

Capital School District Grading Implementation 2008-2009 – Elementary

1. Teachers in grades 2-4 will record all grades in the Easy Grade Pro electronic grading program.

2. The 0-100 scale will be used for grading student work.

A = 94-100 – Well Above the Standard

B = 85-93 – Above the Standard

C = 77-84 – Meets the Standard

D = 70-76 – Below the Standard

F = 0-69 – Well Below the Standard (Parent Notification Required)

3. At the end of each marking period, **cumulative averages** below 50 will be converted to a 50. This adjustment reflects that a student has failed and is Well Below the Standard. However, with hard work, the student still has the opportunity to recover by earning a passing grade.

4. Teachers will enter grades into Easy Grade Pro as formative or summative measures. Formative measures will be weighted 80%, while summative measures will be weighted 20%. No single grade shall count more than 20% of a quarterly grade.

5. The purpose of formative assessment is not to judge a student's final achievement of a topic, but to evaluate where he or she is in the learning process, diagnose any problems, and aid in getting the help needed to learn the material. Examples may include quizzes, first drafts of writing, journal entries, weekly spelling tests, or anything in the early stages of learning content or concepts.

6. The purpose of summative assessment is to judge students' mastery of information or skills after sufficient instruction and practice has been given. Examples of summative assessment include tests (performance, oral or written), final writing pieces (essays, stories, poems), projects, Harcourt Holistic Assessments, and CSD quarterly math assessments.

7. Grade level teams and administrators will work together to determine whether student assignments are summative or formative measures.

8. Grades should be sufficient in number and category (quizzes, tests, projects, etc.) to reflect an accurate measure of a student's progress.

9. Behavior, participation, effort, and attitude will not be factored into grades. Grades will be based on what a student knows and understands based on the identified learning objective.

10. Teachers will develop procedures for submitting missed or incomplete assignments. Teachers must adhere to the CSD Attendance Policy which dictates that students who are absent, whether excused or unexcused, will be given the opportunity to make up work or tests missed within a reasonable amount of time. The Attendance Policy can be located online:

<http://www.capital.k12.de.us/boardpolicies.htm>

11. Extra credit opportunities are limited to additional student work that provides extended learning that directly matches the content standards or grade level expectations and should be offered to all students. Activities such as bringing school supplies, attending an event, or completing a task not directly related to achievement does not meet the guidelines.

12. Homework is the practice of skills that are taught in the classroom. It should be reflected in a separate section of the report card, not in the overall grade (Projects might be included for grading purposes in a particular content area.). Teachers must adhere to the guidelines for homework established in the new CSD Homework Policy. The guidelines outline factors in making assignments, principal, teacher, student & parent responsibilities, frequency and quality of assignments. The Homework Policy can be located online:

<http://www.capital.k12.de.us/boardpolicies.htm>

13. Teachers will inform students and parents of how grades will be determined in a particular class. This will include the weight that each component or the academic work carries, grading criteria and rubrics used for major assignments. This communication will take place in class, during open house events, and conferences. Grading practices may also be shared via teacher websites.

14. Teachers are encouraged to grade work promptly (within a week of submission is a good rule of thumb), enter it into Easy Grade Pro, and return it to students for review.