

POINT ISABEL INDEPENDENT SCHOOL DISTRICT



2018-2019

ELEMENTARY GRADING GUIDELINES

September 13, 2018

Table of Contents

I.	Table of Contents	2
II.	Introduction	3
III.	Academic Dishonesty	4
IV.	Grade Requirements	4
	a. Elementary Minimum Grade Requirements	5
	b. Daily Assignments	5
	c. Test/Mastery Assignments	5
	d. Incomplete Assignments	6
	e. Minimum Total Grades to be Posted by Each Reporting Period	6
	f. Rubrics	7
V.	Homework	7
VI.	Make – Up Assessments/Assignments	8
	a. Unexcused Absences	8
	b. Assessments	8
	c. Assignments	8
	d. Late Assignments	8
	e. Suspension	8
VII.	Reteaching	9
VIII.	Retesting	9
IX.	Simulated Assessments	10
X.	Transfer Students	10

Introduction

The Point Isabel Independent School District believes that in order to provide a more consistent and effective educational foundation for our students, we need clear expectations not only for the instructional components, but also for the grading and reporting components as well.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. EIA (LOCAL)

Students that have committed academic dishonesty will receive a zero—on the assignment/test and be permitted the opportunity to make – up the assignment/test with 70 as the maximum possible grade.

Grade Requirements

The Superintendent or designee shall ensure that each campus or instructional leader 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.

In accordance with grading guidelines, the District shall permit a student a reasonable opportunity to address deficiencies when a student has failed an assignment or retake a test for which the student received a failing grade. EIA (LOCAL)

Classroom teachers will assign a grade that reflects the student's relative mastery of an assignment. The grade the student receives will be the grade recorded in the grade book for daily and test assignments, as well as on the report card.

Grades for test and/or daily work may not be doubled. One assignment may be subject to more than one grade, if the grade depicts more than one specific skill that is being evaluated. In such cases, a rubric must be created and provided to the students when the assignment is assigned.

Elementary/Secondary **Minimum** Grade Requirements

Elementary Minimum Grade Requirements					
Subjects		Grade Levels	40% Daily Grades	60% Test Grades	100% All Grades
ELAR	Reading	PK			12
	Language	PK			12
ELAR	Reading	K – 5 th	11	4	
	Language	K – 5 th	11	4	
Math		PK			12
Math		K – 5 th	11	4	
Science		PK			4
Science		K – 5 th	9	3	
Social Studies		PK			4
Social Studies		K – 5 th	9	3	
Health		K – 5 th			8
Physical Education		K – 5 th			8
Physical Development		PK			8
Music		K – 5 th			8

The grade requirements listed are considered **minimum requirements**. A teacher may choose to exceed the minimum required amount of grades.

Elementary schools will not include health, physical education, and music grades in the calculation of the failure report or honor roll status.

Daily Assignments (Grades)

Daily assignments include quizzes, class assignments, homework assignments, journal entries, student participation and similar assignments. **Only one student participation grade may be included** as a daily assignment per nine weeks. **Three homework assignments may be included** as daily assignments per nine weeks. Class assignments that were not completed during class but are taken home for completion are not considered homework assignments. If there are more than the minimum required daily grades posted, an additional homework assignment may be included in the daily grades.

Test/Mastery Assignments

Test assignments may include unit evaluations, major projects, research papers, nine weeks' exams, skill assessments, and similar assessments. All test assignments must be weighted equally.

Incomplete Assignments

A student with an "Incomplete (I)" grade is ineligible for UIL until the incomplete is replaced with a passing grade, provided: (1) the incomplete was due to an excused absence, (2) the work was made up within a week of the student's return to class. The student, who retains an incomplete after a week elapses, shall not regain eligibility until seven calendar days after the next grading period, or after the next three-week grade evaluation period.

All incomplete grades due to excused absences with the exception of UIL purposes must be completed prior to the end of the third week of the following nine weeks or the missing work will be given zero credit and averaged with other work.

Minimum Total Grades to be Posted by Each Reporting Period

	Cumulative Total # of Grades to be posted each reporting period	Cumulative Total # of Grades to be posted each reporting period	Cumulative Total # of Grades to be posted each reporting period
Pre-Kindergarten	1 st Progress Report	2 nd Progress Report	Report Card
Reading	4	8	12
English Language Arts	4	8	12
Math	4	8	12
Science	1	2	4
Social Studies	1	2	4
Music	2	4	8
Physical Development	2	4	8

Elementary Grades K - 5	1 st Progress Report		2 nd Progress Report		Report Card	
	Cumulative Total # of Grades to be posted each reporting period		Cumulative Total # of Grades to be posted each reporting period		Cumulative Total # of Grades to be posted each reporting period	
	Daily Grades	Test Grades	Daily Grades	Test Grades	Daily Grades	Test Grades
Reading	4	1	8	2	11	4
English Language Arts	4	1	8	2	11	4
Math	4	1	8	2	11	4
Science	2	1	6	2	9	3
Social Studies	2	1	6	2	9	3
Music	2		4		8	
Physical Education	2		4		8	
Health	2		4		8	

- *The number of grades to be posted by each reporting period is cumulative.*
- *These are the minimum required number of grades to be posted by each reporting period.*
- *All test grades shall be weighted equally under test assignments.*
- **Grades are to be posted weekly.**
- **Each posting will include the. date assigned, due date and brief description.**

Rubrics

Rubrics must be provided to the student when a project or activity is assigned. The evaluation of projects or such activities must adhere to the rubric that was created and provided to the student.

