

## **2017-18 PTISD Grading Guidelines**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher and are included in the student handbook. These guidelines have been reviewed by applicable stakeholders and have been approved by the campus principals. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e. letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will be addressed.

To promote the success of all students, grading practices should be consistent from campus to campus and among teachers within a department. Grading practices should reflect student achievement, the whole curriculum for a particular subject, fairness and consistency, the individual needs of learners, the reciprocal nature of teaching and learning, multiple ways for attaining formative and summative types of assessment, and student growth and progress. It is important to remember that minimum academic and conduct grades may be required for participation in some school activities.

### **District Policies regarding Grading**

EIA (LEGAL & LOCAL)- Academic Achievement: Grading/Progress Reports to Parents

EIE (LEGAL & LOCAL)- Academic Achievement: Retention and Promotion

FEC (LEGAL)- Attendance: Attendance for Credit

EKC (LEGAL)- Testing Programs: Reading Assessment

EHDC (LEGAL & LOCAL)- Alternative Methods for Earning Credit: Credit by Examination Without Prior Instruction

### **Reporting Progress of Students**

Report cards will be issued each nine weeks for students in Pre-Kindergarten and Kindergarten. Report cards will be issued each six weeks for students in grades 1-12. Progress reports will be issued as scheduled below:

- Prekindergarten and Kindergarten- Progress reports will be sent home for all students once during the fourth week of each nine week grading period (EIA LEGAL) to all parents.
- Grades 1-4- Progress reports will be sent home for all students after the third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion at anytime (EIA LOCAL). For all grading periods the minimum number of grades required for the progress report is 5 grades for reading, english language arts process, and mathematics. For all grading periods the minimum number of grades required for the progress report is 3 for science and social studies.
- Grades 5-12- Progress reports will be sent home for all students after the third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion at

anytime (EIA LOCAL). For all grading periods the minimum number of grades required for the progress report is 5 grades per content/subject area.

## **Grading Procedures for Elementary Schools (PT Primary, Birch Elementary, & Parkway Elementary)**

### **Assigning, Averaging, and Recording Grades**

#### **PT Primary (Pre-Kindergarten and Kindergarten)**

Letter grades of S-Successfully Met Standard, P-Progressing Toward the Standard, and N-Needs Improvement will be recorded for Pre-Kindergarten and Kindergarten students.

| Letter Grades   |
|---|
| S-Successfully Met Standard<br>P-Progressing Toward the Standard<br>N-Needs Improvement |

### **Grading Procedures in Grades 1-4**

- Numerical grades will be recorded for all academic subjects for students in 1<sup>st</sup> through 4<sup>th</sup> grades, except for the specific areas that are designated to receive letter grades.
- Teachers will update grades weekly in Skyward.
- Grades for students in special programs will follow guidelines for those programs.
- Grades on major projects and papers that are not submitted by the class period they are due may be reduced no more than five points per day.
- Students who have been absent from school for any reason are allowed to make up work missed. Teachers will work with students to establish a reasonable time within which to complete missed work. For example, if a student is absent two days then the student will have two days to make up the missed work.
- Teachers will not assign or accept extra credit work.
- The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. (EIA LOCAL)
- Satisfactory progress in social studies and science represents students' performance that is satisfactory and equivalent to a letter grade 'C' or better average. A letter grade 'C' is numerically interpreted as 70-79%.

### **Minimum Number of Grades to Take Each Grading Period**

A minimum number of grades for each of the following subjects should be recorded each six weeks and posted weekly. To be consistent with secondary practices, elementary teachers will not assign or accept extra credit work.

- 2 grades per week in language arts (reading and writing)
- 2 grades per week in mathematics

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- 1 grade per week in science
- 1 grade per week in social studies
- 1 grade per week in Art, Music, and P.E.

### **Procedures for Homework/Independent Practice and Class Work**

There is a difference in class assignments and homework.

Homework/Independent Practice should:

- Be an extension of a concept the student has learned,
- Be additional practice toward mastering a concept,
- Last a maximum of 30 to 45 minutes, and
- Include reading for a minimum of 15 minutes daily at home.

