

# **UNIFORM GRADING GUIDELINES**

## **G O O S E C R E E K C.I.S.D.**

**2011-2012**

**NOTE:** The scaled score conversion to percentage score process for including STAAR End of Course performance in final course grades at the high school level has not yet been determined. The information necessary to develop this process should be available from the Texas Education Agency in the Fall of 2011 or Spring of 2012. This score conversion process will impact students entering the ninth grade in August 2011 and beyond.

## **GOOSE CREEK C.I.S.D. GRADING GUIDELINES**

### **BELIEF STATEMENT**

Grading is reporting meaningful information about a student's mastery of the curriculum to students, parents, other campuses, universities, and employers.

### **GOOD GRADING PRACTICES**

Grading is like a video rather than a snapshot. A final grade is a collection of data that has been gathered during a grading period.

A grade on a major unit test is to influence the final grade more than a quiz over a short reading segment.

Grades (what is reported to parents) are to reflect a student's mastery of the skills and knowledge of what has been taught. Evidence of a minimum of 70 percent mastery should be observed by the teacher and duly recorded.

Teachers may deduct up to five points on an assignment for a taught skill that a student fails to demonstrate (i.e. putting a name on a paper or putting a title on a paper). Campus and grade levels may set expectations. Points may be deducted only when expectations for these skills have been taught and clearly communicated.

Homework is a non-observable activity and not to be used to determine minimum mastery. Homework is to be evaluated and/or graded and applied to the student's grade. Homework will either raise or lower a student's grade once mastery is achieved.

Guided practice is to precede assessments for which grades are given.

Teachers may have students exchange work (only non-major grades) to be graded when this practice is used as an instructional tool. Students should not mark a numeric grade on another student's paper. This practice should not be used for tests, exams or other major grades. Students acting as instructional aides may not grade student papers.

## **DEFINITIONS FOR GRADING PRACTICES GRADES K-12**

**ADVANCED PLACEMENT AND PRE-ADVANCED PLACEMENT ACCOMMODATIONS** – Allowable accommodations for students enrolled in PreAP and AP courses are determined by the accommodations allowed by The College Board. Shortened assignments is an accommodation not permitted as students prepare to sit for AP tests. Allowable accommodations include extended time, large print and braille.

**ASSESSMENT** - Assessment is the process of gathering information that reflects levels of student achievement.

**AUTHENTIC ASSESSMENT** - A demonstration of performance of skills or knowledge in a real-life context.

**CLASSWORK** - Work that is assigned and intended for completion in class.

**EVALUATION** - The process of judging results of assessment.

**EXTRA CREDIT** - Extra points given for optional academic extension activities.

**FINAL EXAM** - Assessment conducted at the end of a semester or school year designed to assess achievement in a particular field of knowledge.

**GROUP GRADE** - One grade given to all students in a group for their overall performance/product. (p. 8)

**HOMEWORK** - (Definition from page 2 is applicable by instructional level. See page 8).

**INDEPENDENT GRADES** - Grades given for assigned student work other than tests (completed independently, without assistance) which are used for calculating grading- period averages.

**INDEPENDENT PRACTICE** - Work/assignment given to a student to provide opportunity to reinforce skills.

**MASTER** – Is used as a verb, meaning to become skilled or proficient in the use of, to achieve mastery or command of, to gain a thorough understanding, grasp, or knowledge of. (Webster's Third)

Example: The student has been unable to master French.

In testing, to master means the student can demonstrate proficiency at a predetermined degree of success. (Example: Answer correctly four of six of the items on a particular skill.)

**PARENT NOTIFICATION** – Includes, but is not limited to, phone calls, face to face conferences, letters, and progress reports.

**PARTICIPATION** - Contribution to the learning process of self and others by presenting other points of view, additional examples or illustrations or references, questioning, answering, etc.

**PERFORMANCE ASSESSMENT** - An assessment based on performance of a task or product to demonstrate a skill or skills that have been learned.

