



WEST ISLIP PUBLIC SCHOOLS
INTER-OFFICE MEMORANDUM

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To: Elementary Teachers
From: Joe Stern
Date: January 17, 2008
Re: Report Card Canned Comment Updates

Based on your input, we have added some additional comments to the canned comment list that is available to you for your report cards.

The attached document lists all the comment codes. The additional codes are highlighted in yellow.

The additional comments are:

	READING
5020	Continue to read on a daily basis at home.
5021	Needs to improve phonic skills.
5022	Needs to improve sight word and/or reading word recall.
5023	Needs to apply letter/sound relationship to “sound out” words for writing and/or reading.
5024	Needs to strengthen recall of sight words/reading words to improve fluency and/or reading comprehension.
	SPELLING
5115	Although learning words for weekly spelling test, needs to spell words correctly in daily writing.
	MATH
5236	Needs to spend more time practicing multiplication facts.
5237	Shows strength in understanding number order.
5238	Shows weakness in understanding number order.
5239	Shows strength in counting money.
5240	Shows weakness in counting money.
5241	Shows strength in telling time.
5242	Shows weakness in telling time.

	ATTITUDE AND BEHAVIOR
5535	Is a wonderful class helper.
	GENERAL COMMENTS
5608	Needs close teacher support to achieve grade level goals.
5609	Needs to pay close attention to lessons and directions.
5610	Needs to use strategies that have been taught.
5612	Shows strength in grade level writing skills.
5613	Is doing well both academically and socially.

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Elementary Report Card Comments (Revised Jan. 2008)**

Code	Comment
5000	READING EXPONENTS
5001	Reads text with expression.
5002	Reads independently during silent reading.
5003	Needs to practice reading aloud to improve decoding skills.
5004	Needs to self-correct reading.
5005	Shows weakness in vocabulary.
5006	Needs to read for information.
5007	Needs to improve critical thinking strategies (e.g. inference, cause and effect, drawing conclusions).
5008	Completes book reports with accuracy.
5009	Needs to complete book reports of good quality.
5010	Reads for enjoyment.
5011	Shows strength in grade level reading skills.
5012	Makes appropriate connections during reading.
5013	Over-utilizes one cueing system (e.g. visual, structure, meaning)
5014	Shows weakness in reading comprehension (e.g. sequencing, main idea, supporting details, elements of a story).
5015	Needs to spend more time reading independently.
5016	Needs to practice reading text with expression.
5017	Demonstrates strength in vocabulary skills.
5018	Demonstrates strength in word attack skills.
5019	Is encouraged to read a variety of genres.
5020	Continue to read on a daily basis at home.
5021	Needs to improve phonic skills.
5022	Needs to improve sight word and/or reading word recall.
5023	Needs to apply letter sound relationship to "sound out" words for writing and/or reading.
5024	Needs to strengthen recall of sight words/reading words to improve fluency and/or reading comprehension.
5030	WRITING EXPONENTS
5031	IDEAS
5032	Develops clear main idea.
5033	Needs improvement developing main idea.
5034	Uses relevant supporting details.
5035	Needs improvement using supporting details.
5036	Thinks creatively.
5037	Writes expressively.
5038	Creativity needs improvement.
5039	Ideas are focused.
5040	Needs to stay on topic.
5041	Presents original ideas.
5050	ORGANIZATION
5051	Uses clear beginning, middle, and end.
5052	Uses ideas sequentially.
5053	Does not present ideas in sequential order.
5054	Uses logical paragraphing.
5055	Needs to use logical paragraphing.
5060	WORD CHOICE
5061	Uses specific and descriptive words.
5062	Needs to use more specific and descriptive words.
5063	Uses thesaurus to enhance vocabulary.
5064	Incorporates figurative language to create vivid images.
5070	SENTENCE FLUENCY

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5071	Uses sentence variety.
5072	Needs to increase sentence variety.
5073	Stories flow and are easy to read aloud.
5074	Stories lack rhythm and flow.
5075	Sentences are well-constructed.
5076	Uses complex sentences.
5080	CONVENTIONS
5081	Edits and revises work effectively.
5082	Needs to edit and revise work effectively.
5083	Applies spelling strategies.
5084	Needs to apply spelling strategies.
5085	Applies grammar rules.
5086	Needs to apply grammar rules.
5087	Uses accurate punctuation.
5088	Needs to use correct punctuation.
5089	Uses capitalization correctly and consistently.
5090	Needs to use capitalization correctly and consistently.
5091	Uses correct spelling in written work.
5100	VOICE
5101	Writes with a clear point of view.
5102	Needs to write with a clear point of view.
5103	Writing matches purpose and audience.
5104	Writing does not have a clear sense of audience and purpose.
5105	Tone and style of writing are engaging.
5106	Writing does not engage reader.
5107	Writing evokes emotions.
5110	SPELLING
5111	Demonstrates excellence in assigned word.
5112	Shows weakness in learning assigned words.
5113	Demonstrates understanding of spelling patterns and strategies.
5114	Learns assigned spelling words.
5115	Although learning words for weekly spelling test, needs to spell words correctly in daily writing.
5120	GRAMMAR
5121	Correctly uses parts of speech in context.
5122	Needs to correctly use parts of speech in context.
5123	Understands basic parts of speech.
5124	Applies grammar rules in content areas.
5125	Demonstrates understanding of grammar rules.
5126	Does not demonstrate understanding of grammar rules.
5127	Needs improvement in using grammar rules.
5128	Correctly recognizes parts of speech in context.
5129	Needs to correctly recognize parts of speech in context.
5140	LISTENING/SPEAKING
5141	Has difficulty following multi-step directions.
5142	Follows multi-step directions.
5143	Listens attentively.
5144	Speaks appropriately in different situations.
5145	Needs directions repeated.
5146	Shows weakness in oral expression.
5147	Expresses self clearly.
5148	Speaks clearly and with expression.

