

NSS Ohio Columbus:
Decline in Academic
Performance Policy

The school recognizes the critical role that parents play in their child's education. We are committed to fostering a strong partnership between teachers and parents to support student success. This policy outlines the procedures for notifying parents when a student's grade drops below a certain point, emphasizing the importance of early intervention and effective parent communication.

Rationale:

1. **Student Success:** The primary goal of education is to facilitate student learning and success. By promptly notifying parents of dropping grades, we can work together to address issues and provide the necessary support to help students improve.
2. **Parental Involvement:** Research consistently shows that parental involvement positively impacts a student's academic performance. Open and regular communication with parents is essential for building this partnership.

Procedures:

1. **Grade Monitoring:**

- Teachers are responsible for regularly monitoring student grades and academic progress.
- When a student's grade drops below a C (after the second week of a grading period), the teacher will initiate the parent notification process.

2. **Notification Process:**

- The teacher will send a formal notification to the student's parent(s) or guardian(s) as soon as a grade drops below a C average (after the second week of the grading period).
- The notification will be sent via email, letter, or a designated communication platform, ensuring that parents receive the information in a timely manner.
 - Emails must include Head of School and Assistant Heads of School
 - Letters and/or calls must have an email follow up.
- The notification will include:
 - The student's name and grade level.
 - The specific subject or assignment where the grade has dropped.
 - The student's current grade.
 - A brief explanation of the issue (missing assignments, in class participation, etc.).
 - Contact information for the teacher and an invitation for parents to schedule an optional meeting to discuss the situation.

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3. Teacher-Parent Meeting:

- Teachers will make themselves available to meet with parents to discuss the student's academic performance.
- During the meeting, teachers will provide insights into the challenges the student is facing and collaborate with parents to develop a plan for improvement.
- After the meeting, a follow-up email will be sent to parents, Head of School, Assistant Heads of School, and any other relevant parties.

4. Intervention Strategies:

- After the meeting, teachers may implement intervention strategies to support the student, such as modified assignments, or daily additional assignments to help with understanding sent home. If necessary, teachers may reach out to the on staff BCBA or IS as needed for intervention assistance.

5. Regular Updates:

- Teachers will provide regular updates to parents regarding the student's progress and efforts to improve the grade.
 - Student making progress or actively improving grade – communication every two weeks.
 - Student not making progress or actively improving grade – communication every week.
- Continuous communication will help parents stay informed and engaged in the student's academic journey.

Review and Accountability:

This policy will be reviewed periodically to ensure its effectiveness in promoting parent-teacher collaboration and student success. Teachers are accountable for adhering to these procedures and for actively engaging with parents to support students in achieving their academic goals.

Conclusion:

By implementing this policy, we aim to create a collaborative learning environment where teachers and parents work together to support students in times of academic challenge. We believe that proactive communication and early intervention are essential components of our commitment to student success.

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Example email for possible participation or other challenges in the classroom:

Dear [Parent/Guardian's Name],

I hope this email finds you well. I wanted to reach out to discuss your child's academic progress in [Student's Name]'s class. As part of our commitment to student success, I believe it is essential to keep you informed about their performance.

I have noticed that [Student's Name]'s grades in [Subject/Assignment] have recently fallen below our class average. This change in performance is a matter of concern, and I wanted to bring it to your attention promptly.

Please rest assured that my primary goal is to help [Student's Name] succeed academically. If you would like, I would be happy to schedule a meeting with me at your earliest convenience to discuss [Student's Name]'s academic challenges and work collaboratively on a plan for improvement. Via email, or during a meeting, we can explore the specific issues [Student's Name] is facing and discuss strategies to support their learning.

Some possible areas of discussion may include:

- Identifying the challenges [Student's Name] is experiencing.
- Discussing possible reasons for the drop in grades.
- Exploring interventions, such as study techniques, or additional daily work sent home.
- Setting realistic goals and expectations for improvement.

I believe that maintaining an open line of communication between home and school is crucial for [Student's Name]'s success, and I am committed to providing the support and guidance necessary to help them thrive academically.

Please reply to this email, to discuss our options moving forward or to schedule a convenient time for our meeting. I am available to work with you to find the best time to meet, whether it's in person or via a virtual meeting platform.

Thank you for your support in helping [Student's Name] achieve their full potential. I look forward to discussing this matter further and working together to support their academic journey.

Sincerely,

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Example email for missing assignments:

Dear [Parent/Guardian's Name],

I hope this message finds you well. I wanted to discuss an important matter concerning your child's academic performance in [Student's Name]'s class.

In my recent review of [Student's Name]'s academic progress, I've noticed that they have a number of missing assignments in [Subject/Class]. To provide you with a clear overview of the assignments that are outstanding, I have attached a list of the missing assignments to this email.

For your convenience, I have also taken steps to ensure that [Student's Name] has the necessary resources to complete these assignments. If the assignments are HMH (our school's curriculum) based, I can provide you with your students HMH username and password and they can log in from home to complete them. If the assignments are paper-based, I have made copies that will also be sent home.

It's essential that we address these missing assignments promptly to support [Student's Name]'s academic success. To that end, I encourage you to review the attached list of missing assignments with your child. Please ensure that they complete the assignments and return them to school as soon as possible. If missing assignments are not turned in by [Date 1 day before grades are due], your student will receive a 0 for these assignments, which could affect their graduation pathway.

If [Student's Name] has any questions or requires additional assistance with the assignments, please do not hesitate to reach out to me. I am here to provide guidance and support throughout this process.

I believe that working together, we can help [Student's Name] catch up with their assignments and maintain a strong academic record. Your involvement in this matter is highly appreciated, and I am confident that, with your support, we can overcome this challenge.

Thank you for your understanding and cooperation. If you have any questions or need further information, please don't hesitate to contact me at [Your Contact Information].

Sincerely,