

**Reporting to Parents/Guardians**

The Governing Board believes that good communication between parent/guardian and teacher is important in the educational process. Reporting contacts between parent/guardian and teacher should be varied and frequent, and all appropriate forms of communication should be utilized, including report cards, parent-teacher conferences, mail, telephone, and school visitation by parents/guardians.

Student progress reports shall reflect the educational progress of the student in terms of classwork and the attainment of proficiency levels. The report shall also indicate educational growth in relation to the student's ability, attitude, interests, and conduct or citizenship.

A written report shall be sent to, or a conference shall be held with, the student's parent/guardian in the event the student is in danger of failing the course. (Education Code 49067)

When a student does not demonstrate sufficient progress toward mastery of basic skills so that he/she will be able to meet prescribed standards upon exit from 6th, 8th or 12th grade, the principal shall arrange a conference with the parent/guardian of the student and a certificated employee familiar with the student's progress to discuss the results of the assessment and recommended actions to further the student's progress.

**Legal References:**EDUCATION CODE

- 48260.5 Notice of truancy
- 49066 Grades: finalization; physical education class
- 49067 Regulations regarding pupil's achievement
- 49069 Absolute right to access (parents' right of access to student records)
- 51216 Pupil proficiency; assessment; conference to further pupil's progress; instruction in basic skill for pupil not demonstrating sufficient progress