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5149	Needs improvement with speaking skills.
5150	Has difficulty with listening comprehension.
5160	Shows strength in listening comprehension.
5200	MATH EXPONENTS
5201	Demonstrates accurate recall of basic facts.
5202	Demonstrates weakness in recall of basic facts.
5203	Computes accurately.
5204	Demonstrates weakness in computation.
5205	Displays an understanding of mathematical concepts.
5206	Displays weakness in understanding of mathematical concepts.
5207	Applies a variety of problem solving strategies.
5208	Demonstrates weakness in problem solving strategies.
5209	Has difficulty communicating mathematical ideas.
5210	Communicates mathematical thinking through notation, verbal, or written explanation.
5211	Knows the difference between relevant and irrelevant information
5212	Needs to improve ability to distinguish between relevant and irre
5213	Shows weakness in understanding the place value structure of the
5214	Shows weakness in understanding exponents.
5215	Has difficulty understanding algebraic expressions and equations.
5216	Has difficulty creating and explaining patterns and algebraic relationships.
5218	Shows weakness in identifying equivalent metric units of measurem
5219	Shows weakness in converting measurements within a given system.
5220	Shows weakness with the concept of negative numbers.
5221	Shows weakness in reading and interpreting data from graphs.
5222	Shows weakness in choosing an appropriate graph to display data.
5223	Shows weakness in converting decimals, fractions, and percentages
5224	Shows weakness in comparing decimals and fractions.
5225	Shows weakness in simplifying fractions to lowest terms.
5226	Shows weakness in adding/subtracting fractions.
5227	Shows weakness in multiplying/dividing fractions.
5228	Shows weakness in comparing fractions.
5229	Shows weakness in adding/subtracting decimals.
5230	Shows weakness in multiplying/dividing decimals.
5231	Shows weakness in expressing ratios in different forms.
5232	Shows weakness in probability.
5233	Shows weakness in geometry.
5234	Shows weakness in computing with integers.
5235	Shows weakness in understanding graphing on a coordinate plane.
5236	Needs to spend more time practicing multiplication facts.
5237	Shows strength in understanding number order.
5238	Shows weakness in understanding number order.
5239	Shows strength in counting money.
5240	Shows weakness in counting money.
5241	Shows strength in telling time.
5242	Shows weakness in telling time.
5300	SCIENCE EXPONENTS
5301	Student works well with others when performing scientific experiments.
5302	Progressing toward working well with others when performing scientific experiments.
5303	Has difficulty working well with others when performing scientific experiments.

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5304	Understands and uses scientific concepts and principles (e.g. identify, describe, classify, experiment).
5305	Progressing toward an understanding of scientific concepts and principles (e.g. identify, describe, classify, experiment).
5306	Has difficulty understanding scientific concepts and principles (e.g. identify, describe, classify, experiment).
5307	Solve problems using scientific inquiry.
5308	Progressing toward being able to solve problems using scientific inquiry.
5309	Has difficulty solving problems using scientific inquiry.
5310	Understand the scientific method (observe, question, hypothesize, experiments, results, conclusions).
5311	Progressing toward an understanding of the scientific method (observe, question, hypothesize, experiments, results, conclusions).
5312	Has difficulty understanding the scientific method (observe, question, hypothesize, experiments, results, conclusions).
5313	Uses materials and technology responsibly and safely when working in the MST lab.
5314	Progressing toward using materials and technology responsibly and safely when working in the MST lab.
5315	Does not use materials and technology responsibly and safely when working in the MST lab.
5316	Follows all safety procedures responsibly.
5317	Does not follow all safety procedures responsibly.
5318	Able to identify and understand the systems of the human body.
5319	Progressing toward an understanding of the systems of the human body.
5320	Has difficulty understanding the systems of the human body.
5321	Able to identify and understand the concepts of space.
5322	Progressing toward an understanding of the concepts of space.
5323	Has difficulty understanding the concepts of space.
5324	Understands the balance of nature when learning about our ecosystem.
5325	Progressing toward an understanding of the balance of nature when learning about our ecosystem.
5326	Has difficulty understanding the balance of nature when learning about our ecosystem.
5327	Understands key concepts in the study of weather.
5328	Progressing toward an understanding of key concepts in the study of weather.
5329	Has difficulty understanding key concepts in the study of weather.
5330	Understands key concepts in the study of health education.
5331	Progressing toward an understanding of key concepts in the study of health education.
5332	Has difficulty understanding key concepts in the study of health education.
5333	Achieves success when utilizing science kits.
5334	Progressing toward successful utilization of science kits.
5335	Has difficulty achieving success when utilizing science kits.
5336	Is very well organized when working in lab setting.
5337	Lack of organization hinders student's ability to realize higher achievement in science.
5400	SOCIAL STUDIES EXPONENTS
5401	Is able to analyze information from different sources.
5402	Has difficulty analyzing information from different sources.
5403	Relates new information to prior knowledge and experience.

