

STUDENT LED CONFERENCE GUIDELINES

Administrative Procedure - 360 Student Assessment states that reporting student progress to parents and guardians is a practice essential to the education of every student.

The following procedures are mandated:

1. General

- 1.1 Each school is required to have a systematic and articulated program for assessing student progress.
- 1.2 The assessment process is to be diagnostic, formative, and summative.
- 1.3 Teachers are to report student progress to parents by means of Student Led Conferences, report cards and personal contact. Information technology may also be used to assist the communicative processes regarding student progress between students, parents or guardians and teachers.

2. Student Led Conferences

- 2.1 Conferences are to be scheduled at least twice a year.
- 2.2 Students are encouraged to lead the conferences.

3. Written Report

- 3.1 Parents will be provided with access information needed to review their child's progress within the chosen software program. A written progress report may be available to parents upon request.

The preceding procedures are subject to the following guidelines:

- Each school must set a common period which allows sufficient time for the scheduling of Student Led Conferences for all students.
- Students, parents or guardians may request a Student Led Conference during regular hours of the last day of the school year should they wish to discuss the final report card.
- Additional Student Led Conferences may be scheduled with parents or guardians on days other than those set out in the school year calendar. Such conferences may be initiated by the teacher or the students, parents or guardians and may be held outside of regular school day. They shall be scheduled at a mutually agreed upon time.

Reference: Section 175 Education Act

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