

JOHN C. VANDERBURG ES

SCHOOL WIDE GRADING POLICY

GRADES 1-5

This policy aligns with CCSD document titled, CCSD Best Practices.

1. **Weights-**
 - a. Summative=70%
 - b. Formative=20%
 - c. Other=10%
 - i. First Grade-Spelling & Math Fact Tests
 - ii. Second Grade-Spelling & Math Fact Tests
 - iii. Third Grade-Flocabulary, Geography, Spelling & Math Fact Tests
 - iv. Fourth Grade-Spelling & Math Fact Tests
 - v. Fifth Grade-Math Fact Tests, Spelling Tests, Graphic Organizers & Research Notes
2. **Late/Missing Work** - Ten percent (10%) will be deducted each day a graded assignment or project is late. The 10% deduction will continue until the graded assignment/project is handed in to the teacher or until the grade reaches 50% which is the equivalent of five days late. **If an assignment is never handed in, then it will be deemed missing and a grade of 0% will be recorded in the grade book.**
3. **Retaking of Assessments** - Students may **retake** a Summative assessment with a grade of less than 70% and no more than one (1) time. Retakes must take place within two weeks of grade being posted. Students **may not retake Formative assessments** (except math facts tests) and/or assignments. Teachers may use their discretion to determine the time of day (before school, during the school day, after school) students are permitted to retake Summative assessments. As a Leader in Me school, we would like to encourage 3rd-5th grade students to take the initiative in approaching their teacher about retakes. Retakes for 1st-2nd will be initiated by the teacher.
4. **Average of Retake Grades** - If a student retakes a Summative assessment, the initial grade will be averaged with the retake grade. If the first grade was below 50%, then a minimum F (50%) will be averaged with the retake grade for a final grade.
5. **Graded Assessments-** do not go home to be completed or made up. All are to be done in the classroom.
6. **Writing/Projects/Presentations-** There will be no redos. In regards to writing, teachers are to use their grade level writing rubric to score, and hold conferences with students from pre-writing through final copy. Students will have an opportunity, at a later date, to write another piece for a particular genre, do another project, and/or participate in another presentation.
7. **Homework-**A student receives one (1) HAM for homework missing whether it is one or more assignments. This means one HAM per day. Students will meet with the principal when he/she has four (4) HAMS in a 30 day period. If improvement is not made, then a parent/teacher/student conference will be scheduled. Homework is not an option. A teacher may require a student to make up missing homework during class recess. (Applecore signatures excluded.)
8. **Open Book Assessments-** There will be no retakes permitted for open book assessments in science, social studies and health. All open book tests will be scored as a summative assessment.