

STUDENT EVALUATION

Progress Reports

An academic progress report will be sent to the adult students and parents or guardians of secondary students shortly after the halfway point of each nine-week grading period. This report may also be sent to the home school officials as the need arises. The progress report will indicate if a student is progressing satisfactorily or unsatisfactorily at that point of the grading period.

Grade Reports

Grade reports will be issued to the student by the end of the week following the nine-week grading period. Grades of secondary students will be sent to their home high school for recording on permanent records. Daily attendance will be included on the grade reports.

Competency Profile

A competency profile will be kept by the instructor for each student. This profile indicates all of the competencies the student should have mastered upon program completion and will show the performance level the student attains for each specific job (or task).

Special Recognition

Instructors may establish a procedure within their own program whereby they may recognize those students who have done outstanding work and/or have maintained an excellent attendance record. All recognition/reward procedures must be approved by the administration prior to their implementation.

CROSS-REFERENCE: Student Handbooks

Adopted: January 1994 as policy S-118

Revised: November 1995