

New Haven Elementary

GRADING POLICY



The primary purpose of the grading policy is to create consistency in grading practices across grades and classrooms which enables teachers to clearly communicate progress to students and parents helping students to achieve to their highest potential.

PRIMARY GRADING ON STUDENT PAPERS

- Kindergarten - 3rd grade students will receive teacher comments or marks on papers for assessment.

PRIMARY REPORTING OF ACHIEVEMENT

- Primary students will receive school report cards 4 times per year at nine week intervals. The official school report card will have standard abbreviation markings that will communicate the student's progress toward mastering standards.
- Within the 1st semester parents and teachers will participate in a Parent/Teacher conference to report on progress.
- In the 4th quarter, parents will receive the universal assessment growth report to show student achievement and growth within grade level standards.
- Students may be given an opportunity to complete or revise work during the school day. Students will be provided no more than 2 days of work recovery time per week. Any exceptions would need prior approval from administration.

INTERMEDIATE GRADING

- 4th and 5th grade students will receive a combination of numeric / letter grades, and /or participation grades, as well as, teacher feedback/notes on daily papers and tests.
- Consistent scoring / feedback will be practiced across the grade level for grades entered.
- At the beginning of the school year, the students and parents will receive a grading practice overview that would include the types of categories for grades. (*ie: classwork, homework, tests, projects, etc.*)
- All formal assessments shall be returned to students within a week period as long as all students have submitted their assessments.
- Students will be given an opportunity to make up or revise work during the school day if applicable. Students will be provided no more than 2 days of work recovery time per week. Any

exceptions would need prior approval from administration.

- Students will have until the end of the quarter to submit missing assignments toward their quarterly grade.

INTERMEDIATE REPORTING OF ACHIEVEMENT

- 4th and 5th grade students will receive school report cards 4 times a year at nine week intervals.
- Mid-term reports will be available midway through each nine week grading period through Parent Portal as determined by the district calendar. Students who have I's (Incomplete) in any subject will receive a paper copy sent home.
- There will be a minimum of (1) grade each week of each quarter.
- Students who have an I (*incomplete*) in any subject will be given until the identified last day of the quarter to make up and submit any missing work from that quarter in order to receive credit.
- Teachers will record grades electronically in the school grading system (currently Infinite Campus) every 2 weeks. (minimum)
- In order for parents to view grades throughout the quarter they will be offered access to the parent portal of Infinite Campus. (*Parents must complete the signup process to gain access.*) This will allow the parent to view what is recorded for his/her child in the teacher gradebook program.
- Parent Portal will be turned off a week prior to the reporting window in order to allow teachers to post grades.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 3/25/15

Date Reviewed or **Revised**: 5/28/2020 Council Chairperson's Initials MG

Date Reviewed or **Revised**: 1/20/2022 Council Chairperson's Initials MG