

COMMUNICATING STUDENT PROGRESS

PURPOSE

Reporting the academic and social progress of students is a major responsibility of the Messalonskee School District (MSAD 47). A K-12 reporting system serves as a key component in this process, providing periodic and effective communication to students and parents regarding academic achievement and social growth and development.

To this end, scheduled conferences are available for all students twice each year. Also, report cards are issued to all students, Kindergarten-Grade 8, three times during the school year and to all students, Grades 9-12, four times during the school year. Progress reports in Grades 4-8 are distributed to all students midway through the reporting period. During the ninth week of each trimester, warning notices in Grades 7-8 are issued to students whose performance is unsatisfactory. Progress reports in Grades 9-12 are distributed midway through each reporting period as necessary. All teachers have the option to send supplemental progress reports home as needed.

The administration and faculty are responsible for implementation of a reporting system as outlined below. Classroom teachers have the responsibility for determining grades and maintaining an adequate system of documentation. Each teacher is expected to develop a comprehensive system of measuring student progress; one which uses both examination and observation techniques for gauging student learning.

CONFERENCES

The Board empowers the administrative staff to develop a flexible conference schedule which best serves the communicating of student progress.

Grades K-8: Conferences shall be used as part of the progress reporting system at the end of the first and second trimester, accompanying report cards.

Grades 9-12: Conferences shall be used as part of the progress reporting system when report cards are distributed at the conclusion of the first and third quarter.

One of the most important ways of sharing information with parents lies in reviewing actual student work that is compiled in portfolio format. Therefore, teachers are expected to supply examples of student work in each content area to document student performance during the conference. In all grades, parents and students are encouraged to participate in the conferences.

REPORT CARDS

Format

Kindergarten

Kindergarten students are rated in academic areas, life skills, and effort according to the *Academic-Life Skills - Effort Ratings (Appendix 1)*. Parent conferences and portfolios shall be used as part of the school progress reporting system.

First and Second Grades

In Grades 1 and 2, students shall receive the actual summary grade indicating the individual performance based on grade-level standards in reading, writing, and mathematics as outlined in the respective rubric for that trimester. In addition, students are rated in the key components of academic areas, life skills, and effort according to the *Academic-Life Skills - Effort Ratings (Appendix 1)*. Parent conferences and portfolios shall be used as part of the school progress reporting system.

Grades 3-6

In Grades 3-6, students shall receive a letter grade indicating individual performance-based on grade level standards, *Letter/Performance Grading (Appendix 2)*, in all content areas for the trimester. In addition, students are rated in the key components of academic areas, life skills, and effort according to the *Academic-Life Skills-Effort Ratings (Appendix 1)*. Exhibition performance in Grade 6 will be noted on the report card as a separate grade. Parent conferences and portfolios shall be used as part of the school progress reporting system.

Grades 7-12

In Grades 7-12, students will receive a letter grade, indicating individual performance, *Letter/Performance Grading (Appendix 2)*, in each academic area based on grade level/course standards for the appropriate ranking period. In addition to the letter grades for academic areas, a student effort descriptor and a student's academic and/or behavioral descriptor are reported. Exhibition performance in Grades 8, and High School will be noted on the report card as a separate grade. Each reporting period, teachers will forward grades to the central office within each school, maintaining their documentation. Parent conferences and portfolios shall be used as part of the school progress reporting system.

Art, Music, and Physical Education

In Grades K-6, Art, Music, and Physical Education are graded according to the *Academic-Life Skills-Effort Ratings (Appendix 1)*. Grades 7-12 will be graded according to the *Letter/Performance Grading (Appendix 2)*.

MISCELLANEOUS

Special Services

Students may receive modified grades if approved by a Pupil Evaluation Team (PET) and included in an Individual Education Plan (IEP). In such cases the following symbol is used in addition to the regular grading system: R-Resource Services.

High School Grade Point Average

At the high school level a cumulative Grade Point Average (GPA) is computed using all grades each semester to determine class standing. A system of weighted credits and numerical grade equivalents guides these computations. (See Policy File: IKC, Class Rankings.)

Attendance

Days absent and tardiness are reported each period for all students, Grades K-12: early dismissals are reported for students in Grades 7-12. Because attendance and learning are so closely related, student performance diminishes with excessive absences. Grades may be directly affected by the District Attendance Policy; JED.

Cross References: Policy

<u>File:</u>	IKAB	Performance Assessment Program
	IKC	Class Ranking
	IKCA	Class Honors
	IKD	Honor Roll
	IKE	Promotion/Retention Policy
	IKEEB	Curriculum Research Projects
	IKF	Graduation Requirements
	JED	Student Attendance: Absences, Excuses, Truancy, Dismissals

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ACADEMIC-LIFE SKILLS-EFFORT RATINGS
GRADES K-6

- 1 --- Does well consistently.
- 2 --- Practices and is making progress..
- 3 --- Requires extra support and/or practice.
- NI---Not introduced yet.
- R --- Utilizes resource services.
- M --- Modified Instructional Program

APPENDIX 2

LETTER GRADING
ACADEMIC PERFORMANCE LEVELS
GRADES 3 - 12

Distinguished	Advanced	Proficient	Novice	Unsatisfactory	Incomplete
A+(98-100)	A- (90-92)	B (83-86)	C (73-76)	D (63-66)	I
A (93-97)	B+ (87-89)	B- (80-82)	C- (70-72)	D- (60-62)	
		C+ (77-79)	D+ (67-69)	F (50-59)	

Distinguished

Students at this level demonstrate in-depth understanding of information and concepts. Students grasp "big ideas" and readily see connections among ideas beyond the obvious. Students are insightful, can communicate complex ideas effectively (and often creatively) and can solve challenging problems using innovative, efficient strategies.

Advanced

Students at this level apply a wealth of knowledge and skills to independently develop new understanding and solutions to problems and tasks. Students are able to make important connections among ideas and communicate effectively what they know and are able to do.

Proficient

Students at this level demonstrate a command of essential knowledge and skills with partial success on tasks involving higher-level concepts, including applications of skills. With some direction, students make connections among ideas and successfully address problems and tasks. Communications are direct and reasonably effective, but sometimes lack the substance or detail necessary to convey in-depth understanding of concepts.

Novice

Students at this level display limited command of essential knowledge and skills. With direction, students apply knowledge to complete routine problems and well-defined tasks. The students' communications are rudimentary, and sometimes ineffective.

Unsatisfactory

Students at this level do not complete work at an acceptable level. Students are unable to demonstrate essential knowledge and skills or students have failed to complete minimal course requirements.

Incomplete

Due to acceptable reasons, the students at this level have not completed work to the point that the teacher has a fair representation of the students' ability and performance. Work may be made up in a timely fashion with the appropriate performance indicator and grade awarded.