

INSTRUCTION

Parent Notification of Student Grades

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:

- A. Elementary School: For any student who is being considered for retention, notification shall be made at least six weeks before the close of the school year.
- B. Middle School: For any student who is in danger of receiving a failing grade, notification shall be made during the quarter (nine-week period) in which the student has a failing grade. If retention is to be considered, notification must be given by the end of the third quarter.
- C. High School: For any student who is in danger of receiving a failing grade for the quarter or semester, notification shall be made parents during the quarter (nine-week period) in which the student has a failing grade.

A system shall be developed at each school 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: April 28, 1993
Amended: June 21, 2023