



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN

September 24, 2020

TO: Complex Area Superintendents  
Principals  
Registrars  
Counselors  
School Teachers

FROM: Alisa Bender   
Interim Assistant Superintendent

SUBJECT: **Distance Learning and Standards-Based Grading and Reporting  
for Quarter 1**

This memorandum responds to inquiries regarding procedures for grading and reporting when students are distance learning for Quarter 1 of School Year 2020-2021. The following information should also be considered when planning for distance learning during Quarters 2, 3, and 4.

### **Quarter 1 Grading and Reporting**

The [grading and reporting guidelines \(http://bit.ly/hisbrc\)](http://bit.ly/hisbrc) are applicable to students being taught face-to-face as well as via distance learning. The grade is determined by the teacher of record and is based on the academic performance and analysis of appropriate student data for Quarter 1, as they relate to the performance and attainment of the Hawaii Core Standards, including interventions provided up to October 2, 2020.

### **Standards-based Grading: All Schools**

Considerations for standards-based grading include:

- Professional judgment;
- Preponderance of evidence;
- Multiple opportunities to provide evidence;
- Frequency of demonstrated proficiency; and
- More recent evidence. (If past assessment information no longer accurately reflects the student's learning, then that information must be dropped and replaced by the new information).

### Standards-based Grading: Elementary Schools

Schools should consider the following guidelines for standards-based grading:

- A student's quarterly status towards meeting the standards and/or benchmarks should be based on the quality of evidence. If there is insufficient student work available, the teacher may use the NA (Not Applicable at This Time) mark, and explain the reason in the teacher's comments. However, a grade must be recorded at the end of the school year.
- At the end of the school year, content areas must have a grade of either Meets with Excellence (ME), Meets with Proficiency (MP), Developing Proficiency (DP), or Well Below Proficiency (WB) for:
  - Core content strands;
  - Common Core State Standards domains for Mathematics; and
  - Other extended content areas.
- The NA mark cannot be used for a final year grade.
- Standards-based grades are determined through a student's demonstration of proficiency rather than an averaging of scores.
- Teachers will assess all six General Learner Outcomes (GLO) each quarter. In the event of insufficient evidence for a rating, a GLO outcome will not have a rating. An explanation may be provided in the teacher comments. The GLO rubrics can be found at <http://bit.ly/higlo>.

Should you have any questions, please contact Dan Miyamoto, TA Director for the Curriculum Innovation Branch, via email at [dan.miyamoto@k12.hi.us](mailto:dan.miyamoto@k12.hi.us).

AB:dm

c: Superintendent  
Deputy Superintendent  
Assistant Superintendents