Homework

Homework is meant to provide reinforcement of classroom instruction. Skills addressed on homework assignments should have been taught previously. Homework by definition refers to assignments that are given to students to complete outside of the classroom after instruction has occurred. Daily assignments that were not completed during class, but are taken home for completion, are not considered homework grades.

Three homework assignments may be included as daily grades per nine weeks. If more than the minimum daily grades are recorded, an additional homework grade may be posted in the daily grades. (Refer to page 5)

Homework assignments must be reasonable in view of the student's home resources. Homework assignments must be properly evaluated; feedback must be given. Documentation of homework assignments must be referenced in lesson plans.

Make – Up Assessments/Assignments

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

No student will be refused the opportunity for make - up work if he/she is absent. Cases with excessive absences will be handled on a case by case basis by the campus principal.

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.

Unexcused Absences

The grade for make – up work after an unexcused absence shall be no higher than 70 for any subject missed.

Assessments

Students absent only on a known test day will be expected to take a test upon return. If any student has been absent the day prior to an announced test and if no new material has

been covered, the student will be expected to take the test at the regularly scheduled time. If the student has been absent two or more days, the student will be allowed to take the test at a later date within the following set guidelines.

Assignments

Students will be provided two days after receiving the make – up work to complete the assignment. Two school days will be provided to the student for each day the student is absent. For example, if a student is absent for three days in a row, once the student receives the make – up work he/she will have six school days to complete and submit the assignments to the teacher. This format will be followed for all make – up work, except under extenuating circumstances that are approved by the principal.

If the student does not complete the assignments within the allotted time, the teacher will follow the late assignment procedures listed below. This means that the student will be deducted ten points for each day after the make – up work was due. It is important to maintain open lines of communication with parents to ensure that both the students and parents are aware of the time requirement.

Late Assignments

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

All late assignments will be deducted 10 points each day the assignment is late or by the guidelines set forth by the subject teacher.

Suspension

The District shall not impose a grade penalty for make - up work after an absence because of a suspension.

Reteaching

Reteaching is defined as another presentation of content, usually to provide an additional opportunity for a student to learn. Reteaching may vary from subject to subject, class to class, teacher to teacher, and student to student. Reteaching will occur in any area where a student has not demonstrated mastery. Reteaching may involve the simple act of repeating the concept to the students or it could require the use of different materials, such as: manipulatives, the inductive approach, deductive approach, and so forth. The main goal is for the student to gain a new and better understanding of the skill.

Reteaching should be part of the planning process. As the teacher plans for their instruction, part of the planning process should include the preparation of alternative activities or instructional strategies to be utilized for students that are struggling with the concept or skill instruction. Planning for reteaching shall be documented in the teacher's lesson plans, as appropriate. Reteaching must be accomplished with a different instructional strategy from the original presentation, such as: peer tutoring, tutoring, or structured group activities

The teacher has the option to reteach a skill and/or allow a student to redo an assignment for the highest grade of a 70 when they deem appropriate.

Retesting

Retesting will occur when a student fails an assessment. The student, parent or teacher may request/provide the opportunity to retest. Retesting will be scheduled at the discretion of the teacher and will require a student to attend a formal or informal tutorial session prior to retesting. Simulated assessments and Kindergarten Quarterly Progress Assessments do not qualify for retesting.

Retesting must occur within a 5-day period from the day the grade is posted in the grade book, except under extenuating circumstances that are approved in writing by the principal.

The highest score that will be given for a retest is a 70, except under extenuating circumstances that are approved in writing by the principal.

Simulated Assessments/Kindergarten Quarterly Progress Assessment

Simulated assessments will be administered once per year in grades 3 – 10. Kindergarten Quarterly Progress Assessments will be administered once per quarter. The simulated assessments and Kindergarten Quarterly Progress Assessments will be recorded in the grade book for all students.

Simulated assessments correspond to the state assessment criteria. Kindergarten Quarterly Progress Assessments correspond with the basic reading and math competencies for students at the end of kindergarten.

Assessment data will be analyzed by teacher, department, and campus in order to guide the implementation of intensive intentional interventions. Campus principals will set guidelines for this analysis.

Transfer Students

Transfer students who enter the District with a letter grade will have the letter grade transfer to:

Letter Grade	Numerical Grade
A+	100
A	96
A-	90
B+	89
B	86
B-	80
C+	79
C	76
C-	70
D+	69
D	66
D -	60
F	50
E	95
S	85
I	75
N	75
U	65