

Teachers—

During our meeting at corporate on Thursday we discussed grade book entries and grading policies. To ensure that all of us are aware and understand CCA East's policies and procedures for grading I am including a checklist (there is a Grade Book Checklist in your Curriculum Binder as well), but I wanted to add to the checklist to clear up any misunderstandings of grading practices.

Please keep in mind that I am not the only person in your gradebooks—corporate Academic Support has access as well—we are all held accountable for our grading practices. With that, we need to make sure that we are up to date and entering valid, reflective information.

Please make sure that your gradebook has the following:

- * If a student has a 0%, then please utilize the right click options for a notation of why they are receiving a 0%
- * If a new student enters, then they should be EXEMPT (right click option) for the previous assignments that they were not present for
- * School-wide weighting policy for EACH quarter (Be reminded that the weighting does not carry over every Quarter—you have to enter it manually)
- * For every assignment and pre/post entered there should be the standard (s) AND a description of the assignment (Example: KCCA.1—Identifying number names workpage OR KCCA.1-5---Pre Test counting, writing and comparing numbers)
- * Pre-tests entered in as a different color, not graded and listed as summative
- * Students should not receive a zero for being absent; they receive the zero if they do not turn in the work
- * That all assignments are under %, not points—All assignments should be out of 100% (For example, if you have a formative assessment that has 25 questions and a student received 20/25, then the percentage in grade book should be 80%)

Please make sure your gradebook does not have the following:

- * Blank entries
- * PBL in the weighting—we are not doing this in Quarter 1
- * Pass/Fail (All students either receiving a 0% or 100%—students should receive the grade they deserve based on their performance in the class)
- * No assignments or entries (You all have the Grade book checklist in your curriculum binder to see the minimum/maximum assignments/tests required)

Data Boards should help with this



- * 50% of your class failing a summative and no proof of re-teaching (If 50% of your class is failing a concept, then this is a Tier 1 instructional issue, not a student issue) CCA East's proficiency target is 75-80%, so please keep in mind when grading summative assessments
- * No time in between a pre-test and post-test (Distribute pre-test, look over to see where your students understand and what they do not, teach, teach, formative assessments in between and then the post-test)
- * Pre and Post-tests should not be given in the same week