

Gregory-Portland Independent School District Pre-Kindergarten through Sixth Grading Guidelines 2016-2017

EIA Local: The Superintendent or designee shall ensure that guidelines are developed for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

Skyward / Family Access

- Each teacher **must post grades** for the prior week no later than 4:00 p.m. each Tuesday.

Make-Up Work

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

- A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.
- A student will be given the same number of days missed from school to turn in make-up work.
- Work must be completed during the nine weeks in which the absence occurred, unless the absence occurs during the last five days of the nine weeks.
- A student who does not make up work within the time allotted by the teacher will receive a grade of zero for the assignment.
- Teachers are not required to accept work that is more than three days late.
- Teachers may assign a late penalty to any work that is more than three days late.

Missing or Incomplete Assignments or Homework (Consequences)

Consequences for Missing or Incomplete Assignments or Homework

(These consequences need not be considered in any particular order.)

- Teacher counsels with student and communicates specific concerns to parent.
- Student stays after school or serves recess detention to complete homework. Parents will be notified of after school detention in advance.
- Student's grade may be assessed a penalty.
- Student's grade may be assessed a Zero.
- Student is referred to the counselor and parent is notified again of the teacher's concern.
- Student sent to the principal for disciplinary action. Other alternatives should have been utilized prior to sending students to the office.
- Privileges may be removed.
- Other actions or necessary changes may be utilized during the school day.

Retake/Retest

EIA Legal: The District shall adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. The District grading policy: 1) must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment, 2) may not require a teacher to assign a minimum grade for an assignment without regards to the

student's quality of work, and 3) may allow a student a reasonable opportunity to make up or redo a classroom assignment or examination for which the student received a failing grade.

- Students may be allowed to redo a class assignment or examination for which the student received a failing grade for an additional grade that reflects the student's relative mastery.
- The teacher must enter an additional grade for each assignment or examination that is redone. There will be two grades for the assignment recorded in the Skyward gradebook.
- The teacher has an option to drop the lowest grade during a nine-week grading period.

Participation Grade

- Participation grades will not count for more than 20% of a nine-week grade, EXCEPT for fine arts and physical education.

Interim Progress Reports

EIA Local: Interim progress reports shall be issued for all students after the third and sixth week of the grading period. Supplemental progress reports may be issued at the discretion of the teacher.

- All students will receive an Interim Progress Report (IPR) at three and six week intervals.
- Students who are failing at the time that the IPR is created will receive an itemized list of grades for that three week grading period.

Sufficient Number of Grades / Weight

EIA Local: Guidelines shall ensure that a sufficient number of grades are taken to support the grade average assigned.

- A minimum of fifteen different assignments must be taken each nine weeks for classes that meet each day of the week.
- A minimum of nine grades must be taken each nine weeks for classes that do not meet a full period daily.
- The weight of any assignment must not exceed twenty percent (20%) of the total nine weeks grade.

For Teacher Handbook Only:

- STAAR Scores may be used for a grade, as long as the percent met standard for STAAR is correlated to the assigned grade. A student meeting standard on STAAR can receive a grade no lower than seventy.
- Points will not be deducted from a student's grade as a punitive or disciplinary measure.
- Students will not grade their own papers or papers of other students when the grade is to be entered into the grade book.
- Students are never to be asked to call out a grade to be recorded by the teacher, regardless of the grade.
- There will be no penalty for a paper that is missing the heading.
- All teachers will require students to utilize the standard heading on all papers.
- Teachers must indicate "working with accommodations / interventions" when reporting grades to parents for any student receiving documented accommodations.
- Teachers must indicate "working with modifications per IEP" when reporting grades to parents for any student receiving documented modifications per an ARD Committee.

