through 12. The minimum requirement does not preclude additional contact with parents through conferences, both formal and informal meetings, written communications, and phone contacts.

#### **Legal References/Citations**

Conn. Gen. Stat. Section 10-220

Conn. Gen. Stat. Section 10-221



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

---

### **Administrative Procedure**

#### **5124.00 - Reporting to Parents/Guardians**

Approved on December 7, 2015

---

#### **I. Purpose of Student Evaluation**

The major purpose of student evaluation in the New Britain Consolidated School District is to improve teaching and learning. Basically, it provides necessary feedback to teachers and students on student progress. To the teacher, it provides diagnostic information related to the student's acquisition of knowledge, skills, competencies and understanding, as well as, feedback regarding the relative success of selected teaching strategies. To the student, it provides a necessary ingredient for all learning, that being knowledge of the results of one's efforts.

From a broader perspective, student evaluation provides information to the school and/or District regarding the relative success of District or school-wide programs, goals and/or objectives. Additionally, student evaluation provides reporting information to parents.

Effective reporting of student progress depends on a clear conceptualization of intended student outcomes. Thus, reporting procedures in the Consolidated School District of New Britain shall be based upon a student evaluation process that identifies learner outcomes (expected student performance) by course, subject or grade levels. Curriculum coordinators will work with teachers and administrators to establish and monitor expected student outcomes. The following student evaluation guidelines shall be followed:

- A. There must be a clear understanding among teachers and administrators regarding the student behavior and competencies to be evaluated. Well-defined student outcomes shall be the determinant of evaluation techniques.
- B. Evaluation techniques shall be selected in terms of the purpose they serve. Student evaluation strategies should not be selected on the basis of convenience but upon the appropriateness to the student outcomes being measured. Some evaluation techniques may be appropriate for one purpose but not for another.
- C. Comprehensive student evaluation requires a variety of evaluation techniques. No single evaluation method is adequate for appraising student progress on all of the important outcomes of instruction. In order to get a complete picture of a student's progress a variety of techniques is necessary. This includes classroom performance, results on standardized and state mastery tests and other special testing.

#### **II. Reporting Procedures**

In the elementary schools the first two report cards will be issued to parents on the day of their conference. Final report cards will be sent home with the students.

At the middle school level parent conferences will be held prior to the end of the marking period so that parents will be informed of their child's progress prior to the issuance of report cards. Report cards will be issued four times during the year at the middle school level. Letter grades shall be supplemented by information related to behavior, attitude, attendance and social adjustment.

At the high school level two parent conferences shall be held each year for the purpose of providing parents with information concerning their child's progress. Report cards will be issued four times during the year. Teachers and administrators will make additional information available to parents concerning behavior, attitude, attendance and social adjustment, if necessary.

All teachers must notify parents well in advance of the issuance of report cards if the student is having academic difficulty.