



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

ONLINE GRADE BOOK FOR GRADES 4 - 5 | 7011.3

All grade 4-5 schools are required to use the online grade book component of eSchool. This tool will officially house all teacher subject area grades. The tool includes a Home Access Center (HAC), which allows parents/guardians to access grade information about their students' academic performance thus providing more constant and frequent communication between school and home.

To ensure timely and consistent reporting of grade information across schools and to parents, staff shall adhere to the following guidelines for online grade book for grades 4-5:

1. All core content teachers and related arts teachers will use the online grade book.
2. Core content teachers will enter a minimum of 10 grades each marking period. One of the 10 grades must be a summative assessment.
3. Related arts teachers will enter a minimum of three grades each marking period. One of the three grades must be a summative assessment.
4. Teachers will have a varied number of workdays to enter grades. The number of workdays by type of assignment/assessment is as follows:
 - a. Five workdays for quizzes, tests, and daily assignments
 - b. Ten workdays for essay tests, research papers, and marking period projects
5. Grades entered in eSchool during the marking period will be electronically converted to a report card grade at the end of each marking period and the end of the year. Comments for both grades and behavior must be entered manually.
6. The grade scale used by the online grade book will conform to the District's existing report card scale.
7. Any work submitted that demonstrates a good faith effort toward standard within the school's established hand-in policies shall be assessed with a score between 50 and 100 percent.
8. The district recognizes the need for teachers to differentiate between work that demonstrates a student's attempted progress towards standard and no attempt to progress towards standard. In the case where a student does not make an attempt to turn in work within the school's established hand-in policies, this work shall receive a 25 percent instead of a 50 percent. All efforts should be made by teachers to support students' good faith attempts towards a standard, and in such cases where a student makes a good faith effort within the school's established hand-in policies, the minimum grade shall be 50 percent.

Questions about the information contained in this administrative memorandum should be directed to the Director of Elementary Schools.



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

Office Responsible Deputy Superintendent
References N/A

Issued November 1, 2011
Revised March 18, 2019