

Skyward Elementary Family Access and Progress Report Guide

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Welcome to the Skyward Family and Student Access Portal: FAQs

How do I gain access to the Skyward Portal?

- Verify your email address is correct with the office at your child's school.
- The activation link is sent to the email address the school has on file. If you do not already have a Skyward account and did not receive the Skyward activation email, please contact the office.
- When you click the activation link you will receive a userID and password for your use.

My account is now active, how do I get back to the Skyward Portal?

- Go to skyward.portageps.org
- Log in with the userID and password you set up at activation.

What information will I find on the Skyward Portal?

- Demographic data
- Grades
- Emergency contacts
- Attendance
- Schedules
- Health information

You will be able to review the accuracy and submit corrections to the district via the portal. Please review and add emergency contacts each fall to ensure we have the most accurate, up-to-date information on file.

What information can I change via the Skyward Portal?

You can change most of the demographic information, as well as other areas like photo release and health information. Some items, like phone numbers and email addresses, will update immediately. Other changes, such as home addresses and health information, will first be routed to the offices for verification.

- **Emergency Contacts** - In order to ensure the highest level of student safety, please update this annually and/or as your information changes.
- **Confirm Race/Ethnicity** - you may be prompted to confirm the race/ethnicity of your children - this is required by state and federal regulations pertaining to the operation of public schools.
- **Health Information** - please review and update the health information for your children as needed.
- **Directory Options**

You can find all of these items by clicking on the Student Info button followed by the request changes link in the upper right-hand portion of the portal window.

Student Grades

Parents and guardians can see elementary student grades in the Skyward Portal. Elementary grades will be available after the end of fall parent-teacher conferences. For more information on Standards-based grading and the elementary grading scale, please reference the Standards-Based Progress Report: FAQ at the end of this document.

How do my children gain access?

Your children have their own IDs and passwords for the portal - never share yours with them. Student IDs and passwords for Skyward are exactly the same as the IDs and passwords they use to log onto our district computer network and related systems.

Attendance

Click on Attendance to view your child's attendance record for today.

[Home](#)
[Attendance](#)
[Student Info](#)
[Schedule](#)
[Portfolio](#)
[Skylert](#)
[Health Info](#)
[Login History](#)

Attendance

Today's Attendance: Wed Sep 10, 2014
No Absences or Tardies were recorded for any


Schedule

View your student's schedule from the Schedule link. At the elementary level, you will see all academic subjects marked as Period 0. Clicking on the teacher's name will allow you to send an email to that teacher.




Schedule	
Home	Child 1 (My Elementary School) Displ
Attendance	2017 - 2018 Print Schedule
Student Info	Term 1 (09/05/17 - 11/03/17)
Schedule	Reading Teacher Name MTWRF Room 213
Portfolio	Writing Teacher Name MTWRF Room 213
Skylert	Science Teacher Name MTWRF Room 213
Health Info	Mathematics Teacher Name MTWRF Room 213
School Directory	Learner Behaviors Teacher Name MTWRF Room 213
Login History	Social Studies Teacher Name MTWRF Room 213
State Assessment Data	Music ABC
	Period 0

Student Info

Clicking on Student Info will show the basic demographic information for your child, including school email, address, grade, homeroom, gender, age, graduation year, and emergency contacts.


Family Access
Child #1

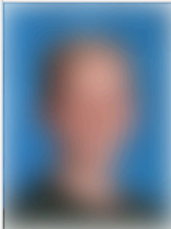
Parent Name
My Account | Email History | Exit

 District Links



Home
Attendance
Student Info
Schedule
Portfolio
Skylert
Health Info
School Directory
Login History
State Assessment Data

Student Information

Child's Name
Critical Alert Information



School: firstname.lastname@portageps.org
Call: (269) 323-0000 (Guardian Name)
12345 West Address St
Portage, MI 49024

My Elementary School
Principal: Principal's Name Here
Grade: 05 Status: Active (Full-time)

View Bus Schedule
View Child's Family

Gender: Male Age (Birthday): 10/01/01/2007
Language: English Graduation Year: 2025
Other ID: 99000000

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Mom Name (MOTHER)	(269) 323-1111	(269) 599-1111 (Cell)	(269) 323-5100 (Work)		momemail@gmail.com
Dad Name (FATHER)	(269) 323-1111	(269) 350-1100 (Cell)	(269) 323-7000 EXT. 1111 (Work)		dademail@yahoo.com
Contact Name (Relationship to student)	(269) 323-0000	(269) 762-1010 (Cell)			

(1) View Child's Family

You can view the information for the child's family by clicking on "View (Child's Name) Family" located next to the View Bus Schedule link. If your child has more than one household, you will only see the family information for the family you are a part of.

