

September 2013

## Parent/Guardian Information - Kindergarten Progress Report

### **ALLEGANY COUNTY PUBLIC SCHOOLS ALLEGANY COUNTY, MARYLAND**

The Elementary School Progress Report evaluates your child's progress and achievement in all subjects – reading, language arts / writing, spelling, handwriting, mathematics, social studies, science / health, technology, media, art, music, and physical education.

Your child and his/her teacher spend many hours working together to learn important skills and information. The teacher wants to share information about your child's progress during the year through the Progress Report. The following items help to explain this report.

1. There are four marking periods. At the end of each marking period, please review, sign, and detach the bottom portion of the Progress Report and return it to your child's teacher. There is a place for you to request a conference with the teacher on the detached portion. Samples of your child's work will be sent home throughout the marking period to allow you to monitor your child's progress.
2. You will be notified by the middle of each marking period or at any time when your child is not demonstrating satisfactory progress. The Allegany County Public Schools' Interim Report will be used for this purpose. The Interim Report may also be used to report satisfactory progress. In addition to the school system's Interim Report, a teacher may develop his/her own report for communicating with parents with approval of the school principal.
3. Your child's grades will be determined by:
  - formal assessments
  - informal assessments
  - work samples (class work and home work)
  - evidence of learning through participation
  - teacher judgment
  - work habits
  - percentages and trends
  - projects
  - teacher observation
  - homework completion

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- Kindergarten students will be evaluated using a numerical code for specific skill indicators as shown below:

<b>Kindergarten Skill Indicators Marking Key</b>		
<i>Numerical Code</i>	<i>Meaning</i>	<i>Explanation</i>
<b>3</b>	Consistently Evident	The child demonstrates this skill at a proficient level without adult assistance.
<b>2</b>	Developing	The child has demonstrated this skill, but not consistently nor independently of adult assistance.
<b>1</b>	Not Evident	The child is unable to demonstrate this skill. The child needs more time and experience.
<b>Blank</b>	Not Assessed	This skill was not assessed during this marking period.

- The Comments Section clarifies the Progress Report. It is used to commend student performance or to recommend improvement. A blank Comments Section indicates that your child's performance is satisfactory.
- A cumulative attendance record will be printed on the Progress Report. Your child benefits by being in school every day on time. There is a direct correlation between student achievement and attendance. Tardiness is not recorded on the Progress Report. The school administration monitors student tardiness closely and addresses concerns promptly. When students are late for school, they generally miss instruction in the same subject which negatively impacts their learning.
- A conference requested by you or the teacher may be indicated on the Progress Report. You are encouraged to schedule a conference at any time during the marking period to address issues or concerns.
- Promotion Status will be marked at the end of the school year.
- You will be notified by the second or third marking period if promotion is a concern.

Thank you for the time and encouragement that you give to your child each day.

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### Guidelines for Determining Student Grades in the Elementary School

1. The evaluation of student progress is a continuous process, involving many evaluative activities that parallel the learning experiences in which your child is engaged. The teacher faces the challenge of reporting to you a symbol that accurately reflects your child's achievement and progress.
2. Your child's teacher will develop specific criteria that will be used to determine a report card grade. The criteria will be discussed at school meetings and/or parent conferences. If you have any questions about the criteria, you should discuss them with your child's teacher.
3. The following factors will be considered in order to assure that the letter grade is an accurate representation of the achievement and progress of your child.
  - Grade level and / or course objectives
  - The student's achievement in relation to:
    - a. skills mastered
    - b. content learned
    - c. test results (percentages may be utilized, but should not be the sole determining factor for a grade)
    - d. quality of class participation
    - e. homework completion
    - f. creativity and ingenuity demonstrated

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4. Your child's teacher will discuss with you and your child the general objectives and expectations for each subject and how your child's accomplishments will be evaluated.
5. Teachers will maintain a record of your child's work and progress. Because of the integrated nature of the elementary curriculum, teachers may use individual assignments, tasks, or projects to evaluate your child's work and progress in a variety of skills and subject areas.
6. Since children benefit from immediate feedback, written work or production will be evaluated and returned to the child as soon as possible. Once the work has been examined by your child, the teacher may retain it for recordkeeping purposes. You may view this work during conferences.
7. Please schedule conferences with your child's teacher. At this time, the teacher can explain your child's school progress.
8. Children need time to practice new skills and to receive constructive feedback before being tested or evaluated. Your child's teacher may not record a grade for every assignment, but you should see an acknowledgment that the teacher has seen the assignment and that it has been checked.
9. Student conduct will always be evaluated as a separate item.
10. Some children do not work at grade level. Your child's teacher will share information about your child's progress through a written comment on the Progress Report. If your child is working below grade level and meets the class expectations or makes exceptional progress, your child may receive a grade indicating very good or excellent work. You should discuss this with your child's teacher at a scheduled conference.