

The original and official record for student performance is the class record book provided to each teacher. The records may also be kept officially on an electronic records program.

The class record book will be maintained carefully and accurately by staff. Sufficient student progress evaluation will be recorded enabling the teacher to make a fair appraisal of student performance.

The class record book is a permanent record of the district and must be returned to the building principal at the close of each school year. Records will be kept on file for 5 years.

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**LEGAL REFERENCE:**

Idaho Code Section 33-506(1)

**ADOPTED:** June 21, 2000

**AMENDED:** March 19, 2003