Child 1's Family

Family with Child 1 and Child 2

Address
12345 West Address St
Portage, MI 49024

Mailing Address
12345 West Address St
Portage, MI 49024

Primary Phone: (269) 323-1111
Home Language: English
Family ID: 0001

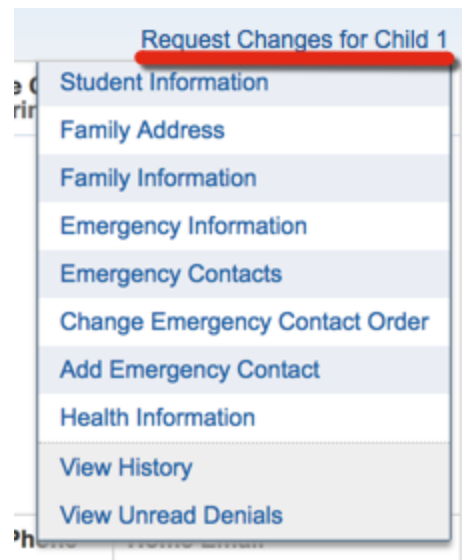
Guardian	Second Phone	Third Phone	Home Email	Employer	Custodial?
Dad Name (FATHER)	(269) 350-1111 (Cell)	(269) 323-7000 EXT. 1111 (Work)	dademail@yahoo.com	Dad Work Inc	Yes
Mom Name (MOTHER)	(269) 599-1111 (Cell)	(269) 323-5100 (Work)	momemail@gmail.com	Mom Work Inc	Yes

(2) Request Changes

You can change student information, family address, family information, emergency information, add/change/view emergency contacts, edit health information, and view your change history by clicking the Request Changes for ... link in the top right corner of each child's screen.

Some changes like family address and health information will need to be verified by the office before the changes take effect. Change requests needing verification will show up having an asterisk in front as seen in the example on the right.

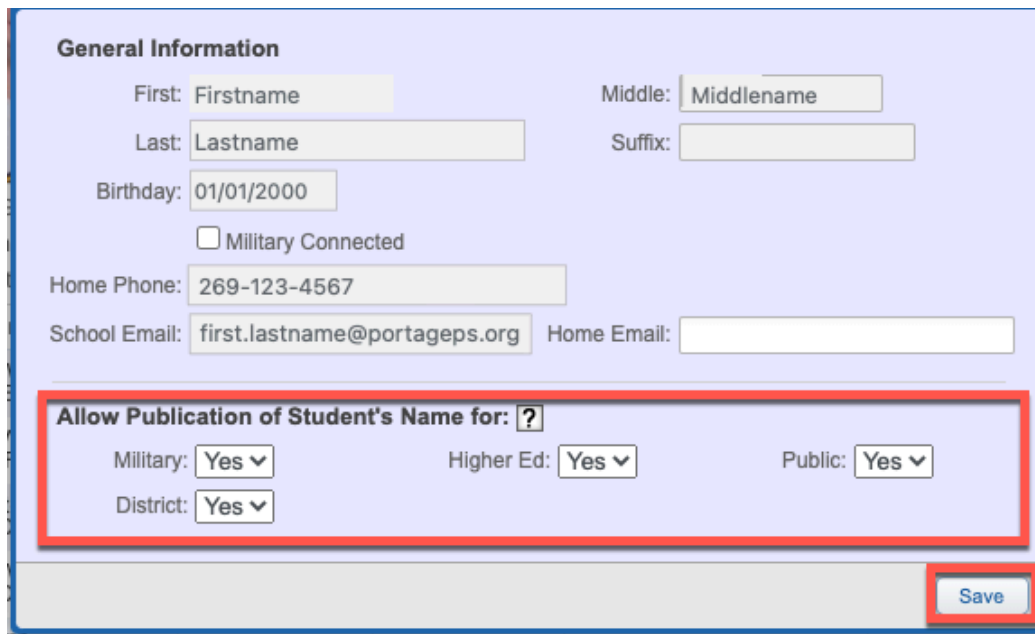
Let's take a look at each of these areas more closely.



