



Guidelines for Grading Students in an Integrated Classroom

- Traditional grades are most appropriate for students in 3rd grade and above
- All "gradable" items must be returned to the students by the next class
- All grades must be entered into the online system within 7 days
- Our goal is to boost enthusiasm and confidence in the Spanish language; Therefore, we aim to make students as successful as possible=no failing!
- Email parents if a student has a grade C or below or a 1 in Standards grading
- Provide low performing students with opportunities to improve their grades such as making test corrections, quiz retakes, or corrections to assignments
- Teach students how to practice and study for assessments by using flashcards, Student Resource pages, and study guides
- Behavior/Classroom management cannot be a factor in grades
- Keep an in-class folder with copies of homework assignments and study guides for tests and quizzes for absent students or lost materials (also post on Google Classroom)
- Post upcoming deadlines or test dates on the door or in the room. If you don't have a room, communicate with the teachers at the school and/or parents by email

Letter Grades vs Standards Based Grading:

- Standards Based Grading: Grades K-3: 3= proficient, 2= developing, 1= emerging; Grades 4-8 4=advanced, 3=proficient, 2= developing, 1= emerging
- Standards Based grading will not have points or percentages. The grade is a number instead of a letter.
- Letter grades: 100% grade typically consists of: 25% participation, 25% homework/in class assignments, 25% quizzes, 25% tests/projects
 - Participation should be tangible activities like a Do Now starting activity, exit slips, in class activities, or partner activities

Formative vs Summative:

Formative assessments are evaluations of how students are learning material through a unit. They are used to improve instruction and provide students feedback throughout units. Used to check comprehension of the unit.

- IE: homework, in class assignments

Summative assessments measure competency at the end of the unit/lesson. Used to gauge progress of goals and standards.

- IE: quiz, test, project

Homework: Homework is helpful practice for students to reinforce the lessons and prepare for assessments. If your school allows grading of homework, it should be graded on the students' efforts and completion of their homework, as opposed to the correctness of it. Homework is most effective when given regularly. Have students correct their work in class collectively to review errors and reinforce learning. Keep a copy of all homework assignments for absent students and post on Google classroom. Note: If a school culture or policy doesn't promote graded homework, use in class assignments for graded formative work.



Quizzes: Try to administer a quiz 1-2 times per quarter. Quizzes help keep students on track, but also ensure that students understand their own progress. It is helpful to send home student resource pages or vocabulary lists for students to use as a study guide in preparation for tests and quizzes. Pop quizzes are not deemed appropriate for this age group.

Tests/Projects: Administer tests at the end of each unit you are covering. This can be difficult when classes meet infrequently, so remember that you can assign projects that can be equal to a test grade. Just be sure to inform your students of this when assigning the project. To ensure for success before an exam, be sure to review and also allow time for questions. If applicable, announce upcoming tests on Google Classroom or online parent forum to help keep parents informed.

**Notes: Only teachers can correct tests. All projects should be assigned with detailed printed guidelines or a rubric.*

Participation: Participation is very subjective so be sure to have a clear system, which is easily explainable to students, parents and administrators. For example: Tally mark students' names on your roster as they participate, have them turn in class activities, partner activities, or Do Now activities for a grade. Be sure to call on students who may not be as active of participants. Note: Participation is not graded in Standard based grading settings.

How to help students prepare for assessments?

- Student Resource pages for practice (study guide)
- In class assignments and homework
- Games and activities in class
- Songs/chants to put a beat to the lessons or help remember them
- Flashcards for checking their understanding & practice
- Post Quizlet set link for the unit on Google Classroom and encourage students to practice & play games for reinforcement
- Post reminders of upcoming assessments on Google Classroom and let school staff know