

Memorandum

To: All Faculty and Staff
From: Dr. Matthew W. Ross, Superintendent
Date: August 1, 2018
Subject: Policy and Procedure Bulletin_ *SchoolWise* Gradebooks

The intent of this memorandum is to provide guidance with regard to use and maintenance of classroom gradebooks.

To assist students, and their parents, in monitoring progress on graded assignments all teachers shall ensure all graded assignment are posted on the *SchoolWise* Gradebook within five calendar days of receipt of the assignment from the student.

To ensure consistency with regard to graded assignments, all teachers within the grade level shall assign the same graded assignments, name those graded assignment using the same naming conventions, assess those graded assignments using the same criteria, and assign to each assignment the same point value. Non-graded assignments are at the discretion of the classroom teacher and should reflect the needs of individual students. In addition to these graded assignment being posted on *SchoolWise* Gradebook, each assignment shall also be posted on the Grade Level Assignment Logs located in Google Drive.

Additionally, all classroom teachers shall ensure students list all graded assignments on the Assignment Log located in their Student Organizational Binders. Each classroom teacher shall also ensure students update those assignment with their scores and that parents sign each assignment log after every fifth assignment.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.