Request Changes for *Student Information*

You can update whether you wish to allow your student's basic demographics (name, grade level, address, etc) for the following areas. If you choose yes, that means...

- **Military:** I authorize this student's information to be accessed for Military usage.
- **Higher Ed:** I authorize this student's information to be accessed for Higher Education usage.
- **Public:** I authorize this student's information/photograph to be accessed from outside the district. (i.e., product and service vendors, community programming, and media/social media).
- **District:** I authorize this student's information/photograph to be accessed for district/school publications and communications (i.e., School's Private Facebook/Social Media, Yearbook, Newsletters, etc.).



General Information

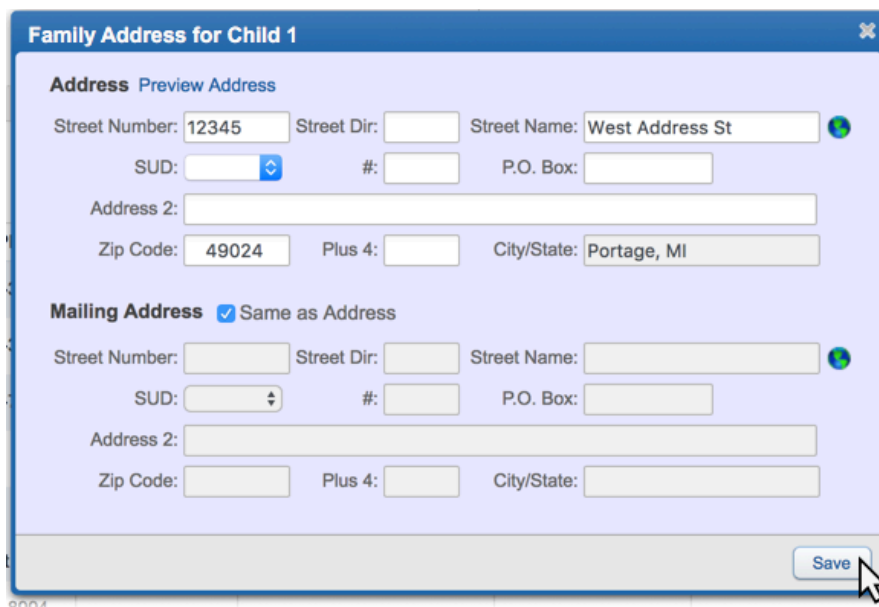
First: Middle:
 Last: Suffix:
 Birthday:
☐ Military Connected
 Home Phone:
 School Email: Home Email:
Allow Publication of Student's Name for: ?
 Military: Higher Ed: Public:
 District:

Request Changes for Family Address

This section allows you to change your address. This change will need to be verified by the office staff at your child's school.

Request Changes for Emergency Information

This section allows you to see if there are any critical alerts on your child such as severe allergies. You can request to have any of the Emergency information added or deleted by contacting your student's school office.



Family Address for Child 1

Address [Preview Address](#)

Street Number: Street Dir: Street Name:
 SUD: #: P.O. Box:
 Address 2:
 Zip Code: Plus 4: City/State:
Mailing Address ☒ Same as Address
 Street Number: Street Dir: Street Name:
 SUD: #: P.O. Box:
 Address 2:
 Zip Code: Plus 4: City/State:

Request Changes, View, Add, or Reorder Emergency Contacts

These three menu choices allow you to view and edit emergency contacts for your children.

Emergency Contacts

View and delete emergency contacts, edit phone numbers, set whether that person can pick your child up from school, and state the relationship to the child. Emergency contacts are universal for the child, so if your child has two households, there will only be one master list of emergency contacts. You can set up to ten emergency contacts.

Change Emergency Contact Order

Change the order emergency contacts are called.

Add Emergency Contact

Add new emergency contacts from this screen.

