

Policy & Procedure

Parent Communication

It is the policy of New Generation Christian School that we regularly communicate with the parents of our students in order to better facilitate parents' involvement in their child's education, as well as to ensure parents are apprised of their child's academic and behavioral standing. As such, the following communications must be made:

Student's Grade Drops to "C" or Lower Procedure: Teacher of the subject in which the student's grade has dropped, must make contact with the student's parent/guardian with a *minimum* of two weeks prior to the next issued report card. The teacher must offer the student, and communicate to the parent what has been offered to their child, a *minimum* of two redemptive assignments. The redemptive assignments must be substantial enough in weight to raise the student's overall grade to a *minimum* of one, whole letter grade, and include a due date, of which the parents must also be made aware.

Progress Reports: It is the policy of New Generation Christian School to facilitate communication with our students' parents by implementing quarterly Progress Reports. It is the responsibility of each teacher to complete their portion of their students' Progress Report in a timely manner, which is in accordance to the deadlines indicated on the New Gen calendar (deadlines may be adjust to be earlier than indicated on the New Gen calendar by the Department Head). Upon completion, teachers are to return their students' Progress Reports to their Department Head. The Department Head will then review the Progress Reports, determine a plan of distribution of the Progress Reports, and ensure said plan is communicated to their department's teachers, and properly executed.

Report Cards: It is the policy of New Generation Christian School to facilitate communication with our students' parents by completing quarterly Report Cards. It is the responsibility of each teacher to complete their portion of their students' Report Card in a timely manner, which is in accordance to the deadlines indicated on the New Gen calendar (deadlines may be adjust to be earlier than indicated on the New Gen calendar by the Department Head). It is also the responsibility of the teacher to include on students' reports comments, which are both positive and may offer appropriate, *constructive* feedback. Upon completion, teachers are to return their students' Report Cards to their Department Head. It is the responsibility of the Department Head to then review the grades as well the teachers' comments on the Report Cards, and ensure the distribution of the report cards is in accordance with administration and properly executed.