Online Grade Book for Grades 4 - 5 | 7011.3

All grade 4-5 schools are required to use the online grade book component of Infinite Campus. This tool will officially house all teacher subject area grades. The tool includes Infinite Campus, which allows parents/guardians to access grade information about their students' academic performance thus providing more constant and frequent communication between school and home.

To ensure timely and consistent reporting of grade information across schools and to parents, staff shall adhere to the following guidelines for online grade book for grades 4-5:

1. All core content teachers and related arts teachers will use the online grade book.
2. ELA and Math teachers will enter a minimum of 10 grades each marking period. One of the 10 grades must be a summative assessment. Science and Social Studies teachers will enter a minimum of 5 grades each marking period.
3. Related arts teachers will enter a minimum of three grades each marking period. One of the three grades must be a summative assessment.
4. Teachers will have a varied number of workdays to enter grades. The number of workdays by type of assignment/assessment is as follows:
    a. Five workdays for quizzes, tests, and daily assignments
    b. Ten workdays for essay tests, research papers, and marking period projects
5. Grades entered in Infinite Campus during the marking period will be electronically converted to a report card grade at the end of each marking period and the end of the year. Comments for both grades and behavior must be entered manually.
6. The grade scale used by the online grade book will conform to the District's existing report card scale.

Questions about the information contained in this administrative memorandum should be directed to the Director of Elementary Schools.