

# Pembroke Elementary School

## Grading Policy 6.1

### KRS160.345(3)(b)

**Purpose:** The Grading Policy for Pembroke Elementary School defines the grading and reporting policies and procedures to ensure academic grades are based on clearly defined criteria representing the student's attainment of content knowledge and skills.

**Procedures:** Classroom teachers in grades first to sixth are required to enter 2 grades per week into Infinite Campus for no less than 18 grades per quarter. These grades will be based on classroom work, unit tests, and quizzes. Teachers in the grade level that teach the same subject will work together to ensure students in the grade are receiving the same kinds of grades on the same kinds of assignments. Students in Kindergarten receive grades based on the progress towards skills to be obtained. Special area teachers (music, art, library, PE) teachers will give grades based on participation in their classes every semester. Below is a chart of what kinds of grades are given at each grade level based on board policy. Teachers shall maintain detailed, systematic records of the achievement of each student and shall report every nine weeks to the parent or guardian on the progress of their child.

Content Area	Letter/Numerical	Grade Levels
Reading	Numerical	1-6
Language arts (includes writing (both process and handwriting (cursive and print): spelling, and English)	Numerical Letter (S-Satisfactory, NI- Needs Improvement, U-unsatisfactory)	2-5 1
Math	Numerical	1-6
Science	Numerical Letter (S-Satisfactory, NI- Needs Improvement, U-unsatisfactory)	3-5 1-2
Social Studies	Numerical Letter (S-Satisfactory, NI- Needs Improvement, U-unsatisfactory)	3-5 1-2
PE (Practical Living), Art, Music, Library (twice per year 2 <sup>nd</sup> and 4 <sup>th</sup> weeks)	S, NI, or U, See Scale	1-6

### **Christian County Public Schools Grade Scale:**

Pembroke Elementary classroom teachers in grades first to sixth shall assign student's grades by utilizing the following Christian County Public Schools board approved grading scale:

Letter	Numerical
A	90-100
B	80-89

C	70-79
D	60-69
F	0-59

Pembroke Elementary kindergarten teachers will assign grades based on the following grading scale:

Letters	Meaning
I	Independent (student can complete skill on their own on a regular basis)
MP	Making Progress (student shows some of the indicators of meeting the skill but not all)
NI	Needs Improvement (student is not making adequate progress toward the skill)

Pembroke Elementary special area teachers will assign grades based on the following grading rubric:

Grade	Meaning
3-S-Satisfactory	Student participates fully in class
2- NI- Needs Improvement	Student partially participates in class
1-U- Unsatisfactory	Student refuses to participate in class

### **Missing Assignments/Assessments**

Classwork:

- 1) Monitor student effort. Use OWL point W2 if necessary to encourage engagement.
- 2) If an assignment is not turned in, assign an "m" in the gradebook and assign 1 day of recess detention.
- 3) If the assignment is completed, enter the grade (with possible point loss for being late no more than 10 points) in Infinite Campus
- 4) If the assignment is not completed, leave the "m".
- 5) On Friday, run a report from Infinite Campus showing all students with an "m," and submit to Walsh's box before you leave.

Homework:

- 1) If an assignment is not turned in, assign an "m" in the gradebook and assign 1 day of recess detention.
- 2) If the assignment is completed, enter the grade (with possible point loss for being late) in Infinite Campus
- 3) If the assignment is not completed, leave the "m".
- 4) On Friday, run a report from Infinite Campus showing all students with an "m," and submit to AP box before you leave.

Parameters:

- This process is for classwork or homework, but not for papers sent home to be signed.
- This process is not used for make-up work from a student absence.

### **Monitory Grading Practices**

Pembroke Elementary grading practices will be monitored utilizing the following methods:

- Infinite Campus Gradebook
- Midterms
- PLCs

### **Grading Practices Communication Plan**

Pembroke Elementary School will implement the following strategies to communicate grading practices to stakeholders:

- Students will be informed of progress through goal setting meetings.
- Parents/Guardians will be informed of grading practices through parent conferences, parent nights, and website.
- The community will be informed of grading practices through school website.
- Teachers/Staff will be informed of grading practices through professional development, faculty and planning meetings.
- Counselors will be informed of grading practices through professional development, district counselor meetings, and details shared by school administrators.
- Administration will be informed of grading practices through professional development and district Administrator Academies.

First Reading: 8/15/2016

Second Reading: 10-17-2016