

Memorandum

To: All Faculty and Staff
From: Dr. Matthew W. Ross, Superintendent
Date: August 1, 2018
Subject: Policy and Procedure Bulletin_Requirement to Notify Parents If Their Student Fails Complete and Turn-In Graded Assignments

The intent of this memorandum is to provide guidance with regard to notifying parents when students fail to complete and turn-in graded assignments.

With the passage of Board Policy / Administrative Regulation / Exhibit 5123 Promotion / Acceleration / Retention, students must complete 100% of all graded assignments, with at least 70% accuracy, as determined by the classroom teacher to be eligible for promotion to the next grade level.

As such, every teacher shall positively notify parents when their student fails to complete and turn-in a graded assignment. Every teacher shall also ensure that if a student is absent for any reason, that the student is informed of the requirement to complete and turn-in the graded assignment.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.