

**ALMOND-BANCROFT SCHOOL DISTRICT**  
**Administrative Rules**

345.1-Rule

**PROCEDURES FOR REPORTING UNSATISFACTORY  
STUDENT PROGRESS TO PARENTS/GUARDIANS**

1. Teachers will notify parents/guardians of their son or daughter's unsatisfactory academic progress as soon as a concern is noticed.
2. If a teacher attempts to rectify a concern and is not successful, he/she will consult with the guidance counselor or the building principal
3. If a student is in danger of receiving a failing grade for a 9-week or semester term, the teacher will notify the student's parent(s)/guardian and the building principal in writing a minimum of three weeks prior to the end of the grading period.
4. If a failing grade is issued to a student, the teacher must document what measures were taken to prevent the failing grade.

APPROVED: 8/12/86

REVISED: 8/15/07