



CADDO MILLS ISD GRADING GUIDELINES

Updated August 2023

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

ELEMENTARY AND INTERMEDIATE

In elementary school, students are assessed in a variety of ways including written assignments, group work, oral assessments, as well as projects that cover a number of subject areas. Each grade level has prescribed objectives known as the Texas Essential Knowledge and Skills (TEKS) that must be mastered at each grade level. Mastery is assessed through the use of standardized tests and teacher created assessments.

Grades in academic areas will reflect what level the TEKS have been mastered as well as a cumulative assessment of TEKS that was taught in previous grade levels. The minimum expectation for mastering the skills is 70% of the assignment completed correctly with little or no assistance from a teacher. Students who make less than a 70 on an assignment or test have an opportunity to redo an assignment or test after a reteach is administered for a maximum grade of 70.

The ICU program is intended to reteach assignments to allow students the opportunity to understand the concept, and not receive a failing grade or zero on an assignment or test. Students will only be allowed to redo assignments and tests up to a 70. Students must attend a reteach with the teacher before being placed on ICU. A maximum grade of 70 can be earned for the redo. Students that have missing assignments will have a one day reminder to turn in or complete the assignment. If the student does not meet this timeline, then the student will be added to the ICU list. **The maximum grade for all late work will be a 70.** All assignments on ICU must be completed within 2 school days of being placed on the ICU list. If the student does not attend ICU or does not complete the work those 2 days, they will be assigned to a Knock Out Table during lunch. The highest grade at the point would still be a 70. After those 4 days, the assignment, in whatever state of completion, will be turned in and graded as is.

Teachers are required to enter at least two grades each week and at least one test grade per progress reporting period, for a total of at least 3 test grades, with the exception of Science and Social Studies in grades 1-4 and Reading and Language Arts in grades 3-4. There will be a minimum of 9 daily grades and two test grades for Science and a minimum of 9 daily grades and two test grades in Social Studies for grades 1-4. Reading and Language Arts in grades 3-4 will have a minimum of 18 daily grades for the nine weeks and three test grades. In grades 1-3, current DRA levels will be recorded as a test grade for a minimum of 4 test grades each nine weeks.

Students in grades K-2 will be required to meet expectations and reach reading levels for promotion to the next grade level. End of year expectations for reading levels are:

- Kindergarten - Level 4
- First Grade - Level 16
- Second Grade - Level 30

Students will receive report grades at the end of each nine week grading period. The following grading practices will be used to determine the grades:

KINDERGARTEN - In addition to the reading level requirements, kindergarten students will be required to meet subject specific expectations outlined on the report card.

1ST THROUGH 6TH GRADE ALL SUBJECTS

60% of the grade will be based on daily work

40% of the grade will be based on tests/projects

Students are also graded on conduct following the same criteria, though all behavioral objectives are not delineated by the Texas Education Agency. Conduct grades may indirectly affect academic grades and student success. An example would be when a student does not complete enough of an assignment in class to assess the TEKS that have been taught. When this happens, the teacher may not be able to accurately assess mastery of the TEKS because of the lack of effort from the student.

All students start with 100 conduct points for each 9 weeks. Two points are deducted when a student's folder is signed because of inappropriate behavior. Serious offenses, including violation of the Student Code of Conduct, will have four points deducted.

MIDDLE SCHOOL

A district may not grant social promotions. Student promotion and retention will be based on attendance, course average, state testing and teacher recommendation. Students who have not maintained a grade average for a school year equivalent to at least a 70 may not be advanced from one grade to the next or given credit for the course. A student may not fail two or more core courses in order to achieve promotion to the next grade level. Students will be promoted from one grade to the next when they attain an overall average of 70 or above for the year in required academic core classes. Language Arts may include English and Reading. Students will be allowed to make up deficiencies during summer school only in those courses that may be taken during the summer, as determined by a placement committee made up of the teachers at their grade level, counselor, and administrators.

The following system has been established to report student evaluation for Caddo Mills Middle School. In Grades 7-8 the exact numerical grade average is used.

- Late work is accepted based on knockout program procedures for a maximum grade of a 70.
- CMMS allows students to redo a failed assignments/test for a 70 if the student attends a reteach (excludes benchmarks and final/semester exams)

$$89.5 - 100 = A$$

$$79.5 - 89.4 = B$$

$$69.5 - 79.4 = C$$

$$69.4 \text{ or below is failing F}$$

In determining nine-week grade, daily work will be averaged with test grades to determine the nine-week average.

Campus grading in all courses will be counted as 40% formative assessment (daily) and 60% summative assessment (tests). Tests may be given to assess mastery of completed units. Tests may be weighted to indicate their significance.

Teachers must have a minimum of two grades per week (one can be a test) and a minimum of three tests per nine weeks.

One test for every progress report.

- Credit of a course will be given based on an overall average of 70 or higher between the two semesters. If a student passes one semester and fails one semester, the student will receive credit for the course, if the average of the two is 70 or greater.
- When an excused absence occurs, a student is allowed to do any make-up work necessary for classes missed. Students have the same number of days to turn in make-up work as missed.
- The district shall not impose a grade penalty for makeup work after an absence because of suspension.
- If a student fails an assignment, they can redo it for a maximum of a 70 after they attend a reteach with the teacher.

HIGH SCHOOL

- Two grades per week (one may be a test grade)
- Three test grades per nine weeks grading period
 - One test grade per progress report
- 40% daily and 60% tests for on level courses
- 30% daily and 70% tests for Pre-AP/AP courses
- Dual credit courses are weighted according to the University Guidelines
 - Parents will not have regular access to grades of dual credit students due to University Guidelines that abide by state confidentiality laws.
- Late work is accepted through the Knockout program for a maximum grade of 70.
- CMHS allows students to redo a failed assignment for a 70 if the student attends a reteach (excludes benchmarks and final/semester exams)
- In determining semester grades, each nine-week average will count 45% of the grade and the semester exam will count 10% of the grade.
- Credit of a course will be given based on an overall average of 70 or higher between the two semesters. If a student passes one semester and fails one semester, the student will receive credit for the course if the average of the two is 70 or greater.

Knockout Program

The Knockout program allows students the opportunity to complete and turn in missing assignments from the previous week of instruction.

Middle School

If a student is missing an assignment from the previous week, they will be able to work on the missing assignment(s) on Monday, Tuesday, and Wednesday during their lunch period. Students who have not been cleared of their missing assignments will be required to stay for Knockout School on Wednesday from 3:20PM-4:50PM. Any assignment that has not been turned in at the end of Knockout School will result in a zero.

High School

If a student is missing an assignment from the previous week, they will be able to work on the missing assignment(s) on Monday and Tuesday during their lunch period. Students who have not been cleared of their missing assignments will be required to stay for Knockout School on Tuesday from 3:45PM-5:45PM. Any assignment that has not been turned in at the end of Knockout School will result in a zero.