

Required Grading Format for Grades 1-6 in Elementary Schools

NEW: Important Consideration

It is important to keep in mind the purpose of grades. Grades are intended to communicate to parents/guardians how students are performing in comparison to grade level expectations. Grades should always be a true reflection of students' level of mastery of grade level standards.

Results from formative and summative assessment measures are your tool for instruction. Results should be used to drive your next instructional steps (i.e. whole group reteaching, small group reteaching, etc.

PowerTeacher Pro: Gradebook Setup

The following grading format requires all elementary school teachers in grades 1-6 to set up their gradebooks in PowerTeacher Pro. Teachers must comply with the **weighting of each category** as listed below. Teachers will see five different categories for each course. However, **teachers will only use the categories listed below per course**. Adding additional categories is strictly prohibited.

Please note the two broad categories and their respective category weights for all courses except English Language Arts (ELA).

Formative Assessments (60%)	Summative Assessments (40%)
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Please note the three broad categories and their respective category weights for ELA courses.

PowerTeacher Pro will default to the Formative Assessment and Summative Assessment categories, so teachers **MUST** change the categories and weights for ELA as listed below.

Spelling (20%)	Grammar (40%)	Writing (40%)
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Please note for Art, Music, PE, Handwriting, Health, and Conduct, you will only use the Summative Assessment category. Teachers must assign 100% of the weight to this category. A minimum of three grades are required per quarter for each of these courses. PowerTeacher Pro will calculate these grades and assign a performance grade (i.e. G, S, N, or U).

Support

- Feel free to reach out to a member of the Elementary Curriculum Department with any questions.
- You may also contact the Help Desk with Education Technology by calling 251-970-4400 or using the ET Help Desk tile on the My.BCBE.org portal.

Grading Expectations

- The charts below outline the minimum number of numeric grades required for each subject in formative and summative assessment categories.
- Each formative or summative assignment given to students must contain a **MINIMUM** of 10 questions/items.
- The following information outlines the minimum required number of grades per subject per quarter. Please note, the number of grades required for 4th quarter has been reduced to mirror those of 1st quarter. This change was made to accommodate days in the 4th quarter dedicated to summative assessment, state mandated assessments, etc.
- While the chart outlines the minimum number of grades required, it is worth noting additional assignments should not be graded for the sole purpose of “padding” a student’s overall grade. Remember, grades should be a true reflection of student performance on grade level standards and assignments meant to simply improve grades skew grades and give parents/guardians a false sense of student performance.

Elementary Grading Policy: Minimum Requirements

	Quarter 1		Quarters 2 & 3		Quarter 4	
	Formative	Summative	Formative	Summative	Formative	Summative
Reading	4	2	6	3	4	2
Math	4	2	6	3	4	2
Science	4	2	4	2	4	2
Social Studies	4	2	4	2	4	2
English Language Arts*						
Spelling	3		4		3	
Grammar	2		4		2	
Writing	2		4		2	

Recording and Communication of Grades

- Please refer to the formal grading policy located on the Elementary SharePoint site. The site can be located by clicking the Elementary Curriculum tile on the My.BCBE.org website.
- Teachers must post grades no later than one week (7 days) after students turn in assignments.