

SOUTH ORANGETOWN MIDDLE SCHOOL
Guidance Department
WEEKLY PROGRESS REPORT CONTRACT

Guidance Counselor's Responsibility

- Request information from teachers on a weekly basis.
- Have progress report ready to be picked up by students on Friday morning.

Teachers' Responsibility

- Provide information for progress report to the guidance office by the end of the day on Thursday.

Student's Responsibility

- Pick up and sign for progress report in the guidance office during the day on Friday. Share report with parent
- Write all homework assignments in organizer. If there is no homework in a class, write "No Homework" and a brief description of what was done in class that day. Weekly progress reports **do not** replace your responsibility to continue to write assignments down.
- Have the name and telephone number of at least two people in each class written in your organizer that you can call in case you need clarification on a homework assignment.
- Complete and turn in all assignments on time. If any outstanding assignments appear on the weekly report, *they must be made up by that Monday.*

Parent's Responsibility

- Check student's organizer on a *daily basis* to make sure homework is being copied correctly and assignments are being completed.
- Provide student with a period of quiet, uninterrupted time at home to complete homework assignments.
- *Call the classroom teacher directly* if you have a question concerning the information he or she provided on the progress report.

Guidelines for Progress Report Distribution

- Weekly progress reports are available strictly for the time period listed (according to your child's grade level):

• Grade 6	• 6 weeks
• Grade 7	• 4-5 weeks
• Grade 8	• 3-4 weeks

- If the parent/guardian is not satisfied with their child's progress after this time frame, they should contact their child's guidance counselor. From there, other strategies will be explored such as: peer tutoring, period 8 and/or after school homework help, referrals for outside tutoring, and/or Saturday morning detention (which is an option for students who have not shown any effort, or for those students who are missing multiple assignments).
- Progress reports will be picked up only on Friday afternoons in the Guidance office. Under no circumstances will reports be: mailed, faxed, e-mailed, or given orally over the phone.
- Either the student or the parent/guardian can pick up the progress report. Whomever picks up the report is responsible for signing it out
- If a progress report is not picked up for one complete week, they will immediately be terminated.

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Dear Parents/Guardians:

After you have reviewed the guidelines for progress report distribution, and the responsibilities you and your child will have in this process, please sign this contract below if you agree to the terms. If you have any questions, always feel free to contact your child's counselor. Please return this entire form to the guidance office. We will be happy to make a copy of this should you request one. Page one of this contract is yours to keep.

Student's Name: _____ Grade _____

Student's Guidance Counselor: _____

_____ I agree to the terms set forth in this contract, and would like to begin receiving weekly progress reports for my child.

_____ I do not agree to these terms, and would like to speak with my child's counselor about other strategies that can help my child succeed in school.

If you agree to the terms in the contract, please indicate who will be picking up, and signing for the weekly reports. Remember, if a report is not picked up for one full week, they will be automatically terminated.

_____ I (Parent/Guardian) will pick up my child's report on Friday and sign for it.

_____ My child will pick up their weekly progress report on Friday, and we will review it together (and work on any owed work) over the weekend.

I understand that my child will receive weekly progress reports for a total of _____ weeks only.

Parent/Guardian Signature _____

Date: _____