

## Capital School District Grading Implementation 2008-2009 – Grades 5-12

1. Teachers in grades 5-12 will record all grades in the eSchool 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 by the eSchool program 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 eSchool as formative or summative measures. Formative measures will be weighted 20%, while summative measures will be weighted 80%.
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, homework, quick writes 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/exams (performance, oral or written), final writing pieces (research papers, essays, stories, poems), projects, and senior projects.
7. Department Chairs/Grade Level Teams/Administrators will assist teachers in determining 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. As no single grade shall count more than 20% of the nine weeks or semester grade, a minimum of five summative grades must be entered into eSchool.
10. 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.

11. 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>
12. 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.
13. 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, and procedures for handling homework not completed or turned in late (a maximum reduction of one letter grade below what a student would have received had the assignment been completed on time). The Homework Policy can be located online:  
<http://www.capital.k12.de.us/boardpolicies.htm>
14. 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.
15. Teachers are encouraged to grade work promptly (within a week of submission is a good rule of thumb), enter it into eSchool, and return it to students for review.
16. In Grades 9-12, final course grades are calculated by each quarter being 20%, midterm 10% and final 10%.