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REPORTING TO PARENTS

I. ELEMENTARY SCHOOLS

Progress reports to parents of elementary school children in the Minneapolis Public Schools are made three times during the school year. Parent-teacher-students conferences are seen as one of the most effective communication tools available in regard to student learning. To promote use of conferencing, each classroom teacher will be required to hold a specified number of conferences each year as determined at the building level.

A. First Report

1. A conference is held or written progress report is sent to parents of children in grades one through six by mid-December. A conference is held before March 1 with parents of children in kindergarten.

The conference may be person-to-person at school or at the home; sometimes the telephone may be used.

A minimum of one conference for each child will be held each year. Released time for all reporting is provided. Evening conference times are encouraged. When written progress report is made, pupils will return card signed by parents or guardian.

B. Second Report

1. Conferences are held or written progress reports distributed over a two-month period during February and March in grades one through six. The second report to parents of kindergarten children is made between March 1 and March 13.

C. End of Year Report

1. A written progress report is issued to each child in grades one through six at the close of the school year; it includes the child's placement for the next school year.
2. For kindergarten children, the attendance summary and placement are added to the second report.

D. Transferring, Withdrawing

1. A written progress report is sent with a child Withdrawing transferring or withdrawing if the child has been enrolled in a school for four weeks or more.

The written progress report is taken by the child to the new school or it is mailed to the receiving school.

II. JUNIOR AND SENIOR HIGH SCHOOLS

It is expected that classroom teachers will confer with the parents or guardian of students of the Minneapolis Public Schools. Parents are encouraged to make every effort to confer and share information with their child's teacher.

If a parent fails to appear for an arranged conference and has not given adequate notice, the conference should still count as fulfilling the teacher's minimum required responsibility. The teacher should, however, have documented evidence that the parent(s) did not respond to reasonable attempts by the teacher to hold such a conference. In either case, the schedule for conferencing should be adapted to the needs of the working parent who is unavailable during the regular school day. Classroom teachers are encouraged to make both positive as well as negative phone calls and personal contacts with parents about their student's achievements and activities. Teachers will communicate the learning goals for their class and for individual students early in the school year. Additional times will be needed to apprise parents of student performance through direct person-to-person communication.

Secondary classroom teachers are required to participate in parent/teacher conferences based on request. Teachers will provide mid-term progress reports to parents. These may be checklists, students' self-evaluations or other simplified formats for handling the task expeditiously. Students are required to return one copy of their respective course registration and one copy of their report card to school signed by the student's parent or guardian.