



# Waynesboro Area School District

210 Clayton Avenue  
Waynesboro, PA 17268  
717-762-1191

## Grading Guidelines for the Sapphire Community Portal

### WASD Elementary Schools

(Revised August, 8, 2017)

#### Posting Requirements:

- 9:00 am Monday: A minimum of one grade per week will be posted to the Sapphire Grade book for ELA/Writing and Math in homework, participation, or classwork.
- 9:00 am Monday: A minimum of one grade will be posted to the Sapphire Grade book bi-weekly for content in homework, participation, or classwork.
- A minimum of 1 summative assessment should be entered per marking period per subject.
- 9:00 am Monday: Specialists will post a minimum of one grade to the Sapphire Grade book bi-weekly.
- All graded assignments should be posted within seven days of completion.
- If multiple assignments are entered at one time (i.e. all homework, quizzes, projects, activities) there will be an appropriate due date entered for each assignment.

#### Make-up Guidelines:

- Students will be given 2 days for every day of absence to make up assessments, assignments, and projects missed during absence.
- EX or AB will be used until the make-up time window is closed.
- Students who are issued disciplinary absences will be provided work to complete during their time away from school. All assignments will be due at the time of the student's return.
- Please make every effort to have students make up tests or quizzes within one week of the absence.

#### Failing Grades

- A final failing grade is to be no lower than a 50%. A grade below a 50% can only be entered for a student after administrative approval.

### Intermediate Grading Expectations

Grade Level	subject	Homework <small>*if no homework is given, this % must be added to classwork or participation</small>	participation	classwork/ projects	summative assessments
3-5	ALL	10%	10%	40%	40%

Thank you for your continued efforts in moving forward with WASD elementary grading practices. Moving forward, grade levels will work to develop guidelines for grading consistency within and between buildings. Common assessments will also support grading consistency. Please email feedback to your building principal.