

Reporting To Parents: A Guide for Middle School Teachers

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This guide is intended to help middle school teachers use the grade reports to communicate with parents and students.

Goals

Goals for reporting to middle school parents and students in the Lincoln Public Schools are: (1) provide parents and students with accurate and helpful information about academic performance, work/study habits, and social/behavioral skills, (2) cooperate with parents in a mutual effort to help students grow and learn. The grade reports help schools communicate with parents and students about the student's performance. Consistent yearlong communication such as parent-teacher conferences, phone calls, and written correspondence are other important communication tools.

Academic Performance

The grade reports are designed to give information on what students have learned and are able to do. The mark should reflect what the student has learned in the course.

The following indicates what mark will be given for a course at each grade level. The middle school grading scale is included at the back of this document.

6th Grade

The following courses will receive letter grades of A through F: Language Arts, Math, Social Studies, and Science.

Academic Connections will be graded as Commendable (COM), Satisfactory (S), and Needs Improvement (N).

The Math Intervention course will be graded as Satisfactory (S), and Needs Improvement (N).

7th Grade

The following courses will receive letter grades of A through F: English, Language Arts/Communication Arts, Math, Science, Social Studies, Health, Physical Education and Instrumental Music.

Academic Connections will be graded as Commendable (COM), Satisfactory (S), and Needs Improvement (N).

The Math Intervention course will be graded as Satisfactory (S), and Needs Improvement (N).

Reading intervention courses will receive letter grades of A through F.

8th Grade

All courses including electives will receive letter grades of A through F.

The Math Intervention course will be graded as Satisfactory (S), and Needs Improvement (N).

Reading intervention courses will receive letter grades of A through F.

A student may receive an Incomplete (INC) mark when the student has not yet fulfilled the requirements of the class. The incomplete mark will remain until the teacher reports a change in the grade.

Grade Reporting Basis

Curriculum/Standards/Objectives (CSO): The grade that is given is based on the curriculum expectations for the course. Objectives have been developed for each middle school course. Objectives state what the student should know and be able to do. The mark would indicate that the grade given reflects what the student has learned in the course based on the expectations for the course. **The mark of CSO is the default mark.**

Individual (IND): The grade given for the course is based on the completion of a student's individual objectives. The mark would indicate that the grade given reflects the accomplishment of objectives set forward in either/or student's SAT plan, IEP, or the teacher's judgment about the student's progress.

Work/ Study Habits

Work/study habits are important predictors of achievement and are reported for each course. Teachers will determine marks for work/study habits using the following indicators:

- Listens
- Follows oral and written directions
- Is on task
- Participates in class
- Strives for quality work
- Seeks help as necessary
- Completes assignments on time
- Is organized
- Comes to class prepared.

The following marks are used to evaluate work/study habits in each course: COM-Commendable, S-Satisfactory and N- Needs Improvement. In order to determine the mark for work/study habits, a teacher would look at the nine indicators and make the following determination. A mark of Commendable (COM) would indicate that the student always or consistently exhibits the nine indicators. A mark of Satisfactory (S) would indicate that the student usually exhibits the nine indicators. A mark of Needs

Improvement (N) would indicate that the student's work/study habits are interfering with learning and needs improvement.

Social/Behavioral Skills

Social/ behavioral skills marks are given in order for parents to have a better understanding of how their child is doing in the social/behavioral area. Teachers will determine marks for social/behavioral skills using the following indicators:

- Accepts consequences for actions taken
- Demonstrates self-discipline and control
- Follows school and classroom rules
- Demonstrates responsible decision-making skills
- Demonstrates a positive attitude toward self and others
- Interacts with others appropriately

The following marks are used to evaluate social/behavioral skills in each course: COM-Commendable, S-Satisfactory and N- Needs Improvement. In order to determine the mark for social/behavioral skills, a teacher would look at the indicators and make the following determination. A mark of Commendable (COM) would indicate that the student always or consistently exhibits the indicators. A mark of Satisfactory (S) would indicate that the student usually exhibits the indicators. A mark of Needs Improvement (N) would indicate that the student's social/behavioral skills are interfering with the learning environment.

Comments

Comments provide an additional opportunity to clarify marks or to provide more specific information about the student's performance. The list of comments that can be used is included. A teacher may choose two comments for each course.

Additional Information