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5404	Has difficulty relating new information to prior knowledge and experience.
5405	Is able to organize documents and prior knowledge into a well-developed essay.
5406	Has difficulty constructing an essay using historical documents and prior knowledge.
5407	Answers specific questions to demonstrate understanding of content.
5408	Has difficulty answering questions in the content area.
5409	Shows strength in understanding social studies concepts and principles.
5410	Has difficulty grasping social studies concepts and principles.
5411	Shows strength in a variety of social studies skills (e.g. map skills, locating information, comparing and contrasting).
5412	Has difficulty applying social studies skills (e.g. map skills, locating information, comparing and contrasting).
5500	BEHAVIORS THAT PROMOTE LEARNING
5501	ATTENDANCE
5502	Excessively late.
5503	Excessively absent.
5510	ATTITUDE AND BEHAVIOR
5511	Is a pleasure to have in class.
5512	Has a positive attitude toward school and learning.
5513	Is a self-directed learner.
5514	Seeks attention through inappropriate behavior.
5515	Works well with others.
5516	Is cooperative in class.
5517	Is uncooperative in class.
5518	Needs to demonstrate more mature behavior.
5519	Is a good citizen in the school environment.
5520	Chooses to do challenging activities.
5521	Is easily distracted.
5522	Often does work carelessly/rushes through work.
5523	Needs to be reminded of classroom rules.
5524	Consistently follows classroom and school rules.
5525	Responds well to teacher's suggestions for improvement.
5526	Does not respond well to teacher's suggestions for improvement.
5527	Shows enthusiasm for classwork and activities.
5528	Talkative.
5529	Demonstrates tolerance for others.
5530	Is intolerant of others.
5531	Does not cooperate with school personnel.
5532	Needs to assume responsibility for behavior.
5533	Demonstrates leadership abilities.
5534	Needs to demonstrate self-control.
5535	Is a wonderful class helper.
5540	EFFORT
5541	Consistently puts forth best effort.
5542	Seeks help when needed.
5543	Works diligently and cooperatively.
5544	Demonstrates improved effort.
5545	Demonstrates motivation and perseverance.
5546	Needs to put forth more effort.

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5547	Not working to full potential.
5548	Demonstrates little or no effort.
5550	CLASSWORK
5551	Is well-prepared for class.
5552	Is often unprepared.
5553	Needs to meet deadlines.
5554	Demonstrates improved performance.
5555	Makes productive use of extra-help sessions.
5556	Follows instructions.
5557	Does not follow instructions.
5558	Shows good organizational skills.
5559	Needs to improve organizational skills.
5560	Asks specific questions to clarify understanding.
5561	Often does not complete class assignments.
5562	Exhibits high quality of work.
5563	Often needs reinforcement of previously taught material.
5564	Needs to attend extra-help sessions.
5565	Participates actively in class.
5566	Needs to participate more actively in class.
5567	Participates in class discussions.
5568	Needs to participate in class discussion.
5569	Inconsistent performance.
5570	Writes neatly and legibly.
5571	Does not write neatly and legibly.
5580	HOMEWORK
5581	Consistently submits home assignments of good quality.
5582	Has missing assignments.
5583	Needs to spend more time regularly studying at home.
5584	Has late assignments.
5585	Needs to better manage time when completing long-term assignments.
5586	Needs to consistently complete homework assignments independently.
5587	Needs to consistently submit quality work.
5588	Long-term assignments are missing, late or incomplete.
5589	Needs a structured study environment.
5590	Does not make good use of review sheets or resources.
5600	GENERAL COMMENTS
5601	Has missing or unsatisfactory projects.
5602	Has poor test/quiz results.
5603	Needs improvement in note-taking, organizing and/or categorizing
5604	Demonstrates excellence in written reports and projects.
5605	Has good test/quiz results.
5606	Demonstrates strategies for note-taking, organizing and/or catego
5607	Needs to assume responsibility for work.
5608	Need close teacher support to achieve grade level goals.
5609	Needs to pay close attention to lessons and directions.
5610	Needs to use strategies that have been taught.
5611	Please continue to reinforce the necessary skills needed at home.
5612	Shows strength in grade level writing skills.
5613	Is doing well both academically and socially.