

Parent/Guardian Information - Grades 3, 4, and 5 Progress Reports

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.

1. A report will be sent home at the end of the four marking periods. Upon receiving the report, 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

4. Students in Grades 3-5 will be evaluated using Progress Indicators for specific skills as shown below:

Grades 3 - 5 Progress Indicators Marking Key		
<i>*Letter Code</i>	<i>Meaning</i>	<i>Explanation</i>
A	Outstanding Achievement	The child demonstrates outstanding achievement in mastering the skill, content, and concepts of the Voluntary State Curriculum.
B	Above Satisfactory Achievement	The child demonstrates above average achievement in mastering the skill, content, and concepts of the Voluntary State Curriculum.
C	Satisfactory Achievement	The child demonstrates satisfactory progress in mastering the skill, content, and concepts of the Voluntary State Curriculum.
D	Below Satisfactory Achievement	The child demonstrates below satisfactory achievement in mastering the skill, content, and concepts of the Voluntary State Curriculum.
F	Unsatisfactory Achievement	The child demonstrates unsatisfactory achievement in mastering the skill, content, and concepts of the Voluntary State Curriculum.
Blank	Not Assessed	This skill, content, or concept was not assessed during this marking period.
*Letter grades will not include a "+" or "-". The strength of the letter grade may be reflected in the teacher's comment boxes.		

5. Students in Grades 3 – 5 will also be evaluated using Progress Indicators for specific skills as shown below.

Grades 3 – 5 Progress Indicators Marking Key	
<i>Letter Code</i>	<i>Explanation</i>
O	Outstanding Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory
Blank	This skill was not assessed during this marking period.

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6. The Comments Section clarifies the Progress Report. It is used to commend a student's work or social habits or to recommend improvement. A blank Comments Section indicates that your child's performance is satisfactory.

7. A cumulative attendance record will be preprinted 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.

8. 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.

9. You will be notified by the second or third marking period if promotion is a concern.

10. Promotion Status will be marked at the end of the school year.

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

Parent/Guardian Information - Grade 4 Progress Report

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. These criteria will be discussed at school meetings and/or parent conferences. The criteria will be in compliance with the Allegany County Public Schools' grading policy. 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 and assessment limits of the Voluntary State Curriculum

 - 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

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 each student'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 and will not be included in content area grades.
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.