

GUIDELINES FOR GRADING

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines 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.

RETESTING In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. The principal at each campus shall work with faculty to establish policies that address retesting and the grading of retested material.

These policies shall align with District standards and be consistent within grade levels and/or departments. The specifics of these policies shall be clearly communicated to parents and students.

ELEMENTARY SCHOOLS

In elementary schools, grades shall reflect academic progress and achievement and shall not be based on nor adjusted for nonacademic criteria, such as discipline, attendance, or tardies except as provided by state law. If nonacademic assessment is to be documented, it shall be documented separately on all reports to parents.

SECONDARY SCHOOLS

In secondary schools, grades shall reflect academic achievement and shall not be based on nor adjusted for nonacademic criteria, such as discipline, attendance, tardies, or participation in extracurricular activities, except as provided by state law and set out in local policy.

Students will complete, on average, two assignments each week of instruction. The culminating grade for each grading period will be comprised of at least twelve individual grades.

When determining culminating grades, the following grading scale will be used:

GRADE SCALE:

Letter Grade	Numerical	Range	Quality Points
A	90 - 100	4	Excellent work quality; assignment mastery
B	80 - 89	3	Good work quality; consistent effort
C	75 - 79	2	Satisfactory work; average achievement
D	70 - 74	1	Work quality below expectations
F	0 - 69	0	Work quality does not show an understanding of standards

Parents will be notified if a student's grade falls below a 70 grade average or if the grade average falls two or more letter grades after the last progress report.

Students who miss an assignment due to absence, either excused or unexcused, or who receive a non-passing grade for an assignment, will be afforded a reasonable opportunity to remedy the failing grade. Generally, it is expected that students will make-up or resubmit an assignment within three days of an absence.

Teachers will maintain accurate and up-to-date student records on TxEIS Gradebook. This tool provides parents with current attendance records and classroom conduct reports, as well as grades.

Conduct

Criteria for grading citizenship (conduct) traits:

E - Excellent behavior; total self-discipline

S - Satisfactory behavior; cooperates readily

P - Poor quality behavior below average

U - Unsatisfactory quality of behavior

Secondary Conduct average: the marks which result in lowering the student's conduct average must be given by two different teachers, in two different classes.

REPORT CARDS AND PROGRESS REPORTS:

Report cards are distributed shortly after the close of the grading period. Every 4.5 weeks a Progress Report will be prepared and sent home with each student. The progress reports and report cards are to be distributed and shared with parents/guardians.