

# WILKINSBURG SCHOOL DISTRICT

TITLE: ASSESSMENT OF STUDENT  
PROGRESS

ADOPTED: May 25, 2004

REVISED:

213. ASSESSMENT OF STUDENT PROGRESS	
<p>1. Purpose Pol. 212</p>	<p>The Board recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward educational goals and academic standards.</p>
<p>2. Definition Title 22 Sec. 4.11</p>	<p><b>Assessment</b> shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established academic standards and to learn the student's strengths and weaknesses, plan an educational or vocational future for the student in areas of the greatest potential for success, and know where remedial work is required.</p> <p>Such assessment shall measure the student's progress against both his/her own potential for achievement and the achievements of others in the class, as appropriate to the grade level and subject matter.</p>
<p>3. Authority SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52 Pol. 102, 216</p>	<p>The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.</p>
<p>Title 22 Sec. 4.52</p>	<p>Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.</p>
<p>Title 22 Sec. 4.52</p>	<p>The district's assessment system shall include a variety of assessment strategies which may include:</p> <ol style="list-style-type: none"> <li>1. Written work by students.</li> <li>2. Scientific experiments conducted by students.</li> <li>3. Works of art or musical, theatrical or dance performances by students.</li> </ol>

<p>Pol. 217</p> <p>4. Delegation of Responsibility Title 22 Sec. 4.52</p> <p>5. Guidelines</p>	<ol style="list-style-type: none"> <li>4. Demonstrations, performances, products or projects by students related to specific academic standards.</li> <li>5. Examinations developed by teachers to assess specific academic standards.</li> <li>6. Nationally-available achievement tests.</li> <li>7. Diagnostic assessments.</li> <li>8. Evaluations of portfolios of student work related to achievement of academic standards.</li> <li>9. Other measures, as appropriate, which may include standardized tests.</li> </ol> <p>The Superintendent or designee shall develop and implement procedures to assess student progress, in accordance with district goals and regulations of the State Board of Education.</p> <p>At the outset of any course, each student should be informed about the academic standards to be attained.</p> <p>Each student should be kept informed of personal progress during the units of a course of planned instruction.</p> <p>Methods of assessment shall be appropriate to the planned instruction and maturity of students.</p> <p>Assessment strategies should objectively evaluate and reward students for their efforts.</p> <p>Students should be encouraged to assess their own academic achievements.</p> <p>All assessment systems shall be subject to continuing review and revision.</p> <p>Staff, students, and parents/guardians should be involved in the continuing program of assessment review.</p> <p><u>Incomplete Grades</u></p> <p>Incomplete grades may be given in cases where students have had a prolonged absence and were unable to get the work made up by the close of a report period. Incompletes must be made up within two (2) weeks, unless properly excused, after</p>
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the student's return to school. It shall be the teacher's responsibility to change the incomplete grade to the proper letter or percentage grade. All incomplete grades must be changed to letter or percentage grades on the report card the nine (9) weeks after an incomplete appears on the card.

Interim Reports

Students shall receive an interim report when a teacher anticipates a decrease in grade from one (1) nine (9) week period to the next. Interim reports shall be sent to the parents/guardians no later than three (3) weeks prior to the end of each nine (9) week period. Any reports sent to parents/guardians after the end of each third week must have the approval of the principal. A phone call to the parent/guardian shall be made, if the need for an interim report is discovered after the third week. Teachers will prepare the interim reports and sign and submit them to the building principal so that they may be sent out by mail. Teachers will be notified of specific deadline dates by the building principal. Teachers shall make copies of each interim report and submit them to the principal. Copies will be filed in the appropriate school office.