

Elementary School Uniform Grading Policy

FORMULA: The formula to be used for grading students' performance in the area of knowledge acquisition will be 100% based evenly for every subject as defined below:

- 10% *Class work/Participation:* 1) Actively engaged in class.
2) Communicates learning in class.
3) Participates in groups.
- 5% *Homework/Projects:* 1) Completes all assigned homework with accuracy.
- 85% *Content Knowledge:* 1) Meets expectations of curriculum through standards based assessments: DCMT, quarterly math assessment, quarterly writing prompts; and reports, projects, experiments.
2) Meets expectations of curriculum through summative assessments: teacher made tests, quizzes; text driven assessment; and application of spelling.
3) Meets expectations of curriculum through standardized tests: core tests (Trophies, Signatures, Saxon, etc.) and Navigator.

WEEKLY/BI-WEEKLY GRADING: All teachers shall develop and maintain a numerical grade for all students on a weekly or bi-weekly basis. A numerical grade indicating student performance at the time of exit from school must be made available to the receiving elementary school.

REPORT CARD TRANSFER: Waterbury School District plans to adopt a multiple copy report card. For those students who transfer, their report card will follow them to the receiving school.

USE OF REPORT CARD: The report card is a flexible document and can be used in the regular program, special education and bilingual programs. Teachers will check the area designated "modified curriculum" for students in Special Education and Bilingual Program. It will be the responsibility of the teacher to explain how the program was modified to meet the needs of the student. Teachers shall make two or more comments per student per subject for each marking period. Report cards shall be expeditiously processed and returned to the teacher as soon as practicable after submission to Central Office.

MAKE-UP WORK: Work missed due to absences will be completed within five (5) school days upon return to school. Exceptions may be made with administrative approval.

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GRADING SENSITIVITY: Teachers are reminded to be sensitive to students who receive poor grades and feel there is no way to improve their grade or pass the course. Teachers shall dialogue with parents, principal and Central Office to seek an alternative route to improve student performance prior to the end of the marking period.

HOMEBOUND INSTRUCTION: All long term homebound instructors will contact the classroom teacher for material to be covered. The homebound instructor will provide a student portfolio to the classroom instructor for review and instructional placement. Regular reports on the status of the student's performance will be sent to the principal at the school the student attends.

SPECIAL EDUCATION: The decision to promote students in these grades will be made at the building level, including the planning and placement team for identified special education students.

INCOMPLETE GRADE: An incomplete grade must be changed to a numerical grade and submitted to the office by the end of the following marking period.

PASSING GRADE: Passing grade is 60. Beginning with the 2000/2001 school year, passing grade shall be 65.

RETENTION: Students retained shall be placed with a different teacher, if available, during their retention year.

POLICY REVIEW: Policy shall be reviewed in May, 2000 to include off level CMT scores.

In the event that schools are unexpectedly closed under a municipal, state or federal mandate for ten (10) or more consecutive school days, and with the approval of the Board of Education, the Superintendent will provide equitable grading procedures in the best interest of all students that account for such a closure and communicate the changes in procedures. In the event of such a closure, the Superintendent's grading procedures will supersede the formulas and grading policies. These procedures will remain in effect, by decision of the Superintendent and the Board of Education, until a time deemed appropriate.