



**Washington Township Public Schools**  
**Central Administrative Offices**  
**Curriculum Department**  
206 East Holly Avenue • Sewell, New Jersey 08080  
(856) 589-6644 • FAX (856) 589-5742

Elementary Grading Update (Grades K-5)

April 2, 2020

Dear Families,

Thank you for the tremendous energy and resourcefulness you have put into making remote learning successful for our students. You are commended for how well you are adapting to this challenging time, and we are doing our best to adjust to this new reality together. Every one of us is faced with learning to do familiar tasks in entirely new ways: from teaching and learning, to the work we do for our employers, to how we care for our families and even shop for groceries. It takes mental and psychological energy simply to adjust to this new way of living. We recognize that many of you are eager for guidance on how we will be grading; therefore, one new adjustment will be the way in which we will be assessing student work at the elementary level. With many of our students dependent on factors outside of their control, the following guidelines were designed with our students in mind.

We would like to take this opportunity to inform you of the grading procedures at the elementary level for Marking Period 3, which will remain in effect until further notice. Please be advised that the teachers and administrators at the elementary level have used these initial few weeks to help our students to become more comfortable with technology, and to assist students in need of procuring hardware or software to complete their school work at home. Teachers continue to review student work, provide feedback to assist the students in the learning process, and assess the work for completion. Now that we have established the parameters of remote learning, and verified that all students are now prepared to learn 'virtually', we would like to begin to formalize the grading procedures to provide some more clarity to parents and students. Additionally, please note that the 3<sup>rd</sup> marking period has been extended and will now end on Thursday, April 9, 2020.

Kindly note the necessary adjustments which have been made to our formal grading system:

**Grades K-2**

Report card grades for Marking Period 3 will include data collected in school on or before March 13, 2020. Teachers will also take into consideration the observable growth made during the remote learning process. Due to the adjusted pacing, if a specific skill has not been addressed, a notation of N/A will be made on the report card.

## Grades 3-5

Grades on assignments completed in school on or before March 13, 2020 have been/will be recorded in PowerSchool. For students who were absent or did not complete assigned work on or before March 13, 2020, teachers will mark those as EXCUSED. The initial few weeks of remote learning were used for establishing procedures and for reviewing skills. Starting this week (3/30) and proceeding forward, teachers will be reviewing the submitted work by content area and recording **one grade per week per academic subject**. The weekly summary grade will be entered and appear in Power School under the Supplemental Category. This grade will reflect completion of work and achievement of expectations using the following criteria:

- Fully meets expectations (100%)
- Partially meets expectations (88%)
- Does not meet expectations (75%)

Therefore, for each academic subject, the weekly summary grade will be combined with the grades completed in school on or before March 13, 2020 to establish a final marking period average. We hope that this update and clarification will answer any questions you may have had. Again, we appreciate your ongoing support of our students and of their learning! Please continue to reach out to your child's teacher(s) as questions arise.

Sincerely,

The Elementary Administrative Team