Classwork should:

- Be completed in class,
- Not be taken home or completed at home,
- Be collected by the teacher at the end of the class period, unless specified in IEP/504 accommodations, and
- If not previously completed, be distributed the next class period by the teacher with specific amount of time the student will have for the work to be finished. This will be done for assignments for which additional time to complete the assignment is permitted.

### **Promotion to the Next Grade**

Pre-kindergarten and kindergarten students shall not be retained. In pre-kindergarten and kindergarten, student progress shall be measured by mastery of proficiencies identified through state and local curriculum standards.

In grades 1–4, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and the following:

1. Mastery of at least 70 percent of grade-level standards (essential knowledge and skills) in language arts (reading and writing) and mathematics and making satisfactory progress in social studies and science as defined in administrative regulations.
2. Passing scores on criterion-referenced assessments designed to measure grade-level content. Criterion-reference assessments shall include:
3. Local assessments;
4. State assessments; or
5. State-approved early reading assessments.

### **Failing Core Subjects: Response to Intervention (RtI) Referrals**

Any student (including those participating in special programs such as Special Education, Bilingual, English as a Second Language) who fails one or more of the following subjects (language arts and writing and mathematics) at the end of a six or nine weeks period may be referred to the RtI committee by the respective content teacher.

### **Grading Procedures for Grades 5-12**

- In grades 5-12, teachers will take a minimum of 10 grades, which includes three major grades (major tests, projects, and papers) and seven daily grades for each grading period.
- Teachers will update grades weekly in Skyward.
- Teachers will not assign or accept extra credit work.
- Teachers may give zeros with documentation that all effort has been exhausted to obtain work from a student.
- Grades on major assignments that are not submitted during the class period in which they are due are reduced by up to ten points per day for three school days.
- Grading of homework assignments is at the teacher's discretion. However, late homework assignments that are graded will receive a maximum grade of 70.
- Students who have been absent from school for any reason are allowed to make up work missed. Teachers will work with students to establish a reasonable time within which to complete missed work. For example, if a student is absent two days then the student will have two days to make up the missed work.
- Students enrolled in Pre-Advanced Placement (Pre AP) and Advanced Placement (AP) courses will be allowed to retake only **one** test per six weeks.
- It is the philosophy of the district to provide opportunities for students to demonstrate mastery in the classroom. Students will be provided a reasonable opportunity to redo an assignment or retake a test for which they receive a failing grade. The highest grade a student can earn on any subsequent attempt will be a 70%. A reasonable opportunity may include a specific timeline determined by the teacher to demonstrate mastery. For example, the student may be given one week to redo an assignment or retake a test for which they receive a failing grade. RtI meetings shall be held and intervention plans put in place for students earning failing grades for two consecutive six weeks.
- When a student who is served through special education and/or 504 has failed two or more consecutive six weeks in a subject, the Admission, Review, and Dismissal (ARD) Committee or the 504 Committee will review the student's plan and make any needed changes to the IEP or plan.
- The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. See EIA LOCAL.
- Lowest grades will not be dropped.

### **Grade Point Average (GPA)**

For information regarding the calculation of GPAs, see policy EIC LOCAL.

### **Promotion to the Next Grade**

In grades 5–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for **all subject areas** and a grade of 70 or above in language arts, mathematics, science, and social studies.

In grades 9-12, grade-level advancement for students in grades 9–12 shall be earned by course credits. See EI LOCAL.

### **Grading Student Work**

The Supreme Court ruled that it does not violate federal privacy law to have students grade another student's work. While it is not against the law, using this practice runs the risk of errors in grading. The teacher should review any paper that has the grade recorded in the grade book. Grades will not be called out loud by the teacher or student.

### **Participation in Extracurricular Activities**

At the end of a grading period any student who receives a grade below 70 in any academic class- other than an advanced placement or international Baccalaureate course, or an honors or dual credit courses in English language arts, mathematics and PreCalculus, science, social studies, economics, or a language other than English- may not participate in extracurricular activities for at least three weeks. For additional information regarding participation in extracurricular activities, please see the student handbook.

### **Academic Achievement: Retention and Promotion (EIE LOCAL)**

In addition, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level, in addition to the District's local standards (grading guidelines) for mastery and promotion.

In grades 9-12, grade-level advancement for students shall be earned by course credit. See policy EI for additional information.

Additional information regarding retention and promotion can be found in policy EIE LEGAL.