



# THE SCHOOL DISTRICT OF LEE COUNTY

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Constance A. Jones, Ph.D

Chief Academic Officer

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September 8, 2004

Dear Elementary School Parents and Legal Guardians:

This letter is to inform you of changes made to the Lee County School District's system for assigning report card grades to **elementary school students who are performing below grade level**. These grading procedures are based on Florida Statute 1003.33(1)(a) and have been made to ensure that report cards accurately represent your child's academic performance or nonperformance at his or her grade level.

The District will continue to use the following grading scale for elementary students.

Percent	Grade
90 – 100	A
80 – 89	B
70 - 79	C
60 – 69	N
0 – 59	U

The following grading procedures are important to understand:

- Report card grades will be based on **grade level** written assignments, class participation, tests, and other classroom activities.
- Teachers are required to report a performance "level" in reading, writing, and math on the report card. The levels are: Exceeds, Meets, Minimally Below or Substantially Below grade level and state standards. Students' beginning levels will be based on their most recent standardized assessment information.
- All students will have the opportunity to move up levels throughout the school year when they demonstrate grade level performance on their classroom assignments.
- Students working **below grade level** will be provided with instructional materials to help them reach **on grade level** performance.
- Students working **below grade level** will also receive instruction and assessment on their assigned grade level to better prepare them for grade level assessments.
- Information regarding performance on below grade level assignments will be provided through conferences, notes, progress reports, and/or alternative reporting systems, **but will not be included in the calculation for report card grades**. This means that students who are performing **minimally or substantially below grade level** in reading, writing and/or math will receive N's or U's as noted above until they demonstrate success **on grade level** academic assignments.

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- For those students with disabilities whose IEP indicates "Alternate Assessment," the above grading procedures do not apply.

**It is important for you to have a clear understanding of the academic performance of your child based upon his or her grade level.** The above grading procedures may or may not affect your child. We strongly encourage you to contact your child's teacher and to work together to ensure the success of your child's education throughout his or her school experiences.

Sincerely,

A handwritten signature in cursive script that reads "Constance Jones". The signature is written in black ink and is positioned above the typed name.

Dr. Constance Jones  
Chief Academic Officer