



RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

PROGRESS BOOK ONLINE GRADE BOOK K-3 | 7011.31

All elementary schools are required to use the district online grade book application, Progress Book, in the Core Content Areas and Related Arts in grades K-3. This application includes a Parent Portal, which allows parents to access information about their students' academic performance (Student Detail and Standards Detail) thus providing more frequent communication between school and home.

To ensure timely and consistent reporting of grade information across schools and to parents/guardians, staff shall adhere to the following guidelines in grades K-3:

1. All core content teachers and related arts teachers will use the online grade book application.
2. Teachers are expected to maintain current, up to date information in the online grade book application.
3. A snapshot of student progress will be captured on the Elementary Progress Report at the end of each marking period and at the end of the year.
4. The information in the online grade book application (Progress Book) evolves as assessment data is entered.
5. Narratives and Learning Behavior data are entered by the teacher at the end of each of the 4 marking periods.

Questions about the information contained in this administrative memorandum should be directed to the Director of Elementary Schools.