

Students

Reporting Student Progress to Parents - Final Grades

All teachers must initiate a parent contact whenever it becomes evident the student is in danger of failing (Education Code 49067). No failing grade (F or equivalent) may be given at any semester marking period unless a prior notice stating the pupil is in danger of failing had been given to the student and parent.

Marking periods include the trimester (elementary), quarters (middle schools and continuation high school), six weeks (comprehensive high schools), and semesters. Prior notification of danger of failing must be given if a pupil may receive an "F" grade or its equivalent at the final grading period.

The notification to the parent that the pupil is in danger of failure should be made in written form and indicates the method the parent may use to arrange for a teacher conference. If it becomes evident the pupil is in danger of failing so near the end of the marking period as to make a written notice impractical, the notification must be by telephone or in person. Following a telephone or personal conference, the teacher should prepare a written memo to that effect and give it to the office for placement in the student's file.

- a. Any communication either oral or written pertaining to the student being in danger of failing must clearly state the student is in danger of failing.
- b. A written notification is required whenever it becomes evident the student is in danger of failing. If the timeline does not permit written notification prior to the end of the marking period, communication shall be made either by telephone or personal contact. In this instance, if the parent or student cannot be reached, written communication shall be made to the last known address.
- c. During the summer session, all notifications on danger of failing are to be oral and with appropriate written documentation.