

**STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS
AND PARENT/GUARDIAN CONFERENCES**

The Cambridge School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents/guardians. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents/guardians will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Superintendent or designee, who will submit the proposal to the School Committee for consideration and approval.

The regularly scheduled conferences shall be held in November and in April after report cards have been issued and distributed to parents/guardians.

In addition, teachers may make appointments to confer with students and parents/guardians during their preparation period or before or after school.

Adopted: June 16, 2009