REPORT CARDS

Report cards are issued four times a year.

In lieu of the report card, at the kindergarten and first grade level, a report should be given to the parent(s)/guardian(s) at the time of the first quarter conference to indicate the student's accomplishments and needs.

Students with special education needs shall receive reports suited to their specific program of instruction. Different codes on report cards are used for students who are identified with special needs. Parent(s)/guardian(s) are to be notified of this code.

Ordinarily, a report card will not be issued if an elementary (K-8) student is absent (excused or unexcused) for ten (10) or more days in a given quarter. It is the decision of the principal, after consulting with the teacher, whether a student receives a report card after ten or more absences.

Students and parent(s)/guardian(s) should be given a CLEAR UNDERSTANDING of the GRADING CRITERIA.

Grading System for Elementary/Middle School
All report cards must adhere to the following guidelines when printed and distributed.

These items must appear on the report card cover:
1. School name and address, Diocese of Salt Lake City (and crest of the diocese if possible).
2. Reporting year.
3. A place for promotion/retention/placement for the next year.
4. A place for the teacher's signature at the end of the year.
5. A place for the parent's/guardian's signature, either on the report card envelope or the actual report card.

These items must appear on the report card:
1. Tardiness and absences (excused and unexcused).
2. The diocesan grading scale.
3. Diocesan marking codes:
   a. The subcategories can be added to or deleted at the discretion of the principal. This applies to the K-3 report cards.
   b. A grade must be given if the subject is taught. For example, Science and Health, Spelling and English.
   c. In grades 4-8, a teacher may use O, S, and N Grading for non-core subjects.

Grading System

The approved grading system for <u>Kindergarten</u> is:

S	= Program is Satisfactory or Skill is Mastered
I	= Shows Improvement
N	= Needs Additional Work
X	= Not Introduced

The approved grading system for <u>Grades 1-3</u> is:

C	= Commendable
S	= Satisfactory
N	= Needs Improvement

For sub-categories in any major subject:

+ = Shows Improvement   √= Experiencing Difficulty

The approved grading system for <u>Grades 4-8</u> is:

A	95-100	Excellent	Permitted for non-core subjects
A-	92-94		O = Outstanding
B+	89-91	Very Good	S = Satisfactory
B	86-88		N = Needs Improvement
B-	83-85		
C+	79-82	Good	
C	75-78		
C-	71-74		
D+	69-70	Below Average	
D	67-68		
D-	65-66		
F	Below 65	Failing	

+ = Shows Improvement   √ = Experiencing Difficulty

The approved grading system for students with special education needs or below grade level is:

S	= Satisfactory Progress
I	= Shows Improvement
N	= Needs Additional Work
U	= Unsatisfactory Progress

The permanent record card should be annotated to indicate the alternate system when it is used.

Galveston-Houston Marking Code Criteria

NOTE: This criteria is applicable to Grades 4-8. However, primary grade teachers will want to use similar concepts as they set criteria for their marking codes.

A Grade   Masters all assigned work, attacks and completes work independently, shows originality and initiative, does more than required, and makes excellent contributions in class.

B Grade   Masters major portion of work, works with little assistance from others, is alert and shows interest in work, completes work on time, and makes good response in class.

C Grade   Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work, and completes work on time.

D Grade   Achieves below grade standard, completes a minimum of assigned work, and seldom responds in class.

F Grade   Achieves far below grade level, makes little progress in school work, and has a poor attitude toward school work.