

GRADING & PROMOTION-RETENTION POLICY

I. Grading Policy – Grades K - 8

a. Grade Reporting

1. Students will receive report cards at the end of each twelve-week period.
2. Each subject area will receive an Academic grade and a Citizenship grade.
3. The report card must be signed by the parent and returned. Failure to return signed report card will result in teacher/administration action.
4. If student receives an academic grade below a 70% in any class or a citizenship grade below a 2- on the report card, the parents will be notified of the need for a conference with the teacher who issued the failing grade. All conferences must be documented by the teacher.
5. At the midpoint of a grading period, teachers will send progress reports home on every child. Progress reports must be signed by a parent/guardian and returned to the teacher within three school days. Failure to return signed progress report will result in teacher/administration action.
6. Teachers will contact parents of only those students who do not return their report cards and progress reports signed.
7. A teacher will contact parents of any child who begins to fail any category after progress reports are sent home.
8. If the parent/guardian cannot be reached after three attempts, a letter must be sent informing the parent/guardian of the child's progress.
9. Error in notification will not constitute a change in the grade.
10. The teacher will maintain an up-to-date and accurate electronic grade book each twelve weeks.
11. Only tasks designated as summative assessments of learning will contribute to the academic grade. Tasks designated as formative will be used to guide and inform students, parents, teachers, and administrators throughout the learning process.

b. Grading System

1. All academic grades below 70% are failing.
2. All Citizenship grades below 2- are failing.
3. The following grades will be reported:

Grading Scales	
A+ = 98 – 100	O = Outstanding
A = 95 – 97	S = Satisfactory
A- = 93 – 94	N = Needs Improvement
B+ = 90 – 92	P = Pass
B = 87 – 89	F = Fail
B- = 85 – 86	N/A = Not Applicable
C+ = 82 – 84	I = Incomplete
C = 79 – 81	
C- = 77 – 78	<u>Citizenship Grades:</u>

D+ = 75 – 76	3-Exceeds Expectations
D = 72 – 74	2- Meets Expectations
D- = 70 – 71	1- Below Expectations
F = 69 – below	0- Not Acceptable

PCA Citizenship Grade Rubric				
	3	2	1	0
Participation	Student always participates	Student usually participates	Student seldom participates	Student does not participate
Following Directions	Student always listens and follows directions and rules as expected	Student usually listens and follows directions and rules as expected	Student seldom listens and follows directions and rules as expected	Student does not listen and follow directions and rules as expected
Respect	Student is always respectful toward peers, staff, and of school property	Student is usually respectful toward peers, staff, and of school property	Student is seldom respectful toward peers, staff, and of school property	Student is not respectful toward peers, staff, and of school property
Responsibility	Student is always prepared for class	Student is usually prepared for class	Student is seldom prepared for class	Student is not prepared for class

II. Homework Policy

- a. Homework will count towards students' citizenship or work/study habits grade. To ensure homework is appropriate, teachers should follow these guidelines:
 1. Assign meaningful homework. Legitimate purposes for homework include practicing a skill or process that students can do independently, pleasure reading (40-50 minutes per week tracked through a reading log), and providing opportunities for students to explore topics of their own interest.
 2. Design homework to maximize the chances that students will complete it. For example, ensure that homework is at the appropriate level of difficulty and offers authentic, engaging opportunities to apply knowledge. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
 3. Involve parents in appropriate ways, for example, as a sounding board to help students summarize what they learned from the homework, without requiring parents to act as teachers or to police students' homework completion.
 4. Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities. The National PTA recommendation is 10 minutes per night per grade level, (e.g., 20 minutes for second grade, 80 minutes for eighth). A good practice may be to assign weekly

homework which would allow students to complete the assignment at their own pace throughout the week, for example a Wednesday to Wednesday homework assignment so students also have a weekend to complete the assignment. Teachers should keep in mind that there does not have to be an assignment for each day. Concentrate on quality versus quantity.

- III. Make-Up Work
 - a. In the case of absence from school, a student's make-up work will be completed within the number of days the student is absent beginning with the date work is provided to the student. Students will receive full credit for work completed in this time.
 - b. When a student is truant, the work missed can be made up with full academic credit and no citizenship credit.
- IV. Tutorials
 - a. School may provide tutoring in math and reading as needed.
- V. Late Work
 - a. Late work is accepted up to 3 school days after due date. The work will receive full academic credit and zero citizenship credit (a score of 0) in the responsibility category.
- VI. Missing/Incomplete Work
 - a. Work not handed in will not be averaged into the academic grade and receive zero points in the responsibility category.
 - b. Missing/Incomplete work may result in a grade of Incomplete (I) for a marking period and/or final course grade
 - c. A final course grade of Incomplete (I) will result in mandatory Summer School attendance in courses eligible in the PCA Retention and Promotion Policy.
- VII. Summer School
 - a. PCA Summer School is a tuition-based program designed for students who have failed a course or have not met the requirements for promotion to the next grade.
 - b. Students are required to provide their own transportation to and from school.
 - c. Promotion to the next grade is determined in accordance with the Providence Creek Academy Charter School Promotion and Retention Policy.
 - d. Enrollment and attendance alone do not satisfy the requirements for successful completion of a summer school course. All course requirements must be met.
- VIII. Promotion/Retention/Placement
 - a. A student must meet the grade level criteria for promotion.
 - b. Parents of students in danger of being retained must be notified no later than the end of the second trimester. Reasons for possible retention and suggestions for increasing the child's achievement level must be provided.
 - c. Retained students will be assigned to a new classroom and teacher unless the teacher, student, parents and administration agree that identical placement will be beneficial or necessary or unless no other placement is available.
 - d. A fee based summer school program will be available for students who fail reading, writing, mathematics, science or social studies.

- e. A student who has failed more than one core subject area (Reading, Writing, Math, Science and Social Studies) will not be eligible for promotion through the summer school program.
 - f. Grade level criteria must be met by the end of summer school in order to be considered for promotion.
 - g. All retention decisions will be reviewed by the administrative team. .
- IX. Criteria for Promotion
- a. Kindergarten: A student will be considered for retention if he/she has not mastered the comprehensive Kindergarten curriculum, with a year-end grade average of a 70% or higher in each of the following core subject areas: Reading, Writing, Math, Science, Social Studies.
 - b. Grades 1-2: A student will be considered for retention if he/she has not mastered the comprehensive curriculum of the current grade level, with a year-end grade average of a 70% or higher in each of the following core subject areas: Reading, Writing, Math, Science, Social Studies.
 - c. Grades 3-8: A student will be considered for retention if he/she has not mastered the comprehensive curriculum of the current grade level, with a year-end grade average of a 70% or higher in each of the following core subject areas: Reading, Writing, Math, Science and Social Studies.
 - a. Citizenship: A student must achieve an overall citizenship average of 2- or above in all classes. Any student that fails the overall citizenship average is eligible for summer school for a fee equal to other summer school program cost. The summer school program will consist of study habits, community service, bullying prevention, positive behavior, and more as appropriate.

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