

	Administrative Procedure	
	Subject	Student Assessment
	AP Code	360

Background

Reporting student progress to parents and guardians is a practice essential to the education of every student. The school believes that as professional educators, teachers guide the evaluation and reporting process.

Procedures

1. General
 - 1.1. Each teacher shall provide the students and/or parents/guardians, and the principal, with a systematic and well-articulated plan outlining how assessment and evaluation of the student will occur.
 - 1.2. The assessment process is to be diagnostic, formative, and summative.
 - 1.3. Teachers are to report student progress to parents/guardians by means of parent conferences, report cards, and personal contact. Modern information technology may also be used to assist the communication process regarding student progress between students, parents/guardians, and teachers.

2. Parent conferences
 - 2.1. Conferences are to be scheduled at least twice each year.
 - 2.2. Students are to be encouraged to attend the conferences, where appropriate.

3. Written report
 - 3.1. Parents will be provided with access to information needed to review their child’s progress within the chosen software program. A written progress report may be available to parents upon request.

References

The Education Act, 1995 – sections 85, 87, 175, 231

Date Adopted

September 1, 2024

Revised