



**Bobcats ROAR!**  
**We are RESPECTFUL,**  
**RESPONSIBLE, and**  
**READY TO LEARN.**

**RMS Grading and Reporting:**  
 To establish clear guidelines and expectations for the Ridgeview community in respect to grading and reporting.

**What is Pinnacle and Edline?**

- **Pinnacle is the grading program used by teachers in all MCPS schools.**
  - **There are three grade book advisors to support the entire school community.**
    - **6<sup>th</sup> grade- Doug Parker**
    - **7<sup>th</sup> grade-Pam Bolton**
    - **8<sup>th</sup> grade-Autumn Myers**
- **Edline is a web-based program that allows parents, students, and staff to monitor grades, obtain school information, and utilize documents posted online. All parents, students, and staff have access to Edline.**
  - **There is one Edline Super-user for the entire school community.**
    - **Amy Lipman, Counselor**

<b>Student Job</b>	<b>Teacher Job</b>	<b>G and R Basics</b>
<ul style="list-style-type: none"> <li>✓ Write down all assignments and due dates in agenda, and regularly share this information with your family.</li> <li>✓ Come to class prepared (<i>at all times.</i>)</li> <li>✓ Turn all assignments in on time.</li> <li>✓ Bring any issues with work completion to the attention of your parent and teacher. (or Talk to your parent and teacher if you're having trouble completing work)</li> <li>✓ Regularly monitor (or Check your grades regularly on) Edline with parent for announcements and posting of grades.</li> <li>✓ Talk to your teacher with any questions about (regarding) grades. If you still have a calculation (<i>problem that is unresolved,</i>) contact (the) your grade level Pinnacle advisor listed above. For other grading questions, contact the department resource teacher, counselor, or grade level administrator.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Grade assignments and give prompt feedback to students.</li> <li>✓ Update Pinnacle <u>at least</u> every two weeks.</li> <li>✓ Place the due date in the title of assignment and the deadline in drop down date menu.</li> <li>✓ Attend staff in-service trainings on the use of Pinnacle and Edline.</li> <li>✓ Post study guides or important assignments on Edline as possible (<i>or appropriate</i>).</li> <li>✓ Staff should use the informational functions of Edline to notify families of upcoming assignments and tests.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 0= A Zero on an assignment; affects final calculation; no credit given.</li> <li>✓ X= Assignment does not factor into final grade documentation.</li> <li>✓ Z= Assignment not turned in, may be handed in before the deadline, and will count as a 0 at final calculation if not.</li> <li>✓ Homework for completion shall receive the following grades: (Example)           <ul style="list-style-type: none"> <li>• 6/6 = completed by due date.</li> <li>• 5/6= completed by one day deadline.</li> <li>• 3/6= incomplete attempt by deadline.</li> </ul> </li> </ul>

Now that classes are back in session, it is time for all stakeholders to review their “job” to help us maximize learning and have a successful academic year. Please review the “jobs” above and commit to following them in school and in your communities.

HELP us create a positive and safe learning environment by doing YOUR JOB.

Let's have a great academic year! Please see reverse side for explanation of how your grades are calculated.

Ridgeview Middle School is setup to use Raw Score Conversion to Percentage. To calculate a percentage grade for each category.....

- Convert each assignment score to a percentage first (ie. 5/5 = 100, 1/5 = 20, etc.)
- Then within that category, average the percentages (100+20+50+100+100+100+80+90) / 8 assignments = 80% or .8). If an assignment is weighed 2 or 3 times, add the percentage that number of times (ie. 4/5 with a weight of two would have an 80% added in twice).
- Finally you have to multiply the final category average by the Category Weight (60 for formative assessments, 10 for homework, and 30 for summative assessments).
- Add the points from the three categories and that will give the overall average.

Example:

**Homework(each assignment weighed one time)**

$$\begin{array}{l} 6/6 = 100 \\ 5/6 = 83 \\ 3/6 = 50 \\ 6/6 = 100 \end{array} \qquad \begin{array}{l} 333/400 = .83 \\ \\ \\ \end{array} \qquad \begin{array}{l} \\ \\ 83 \times .10 = 8.3 \text{ points} \\ \end{array}$$

**Formative Assessments**

$$\begin{array}{l} 10/10 = 100 \\ 85/100 = 85 \\ 7/15 = 47 \\ 12/15^* = 80 + 80 \end{array} \qquad \begin{array}{l} 392/500 = .78 \\ \\ \\ \end{array} \qquad \begin{array}{l} \\ \\ 78 \times .6 = 46.8 \text{ points} \\ \end{array}$$

(\*assignment weighed two times)

**Summative assessments**

$$\begin{array}{l} 92/100 = 92 \\ 80/100 = 80 \end{array} \qquad \begin{array}{l} 172/200 = .86 \\ \\ \end{array} \qquad \begin{array}{l} \\ 86 \times .3 = 25.8 \text{ points} \end{array}$$

Student's final grade:  $8.3 + 46.8 + 25.8 = 80.9$  B