

**PROMOTION OF STUDENTS:  
COMMUNICATION TO PARENTS OR GUARDIANS**

1. Students who are passing their courses or working at or above grade level will receive regular reports and/or conferences with parents. Teachers will make any further contacts that are necessary or desirable. Contacts to emphasize exceptional performance are encouraged.
2. When a student's work is of concern to the teacher, the family will receive at least these contacts:
  - 2.1 Request to be part of the Child Study Team.
  - 2.2 Fall Conference - Serious learning deficiencies and behavioral problems will be considered.
  - 2.3 End of Second Marking Period - There will be another conference and/or letter outlining the student's progress.
  - 2.4 End of Third Marking Period - A review will occur to arrive at a preliminary recommendation for next year's placement. The parent will be offered a conference with the teacher(s) and the Principal.
  - 2.5 June - An end-of-year conference shall be scheduled with the parent, teacher(s), and a school administrator, to summarize the year's efforts and make a final recommendation for the following year.
  - 2.6 More frequent conferences or reports with parents or guardians shall be conducted by the classroom teacher as conditions warrant.
3. Families shall be kept informed of all remedial assistance in core subjects.
4. Teachers shall carefully document recommendations for retention for discussion with the Principal. Teacher discussion with parents about a recommendation for retention may occur only with the approval of the Principal.

APPROVED: BOARD OF EDUCATION

March 17, 1992

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