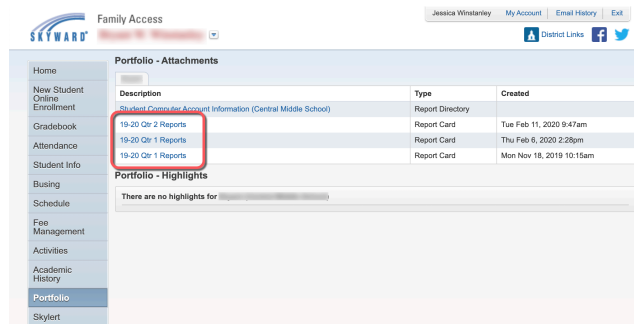
Portfolio Section

Accessing student usernames and passwords

1. Parents can access their student's username/Google login and password using Skyward Family Access
2. Login to [Skyward.portageps.org](https://skyward.portageps.org)
3. Click on the Portfolio menu on the left of your screen
4. In the Description section, click "Student Computer Account Information"
5. A report will run, then you will see a pop-up letting you know the report is finished processing. Click View Report.
6. Your child's username is in the login column and their password is in the password column.
Note: When logging in to Google tools, like Classroom and Meet, your child needs to add @portageps.org to the end of their username. (ex: firstname.lastname@portageps.org)

Accessing Student Progress Report Cards

1. Login to [Skyward.portageps.org](https://skyward.portageps.org)
2. Click on the **Portfolio** menu on the left of your screen
3. In the **Description** section, click on the Report Card you wish to view
4. A report will run and download as a PDF.



School Directory

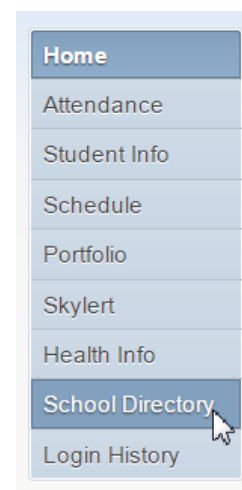
Sometimes, as a parent/guardian, you need to look up another family's address, phone number, or email for a student at your child's school. Perhaps you are sending out birthday invitations, setting up a playdate, or dropping your child off to work on a school project. In the past, this information was distributed in print form at the schools. With the adoption of Skyward, parents/guardians can now access this information online via the Skyward Family Access Portal. Please note that you will only be able to view the directories for the schools your children attend.

Accessing the School Directory

Step 1: Log in to Skyward by going to <http://skyward.portageps.org>.

If you have not yet activated your Skyward account, please contact your child's school office to verify your email address and have the setup link emailed to you. Each parent/guardian and student has their own login for Skyward. Please do not share your login with your child.

Step 2: Select *School Directory* from the menu on the left-hand side of the screen.

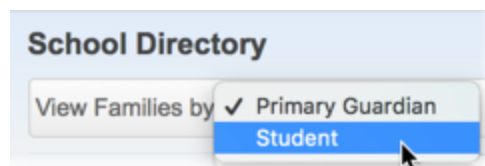


Step 3: Filter the information you wish to find.

You can narrow down the information in the directory in several ways.

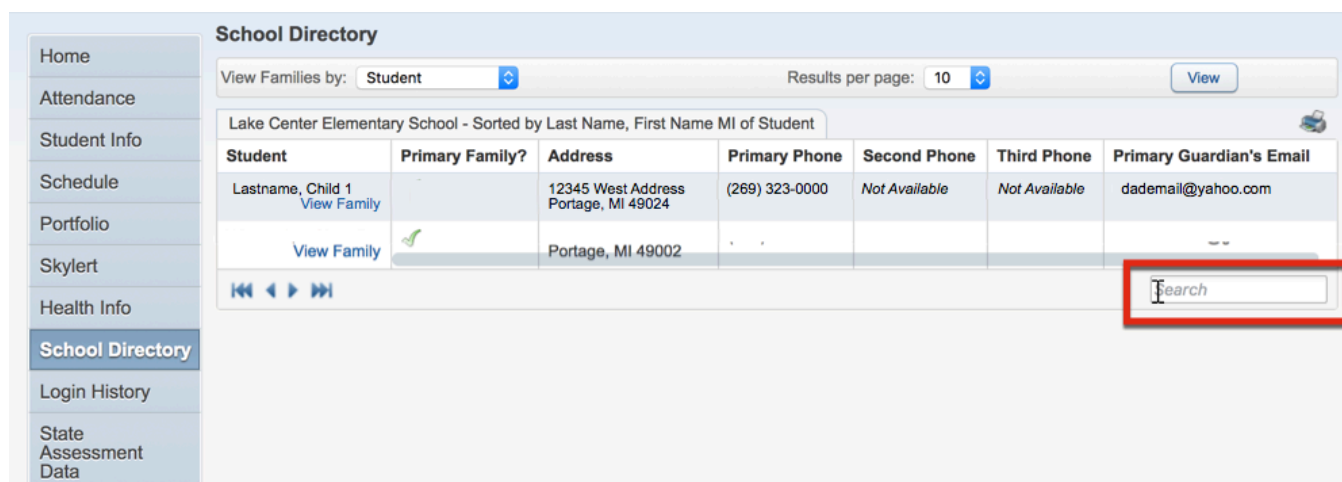
- **Choose to view the information by Primary Guardian or Student**

In the "View Family by:" drop-down box at the top of the screen, you can choose to view the information by parent/guardian name or by student name.



