

Dear Group:

In order to ensure that our assessment marks are consistent, please review the instructions below before submitting your report cards. These guidelines were developed by a committee who evaluated our process, and the recommendations were accepted by the faculty. Applying different assessment standards on the report cards undermines the committee's work and creates confusion among the parents.

Progress Report Legend (K - 5)

This will be printed on finished progress report

- **D - Developing** skill. Student has not met June exit goals in this area, but is currently on track to *meeting* grade level *exit goals* by the end of the school year.
- **D/M** - Close to **Meeting** expectations as established by exit goals.
- **R/D** - Has started to develop skills but not necessarily on track to get to exit goals on schedule. May require additional support to meet exit goals (*Teacher should have discussed these concerns already with parents or intend to discuss concerns at the parent conference*).
- **R - Requires** continued support, through individual accommodations, in order to meet end of year Exit Goals (*Teacher should have discussed these concerns already with parents or intend to discuss concerns at the parent conference*).

* Please use this symbol in conjunction with one of the letters, indicating that the student has **modified goals** in this area that differ from the standard exit goals. A 504 **accommodation** is not necessarily a **modification** of exit goals. If you have a question, ask Joan.

Generally for use in the Second Semester

- **E** - significantly **Exceeds** academic mastery level as established by exit goals.
- **M/E** - strongly established **Mastery** of exit goals.
- **M - Meets** expectations for academic level as established by exit goals.

Please note: If a child has met or exceeded mastery level established by the exit goals by January, please explain in your comments to parents HOW you will modify your program to accommodate the student moving beyond the goals.

6th - 8th

% - shows cumulative percentage score for this subject. The score is based on homework, class work, quizzes, and tests.

A score of:

70% indicates a passing grade;

65% - 69% indicates a non-passing grade and that a student is on academic probation;

64% and below indicates a non-passing grade and the student must make up coursework for the class.

Effort - shows cumulative score assessing a number of attributes including; classroom behavior, preparation for class, timeliness, and attention to task.

1-Good; 2-Moderate; 3-Weak.

A student with two or more 3s will be placed on **behavioral probation**.

These standards apply to lead teachers as well as to **specialists**. Also, remember that you should only use the letters described above; we do not give pluses (+) or minuses (-). Please follow this format to ease the work of the editing committee who will review your comments. If you have any questions, please do not hesitate to contact me.