

SEDGWICK SCHOOL COMMITTEE

POLICY NUMBER: 9.02

Adopted: 5/22/90

Previous Revision: 8/18/99, 4/1/05

Revised: 3/15/11

STUDENT ASSESSMENT

1. The Superintendent/designee is responsible for implementing a local assessment system that will be used to guide and enhance classroom instruction, monitor student progress and certify student achievement.
2. Classroom teachers shall assess students' academic performance on a regular basis. Assessments may take various forms including homework assignments, classroom participation, tests or other teacher directed forms.
3. The school teachers shall provide parents with a written copy of their child's achievement at the end of each grading period and, in cases of poor performance, with written mid-period reports. Teachers are encouraged to contact parents more often if a student's performance warrants it because of problems or improvements. Parents are encouraged to contact the school with questions regarding their child's school experience. Parent-teacher conferences will be scheduled twice during the school year.
4. When additional evaluation such as a psycho-educational or substance abuse evaluation is necessary, it shall be administered by qualified personnel and in accordance with State laws and rules, local policies, and test administration manuals. Parents must give written permission.
5. In grades K-4 the intent of assessment is to improve and tailor instruction to individual needs. Each student will be assessed through observation and recorded information on student progress at regular intervals. Student progress will be reported to parents in terms of academic and social development and will include comments. Letter grades will not be used. Progress will be reported in comparison to the student's previous performance as well as to the class as a whole. Parent conferences will take place twice a year.
6. The New England Common Assessment Program (NECAP) shall be administered in grades 3 through 8. Parents shall be given prior notice of testing dates. Test results shall be provided to parents.
7. School personnel shall use standardized test results as one factor in determining class placements and instructional methods appropriate to individual students. Staff members shall also use these data in planning for improvement of instructional programs and in the identification of needs for curriculum revision.

8. Data that certifies individual student achievement will be provided to individual students and their parents/guardians. Aggregated data will be presented in a report on the school's performance on the NECAPs. These reports must provide a comparison to statewide NECAP performance. These reports must be provided to students, parents, teachers/professional staff, administrators, the school committee and the community.

References: Grading and Honor Roll Policy 3.11
 20-A M.R.S.A. §§ 6201-6205
 Chapter 127 § 2 and 4 Maine Department of Education Rules