- **Search for a student by name**

Click in the search box at the bottom of the window. Type the name of the guardian/student whose information you wish to find.



School Directory

View Families by: **Student** Results per page: 10 [View](#)

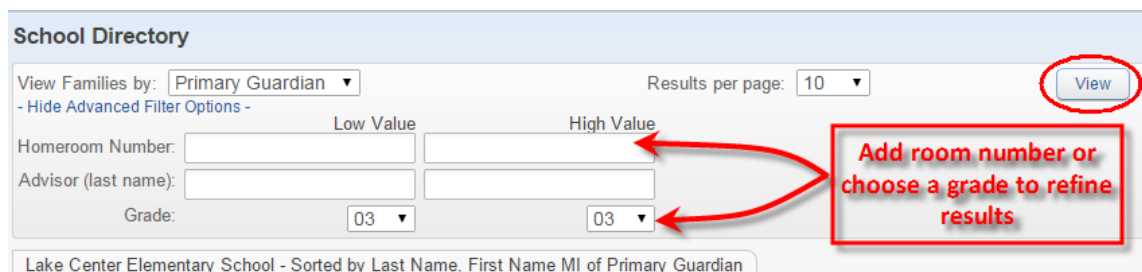
Lake Center Elementary School - Sorted by Last Name, First Name MI of Student

Student	Primary Family?	Address	Primary Phone	Second Phone	Third Phone	Primary Guardian's Email
Lastname, Child 1 View Family		12345 West Address Portage, MI 49024	(269) 323-0000	Not Available	Not Available	dademail@yahoo.com
View Family	✓	Portage, MI 49002				

Search

- **Advanced Filter Options**

To narrow down the information shown to a particular grade level, or class, use the Advanced Filter options which are found by clicking the link under the "View Families by:" box. To see students only in the fifth grade, choose "05" for the Low Value and High Value. To see only students/families in your child's class put his/her classroom number in both the Homeroom Number boxes (ex: 213). You can find the Homeroom number by clicking on the schedule menu button on the left side of the screen. Once values are entered, make sure to click View to see the results.



School Directory

View Families by: **Primary Guardian** Results per page: 10 [View](#)

[- Hide Advanced Filter Options -](#)

Homeroom Number:

Advisor (last name):

Grade: **03** **03**

Lake Center Elementary School - Sorted by Last Name, First Name MI of Primary Guardian

Add room number or choose a grade to refine results

How do I adjust my information that is visible in the directory?

You may want to adjust what information is visible when others search for you or your child in the online directory. You can do this by clicking on My Account at the top of the screen, then scrolling to the section labeled School Directory.



From here you can choose what information you want to appear in the school directory. You can also Opt Out of being included in the directory by unchecking the box in front of "Add Family with...".

School Directory

☒ Add Family with Child 1 and Child 2 to the School Directory

What information would you like to display for this family?

☒ Family Address ☐ School for each student in the family

☐ Family Phone Number ☒ Grade Level for each student in the family

Guardian	Email	2nd Phone	3rd Phone
Guardian 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guardian 2	<input checked="" type="checkbox"/>		

Click Save when you are finished adjusting your options.

Skylert

The information in this section is used to communicate with families through Skyward. These communications may come in the form of phone calls or emails. Phone calls typically include snow day alerts or bus cancellations. Emails from this system typically originate from classroom teachers, building-wide communications, or all-district messages to families.

How do I update my phone number or email address for communications?

Many of the fields here are populated from a parent's account information. This information may be updated in 'My Account' at the top of the Family Access window. The primary phone number populates from the first parent of the first family listed in Skyward. The order of the first parent and the first family (for those students who are a member of multiple families) may be changed. Contact your student's building office for information on how that change may take place.

How am I contacted for snow days or bus cancellations?

