

Elementary Grading Procedures

Poudre School District

Kindergarten

ITEM	DESCRIPTION
District Guidelines Reporting Periods	<p>The Gradebook must be configured using the same number of reporting periods for all grade levels in a school. Since all grade levels, except kindergarten, are using quarters, the site will have four reporting periods. It is possible to issue report cards on any date even if it is not the end of a quarter. The grade will be posted in the quarter column that contains that date.</p> <p>Kindergarten has the option to issue grades three or four times during the year with the approval of the principal. If a quarter is skipped, the teacher must: 1) enter NA (Not applicable) for all areas or 2) enter a global statement <i>every quarter</i> that explains why grades were not given for a particular reporting period.</p> <p>This is important because the report card is often used similar to a transcript when a student moves to a new school. If there are no grades for a grading period, the new school may assume that the student did not attend school for that quarter.</p>
School Guidelines Reporting Periods	
Language for Notepads	For the notepads that report progress for letters, sounds, and numbers, the prompts shall read: "Is able to identify all sounds except:" "Is about to identify all sounds except:" "Is able to identify all numbers 0-20 except:"
Personal Development	<u>Grade levels K-5:</u> Personal Development and Effort marks will be M (Most of the Time), P (Part of the Time), and R (Rarely). Pluses and minuses may be added.
Academic Grades	<u>Grade levels K-3:</u> Marks for all academic grades shall be E (Excellent), S (Satisfactory), I (Improving), N (Needs improvement), U (Unsatisfactory), or NA (Not applicable at this time). Pluses and minuses may be added.
Specials Grades	<u>Grade levels K-5:</u> Marks for all academic grades shall be E (Excellent), S (Satisfactory), I (Improving), N (Needs improvement), U (Unsatisfactory), or NA (Not applicable at this time). Pluses and minuses may be added.
Definition of Specials	Specials may include art, music, PE, and world language.

Elementary Grading Procedures
Poudre School District
Grades 1-5

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>WHERE IS THIS IN THE GRADEBOOK?</u>
Personal Development and Effort Marks	<u>Grade levels K-5:</u> Personal Development and Effort marks will be M (Most of the Time), P (Part of the Time), and R (Rarely). Pluses and minuses may be added.	<u>Personal Development</u> - Homeroom - View Menu - Level 3 Objectives <u>Effort</u> - Subject class - View Menu - Required Assessments
Absences and Tardies	The Gradebook will automatically enter absences and tardies for each quarter. In addition, the most recent enrollment date will be printed with the cumulative days present for the year.	automatic
Work is Affected by Absences and Tardies	<u>Grade levels 1-5:</u> Y (Yes) and N (No) are used to indicate whether absences and/or tardies are affecting the student's work.	- Homeroom - View Menu - Required Assessments
Comments	<u>Global Comments:</u> Comments are optional. Up to two, global comments may be selected to describe the student "in general." <u>Subject Specific Comments:</u> Comments are optional. Up to two comments for each subject may be entered for each student.	<u>Global Comments</u> - Homeroom - View Menu - Required Assessments <u>Specific Comments</u> - Subject class - View Menu - Required Assessments

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>WHERE IS THIS IN THE GRADEBOOK?</u>
Achievement Grades	<p><u>Grade levels K-3:</u> Marks for all achievement grades shall be E (Excellent), S (Satisfactory), I (Improving), N (Needs improvement), U (Unsatisfactory), or NA (Not applicable at this time). Pluses and minuses may be added.</p> <p><u>Note:</u> For third-grade teachers who want to begin to transition students from ESINU grades to ABCDF, you may enter the ABCDF grades, or the equivalent percentages, on returned work that has been graded. To provide consistency across the District, ESIN grades should be used on the report cards for the whole year in third grade</p> <p><u>Grade levels 4-5:</u> Marks for all achievement grades (except Specials) shall be A (90-100), B (80-89), C (70-79), D (65-69), F (Below 65) or NA (Not applicable at this time). Pluses and minuses may be added.</p>	<ul style="list-style-type: none"> - Subject class - View Menu - Assignments
Grades for Special Education Students	<p>If alternate grading scales are recommended in the student's Individualized Educational Plan (IEP), the corresponding scales may be incorporated in Gradebook.</p> <p>For help, consult with the gradebook manager.</p>	
Specials Grades	<p><u>Grade levels K-5:</u> Marks for all achievement grades shall be E (Excellent), S (Satisfactory), I (Improving), N (Needs improvement), U (Unsatisfactory), or NA (Not applicable at this time). Pluses and minuses may be added.</p>	<p>Specials will complete their grades in their own electronic gradebooks.</p>
Definition of Specials	<p>Specials may include art, music, PE, and world language.</p>	
Keyboarding	<p><u>Grade levels 4-5:</u> Marks for all achievement grades shall be E (Excellent), S (Satisfactory), I (Improving), N (Needs improvement), or NA (Not applicable at this time). Pluses and minuses may be added</p> <p>Keyboarding grades are based on the words processed per minute and the grade level of the student.</p>	

