

ROANE COUNTY BOARD OF EDUCATION	
Reporting Student Progress	Policy # 6.28
	Date Passed Aug. 17, 2000

1 **6.28 - REPORTING STUDENT PROGRESS**

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3 Student progress reports shall be provided every six (6) weeks during the school year or every
4 nine (9) weeks if the school is on block scheduling. The reporting procedure shall be in writing
5 and shall be uniform for all reporting periods during the school year.¹ Each report shall be
6 signed by the parent(s)/guardian(s) and returned promptly to the school.

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8 Student progress reports shall indicate the students' conduct, attendance and academic
9 progress and other information necessary to communicate effectively with the
10 parent(s)/guardian(s).

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12 Once a grade has been placed on a student's report card or on the permanent record, said
13 grade may not be changed unless the teacher obtains permission from the school principal to
14 make the grade change. When a grade is changed on a student's report card or permanent
15 record, the school principal must notify the Director in writing, stating and documenting the
16 reason for the grade change. The principal shall inform the parent(s)/guardian(s) of the
17 change.

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19 In addition to the regular progress reports, principals and teachers are encouraged to confer
20 with parent(s)/guardian(s) on the educational progress of their children. Teachers shall
21 consult with parent(s)/guardian(s) of students who are working at an unsatisfactory level or
22 whose performance shows a marked or sudden deterioration. Parent(s)/guardian(s) shall be
23 notified by the teacher as early in the school year as possible if the retention of a student is
24 being considered.

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26 **6.28a - PARENT CONFERENCES**

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28 At least two (2) times during the school year, at the discretion of the individual school,
29 conferences shall be scheduled in which parent(s)/guardian(s) and teachers may discuss any
30 pertinent problems or other matters of concern regarding the development and education of
31 each student. These scheduled conferences shall not use any portion of the 180 days of
32 classroom instruction and must be outside the regular school day.² Each teacher shall
33 document the required minimum of six (6) hours and file this with the principal.

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35 Conferences shall be physically accessible to all parent(s)/guardian(s).³

Legal References:

¹ TRR/MS 0520-1-3-.05(3)(a); TCA 49-6-901

² TCA 49-6-7002

³ Public Law 101-36; U.S.C. 12101