**POP QUIZ** - A short test given with no prior warning.

**PORTFOLIO** - A collection of student work showing development of knowledge, understanding, and application of skills in a given curriculum area.

**PROJECT/EXHIBIT/DEMONSTRATION** - Product used to communicate understanding of a subject or area of learning.

**TEST** - An example of an assessment device.

**UNIT** - A specific topic within a course of study.

**UNIT TEST** - The assessment conducted at the end of a unit of study.

**Establishing six-weeks grades within instructional levels PreK-K, 1-5, Junior School, & High School).**

A student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. Reasonable opportunity is defined as one chance to redo an assignment or retake a test for which a student received a failing grade. In the event of a failing grade, students will have, from the date they receive the grade, three school days to redo daily assignments and five school days to retake tests. A student shall not receive a grade higher than a 70 upon redoing a class assignment or retaking a test for which the student had received a failing grade. Teachers may exercise the following options: a) reteach and retest, b) retest, c) offer tutorials, d) assign an alternative assignment over the same content. Semester and final exams are exempt from these retake guidelines.

PRE-K & K	GRADES 1, 2, 3, 4, AND 5	JUNIOR SCHOOL	HIGH SCHOOL
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The reporting system will reflect a student's performance in the classroom compared to grade level expectations. These expectations should be based on developmentally appropriate objectives that are specified within the reporting systems and conform to state guidelines.

Pre-Kindergarten and Kindergarten will continue to use current checklists and revise as needed.

Grade 1 will use numerical grades for reading, language arts, and math. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for handwriting, health, science, social studies, physical education, music, and art.

Grades 2, 3, 4, and 5 will use numerical grades for reading, language arts, math, science, and social studies. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for physical education, handwriting, music, art, and health.

Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 30% of the six-weeks grade. A **minimum** of 2 major grades are required each six weeks with spelling being no more than 50% of the language arts grade. No major grade will be counted more than once.

Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.) can count up to 70% of the six-weeks grade. A minimum of 6 non-major grades is required each six weeks. Homework is to count no more than 10% of a student's grade in a six-weeks grading period.

**Guidelines:**

Major Grades	30%
Quizzes, classwork, etc.	60%
Homework	10%
	or
Major Grades	30%
Classwork, Daily grades	70%
Homework	0%

**Major grades (unit tests, projects, presentations, lab reports, book reports, etc.) will count 60% of the six-weeks grade. A minimum of 3 major grades are required each six weeks.** Exception: The second six week grading period traditionally consists of five weeks. During this shorter grading period, the number of required major grades will be two, with three recommended. No major grade will be counted more than once.

Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the six-weeks grade. A minimum of 6 non-major grades is required each six weeks. Homework is to count no more than 20% of a student's grade in a six-weeks grading period.

**Example 1**

Major Grades	60%
Quizzes, classwork, etc.	25%
Homework	15%

**Example 2**

Major Grades	60%
Classwork, Daily grades	20%
Homework	20%

**Example 3**

Major Grades	60%
Non-major grades	40%
Homework	0%

Major grades (unit tests, projects, presentations, lab reports, book reports, etc.) will count 60% of the six-weeks grade. A minimum of 3 major grades in a regular class is required each six weeks. No major grade will be counted more than once. Exception: The second six week grading period traditionally consists of five weeks. During this shorter grading period, the number of required major grades will be two, with three recommended. The number of required major grades in PreAP and AP classes for all six week grading periods will be two, with three suggested.

Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the six-weeks grade. A minimum of 6 non-major grades is required each six weeks. Homework is to count no more than 20% of a student's grade in a six-weeks grading period.

The academic grade is not tied to discipline.

\* Number percentages - any number referring to grades and stated as a percentage is to be calculated on a 100-point scale. The above means that out of the possible 100 points in a six-weeks average, a minimum of 75 of these 100 points must have been determined from assignments or tests completed in class.

