

# **Groesbeck Elementary School Grading Guidelines 2022-23**

**The purpose of grades is to communicate to parents/guardians and students the academic achievement of a student toward the mastery of standards in all coursework, including courses with 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.**

H.O. Whitehurst Elementary and Enge-Washington Intermediate School require 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.

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

Progress reports shall be sent home to parents/guardians twice per grading period (after the first 3 weeks and after the 6 weeks).

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

Report cards shall be sent home to parents/guardians at the end of each nine week grading period. The number of absences and tardies shall be included on the report cards.

If the student's performance in the subject is consistently unsatisfactory, as determined by the district, the Progress Report and/or the Report Card must:

- (1) provide for the signature of a student's parent/guardian; and
- (2) be returned to the district.

## **Guidelines for grading student work in Pre-Kindergarten and Kindergarten include: BBB**

- Pre-Kindergarten (Pre-K) and Kindergarten have a report card designed to assist teachers in evaluating the ongoing growth and development of the student.
- The grade level standards are set by the state to indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. The following symbols are used to express mastery or non-mastery of each skill:
  - E=Exceeds grade level standards
  - S=Satisfactory meets grade level standards
  - N=Needs improvement to meet grade level standards
  - U=Unsatisfactory and does not meet the grade level standards

## **Guidelines for grading student work in all subjects 1st-6th grade include:**

All grades on report cards and academic records (transcripts) 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.

- 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 (ASCENDER), on a weekly basis for Progress Reports (PRs) and ultimately Report Cards (RCs).
- All grades will be categorized as daily work (tests, projects, presentations, quizzes, daily assignments). The grades will be recorded as numerical grades:
  - A=90-100%
  - B=80-89%
  - C=70-79%
  - F=Below 70%
  - I=Incomplete
- 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)].

- Elementary students will be allowed to redo an assignment or retake a test on which they have cheated. Teachers are encouraged to help students see the importance of doing their own work.
- Intermediate students who have intentionally cheated (for example, copying from another student) will not be allowed to redo an assignment or retake a test and a grade of zero will be given. A student who has misused or misrepresented a source will be allowed to redo an assignment. Teachers are encouraged to help students see the importance of crediting sources accurately and doing their own work.
- Except in a case of academic dishonesty as stated above, a student will be given 5 days after receiving a grade below 70 to redo an assignment or retake a test. The higher of the two scores will be recorded, but the recorded grade can be no higher than a 70.
- A student will have 5 school days or until the end of the grading period, whichever comes first, to turn in any incomplete or missing assignment not due to absences. A student will receive a grade of zero for any assignment or test not made up within the allotted time.
- 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. Students will be given one day for each day absent to make up work for an absence. Any extenuating circumstances, e.g. extended illness or accident, may be given individual consideration by the campus principal. A student will receive a grade of zero for any assignment or test not made up within the allotted time.
- A student transitioning from the Disciplinary Alternative Education Placement (DAEP) program will earn grades through Odysseyware. The DAEP instructor will email grades to the Teacher of Record (TOR). The TOR will then input grades accordingly. See the campus Behavior Coordinator for specific details.
- The grade issued by a teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the district grading policy applicable to the grade, as determined by the board of trustees of the school district.
- 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 teacher will:
  - post grades in a timely manner.

- record and publish a minimum of 15 grades per grading period in the electronic gradebook (ASCENDER) that is made available to parents through the parent portal, ASCENDER. A minimum of five (5) grades must be recorded and published prior to each progress report being issued.
- make sure that RLA (Reading and Language Arts) grades consist of an equal amount of spelling (K-5), writing, vocabulary, fluency, and comprehension.
- carefully label (with S.E.) each column of grades so that anyone who examines the record can easily determine how the grades were computed and what skill was assessed.
- not record a grade over 100 on the report card or on the academic achievement record.
- not lower a grade for non-academic reasons including but not limited to the following: no name on the paper, no header on paper, date missing, etc.
- 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 70% in any subject or if the student is in danger of failing. The progress report being sent home is not considered sufficient documentation.
- 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.
  - make sure the campus grading guidelines are available on the District's website.

## **CRITERIA FOR PROMOTION**

- **Grades 1-6**

Promotion to the next grade level shall be based on the student earning:

- A grade of 70 or above in RLA (reading and language arts) and mathematics; and
- A grade of 70 or above in one of the two following areas: science and social studies.