

Students

Reporting to Parents/Guardians

The Ledyard Board of Education acknowledges the importance of regular and effective two-way communication between teachers and a student's parents/guardians. Frequent and varied communication methods, including e-mail messages, telephone calls, letters and informal notes, parent-teacher conferences, and school visitations, should be used regularly to inform parents/guardians regarding student performance. In addition, regular communications to a student's teacher informing them of the parents'/guardians' concerns is strongly recommended. Parents/guardians are encouraged to share suggestions and perceptions of their child, which may help the teacher in his/her work with the student.

1. **Regular Communication.** Recognizing the importance of regular two-way parent-teacher communication, teachers are expected to respond to e-mails and written notes from parents/guardians within 48 hours of the delivery of the message. Response may include telephone or e-mail feedback. Phone calls from parents should typically be answered within 24 hours. These timelines are provided as general guidance; teachers are expected to exercise professional judgment regarding the timeliness of responding to any particular message.
2. **Report Cards.** Written reports on student progress will be issued in accordance with a schedule approved by the Superintendent after consultation with building Principals. Reporting dates will be determined annually and placed on the school calendar. Parents will be advised of a student's potential failure in a course or a grade and the possibility of the student repeating the grade or course no later than mid-way through a course for Ledyard High School students and mid-way through the year for students in grades K-8.
3. **Progress Reports.** Progress reports will be sent at the mid-point of a marking period for students failing or in danger of failure. In addition, progress reports should be sent to parents/guardians as needed during marking periods not only to indicate student failure but also to note deficiencies needing attention or to recognize special student achievement.

Teachers shall also report on student progress at regularly scheduled parent conferences.

If a student's parents are separated or divorced, both have equal rights to be informed of their child's school progress, unless there is a court order to the contrary. Non-custodial parents must inform the building Principal in writing if they wish to receive written reports of student progress and notifications of scheduled conferences. Student registration forms will specify who receives written reports and conference notifications. Any changes will be forwarded to the Principal by the parent.

Legal References:

Connecticut General Statutes

10-15b. Access of parent or guardian to student's records.

46b-56. Orders re custody, care, education, visitation and support of children. Best interests of the child.

Access to records of minor child by non-custodial parent.

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LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut