

INSTRUCTION

Parent Notification of Failing Grades or Retention

A. Elementary School - Retention in Grade

1. Notification must be made to parents at least six (6) weeks before the end of the school year if a child is to be retained.
2. A final conference between the parent, teacher and principal shall be held explaining the school recommendation for retention.

B. Middle School - Retention and Grade Problems

1. Regarding retention the three (3) items above apply with one (1) exception - the deadline for notification is the end of the third quarter (9 weeks before the close of the semester).
2. Not later than mid-quarter (4.5 weeks into each quarter) parents will be sent poor work slips if a failing grade is imminent.

C. High School - Failing Grades

If a student is doing failing work a poor work slip will be sent home not later than 4.5 weeks into each quarter.