### GRADING

GRADING SCALE - Letter grades are based on the following scale:

 A.....90 - 100

 B.....80 - 89

 C.....70 - 79

 D.....60 - 69

 F......00 - 59

GROUPING - It is the policy of the elementary school to ability group students for reading and math classes into sections when it is determined to be beneficial for the students. Grouping within the sections is left to the discretion of the teachers. Teachers will work together to determine groups considering achievement test scores, teacher made tests, daily classroom performance, and teacher recommendations from the previous year.

### PROGRESS REPORTS, REPORT CARDS, AND CONFERENCES

Teachers of grades one through six are expected to send a Progress Report to parents during the fifth week of each nine week period for students who:

1. Are failing or nearly failing

2. Are not working up to their capacity

3. Have significant drop in grades since the previous reporting period

Parent conferences are held during the week following the first nine weeks period.

Report cards are mailed to the parents on the Wednesday following the first, second, third nine weeks period, and the last day of school.

A second parent conference day is held in the Spring.

Parent conferences may be arranged at any time. Parents are encouraged to call and request a conference whenever they feel there is a need for one.

### TESTING

Burlington Elementary will follow the state regulations for annual mandatory testing each spring.

School wide achievement tests are given each Spring and the copies of the results become a part of the records kept in each student's cumulative folder. Tests results may be used to provide information to help design the best educational program for the student.