

## LETTER TEMPLATE FOR ELEMENTARY PRINCIPAL RE: REPORT CARD (JUN 17, 2020)

This document is provided in English with translation in Simplified Chinese as seen in page 2

Dear Families:

We hope this correspondence finds you, your family and loved ones healthy and safe. We know these are uncertain times and we wish to provide clarifying information about your child's report card.

The Ministry of Education provided direction that all students will receive a report card in June. York Region District School Board will be providing electronic report cards for our students. Our goal is to have all electronic copies of report cards distributed to families by June 26. Families will be notified when their child's electronic report card is ready and instructions for access to the report will be provided in that communication.

For students in Grades 1 to 8, grades will be determined based **on their learning from the beginning of Term 2, February 3 to March 13, 2020**. Students' grades/marks should not be negatively affected by performance during online learning from home after the start of school closures due to COVID-19. Therefore, end of year grades/marks can only remain the same or increase based on units of study continued after April 6.

The code "I" is used on report cards in place of a grade/mark due to extenuating circumstances such as the current school closure, when there is insufficient evidence to determine a fair and valid grade/mark for report card purposes. It is important to note that this is not a penalty to the student, nor is it a statement about the student's competence or capacity to learn.

Where instruction in a particular strand/subject **began after the school closure**, a grade/mark will **not** be provided. The teacher will use code "I" and may include the statement, ***"Due to the school closure period, there is insufficient information to determine a grade/mark."***

**Note:** In Grades 7 and 8, please disregard the Median column in this report card as the use of the "I" may result in some inaccuracies in calculations.

Comments may accompany a strand/subject that was reported as an "I." Your child's teacher will use their professional judgement to determine which aspects of learning to include in the comments related to what your child has learned, and possible strengths and next steps.

As always, the code **NA** is used when a subject or strand is addressed in another term.

We remain committed to supporting our students and families as we continue to navigate the effects of COVID-19 on education. If your school can support your family in any way, we encourage you to connect directly with your child's teacher or school principal.

亲爱的家长们，

我们在此向您们以及您们的家人和亲友们问好。在这些不安定的日子里，我们想提供有关您孩子成绩表的明确资讯。

教育部提出的指引是所有学生将会在六月份收到成绩表。约克区校局将会给我们的学生提供电子成绩表。我们的目标是把所有的电子成绩表在六月二十六日前发送给家长们。当电子成绩表准备妥家长们会收到通知，在同一通知内会有如何开启有关成绩表的资料。

一年级至八年级学生的成绩会根据他们由第二学期，即 2020 年 二月三日至三月十三日期间的学习为准。学生成绩不会受之后因新冠病毒疫情致使学校关闭，学生因网上学习而受到负面影响。所以，学年完结的成绩/分数只会维持一样或会因四月六日后的学习提高。

在成绩表上的“I” 的代号取代一个等级/分数，目的是希望在学校关闭期间的特别情况下，我们没有足够的证明，在成绩上，厘定一个公平和确实的等级/分数。请注意，这并不代表是对学生的一个惩罚，更不是代表着对学生们的才能和学习的能力的一个声明。

如果某一个特别的科/课程是在学校关闭后才开始的，该科/课程不会有等级/分数。老师会以“I” 代号和可会包含一个声明，“由于学校关闭期间，没有足够资料以确定一个等级/分数。”

注意： 七年级和八年级，请不要理会成绩表的中位数的直栏，因为应用了“I” 后会影响到计算上的准确性。

在以“I” 代号应用的科/课程会附上评语。您孩子的老师会用他们的专业判断决定那一部分的学习需要包含在评语内。评语会根据您孩子已经学习的，和可能的强项和下一步需要努力的方面。

NA 代号一向是用作一个课程或科将会在另外一个学期作评语。

当我们继续对新冠病毒在教育方面的影响作出应对，我们坚持努力支持我们的学生和家长们。如果学校可在什么方面能支持家长们，我们鼓励您直接联系您孩子的老师或者学校校长。