As these events directly affect whether or not a student should attend, or the manner in which a student should be transported to, school all numbers are contacted out of an abundance of caution. This may result in a single family member receiving multiple calls, one for each number listed. Note that these robocalls are not made to

emergency contacts.

Can I receive text message alerts as well?

Yes! Enter the phone number you wish to receive texts in the box labeled 'Phone 1'. Select 'Save' at the top of the window.

Text Message Info for Family With		School Hours Emergency	Attendance
Text Message Numbers			
Phone 1:	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Gradebook

- Home
- Gradebook**
- Attendance
- Student Info
- Schedule



The Gradebook section is where you view your student's assignments, progress report quarterly snapshots, and end-of-year final grades. To access the gradebook section, click on Gradebook from the menu on the left side of the screen.

In Portage Public Schools, we assess our students' learning on year-end standards. Therefore, each assignment, no matter which quarter the assignment was completed in, will count towards the overall end-of-year final grade. The quarter grades are simply a snapshot of how the student is progressing in his or her learning at that moment in time.

When viewing your student's gradebook, use the small triangles at the beginning of the rows to expand or close each section.

Class Grades 

Child 1 (My Elementary School) [Display Options](#)

Class	Q1
▶ Mathematics Period 0 Teacher Name	
▶ Learner Behaviors Period 0 Teacher Name	
▼ Science Period 0 Teacher Name	
▼ Identifies/explains functions of the human ... 	
Identifies and explains the functions a...	
▼ Understands human growth and develop... 	
Understands human growth and devel...	
▼ Understands position/motion of bodies in t... M	
▼ Understands the position and relations... M	
Moon and Sun Test <i>Due: 10/27/2017 (Q1)</i>	M
Planet Research Paragraph <i>Due: 10/26/2017 (Q1)</i>	M

Assignments/Events



The standards-based gradebook catalogs how a student is doing on a particular standard. When you look at your student's grades, you will see that they are broken up, not primarily by when the assignment was given, but by what standard the assignment was assessing. It is not uncommon for a single assignment/assessment to evaluate a student's progress on more than one standard. Therefore, an assignment might be listed under multiple standards/skills.

▼ NBT: Understands the place value system	M
▼ 5.NBT.A.3 Read, write, and compare d...	M
End Module 1 Assessment Due: 10/23/2017 (Q1)	M
mid-module assessment Due: 10/02/2017 (Q1)	M
Exit Ticket 6 Due: 09/27/2017 (Q1)	M
Exit Ticket 5 Due: 09/25/2017 (Q1)	M
▼ 5.NBT.A.4 Use place value understand...	M
End Module 1 Assessment Due: 10/23/2017 (Q1)	M
mid-module assessment Due: 10/02/2017 (Q1)	M
Exit Ticket 8 Due: 10/02/2017 (Q1)	M
▼ NBT: Performs operations with multi-digit ...	M
5.NBT.B.5 Fluently multiply multi-digit ...	
5.NBT.B.6 Find whole-number quotien...	
▼ 5.NBT.B.7 Performs addition/subtracti...	M
Exit Ticket 14/15 Due: 10/23/2017 (Q1)	M
End Module 1 Assessment Due: 10/23/2017 (Q1)	M

Although the District does have common summative assessments for many of the curricular areas, each class's gradebook will be unique because the teachers are differentiating for the students' individual needs in their classes.

Viewing Assignment/Event Details

Assignments in the Standards-based gradebook in Skyward are called Events. To view assignment/event details, click on the name of the assignment/event.

Event Details



Mathematics (Period 0)

End Module 1 Assessment

Subject: NBT: Understands the place value system

Skill: 5.NBT.A.3 Read, write, and compare decimals to thousandths.

Assign Date: Mon Oct 23, 2017 Date Due: Mon Oct 23, 2017

Weight: 1.00

Grade Info: (Lake Center Elementary School)

Grade: M

Missing: No Count:

Viewing Quarterly Details

To view the details about what events and skills made up the quarterly snapshot score, or the end-of-year final grade, click on the blue letter (M, P, L) grade.

Q1 Progress Report: NBT: Understands the place value system



(Lake Center Elementary School)

Mathematics (Period 0)

Subject: NBT: Understands the place value system
View Assignments/Events for the entire strand.

