

## **525 - GWA Grading Policy**

Approved by GWA Board of Directors

Amended 10/19/16, Revised 10/25/18

Grades at GWA are confidential and will be kept private according to the laws set forth in the Family Educational Rights and Privacy Act (FERPA). Reading grades aloud, having students trade and grade, or having students call out their grades in class is not permitted. In order to protect each student's' privacy, it is our policy that parents are not permitted under any circumstances to grade the following assignments: tests and quizzes with subjective content, Spalding notebooks, writing assignments, any assignment with a subjective element where teacher judgment would play a factor in the grade, any work completed by a student with an IEP, or any student whose parent(s) has requested to have their child's work to be graded only by the child's teacher. Student papers that are anonymous, such as those only using student numbers, may be graded by parents as long as the assignments do not fulfill the requirements as listed above.

Grades K-2 are graded on a numerical basis, according to the scale below.

- 4 = 90%-100% (Exceeding Benchmark)
- 3 = 75%-89% (At Benchmark)
- 2 = 60%-74% (Below/Approaching Benchmark)
- 1 = 59% and Lower (Far Below Benchmark)

Grades 3-8 use a standard letter grade system, wherein total points earned on tests, quizzes, reports, homework and other classroom assignments are converted to a grade, according to the table below.

- A = 93 – 100%
- A- = 90 – 92%
- B+ = 87 – 89%
- B = 83 – 86%
- B- = 80 – 82%
- C+ = 77 – 79%
- C = 73 – 76%
- C- = 70 – 72%
- D+ = 67 – 69%
- D = 63 – 66%
- D- = 55 – 62%
- Below 55% = F

Social and Personal Responsibility (Citizenship) and effort in grades K-8 will be scored on a number system, using a rubric which includes adherence to GWA rules, preparedness, participation, and behavior. The rubric may be downloaded on the GWA website. Attendance,

while not graded, will be recorded on the report card and should be closely monitored. If there seems to be an issue, excessive absences and/or tardies should be reported to the office Attendance Secretary for investigation.

### **Assignments:**

#### **Math Homework Assignments:**

Homework will account for 30% of students' overall math grade. Tests will account for 70% of students' math grade. Students are expected to complete assigned homework nightly. Students' homework will be collected daily. Spot checking by the teacher is encouraged.

### **Tests/Assessments:**

#### **Math Tests:**

Saxon generated tests (cumulative A or B tests) will only be used if the test is given before any instruction has occurred, related to the tested topics, and if the purpose is for planning instruction. Students are to be assessed within two lessons of Saxon's recommendation. Teachers, by grade level, will use a common grading rubric to score end of unit tests. A 'Test Retake Ticket' will be completed by the student, prior to the retake. As stated on the 'Test Retake Ticket', all assignments related to the test must be completed and submitted before consideration will be given to retaking a test.

### **Redos and Retakes:**

#### **Grades K-3:**

##### **Language Arts and Core Knowledge Assignments (K-3)\*:**

Students are permitted to redo approximately 2 assignments per trimester, per subject area. The highest of the scores will be published in the gradebook. If a student chooses to redo a previously late assignment, the 10% penalty will remain as outlined below. Students will not be permitted to submit any redone assignments one week prior to the end of a trimester.

##### **Math Assignments (K-3)\*:**

Due to the number of assignments in math each trimester, students are permitted to redo as many assignments as needed in order to ensure a thorough understanding of the content covered. Assignments should be redone or completed within 10 lessons of the test that covers the assignments' content.

##### **Language Arts, Core Knowledge and Math Tests (K-3)\*:**

Students are permitted to Retake 1 test per trimester, per subject area. All assignments related to the test must be completed and submitted before consideration will be given to retaking a test. An alternate test may be different than the original test and may require a more challenging means of demonstrating understanding while still staying within the standard's expectations. The highest of

the scores will be published in the gradebook. The test must be completed within 2 weeks of the date that the score is published in the grade book. The teacher will use discretion with the test completion time frame if the student has been absent.

**\*Teachers always reserve the right, and are encouraged to have students redo assignments/tests when the teacher feels the student is capable of better work.**

### **Grades 4-8:**

#### **Language Arts and Core Knowledge Assignments (4-8)\*:**

Students are permitted to redo approximately 2 assignments per trimester, per subject area. The highest of the scores will be published in the gradebook. Students will not be permitted to submit any redone assignments one week prior to the end of a trimester. If a student chooses to redo a previously late assignment, the 10% penalty will remain as outlined below. (See Policy 535)

#### **Math Assignments (4-8)\*:**

Due to the number of assignments in math each trimester, students are permitted to redo as many assignments as needed in order to ensure a thorough understanding of the content covered. Assignments should be redone or completed within 10 lessons of the test that covers the assignments' content. (See Policy 535)

#### **Language Arts, Core Knowledge and Math Tests (4-8)\*:**

Students are permitted to Retake 1 test per trimester, per subject area as long as a 'Test Retake Ticket' is completed by the student, prior to the retake. As stated on the 'Test Retake Ticket', all assignments related to the test must be completed and submitted before consideration will be given to retaking a test. An alternate test may be different than the original test and may require a more challenging means of demonstrating understanding while still staying within the standard's expectations. The highest of the scores will be published in the gradebook. The test must be completed within 2 weeks of the date that the score is published in the grade book. The teacher will use discretion with the test completion time frame if the student has been absent. (See Policy 535)

**\*Teachers always reserve the right, and are encouraged to have students redo assignments/tests when the teacher feels the student is capable of better work.**

### **Late Work/Missing Work**

1. All missing work is to be entered in PowerSchool as a '0' so that the grade shows as being adversely affected, and parents can be made aware of missing work.

2. If there is a consistent pattern of missing work, consequences will occur. After 5 total missing assignments (to include all subject areas), the parent(s) will be contacted by the classroom/homeroom teacher. After 10 total missing assignments (to include all subject areas), a conference with the teacher, student, and parent(s) will be held. After 15 total missing assignments (to include all subject areas), a conference with the teacher, student, parent(s), and administration will be held. The teacher will be responsible for arranging these appointments.
3. Any missing assignments accumulated in the first half of a trimester, have a final deadline of the next school day following the SEP week with a 10% reduction if completed and submitted.\*\*
4. Any missing assignments accumulated in the second half of a trimester, have a final deadline of the last day of the trimester, with a 10% reduction if completed and submitted.\*\*
5. Due to the number of assignments specialists receive, they reserve the right to not accept late or missing work the week prior to the end of midterm or the week prior to the end of term.
6. Whenever possible, positive affirmations should be given for students who DO have all their assignments completed and submitted.

\*Midterm= beginning of term to middle of term

\*End of Trimester= middle of term to end of term

\*\*Any assignment subject to the 10% reduction may be redone according to the 'Redo and Retakes' section of the policy, but the student will still receive a 10% reduction in the grade.

***George Washington Academy***  
**Test Re-Take Ticket (Grades 4-8)**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I am applying to retake:** \_\_\_\_\_ **Original Test Date:** \_\_\_\_\_  
**Subject:** \_\_\_\_\_ **Retake Number:** \_\_\_\_\_/1

**In order to retake this test, I understand I must have all of the following completed:**

- \_\_\_\_\_ **All assignments related to the test.**
- \_\_\_\_\_ **Corrections on the original test.**
- \_\_\_\_\_ **Completed ‘Test Re-Take Ticket’ and be prepared to share it with teacher prior to retaking the test.**

**My goal for the retake is:**

**I did not meet the standards on this assessment before because:**

**I did the following to ensure I am prepared for the retake:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_