

## Richland Elementary Grading Guidelines

- **No nine weeks cumulative grades lower than 65 should be recorded on report cards.**
- Notify a student's parents when there is a significant grade change, such as an "A" to a "C" or an "S" to "U" in conduct.
- Teachers in grades K-5 should send student Progress Reports home every 4 ½ weeks of the quarter.

### Grading Procedures

Kindergarten grade students' grades should show progress as Mastery (M) or NonMastery (NM). First through Fifth grade students' grades should reflect use of the SCS Academic Grading System. **A=93-100, B=85-92, C=75-84, D=70-74, and F=50-69.** (\*\*First Grade will receive an S or N for Science and Social Studies) All rubrics used for grading assignments or projects should be converted to the grading system for purposes of recording grades. When a student's grade average falls below a 65 average in the "F" range, consider the following: 1) Adjust "F" average to 65 to allow equity in ability to bring up grade averages. 2) Allow student to complete an alternative to the failed assignment. These two assignments can be averaged for an improved grade. Students in fifth grade pass for the school year if they achieve 70 or above in Reading and Math.

### Homework Policy

Homework is defined as meaningful and quality work assigned to students to be completed during non-instructional hours. **Teachers in departmentalized grades should coordinate homework assignments so the students are not overloaded on a particular night or week.**

### Report Cards

Report cards are sent home every nine weeks. To make the Principal's Honor Roll, First through Fifth grade students must have all A's in academics and E's in conduct. First grade must have all S's in Science and Social Studies. To make the Academic Honor Roll, First through Fifth grade students must have A's and B's in academics and E's and G's in conduct. First grade must have all S's in Science and Social Studies. Fogelman Scholars in First through Fifth grade cannot receive any grades lower than a C and must receive E's, G's, and S's in conduct/work habits. First grade must have all S's in Science and Social Studies. Fogelman Citizenship recipients in Kindergarten must have all E's and S's and First through Fifth grade must have all E's in conduct and work habits. **To have Perfect Attendance, students must have zero (0) absences and no more than two (2) unexcused tardies per nine weeks.**

### Grade Books

All grade books or electron grade books must be complete, concise, and accurate. A hard copy of electronic grade books must be kept on file. Make sure each nine week grading period is clearly marked. Include all dates and descriptions of assignments/activities, and how much each assignment is worth (homework-10 %, project-25%, test-50%...etc.). **Assignment percentages will be determined by grade level and approved by the administration team.** Also note if the lowest grade has been dropped. On each grade level, A.R. points **CANNOT** be required as part of the nine weeks grade.

### Criteria for Grading

The assessment of student academic achievement to determine a grade must be documented. The grading criteria may include documentation of any of the following:

- Homework
- Classwork
- Test scores - Quizzes
- Portfolios of student work
- Interdisciplinary Projects
- Performances
- Demonstrations
- Online assessments
- Competency assessments related to Career and Technical Education
- End-of-course tests, where applicable
- Subject or grade specific assessments and other alternative assessment tools as determined by the state or school district

### **SPECIAL EDUCATION**

Students receiving special education services will receive reports and grades based on progress toward goals stated in their Individualized Education Program (IEP).

### **ENGLISH LANGUAGE LEARNERS (ELL)**

Students receiving services under English as a Second Language (ESL) may be afforded modified evaluation of knowledge and skills to more accurately reflect their academic progress. The Office of English as a Second Language will advise schools regarding modifications when necessary or requested.