

# Grading Policies and Procedures

Dear Parents,

I want to take a minute to explain my grading system to you. Fifth grade is an important year between our elementary system of grading and the middle school. In fifth grade our report card is what we call a standards based report card. We will not have traditional letter grades as the middle school and senior high presently have. Your child will be assessed based on the learning targets we have established and the State of Michigan requires. A standards based report card is designed to show much more information about your child's progression as a learner.

## Homework, Assessments, and Grades:

Learning is an interactive process that involves lots of trial and error. Under our system of grading, practice is not factored into a final mark given. This means that homework will not be used to represent what a student knows after instruction. Homework is provided to help a student practice a skill that is being worked on in class. We *will* have homework in fifth grade. If there are problems completing homework in a timely manner we *will* be communicating with you. Homework will be used to help evaluate work habits.

There will be two basic kinds of assessments your child will be taking this year. Often times I will give assessments either *before* or *during* teaching. These help me determine what your child knows either before we begin or while learning is occurring. These kinds of assessments help me adjust my teaching and change things during a lesson or a unit. These 'on the fly' assessments (like homework) are not factored into a student's final grade.

The second kind of assessment will be given *after* instruction is completed. This is where students show what they have learned or what they are able to do after having been taught. These marks are recorded and are what make up the report card you receive from school. Periodically we will be sending home the results we have recorded in the computer for your child. If a student feels that a mark does not represent what they know, or are able to do, they will have the option to test again at the teacher's convenience.

## A Clear Picture:

One important goal of a standards based report card is to provide as clear a picture of your child's performance on the learning targets as possible. Some practices you may have experienced as a student will not be used. Extra credit will not be used in this system because it distorts the true measure of student performance. Straight averaging of grades will not be used to compute final marks. Our grade-book program will automatically use the computation method that gives the best representation of what a student knows and is able to do. I will review the calculation for accuracy and adjust the final mark if necessary.

If you have more questions about the information here please contact me either at school or at home. I am here to help. I hope that this letter and the information that will follow in the periodic reports will be helpful to you and your family. It is my hope that there can be many positive discussions about how your child is progressing at school.

Regards,

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## Procedures and things to know...

### **Homework:**

There **WILL** be homework in fifth grade. The most common forms of this will be; math homework, monthly book reports (except on months where large projects are coming due), large projects (we have three spread throughout the year), and any unfinished daily work that is assigned a due date. In all cases these assignments will not factor in to a final grade when the skill is being practiced or worked on. After instruction has occurred and review assignments are given, these may be used to evaluate a student's most current level of performance on a skill that has already been taught.

### **Missing work:**

Homework is recorded in the grade book and used to evaluate work habits. On Fridays students will receive a list of missing work according to what our records show. We will be requiring this list to be signed by a parent or guardian and returned on the next school day. If a student comes to school without their signed list we will have them phone home and ask you to help them remember to bring it on the next day. In the event you do not have a phone, students will be without their free time until the signed list is returned.

When a student is absent the day an assignment is due, it will be due the first day they return. Additional time will be given for work assigned during their absence, or deadlines in progress so that assigned work can be completed. The additional time given to complete assignments will be the same as the amount of time the student was gone. For example if a student is absent for two days, two additional days are given to complete work.

**It will be the student's responsibility to complete and turn in late or missing assignments.** An excellent way to keep track of completed assignments would be using the homework log and [learningforkids.com](http://learningforkids.com) homework section.

### **Grade Posting:**

I will do my very best to post grades as often as possible. There will likely be a delay of a few days for recorded grades to be posted in the computer. I will do my utmost to ensure that the information is updated before new progress reports go home. If you notice an error please contact me and I will fix it as soon as possible.

### **Student Friendly Grading Rubric: (For assessment after teaching is done)**

<b>Score</b>	<b>What the score shows</b>
4.0	I know (can do) it well enough to make connections that weren't taught, and I'm right about those connections.
3.5	I know (can do) it well enough to make connections that weren't taught, but I'm not always right about those connections.
3.0	I know (can do) everything that was taught (the easy parts and the harder parts) without making mistakes.
2.5	I know (can do) all the easy parts and some (but not all) of the harder parts.
2.0	I know (can do) all of the easy parts, but I don't know (can't do) the harder parts.
1.5	I know (can do) some of the easier parts, but I make some mistakes.
1.0	With help I know (can do) some of the harder parts and some of the easier parts.
0.5	With help, I know (can do) some of the easier parts but not the harder parts.
0.0	I don't know (can't do) any of it.