

## INSTRUCTION

### Parent Notification of Student Grade Problems

The Kennewick School District believes that communication with parents with respect to their child's academic progress is an essential part of the educational process. This is especially true when the student is having difficulty meeting the minimum requirements for passing a grade or subject.

To this end, principals and teachers shall be required to make these minimal efforts at communication:

Elementary School: For any child who is to be retained in a grade, notification of academic difficulty shall be given to parents at least six weeks before the close of the school year.

Middle School: Notification shall be made during any quarter (nine week period) if a child is in danger of receiving a failing grade. If retention is to be considered, notification must be given by the end of the third quarter.

High School: Teachers will notify parents during any quarter (nine week period) if the student is in danger of receiving a failing grade for the quarter or semester.

A system shall be developed at each school level to help assure that parents actually receive notice, however, the final responsibility for gaining awareness of academic status shall rest with the student and parents.

Adopted: