



## Student Evaluation

### Background

Student evaluation is a critical component of the educational program. It is through a comprehensive approach to student evaluation that students will be given access to the best possible education. Student evaluation forms the basis for promotion and placement decisions and communication with parents. KTCEA's grading system will be used:

- 80 - 100 = A
- 65 - 79 = B
- 50 - 64 = C
- 0 - 49 = F

The necessity of student evaluation is governed by KTCEA Education Authority

### Guidelines

#	Procedures	Roles and Responsibilities
1.	<p>The school staff shall establish student evaluation procedures that include:</p> <ul style="list-style-type: none"> <li>1.1 Use of a grading system that is consistent with the Authority 's report card.</li> <li>1.2 The determination of student grades based on daily classroom work and assessment results.</li> <li>1.3 Approval by the Principal of subject/course grading practices.</li> <li>1.4 Providing students with subjects/course objectives and evaluation procedures in September (in written form for junior and senior high students).</li> </ul>	Principal Teachers
2.	<p>The Principal shall present the evaluation procedures to the School-Parent Advisory Circle for discussion at its first meeting in the school year.</p> <ul style="list-style-type: none"> <li>2.1 Any concerns expressed by the School-Parent Advisory Circle shall be considered in the finalization of student evaluation procedures</li> </ul>	Principal Parent Advisory Council
3.	<p>The KTCEA report card is the primary instrument of formal reporting of student progress to parents. All report cards are to be approved by the Principal prior to distribution.</p> <ul style="list-style-type: none"> <li>3.1 Report cards will be issued three or four times per year for elementary and junior high students. <ul style="list-style-type: none"> <li>3.1.1 The first report card shall be issued by November 30, and the parent of any student whose progress is of concern is to be advised.</li> </ul> </li> </ul>	Principals Teachers

	<p>3.1.2 The second and subsequent report cards must be issued prior to February 28 and April 30 and the parents of the students whose progress is of concern are to be advised.</p> <p>3.1.3 The final report will be issued by the end of the school year.</p> <p>3.2 A report card will be issued four (4) times per year for semesters senior high students.</p> <p>3.2.1 The first and third reports are to be issued near the middle of the semester, and the second and fourth reports will be issued at the end of the semester.</p> <p>3.3 The parent of an elementary student that is being considered for retention must be informed of this consideration, in writing, by March 15.</p> <p>3.4 Information regarding the right to appeal a course grade or promotion decision must be sent to the parent with the final report card.</p>	
4.	Parent-teacher interviews are a key means for communication with parents. Each Principal may utilize school time to conduct parent-teacher interviews. Schools are allocated the equivalent of 1 day per year.	Principal Teachers Parents
5	One (1) parent teacher interview is to be completed prior to December.	Principals Teachers
6	<p>An appeal of a course grade and/or promotion decision is to be made to the Principal in accordance with the following:</p> <p>6.1 The parent of an elementary student that wishes to appeal a non- promotion decision shall be encouraged to do so within one week of being notified of the decision.</p> <p>6.2 Should the issue not be resolved at the school level with the Principal, the parent may appeal to the Superintendent.</p>	Principal Superintendent
7	The Principal will ensure that all student records relating to student evaluation are kept confidential.	Principal

**Definitions:**

Not Applicable

**Reference:**

Not Applicable

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Superintendent's Office.