

## **6.5 – PARENT CONFERENCE**

Parent/Teacher conferences shall be held at all schools on a regular basis to insure the understanding and cooperation between the parents (or guardians) and the respective school officials necessary for students to profit fully from all school experiences.

Teachers shall communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. Teachers in elementary schools shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent/teacher conference, a telephone conference or a home visit. Teachers will communicate more frequently with parents of students not performing at the level expected for their grade.

Teachers in secondary schools shall meet with the parent(s) or guardian(s) of each student at least once a year through a parent/teacher conference, a telephone conference or a home visit.

If a student is to be retained at any grade level or if a student is going to receive a failing grade in any subject at the secondary level, notice of retention or failure and the reasons for retention or failure shall be communicated promptly in a personal conference.

The school shall document parent or guardian participation or non-participation in required conferences and shall keep such documentation in the student's file for a minimum of three years.

Approved by Board of Education: 10/14/86  
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