



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Monitoring, assessing, and Recording Student Progress

Effective Date: August 2018

TITLE: Monitoring, assessing, and Recording Student Progress

RATIONALE: To ensure communication with students regarding frequent assessment of academic progress towards curriculum outcomes and maintain consistent records

POLICY:

Instructors should provide formal and informal feedback with students regarding his/her progress throughout the curriculum taught. Adherence to Satisfactory Academic Progress Reporting is mandatory. The Education Director will remain in contact with the faculty to discuss progress at regular intervals throughout the program.

Lead instructors will be assigned to his/her initial education courses by the Education Director through www.app.praxischool.com where the instructor will be responsible for using the designated grade distribution (found in course syllabi and student handbooks) and maintain a continuous record of all assignment and course grades. The instructor will be responsible for printing and submitting their final course grades to the Education Director for filing purposes. Lead Instructors who are managing continuing education courses MUST follow the grading/record keeping criteria specified by the certifying agency. All documentation required by the certifying agency MUST be submitted along with the instructor time card at the completion of the course to the Education Director.

RESPONSIBLE PERSONNEL:

Education Director, Instructional Faculty