

GUIDELINES FOR PROGRESS REPORTS TO PARENTS

1. Grades must be entered and updated every week.
2. A documented conversation, initiated by the teacher, must occur no later than the 4th week of the quarter for a student that is earning a “D” or “F” and then immediately thereafter when the student is earning a “D” or “F”.
3. Once initial contact is made with a parent (as outlined in #2 above), regular and ongoing, documented communication must continue to provide updates regarding the student’s progress.

APPROVED: November 11, 1980
May 14, 1985
January 24, 2011
APRIL 27, 2015