



Waynesboro Area School District

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

Grading Guidelines for the Sapphire Community Portal

WASD Elementary Schools

(Effective Monday, November 25, 2013)

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.
- 9:00 am Monday: One grade will be posted to the Sapphire Grade book bi-weekly for whatever content you are teaching (Social Studies only, Science only, or Social Studies/Science).
- 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.

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.