



STUDENT ASSESSMENT

Reporting student progress to parents and guardians is a vital practice essential to the education of every student.

The Board believes that as professional educators, teachers guide the evaluation and reporting process.

PROCEDURES

1. *General*

- a. Each school is required to have a systematic and articulated program for evaluating student progress.
- b. The evaluation process is to be diagnostic, formative, and summative.
- c. Teachers are to report student progress to parents or guardians by means of parent-teacher conferences, report cards, and personal contact. Modern information technology may also be used to assist the communicative processes regarding student progress between parents or guardians and teachers.

2. *Parent-Teacher Conferences*

- a. Conferences are to be scheduled twice each year and to be included in the Board approved school year calendar.

3. *Written Report*

- a. A minimum of four reports are to be submitted to parents or guardians each year.