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**[princi\_elem\_only] Mid Semester Report Card Guidance**

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**From :** Erin Gaston <gaston\_e@4j.lane.edu>

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**Sender :** elem\_princi\_only <elem\_princi\_only-bounces@4j.lane.edu>**Subject :** [princi\_elem\_only] Mid Semester Report Card Guidance**Reply To :** Erin Gaston <gaston\_e@4j.lane.edu>

Hi Teachers,

As we head toward the end of the first semester, linked below are some report card resources you might find helpful. Included are also some clarifications and best practices around grading and communicating students' progress to parents and guardians.

**Mid-Term Scores:** For those of you completing 4J Elementary report cards for the first time, it's important to note that mid-term report cards reflect students' progress toward our end of year goals. For standards that have been taught to mastery, report on students' level of mastery. For standards that are currently in progress and have been assessed, report on how well the student is currently meeting grade level expectations. For example, for this reporting area: "Writes opinion, informative, research and narrative texts by introducing and supporting a topic, sequencing events, using linking words and supporting evidence, and providing a conclusion", if students haven't yet written one or more of the types listed, you can provide a score that reflects the types of writing you have had students do and have assessed. The rubric linked in the Report Card One Pager below is helpful.

**When Reporting Scores of "1":** Please consider that the report card should not be the first time a parent/guardian hears that a student is struggling. If students are earning a 1 in either academic or behavioral areas, please ensure you've connected with the family about your concerns and how the student is being supported in their progress.

**Comments vs Generic Comments:** The comments section restricts you to about 1,600 characters. This section is designed for the teacher to share comments, updates, and information specific to that student. If you have an overall update for your class (ie: What you've covered so far this year, topics you'll be starting soon, etc), that should be shared as a separate insert you include in the report card envelope.

### **Report Card Resources**

- [Report Card One Pager](#) (rubric for the 4 possible scores and tips for best practices)
- [Report Card Guidance Sheets for K-5](#). There are documents for Wit & Wisdom and Foundations that align the curriculum with the report card grading areas. (Please note the 2nd grade sheet has not yet been updated to reflect using Module 3 tasks as part of mid-year grading.)

- [Elementary Report Card Checklist](#). Explains how to use Synergy to complete report cards. (This document is from 2023 and may have some broken links. We are working on getting those updated.)

If you have any questions about report cards, please connect with your instructional coach or principal.

Thank you for all you do!

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