



Guidelines for Grading Students in an Integrated Classroom

- Traditional grades are most appropriate for students in 3rd grade and above
- 100% grade consists of:
25% participation, 25% homework, 25% quizzes, 25% tests/projects
- 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
- Provide low performing students with opportunities to improve their grades such as extra credit
- 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
- 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

Homework: Homework is essential practice for students and should be viewed as such. Grade your students on their efforts and completion of their homework, as opposed to the correctness of it. Homework is most effective when given frequently. Be sure to note incorrect answers or review homework in class and have students correct their work to reinforce learning. Keep a copy of all homework assignments for absent students.

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 the newsletters 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 in class or Do Now activities for a grade. You can also quantify participation by having students turn in answers that they have recorded during in class partner activities. Be sure to call on students who may not be as active of participants.