

## Graded Report Card Guidelines (for use with Grading Logs)

Dear Parents,

The graded report card is a wonderful way to represent the accomplishments of your student and provides record keeping for an easy transition to high school. You have available on the CHEP website a generic subject grading log sheet (copy as needed for each subject). There are specific logs for Math and Physical Education. Keep track of your student's grades by downloading and saving a copy of a grading log for each subject to your computer. Each section of the grading logs has a column for the *Date, Assignment, and Grade %*. Simply record the date the assignment was completed, a brief description of the assignment (page # is sufficient) and the percentage grade earned. The form will automatically keep a running total for each section throughout the quarter (be sure to press *Enter* after each entry so it will be added to the total). At the end of the quarter, average each section's totals by the number of entries in that section and record it in the appropriate space on the grading log. Add the averaged percentages for each section and divide by the number of sections to determine the quarter grade for that subject. If you are keeping track on your computer – this will be computed for you. Repeat this process for each subject.

For Online Transition Courses, you do not need to use the grading logs. Simply print and bring in at least one assignment per course for your work samples each month. Grades are calculated and available online through Angel at any time during the course.

It helps with organization to use a three-ring binder with subject headings on dividers. File your student's work chronologically in the same order as entered on the log sheet. Bring the grade logs and notebook to your CHEP teacher to review monthly and to record grades on the report card quarterly.

**Below is the list of recommended assignments from the core textbooks by subject. This may be adjusted as necessary with your CHEP teacher's approval.**

**Literature/Language Arts:** *Pearson Literature: Reading and Language*

Daily Work: Record a minimum of 3 written assignments and 1 discussion grade each week

- Discussions (from reading selection &/or Big Question) – record one grade per week
- *All-In-One Workbook* pages
- After You Read Activities: Reading Skill/Literary Analysis/Vocabulary
- Integrated Language Skills: Grammar
- Writing activities
- Test Practice – varied reading skills

Online options for Daily Work:

- Self Tests for each story (Student Resources: phschool.com)
- Open Book Tests (Choose grade level, click “content,” click “tests”)
- Selection Tests (Choose grade level, click “content,” click “tests”)

Writing Projects and Assessments – record a minimum of 2 writing projects per **quarter** and 1 assessment per **unit**:

*Projects:*

- Integrated Language Skills: Writing Workshop (final draft)
- Integrated Language Skills: Research and Technology/Listening and Speaking
- Internet Activities (online: Student Resources)

*Assessments:*

- Test Practice: Unit Review (in textbook) – one per unit

Online Options for Assessments:

- Test Practice: Unit Review (Choose grade level, click “content,” click “tests”)
- Diagnostic Tests (Choose grade level, click “content,” click “tests”)

- Benchmark Tests (Choose grade level, click “content,” click “tests”)

**Math:** General Math or *Prentice-Hall Pre-Algebra*

Daily Work (counts double): Record a minimum of three assignments each week.

- One math lesson/exercise each day
- Cumulative Review
- Chapter Review

Assessments/Tests:

- Standardized Test Prep
- Chapter Assessment or Chapter Test

**OR**

*Prentice-Hall Algebra I* or *Holt CA Geometry*

Daily Work (counts double): Record a minimum of three assignments each week.

- One math lesson/exercise each day
- Cumulative Review
- Chapter Review

Chapter Tests:

- Standardized Test Prep
- Chapter Tests

Quarterly Assessment:

- Quarterly Assessments at your CHEP site, proctored by a CHEP teacher. (For those students who want to meet their Algebra I or Geometry requirement for high school)

**Social Studies:** *Glencoe (Ancient /Medieval/US)*

Daily Work: Record three assignments per week.

- Section Reviews
- Section Quizzes
- History Online Activities (ca.hss.glencoe.com)

Projects/Other Activities: One project or activity per unit

- Primary Source Activities
- Reading Strategy Activities
- History Online Activities (ca.hss.glencoe.com)
- Additional research or reports on chapter topics (see CHEP teacher)

Assessments/Test:

- Chapter Assessments/Tests
- Other forms of assessment (see CHEP teacher)

**Science:** *Holt Science (Life/Physical)*

Daily Work: Record three assignments per week.

- Directed Reading Worksheets
- Chapter Questions/Review/Self Check

Labs/Projects: Minimum of three lab activities per quarter in order to receive an “A.”

- From CHEP classes, text, internet
- Science Fair Project during 2<sup>nd</sup> semester in order to receive an “A.”

Assessments/Test:

- Chapter Review
- Chapter Test

**Physical Education:**

Daily Work: Record student activities (40 minutes 5 days per week or average thereof)

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