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>WHERE IS THIS IN THE GRADEBOOK?</u>
<p>Level of Instruction</p>	<p>Level of instruction shall be given for language arts, math, and reading.</p> <p>AG – The majority of instruction is based on standards, content, and materials that are above grade level.</p> <p>The predominant consideration for this issue needs to be the instruction provided for the student. Specifically, the student is receiving instruction above grade level most of the time. This includes above grade level instructional materials that address standards not expected to be mastered by grade level peers. <u>Example</u>: 5th grader in 6th grade accelerated math program</p> <p>Students who are receiving enrichment instruction (either horizontal or vertical) should not be classified as AG. Example: Junior Great Books</p> <p>G – The majority of instruction is based on standards, content, and materials that are at grade level.</p> <p>Most students will be in this category.</p> <p>BG – The majority of instruction is based on standards, content and materials that are below grade level.</p> <p>The student is receiving instruction below grade level most of the time. <u>Examples</u>: students with IEP academic goals, ILP students</p> <p><u>Note</u>: For all three categories, comments are designed to be used to further clarify accommodations and modifications that are being made with instruction and materials.</p>	<ul style="list-style-type: none"> - Lang Arts, Math, and Reading classes - View Menu - Required Assessments

Grading Scales

<i>Mark</i>	=	<i>Range</i>	<i>Precise Mark</i>
A+	=	98-100	99
A	=	94-97	96
A-	=	90-93	92
B+	=	88-89	88
B	=	84-87	86
B-	=	80-83	82
C+	=	78-79	78
C	=	74-77	76
C-	=	70-73	72
D+	=	68-69	68
D	=	64-67	66
D-	=	60-63	62
F	=	Below 60	50
NA	=	0	0

<i>Mark</i>	=	<i>Range</i>	<i>Precise Mark</i>
E+	=	98-100	99
E	=	94-97	96
E-	=	90-93	92
S+	=	88-89	88
S	=	84-87	86
S-	=	80-83	82
I	=	70-79	76
N	=	60-69	66
U	=	Below 60	50
NA	=		0

<i>Mark</i>	=	<i>Precise Mark</i>
M+	=	9
M	=	8
M-	=	7
P+	=	6
P	=	5
P-	=	4
R+	=	3
R	=	2
R-	=	1
NA	=	0

Keyboarding

4th Grade	Mark	=	Range
	E	=	13 wpm or above
	S	=	10-12 wpm
	I	=	6-9 wpm
	N	=	5 wpm or below

5th Grade	Mark	=	Range
	E	=	21 wpm or above
	S	=	15-20 wpm
	I	=	11-14 wpm
	N	=	10 wpm or below

6th Grade	Mark	=	Range
	E	=	26 wpm or above
	S	=	20-25 wpm
	I	=	16-20 wpm
	N	=	15 wpm or below

Explanation: Any numeric grade that is entered within a mark's range will equate to that mark. If a letter grade is entered, the precise mark is used for any grade calculations.

Note: The ABC and ESIN scales correlate with numeric their values. ABC may be entered numerically. However, the ESIN is more accurate when using letter entry. Since *I* and *N* are used subjectively by the teacher, they occasionally need to be overwritten if they are returned as a calculated value that does not adequately reflect the student's progress.