

The PSE faculty in grades 3-5 has reviewed the research available on grading, discussed grading issues including fairness and how grades can be used as tools for achieving mastery learning. The faculty has also studied the draft of the proposed CMS grading policy.

The following reflects the major elements of the grading guidelines at PSE as a result of this faculty study.

- **What comprises a grade?**

40% of the quarter grade is derived from informal assessment: assignments such as classwork, warm-ups, notebook checks, in-class written tasks, quizzes, seminar reflection or summary, demonstration of a skill or content knowledge, individual work in a group task, any other assignment designated as informal assessment by the teacher.

60% of the quarter grade comes from formal assessment: research papers, writing pieces, projects guided by rubrics; unit tests, common assessments and other tests identified as formal assessment by the teacher.

The teacher will not use the practice of dropping the lowest grade. Grades will not be given for donations or participation in events.

- If a student does poorly on a formal assessment, the student will be responsible for making corrections to the work immediately according to teacher directions, to ensure mastery of the material.
- **Late work** Students will lose credit for late work: 5 points will be deducted for late work, and an additional 5 points will be deducted for each day late.

- **Action Alert** If a student has a D/F at mid-term, the teacher will send home an action alert, which the parent will need to sign and return to the teacher.
- **Absence** Upon an absence, whether excused or unexcused, the teacher will arrange a schedule for work completion. It is the student's responsibility to complete the work according to this schedule.

If the student had an excused absence, the work will be given full credit.

If the student's absence was unexcused, the work will be given less credit per the late work guideline.

If a student misses a test due to an absence, whether excused or unexcused, the test must be made up upon the student's return to class according to the teacher's timeline.

If a student is sick for an extended time (excused) the parent may arrange with the teacher to pick work up in the office at the end of the school day. Work may not be sent home with siblings or friends, nor may the parent visit the classroom to pick up the work during the school day.

Please note: Work will not be sent home in advance for students taking an unexcused absence.