Q1 Grade: M
 (09/05/2017 - 11/03/2017)

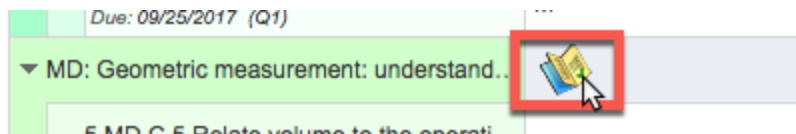
Skill (Hide Skills) | (Show All Events)
View Assignments/Events for a specific standard.

5.NBT.A.3 Read, write, and compare decimals to thousandths. (Show Events)	(50% of subject grade)	M
5.NBT.A.4 Use place value understanding to round decimals to any place. (Show Events)	(50% of subject grade)	M

ELRC

Grade Mark	Description
M	Meets
P	Progressing
L	Limited

If you see a book instead of a letter (M, P, or L), this means that that skill has not yet been assessed.



Standards-Based Progress Report: FAQs

As Portage Public Schools continues to improve teaching and learning for all students, we know that families are our most valuable partners as we navigate the 2020-2021 school year. We know that accurate and meaningful information, particularly about your student's strengths and areas where growth is needed, is essential to this partnership.

In the fall of 2014, PPS elementary schools began to implement Standards-Based Grading in order to give a clear picture of what students know and are able to do. Like teachers, families need accurate and meaningful information regarding a student's learning. This year we will continue developing a system that empowers your student to know exactly what is expected in each content area and provide families with meaningful information on learning expectations and student progress.

As we continue to work together to ensure students are accountable to rigorous standards, we want to provide additional information about what to expect from the continued implementation of Standards-Based Grading.

Why does Portage Public Schools use a standards-based elementary grading system?

Standards-based progress reports are the best research-based method for reporting on what students know and can do related to our aligned curriculum and State learning standards. This helps teachers and staff to support student learning and provides parents with knowledge about their student's learning. Standards-based progress reports provide an in-depth look at student progress on the end of grade-level skills, consistent evaluation throughout the year on the end-of-year learning goals, individualized instruction information, and consistent evaluation between students/classes/schools.

How does standards-based grading differ from traditional grading?

- *Traditional Report Cards:* Students receive a single grade for reading, one for math, one for science, and so on. Traditional letter grades average all of the work a student has completed in a quarter, as well as other subjective factors such as behavior. Work habits may have been calculated in the letter grade (missing assignments, late work, homework, effort, etc.). How grades are determined can vary from teacher to teacher.
- *Standards-based Progress Reports:* The Progress Report Card communicates a student's progress in comparison to the end-of-the-year expectation for each standard. The Progress Report Card solely reflects progress on priority standards. Work habits and other behaviors are graded separately in the Learner Behavior section of the Progress Report Card.

When a student has achieved an MS, the student has met the end-of-year grade level expectations for that standard. While some standards have expectations for mastery early in the year, most of the standards do not have mastery expectations until the end of the school year.

The LPS, PS, and MS cannot be equated to the A - E grading scale. For example, an MS, or Meets Grade Level Proficiency of the Standard, isn't the same as an A or B. It is normal for students to move from an LPS to an MS throughout the year as they develop greater proficiency in the standard.

Most science and social studies standards are addressed completely within a Quarter with a Student Target of MS. ELA and math standards are taught over multiple Quarters.

What are the performance levels?

There are three performance levels for evaluating the standards and strands. They are:

1. **MEETS GRADE LEVEL PROFICIENCY OF THE STANDARD (MS or M)** - The student demonstrates proficiency in all skills and knowledge of the end-of-the-year standard.
2. **PROGRESSING IN PROFICIENCY OF THE STANDARD (PS or P)** - The student demonstrates proficiency in foundational skills and knowledge of the end-of-the-year standard.
3. **LIMITED PROFICIENCY OF THE STANDARD (LPS or L)** - The student demonstrates progress toward prerequisite and/or initial skills and foundational knowledge of the end-of-the-year standard.

If my student meets a standard what is being done to accelerate their learning?

Through our Multi-tiered System of Supports, we strive to provide high-quality instruction for all students. Teachers differentiate instruction to meet the needs of their students in the classroom.

What academic information is available on the Skyward Parent Portal?

The Parent Portal will open this year after parent-teacher conferences. It will contain real-time grade updates and all assessments can be viewed. A guide to understanding the academic components of the parent portal will also be available.

How does this help parents?

