

# Groesbeck Middle School Grading Guidelines 2022-2023

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The purpose of grades is to communicate to parents/guardians and students the academic achievement of a student toward the mastery of standards, Texas Essential Knowledge and Skills (TEKS). Report cards and progress reports serve as written notice to a parent/guardian of a student's current level of achievement in each class, subject, or course during a specified period. Grades are not indicators of disciplinary action or nonacademic performance or behaviors. "Reporting Period" and "9 weeks" are used synonymously and interchangeably throughout this document. This document was developed in accordance with EIA (LEGAL), EIA (LOCAL), EIE (LEGAL) and EIE (LOCAL) Policy.

GMS requires a combined use of the following grading practices:

- Classroom use of defined performance criteria, including rubrics for which student responses, products, or performances are evaluated to ensure consistent scoring practices and clarity of student performance expectations.
- Multiple measures (more than one type of assessment to examine the same kind of knowledge as well as more than one assessment to evaluate learning of the same body of knowledge).
- Timely and continuous feedback on assignments and assessments.
- Grades are reported as numerical scores:

A = 90-100%

B = 80-89%

C = 70-79%

F = Below 70%

I = Incomplete

## **Progress Reports (PR):**

Progress reports shall be sent home to parents/guardians after the third week and sixth week of each reporting period. Dates of distribution have been established. A minimum of six (6) grades must be recorded and published prior to each progress report being issued.

## **Report Cards (RC):**

Courses must use the same approved formula for student evaluation each reporting period. All grades on report cards are numerical, ranging from 0-100. To receive credit for a course, a student must achieve a minimum grade of 70% for the final grade of the course and must have attended the class at least 90% of the time. Students who receive a grade below 70% at the end of the grading period will be suspended from extra-curricular activities for at least the following three-week period (SB1, Chapter 33). State law requires students to make a passing grade in their classes in each reporting period in order to be eligible to participate in any extracurricular performance or competition for the next three weeks unless the failing grade was earned in an honors, dual credit/enrollment course in ELA, math, science, social studies or language other than English.

## **Guidelines for grading student work in all courses include:**

- Grades entered in the teacher's gradebook, progress reports and report card grades will reflect progress toward and achievement of knowledge and skills as outlined in the TEKS. 70% is considered a passing grade. Teachers will enter grades into the District electronic gradebook (TxEIS/ASCENDER), on a weekly basis for Progress Reports (PRs) and ultimately Report Cards (RCs).
- For grades 7-8, for each reporting period, teachers must record and publish a minimum of eighteen (18) grades, with a **minimum** of two (2) grades being recorded each week in the electronic gradebook (TxEIS/ASCENDER) that is made available to parents through the parent portal, ASCENDER. A minimum of six (6) grades must be recorded and published prior to each progress report being issued.
- For grades 7-8, all grades will be categorized as major (tests, projects, presentations) or minor (quizzes, homework, daily work) and no single grade from either category will count for more than 25% of the overall average for the reporting period. For Honors courses grades categorized as major will count 60% of the overall average and grades categorized as minor will count as 40%.

## **Grading Rules, Procedures and Policies**

1. A student found to have engaged in academic dishonesty will be subject to grade penalties on assignments or tests as well as disciplinary penalties in accordance with the Student Code of Conduct. [See EIA (Local)].
2. The teacher of record will determine the final yearly grade.
3. Grade changes are the responsibility of the teacher of record and must occur within the reporting period unless there is an extenuating circumstance. Principal approval is required for such changes.
4. Grade changes must only occur when an error in calculation is determined. When grades are determined to be mathematically incorrect or in direct violation of Board Policy or campus grading guidelines, the principal will direct the teacher to adjust the grade accordingly.
5. A student **may** be permitted a reasonable opportunity to redo an assignment or retake a test within the grading period for which the student received a failing grade for a maximum of a 70%. Campus developed grading procedures (communicated via the class syllabus) will define the opportunity and time frame for any retakes/retests/redos. These guidelines will be reviewed at the beginning of each school year, be consistent across each content area and will be published for all parents/students within the first week of the school year.
6. A student will be permitted to take tests administered in any class or make-up any assignments missed because of an absence regardless of the absence reason. Teachers will put a ONE ('1') or an 'M' if applicable in the gradebook to indicate to the student, parent/guardian that the assignment/test is eligible to be made up. Teachers will not leave the grade blank. A student will

receive a grade of zero for any assignment or test not made up within the allotted time. The allotted time to make up work or tests that have been missed consists of one day for each day absent.

7. A student may receive a grade penalty not to exceed 20% for makeup work after an unexcused absence (this work must be turned in within the correct time frame based on the absence or face late work penalties if applicable). It is the responsibility of the teacher to follow up with whether or not the absence was unexcused in the system.
8. A teacher will not impose a grade penalty for make-up work after an absence because of suspension.
9. A student transitioning from the Disciplinary Alternative Education Placement (DAEP) program will earn grades through Odysseyware and/or Google Classroom. The DAEP instructor will email grades to the Teacher of Record (TOR) as needed. The TOR will then input grades accordingly as needed.
10. The teacher will notify the parent/guardian when a student is not achieving progress toward or achievement of the TEKS/Standards. Documentation of parent/guardian communication must be maintained when a student's average falls below 75% in any class or if the student is in danger of failing. If a student receives a grade of less than 70% in any class or subject, parent/guardians will be contacted by phone and a conference may be scheduled. The progress report being sent home is not considered sufficient documentation.
11. A student or parent who feels that the grade received by the student has not been determined according to the grading guidelines and/or campus grading procedures is encouraged to discuss the concern with the teacher first. If the concern is not resolved based on these grading guidelines and Board policy, the student or parent/guardian may present the concern to the Principal. The Principal will investigate the facts to ensure that the grade is accurate and was determined in accordance with the established District grading guidelines, campus grading procedures and Board policies.

The campus Principal will:

- Communicate, discuss, and review the grading guidelines and campus developed grading procedures for retests/retakes/redos to ensure that they are understood by all stakeholders (teachers, students, and parents) at the beginning of the school year and at the start of the new semester.
- Ensure that each department develops consistent grading and procedures will address late work policies and opportunities for redoing assignments/tests. The department/content grading and late work procedures are to be approved with a signature by the campus Principal.
- The campus grading guidelines shall be available on the District's website. A signed copy of the campus grading guidelines should be filed in the Principal's office not later than five work days after the beginning of a course.

## Criteria for Promotion

Students will be **promoted** based on the following: *(STAAR and SSI guidelines are subject to change due to TEA)*

**Grades 7 - 8** – promotion is awarded when the student earns a 70% or higher in both Math and Reading Language Arts in combination with a 70% or higher in either Science or Social Studies. To receive credit for promotion a student must also meet the attendance requirements as defined in Board policy [FEC (LEGAL)] which states In order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days class is offered regardless of whether the student's absences are excused [see FEA] or unexcused. Atty. Gen. Op. JC-0398 (2001).

**Grade 7 - 8 STAAR Assessments:** 7<sup>th</sup> Grade will take Reading STAAR and Math STAAR, 8<sup>th</sup> grade will take Reading STAAR, Math STAAR, Science STAAR, and Social Studies STAAR.