

Millbrooke Elementary School

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 toward 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 the 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 makeup work. The expectation is for all assignments to be completed.

Content Area	Letter/Numerical	Grade Levels
Reading	Numerical	1-6
Language arts (includes writing (both process and handwriting (cursive and print): spelling, and English)	Numerical Letter (S-Satisfactory, NI-Needs Improvement, U-unsatisfactory)	2-6 1
Math	Numerical	1-6
Science	Numerical Letter (S-Satisfactory, NI-Needs Improvement, U-unsatisfactory)	3-6 1-2
Social Studies	Numerical Letter (S-Satisfactory, NI-Needs Improvement, U-unsatisfactory)	3-6 1-2

PE (Practical Living), Art, Music, Library (twice per year 2 nd and 4 th weeks)	3/S, 2/NI, 1/U, See Scale	1-6
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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:

Letter	Numerical
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

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.

*****The lowest grade in each content area will be dropped at the end of each nine weeks.**

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

Letters	Meaning
M	Mastery (student can complete skill on their own on a regular basis)
P	Making Progress (student shows some of the indicators of meeting the skill but not all)
NI	Needs Improvement (student is not making adequate progress toward the skill)

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

Grade	Meaning
3 /S	Student participates fully in class
2/ NI	Student partially participates in class
1/ U	Student refuses to participate in class

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, the parent handbook, Open House, and the school website.
- The community will be informed of grading practices through the 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.

Reviewed 9/27/2023