

REPORTING STUDENT PROGRESS

1. Purpose. Quality assessment provides a method to determine if students have mastered the skills as set forth in the West Virginia College and Career Readiness Standards and the 21st Century Learning Skills and Technology Tolls. Information regarding the individual progress of each student toward the mastery of the Colleges and Career Readiness will be used to plan instruction and inform parents of student strengths and challenges.
2. Monitoring Student Progress. The teacher will maintain accurate records of student progress and provide justification for report card grades. These records will document evidence of achievement and will reflect an evaluation of several of the following:
 - 2.1 Performance checklists
 - 2.2 Projects
 - 2.3 Oral responses
 - 2.4 Tests
 - 2.5 Anecdotal observations
 - 2.6 Student presentations
 - 2.7 Samples of a variety of student work
 - 2.8 Rubrics
3. The teacher will communicate student progress to parents using report cards at the end of each grading period. The teacher will also communicate student progress to parents by keeping the online live grades current and up-to-date. A minimum of at least two grades per week must be recorded online.
4. Notification of Academic Difficulty. At the mid-point of each grading period, teachers will evaluate student progress and will identify any student who is experiencing academic difficulty. Parents will be notified using the progress report. A written verification of receipt of the notice will be returned to the school by the parent.
5. Report Card. Report card forms will be published in a county-wide standardized format.

6. Administrative Review. Principals or Assistant Principals will review report cards prior to distribution to monitor student progress and ensure that there have been no omissions or errors.
7. Distribution. Report cards will be distributed following each grading period and may not be withheld for any reason.
8. Make-Up Work. Students will be given a reasonable amount of time to complete assignments missed when they were absent.
9. Permanent Record of Student Achievement. The grades recorded on the student's permanent record will reflect the student's demonstrated ability to master the College and Readiness CCRS Standards based upon the evaluation procedure. Final grades will be determined by adding the student's total number of points earned at the end of each grading period in each subject area or class and converting earned points to a percentage of the total points possible.
10. Review Schedule. This administration regulation shall be reviewed in accordance with the Policy Review Schedule.

Legal Authority: West Virginia Board of Education Policy 2510

ADOPTED: 6/3/19