**Determining the semester or yearly average.**

PRE-K, K, AND GRADE 1	GRADES 2, 3, 4, AND 5	JUNIOR SCHOOL	HIGH SCHOOL
N/A	<p>Average the three six weeks to determine semester averages for a one-semester course.</p> <p>Average the six six weeks for year-long classes to determine final averages for year-long courses.</p>		<p>The final exam for any course will count 1/7 of the semester average.</p> <p>(The effects of this policy will be studied during the upcoming year.)</p> <p>(Summer school grades will not be included with semester averages.)</p>

**Highest 6-weeks grade that can be given.**

PRE-K, K	GRADES 1, 2, 3, 4, AND 5	JUNIOR SCHOOL	HIGH SCHOOL
	<p>Grades are calculated on a 100 point scale.</p> <p>The average of any six-weeks course cannot be higher than 100. Report cards will not report a grade higher than 100.</p>	<p>Grades are calculated on a 100 point scale.</p> <p>The average of any six-weeks course cannot be higher than 100. Report cards will not report a grade higher than 100.</p>	<p>Grades are calculated on a 100 point scale.</p> <p>The average of any six-weeks course cannot be higher than 100. Report cards will not report a grade higher than 100.</p>

**Homework guidelines within instructional levels.**

PRE-K, K	GRADES 1, 2, 3, 4, AND 5	JUNIOR SCHOOL	HIGH SCHOOL
<p>Homework is any work assigned to be done outside of class for the practice and reinforcement of learned skills.</p>	<p>Homework is any work assigned to be done outside of class for the practice and reinforcement of learned skills. Homework is to count no more than 10% in a six-weeks grading period.</p> <p>Special home assignments such as reading, projects, research, writing, etc., are not to count more than 25% of a student's grade during a six-weeks grading period.</p>	<p>Homework represents those assignments that are intended to support instruction and may include drill, practice, reading, outside projects, and research. Homework is an independent assignment that is intended to be done outside of the traditional school day. Homework is any work assigned to be done outside of class for the practice and reinforcement of learned skills.</p> <p>Homework is included in the broad category of non-major grades (see page ). Homework is to count no more than 20% of a student's grade in a six-weeks grading period.</p>	<p>Homework represents those assignments that are intended to support instruction and may include drill, practice, reading, outside projects, and research. Homework is an independent assignment that is intended to be done outside of the traditional school day. Homework is any work assigned to be done outside of the class for the practice and reinforcement of learned skills.</p> <p>Homework is included in the broad category of non-major grades (see page 6). Homework is to count no more than 20% of a student's grade in a six-weeks grading period.</p>

**Determining an individual student's grade within a group assignment.\***

PRE-K, K	GRADES 1,2, 3, 4, AND 5	JUNIOR SCHOOL	HIGH SCHOOL
N/A	<p>When a group project is assigned, clearly described criteria are to be established for each student in the group.</p> <p>From 95% to 100% of a student's grade will be determined by the student's performance in meeting assigned criteria.*</p> <p>A group grade, given to all students for the performance of the group overall, is to count no more than 5% of an individual student's grade on a group assignment.</p>		

**Determining the percentage of a student's final grade that can be determined by group grades.**

N/A	No more than 5% of a student's final grade, semester or yearly, is to be based on grades that are given for the performance of a group overall.
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\* Percentages refer to a 100-point scale, see page 5.

\* If four students are assigned a group project, each student is to know in advance the criteria to be used in assigning his/her grade. From 95% to 100% of each student's grade on the project is to be determined by each student meeting his/her own criteria. If an overall group grade is given, it is to count no more than 5% of each student's grade on the project.

**Averaging semester grades for credit.**

<b>PRE-K, K</b>	<b>GRADES 1, 2, 3, 4, AND 5</b>	<b>JUNIOR SCHOOL</b>	<b>HIGH SCHOOL</b>
N/A	N/A	Junior school students enrolled in a course for high school credit will receive high school credit for any semester with a 70 or above average.	A student receives credit for any semester with a 70 or above average.  In a year long course, a student receives credit for both semesters if he/she passes the second semester and the average of the two semesters equals 70 or greater.

