

Sept. 14, 2022

Dear K-3 Grade Parents,

This letter is to inform all parents and students of the grading system used in the **Kindergarten through third grade Computer, Music, Spanish, and Physical Education** classes at Good Shepherd School. This process has been explained in detail to all students in class. We ask that you review the process with your child(ren) to ensure good communication between home and school.

Students receive one grade on their report card at the end of each quarter. This letter grade reflects the total points a student has earned in the areas of assessment of skills, conduct, and participation. Each student has the opportunity to receive points for each skill assessed, 10 points for participation and 10 points for conduct each day when they come to computer, music, Spanish, and physical education classes. Points will be deducted for lack of participation or misconduct within the class period.

On the report card under the computers, music, Spanish, and physical education grade there is a grade for Conduct and Behavior. A plus sign, check mark or minus appear next to this area. A minus indicates the student is performing below expectations, a plus indicates the student is performing above expectations, and a check mark indicates the student is performing at expectation level.

Scale for letter grades are figured on a percentage and recorded as follows:

**E:** 100-92, **S+:** 91-85, **S:** 84-73, **S-:** 72-63, **N:** 62-0

The following symbols are used on the report card to indicate how each child is doing with regard to their conduct and participation.

- + Exceeds Expectations
- √ **Meets Expectations**
- Need for Improvement

**After reviewing this letter please keep this for your records.**

If you have any questions or concerns please call Mrs. Whitehouse (Computer Specialist) Ext. 815, Mrs. Stearns (Music Specialist) Ext. 838, Sra. Moreno (Spanish Specialist) Ext. 816, or Mrs. Cornish (Physical Education Specialist) Ext. 836. We will get back to you as soon as we are able.

Sincerely,

Leona Cornish

Amanda Moreno

Cindy Stearns

Kim Whitehouse