

## Grading Policy KRS 160.345(3)(b)

**Purpose:** The Grading Policy for Millbrooke Elementary School defines the grading and reporting policies and procedures to ensure academic grades are based on clearly defined criteria representing the student's attainment of content knowledge and skills.

**Procedures:** Classroom teachers in grades first to sixth are required to enter 2 grades per week into Infinite Campus for no less than 18 grades per quarter. These grades will be based on a combination of classroom work, unit tests, and quizzes. Teachers in the grade level that teach the same subject will work together to ensure students in the grade are receiving the same kinds of grades on the same kinds of assignments. Students in Kindergarten receive grades based on the progress towards skills to be obtained. Special area teachers (music, art, library, PE) teachers will give grades based on participation in their classes every semester. Below is a chart of what kinds of grades are given at each grade level based on board policy. Teachers will maintain detailed, systematic records of the achievement of each student in grade book. Teachers will provide mid-term reports, as well as a report every nine weeks to the parent or guardian on the progress of their child. Teachers will maintain detailed, systematic records regarding missing assignments. Students will be provided opportunities to complete assignments and make up work. The expectation is for all assignments to be completed.

### Christian County Public Schools Grade Scale:

Millbrooke Elementary classroom teachers in grades first to sixth will assign student's grades by utilizing the following Christian County Public Schools board approved grading scale:

**A = 90-100** The student is more than meeting the demands of the teacher. Assignments are completed by due dates, superior in quality, and shows mastery of subject matter. The student has the ability to complete assignments at a distinguished level and has a positive influence on the class.

**B = 80-89** The assignments are superior in nature and the required work is well done. The student meets the demands of the teacher, there is evidence of growth and the student exerts a positive influence on the class.

**C = 70-79** The student completes the work required at a satisfactory level. The assignment is completed by the due date and exhibits average quality. The student demonstrates average evidence of growth.

**D = 60-69** The assignment is typically below grade appropriate level. There is slight evidence of growth.

**F = 0-59** The assignment is completed at an unsatisfactory level with little or no evidence of growth.

Millbrooke Elementary kindergarten teachers will assign grades based on the following grading scale:

Millbrooke Elementary special area teachers will assign grades based on the following grading rubric:

Monitoring:

Millbrooke Elementary grading practices will be monitored utilizing the following methods:  
Infinite Campus Gradebook Audits

PLCs

Communication:

Millbrooke Elementary School will implement the following strategies to communicate grading practices to stakeholders:

Students will be informed of grading practices during class and the parent handbook.

Parents/Guardians will be informed of grading practices through parent conferences, parent handbook, Open House, and school website.

The community will be informed of grading practices through school website.

Teachers/Staff will be informed of grading practices through professional development, the staff handbook and PLC's .

Counselors and administration will be informed of grading practices through professional development and district meetings.

First Reading: 8/15/2016  
Updated 2/19/2019

Second Reading 9/16/16