

**STUDENT PROGRESS REPORTS TO PARENTS**

The School Board believes it is essential that parents be regularly and fully informed of their children's progress in school.

The school will report a pupil's progress to the student and to his/her parent or guardian. The report will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual pupil. The Board directs the administration to develop progress report forms or cards in accordance with this policy.

Teachers should make frequent use of Student Progress Reports. Teachers must notify the parents of failing students at least three weeks before the end of the marking period. No student should fail that has not received a warning. Sending a warning home a few days prior to the end of the marking period does not satisfy or meet this requirement. Teachers are encouraged to call parents or have personal conferences as needed. Teach/Parent conferences will be held at a minimum of two times per year.