

Pocantico Hills School

Report Card Development

Administration

Dr. Valencia Douglas, Superintendent
Jay Scotto-Friedman, Assistant Superintendent
Stanley T. Steele, Principal

Board of Education

John Conrad, President
David Wilens, Vice President
Frederic Rickles, Trustee
Emily Segal, Trustee
Katherine Yu, Trustee

The Goal

Develop and pilot six new report cards for our ten grade levels that:

- utilize current technology
- reflect Pocantico Hills' curricula and values
- are mindful of the State Standards
- use a common rubric and language
- accurately and clearly display student progress
- are user-friendly and informative documents for parents and teachers

The Process

SPRING 2009

- A review of all report cards was initiated
- Administration designated Adam Brown to facilitate the process
- Grade-level discussions began, using report cards from area schools as some examples of layout, language, and grading options

FALL 2009

- Discussions began between grade levels, revolving around the development of expectations, the flow of skills and report card language, rubrics, and formatting

SPRING 2010

- A Report Card Committee was assembled to make final decisions
- Involvement of special area teachers began regarding their inclusion on the report cards
- A spreadsheet was created to analyze the alignment of skills and language from grade to grade

SUMMER/FALL 2010

- Discussions with eSchoolData and Edge Software began to recreate the new report card layouts
- Technical adjustments and changes were made to report cards as needed

Major Differences

Assessment Keys

Level of Description

Flow and Development of Language

User-friendliness for Parents and Teachers

Consistency of Designs

Schedule for Parent Orientation

Tuesday, October 19: Board of Education Presentation

Thursday, November 4: Report Card Orientation Night for Parents

7:00-7:30 - PK-4 Report Cards

7:30-8:00 - 5-8 Report Cards

Wednesday, November 10: Report Card Orientation Night for Parents

7:00-7:30 - PK-4 Report Cards

7:30-8:00 - 5-8 Report Cards

OLD KEYS

EXPLANATION OF SYMBOLS

PS Progressing Satisfactorily
SR Support Required
X Working beyond this level
/ Not evaluated at this time

KEY:

B = Beginning
D = Developing
I = Independent

Key: M - Most of the time
P - Part of the time
N - Not yet mastered
O - Not yet taught
or mastered

CODE: 1. Excellent 4. Needs Improvement
2. Very Good 5. Unsatisfactory
3. Satisfactory 6. Not Applicable

The letter grades indicate progress

A=Excellent
B=Good
C=Average
D=Passing
F=Failing
/=Not marked at this time

This code applies to Skills, Conduct and Effort

1=Outstanding
2=Good
3=Satisfactory
4=Shows Improvement
5=Needs Improvement
6=Unsatisfactory

EXPLANATION OF CODES

PROGRESS

Numerical grades represent achievement (rounded mathematically)

EFFORT

1. Highly motivated
2. Very responsible
3. Satisfactory work habits
4. Effort is inconsistent
5. A general deterioration of performance
6. Demonstrates a complete lack of motivation and effort

CONDUCT

1. Mature, responsible student with a positive effect on others
2. Positive attitude towards class and learning
3. Satisfactory classroom behavior
4. General classroom behavior needs to be improved
5. Lacks self-control
6. Uncooperative and disturbs other students

NEW KEY

ASSESSMENT KEY

- 4 Consistently
- 3 Usually
- 2 Inconsistently
- 1 Only with substantial support
- X Not evaluated at this time



