

Final Notes on Second Quarter Grades

Grades for the elementary report cards are to be submitted by 5:00 pm on December 18. At that time, report cards will be downloaded and verified before being sent to the printer.

Scores on the report card should be based on where students should be **at this point in the year** in achievement of the standards, not on where the students should be by the end of the year. Grades should also address **from the beginning of the year until this point**. The Pinnacle system will automatically calculate this.

The building counselor or the principal's designee will check to be sure that behavior and effort grades are completed for every student. Whether or not grades are to be finalized is up to the principal.

During this second quarter, the GVC (pacing) guides show that all not all standards (and as a result not all domains) have been addressed. If the standards of a domain have not been addressed, then it is inappropriate to enter a score for that domain and it should be left blank. (The Pinnacle system will automatically populate blank domains with NA—do not enter anything.)

It is important that you complete all areas of the report card for which you are responsible. Any blanks will automatically be filled with NA at the domain level (which is what appears on the report cards). Remembering to complete the three areas listed below before finalizing your report cards will provide a clearer picture for parents.

1. EFFORT--Effort has to be completed for ALL Content areas. An NA in effort is not appropriate. You have to enter Effort through the Domain section of EACH CONTENT TAB in the grade book. Using the drop down menu within a specific content, change it from Assignments to Learning Standards—Domain. The effort column is the last one listed in the domain area. Symbols or numbers may be used in the following scale:

- + or 2 Above the expected amount of effort
- = or 1 Expected amount of effort
- - or 0 More Effort is needed
- If you enter numbers, the system will convert them to the appropriate symbol.
- The number 3 is not used in the effort scale.

2. BEHAVIOR--Behavior has to be completed by the Homeroom Teacher of the student. An NA in any behavior area is not appropriate. You have to enter Behavior through the Domain section of the 1(Y) Homeroom Tab in the grade book. Using the drop down menu within a 1(Y) Homeroom, change it from Assignments to Learning Standards—Domain. There are six areas that are to be completed using the following scale:

- + or 2 Above the expected amount of effort
- = or 1 Expected amount of effort
- - or 0 More Effort is needed
- If you enter numbers, the system will convert them to the appropriate symbol.
- The number 3 is not used in the effort scale.

You can find most of the answers to your questions around the grade book at FAQs for the Pinnacle Gradebook Page at <https://goo.gl/7y4TCw>