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

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