

It shall be the responsibility of the superintendent of schools and the professional staff to provide for the annual classification, reporting of progress, and maintenance of records of all pupils. In order to maintain two-way communications and good public relations with parents, students, and staff, parents need to be kept informed of the student's progress.

Report forms shall be given or sent to parents at nine-week intervals as to course performance and attendance. Additional reports may be sent at unscheduled intervals if it is felt that additional information would be beneficial to the student or parents or guardian. The school administrators will be responsible for scheduling parent-teacher conferences.

The secondary principal, the guidance counselor, and staff will review all situations which involve student failures. The superintendent of schools shall have the final decision in retention or failing of any student. Consideration will be given to the following:

- I. The student's ability.
- II. The student's actual achievement level and the reason for failure.
- III. If the student is in junior or senior high school, the opportunity to repeat courses at the next grade level.
- IV. The provision of a sound educational program if the student is to repeat a given grade.
- V. The pro's and con's of repeating the grade.

In those instances when a child's educational needs demand that he or she be retained, the child's parents or guardian shall be notified and conferences held at an early date and in all instances, before the end of the school year. The outcome of the discussion of Items 1 through 5 above will be discussed with the child's parents or guardian. Refer to AR-5210, Failure or Retention of Students.

Legal Reference: §79-526 District Board, Schools, Supervision and Control.