**Progress Reports**

<b>PRE-K,K</b>	<b>GRADES 1, 2, 3, 4, AND 5</b>	<b>JUNIOR SCHOOL</b>	<b>HIGH SCHOOL</b>
	Progress reports will reflect the grade through the end of the 3 <sup>rd</sup> week of the grading period for all students. After the progress report is issued, if a student's grade drops significantly or falls below 70, the parent/guardian will be notified.	Progress reports will reflect the grade through the end of the 3 <sup>rd</sup> week of the grading period for all students. After the progress report is issued, if a student's grade drops significantly or falls below 70, the parent/guardian will be notified.	Progress reports will reflect the grade through the end of the 3 <sup>rd</sup> week of the grading period for all students. After the progress report is issued, if a student's grade drops significantly or falls below 70, the parent/guardian will be notified.

**Second chances.**

PRE-K, K	GRADES 1, 2, 3, 4, AND 5	JUNIOR SCHOOL	HIGH SCHOOL
N/A	Second chances, at the individual teacher's discretion, may be given but only when assigned additional work or study has been done, maximum score is 90.* *(a new assessment, replacement grade)		

**Extra credit.**

PRE-K, K	GRADES 1, 2, 3, 4, AND 5	JUNIOR SCHOOL	HIGH SCHOOL
N/A	All extra credit is to be academic. If extra credit is offered, it must be offered to all students in the class. Extra credit is to count no more than 5% of a student's grade in a six-weeks grading period.		

## **Penalties For Cheating.**

<b>PRE-K, K</b>	<b>GRADES 1, 2, 3, 4, AND 5</b>	<b>JUNIOR SCHOOL</b>	<b>HIGH SCHOOL</b>
Academic dishonesty reflected in the behavior objectives of the report card.	Where number grades are given, a zero will be given on any assignment where cheating occurs as defined in EIA (Local).		
All offenses will result in notification of parents.			

### **EIA (Local)**

#### **Academic Dishonesty**

**Academic dishonesty includes cheating, copying the work of another student, plagiarism, or 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 other supervising professional employee, taking into consideration written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties.**

### **Code of Student Conduct**

**Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material during a test, copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student. (See Code of Student Conduct)**

## **Penalties For Late Assignments.**

<b>PRE-K, K</b>	<b>GRADES 1, 2, 3, 4, AND 5</b>	<b>JUNIOR SCHOOL</b>	<b>HIGH SCHOOL</b>
Late assignments will be reflected in the behavior objectives of the report card.	Late assignments other than homework will result in a 10 point reduction per day for a maximum of three days, after which a zero may be given. Extenuating circumstances will be given special consideration. *	Late assignments other than homework will result in a 10 point reduction per day for a maximum of three days, after which a zero may be given. Extenuating circumstances will be given special consideration.	Late assignments other than homework will result in a 10 point reduction per class day for a maximum of three class days, after which a zero will be given. Extenuating circumstances will be given special consideration.
If major assignments are late, parents will be notified. For each day of excused absence, one school-day for make-up will be given.			
Extenuating Circumstances: Situations that mentally or physically impact the ability of the student to complete an assignment. <u>Reference taken from (Board Policy FDD Local p1)</u>			

The Board has established the following as extenuating circumstances:

1. Board-approved extracurricular activity or public performance subject to limitations in FDD (Legal) preceding.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.
8. Days of suspension.
9. Participation in court proceedings or child abuse/neglect investigation.
10. A migrant student's late enrollment or early withdrawal.
11. Days missed as a runaway.
12. Completion of a competency-based program for at-risk students.
13. Late enrollment or early withdrawal of a student under Texas Youth Commission.
14. Teen parent absences to care for his or her child.
15. Participation in a substance abuse rehabilitation program.