Standards-based progress reports enable parents to receive accurate information based on cumulative student progress throughout the marking period, specifically on how your student is progressing in specific grade level strands. In addition, they:

1. Identify the learning standards to be met at the end of each grade level and provide specific information about your student's progress in meeting the year-end grade expectations.
2. Promote more detailed and meaningful conversations at parent/teacher conferences.

I believe that my student is getting all the questions on the assessments correct, doesn't that mean they are Meeting the Standard (MS) on a particular strand? Why is she scored as Progressing towards (PS) the standard?

Learning standards are year-end goals, teachers often break up the learning into logical chunks and assess the students on what has been taught. Therefore, if a student is earning a PS, it may be because they have not demonstrated mastery of the entire year-long learning goal. Teachers continue providing learning and assessing opportunities for students to demonstrate that they meet the standard. For example, if the learning goal is to count from one to twenty, and we check student learning after teaching 1 through 10, the student hasn't met the standard yet - but they are making progress. When we assess 1 through 20, she will demonstrate proficiency and will meet the standard.

Is every learning standard taught during the year listed on the progress report?

No. The progress report lists the priority standards for each grade-level content area. These can include multiple components and supporting standards. The teacher evaluates the student's progress on the many steps in the learning progression.

Can my student Meet the Standard (MS) and then move to a lower level in the next marking period?

The learning target for each grade level doesn't change, and we assess student progress using the end-of-year expectations. We expect our students to grow throughout the year, so students may have many PS grades on the first quarter progress report. As students move through the year, PS grades will become MS grades as teachers gather the evidence and students continue to learn.

Occasionally a student can move from an MS down to a PS. Some of our standards relate to fluency (the ability to complete a reading passage or a set of math problems in a particular amount of time.) Occasionally a student's fluency decreases when moving to a new set of problems or when new words are assigned. Social Emotional Learning competencies can also fluctuate between marking periods for a variety of reasons.

Why are there blank boxes on the report?

A box will be blank if the strand was not assessed during the marking period or if there is not enough data to accurately assess student learning on the strand. By the end of the school year, every strand is assessed and reported on the final report card.

Example Progress Report



Portage Elementary School

Student: Student Name
ID: 0123456789

Teacher: Teacher Name
Principal: Principal Name

School Year: 2024-25
Grade: 02

Starting with the 2024-2025 school year, we'll be updating how we report on students' progress in Social and Emotional Learning (SEL) skills. Instead of a "Learner Behaviors" section on the report card, a new, stand-alone SEL Competencies report will be shared with you twice a year at conferences. It will give you a clearer picture of how your child is progressing with managing their emotions, building positive relationships, and making responsible choices in the school setting

English Language Arts

	Q1	Q2	Q3	Q4
RL.2.5: Reading - Literature				
Describe the overall structure of a story				
RI.2.5: Reading - Informational Text				
Know and use various text features to locate key facts or information in a text efficiently				
RF.2.3: Reading - Foundational Skills				
Know and apply grade-level phonics and word analysis skills in decoding words				
L.2.4: Language				
Determines or clarifies the meaning of unknown and multiple-meaning words and phrases				
SL.2.4: Speaking & Listening				
Tells a story or recounts an experience with appropriate facts and relevant, descriptive details, speaking audibly in coherent sentences				

Math

	Q1	Q2	Q3	Q4
2.OA.1: Operations & Algebraic Thinking				
Use addition and subtraction within 100 to solve one- and two-step word problems	PS			
2.NBT.4: Number & Operations in Base Ten				
Understand that the three digits of a three-digit number represent hundreds, tens, and ones				
2.NBT.7: Number & Operations in Base Ten				
Add and subtract within 1000, using models/drawings and strategies				
2.MD.2: Measurement & Data				
Measure and compare the length of an object using units of different lengths - ex: inches vs. feet				
2.G.1: Geometry				
Recognize, identify, and draw shapes that have specific attributes				

Science

	Q1	Q2	Q3	Q4
Life Science: Plant and Animal Survival				
Earth Science: Understands Earth Surface Changes				
Physical Science: Materials and Their Uses				

Social Studies

	Q1	Q2	Q3	Q4
Identifies continents				
Describes changes in the local community over time				
Understands economic concepts				
Understands map skills				

Scale Key

MS: Meets Grade Level Proficiency of the Standard
PS: Progressing in Proficiency of the Standard
LPS: Limited Proficiency of the Standard

Attendance

	Q1	Q2	Q3	Q4
Absent	0	0	0	0
Tardy	0	0	0	0