



UNIFORM GRADING GUIDELINES

GOOSE CREEK C.I.S.D

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BELIEF STATEMENT

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

GOOD GRADING PRACTICES

- Grading is a video rather than a snapshot.
- A final grade is a collection of data that has been gathered during a grading period.
- Grades (what is reported to parents) are to reflect a student's mastery of the skill and knowledge of what has been taught.
- Teachers ***may*** deduct up to five points on an assignment for a taught skill that a student fails to demonstrate (i.e. putting name on a paper or putting a title on a paper). Campus and grade levels ***should*** 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 a student's grade.
- Guided practice is to precede assessments for which grades are given.
- Teachers may have students exchange work (non-major grades only) to be graded when this practice is used as an instructional tool. Students should not mark a numeric grade on another student's paper. Students acting as classroom aides may not grade student papers.
- Academic grades are not tied to discipline.
- Grading for students with disabilities is subject to modification by the Admission, Review and Dismissal committee(s).

DEFINITIONS FOR GRADING PRACTICES GRADES K-12

ADVANCED PLACEMENT EXAM ACCOMMODATIONS	Allowable AP exam accommodations for students enrolled in AP courses are determined by the allowed by The College Board. Some examples of exam 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
BENCHMARK	A district-wide assessment administered to all students in an identified grade or course. These assessments are designed to simulate the STAAR or EOC test for that grade or course, and to predict student performance on the upcoming state assessment.
CBA	“Content Based Assessment” or CBA is an assessment based on the curriculum (TEKS) as described by the Scope & Sequence for a specific time period.
CLASSWORK	Work that is assigned and intended for completion in class
EVALUATION	The process of judging the results of an assessment
EXTRA CREDIT	Extra points given for optional academic extension activities
FINAL/SEMESTER 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 (see p.6)
HOMEWORK	Homework is any work assigned to be done outside of class for the practice and reinforcement of learned skills.
INDIVIDUALIZED EDUCATION PLAN (IEP)	The Admission, Review and Dismissal Committee (ARD) design individual Education Plan for a student who meets special education eligibility criteria. This plan may address student grading accommodations.
INDEPENDENT GRADES	Grades given for assigned student work other than tests (completed independently in class, without assistance) which are used for calculating grading-period averages
INDEPENDENT PRACTICE	Work/assignment given to a student to provide opportunity to reinforce skills
MAJOR GRADE	Unit tests, projects, presentations, lab reports, CBAs, etc.
MASTER	(verb: <i>to become skilled or proficient in the use of, to achieve mastery or command of, to gain a thorough understanding, grasp or knowledge of</i>) In testing, to master means the student can demonstrate proficiency at a predetermined degree of success.
NON-MAJOR GRADE	Class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.
PARENT NOTIFICATION	Includes but is not limited to e-mails, 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	Product used to communicate understanding of a subject or area of learning
SPECIAL EDUCATION ACCOMMODATIONS	The Admission, Review and Dismissal committee (ARD) determines the instructional accommodations necessary for the classroom and testing environment. This committee will determine the specially designed instructional plan for each special education student. These accommodations may include grading, format of assignments, length of assignments, and location of instruction
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

ELEMENTARY (K-5) GRADING GUIDELINES

PRE-K & K	GRADES 1 & 2	GRADES 3 & 4	Grade 5
<p>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.</p> <p>Pre-Kindergarten and Kindergarten will use checklists that are revised as needed.</p>	<p>Grades 1 and 2 will use numeric 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 handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 30%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.) may count up to 70%. A minimum of 9 non-major grades is required each grading period. Homework may not count more than 10% of the student's grade in a grading period.</p> <p>Example 1: Major Grades: 30% Non-major Grades 60% Homework 10%</p> <p>Example 2: Major Grades: 30% Non-major Grades 70% Homework 0%</p>	<p>Grades 3 and 4 will use numeric 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 handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 40%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.) will count 60%. A minimum of 9 non-major grades is required each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p> <p>Example 1: Major Grades 40% Non-major Grades 50% Homework 10%</p> <p>Example 2: Major Grades 40% Non-major Grades 60% Homework 0%</p>	<p>Grade 5 will use numeric 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 handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 50%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, books reports, etc.) will count 50%. A minimum of 9 non-major grades is required for each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p> <p>Example 1: Major Grades 50% Non-major Grades 40% Homework 10%</p> <p>Example 2: Major Grades 50% Non-major Grades 50% Homework 0%</p>

- **Teachers are required to update students' grades in TEAMS grading system at least once each week. This process will allow parents/guardians to have an accurate indication of their child's progress.**
- The academic grade is not tied to discipline.
- Special education students' grading may be modified by ARD Committee decision.

SECONDARY (6-12) GRADING GUIDELINES

JUNIOR SCHOOL	HIGH SCHOOL												
<p>Major grades (unit tests, projects, presentations, CBAs, lab reports, book reports, etc.) will count 60% of the grading period grade. A minimum of 3 major grades are required each grading period. No major grades may be counted more than once.</p> <p>Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the grading period grade. A minimum of 9 non-major grades are required each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p>	<p>Major grades (unit tests, projects, presentations, CBAs, lab reports, book reports, etc.) will count 60% of the grading period grade.</p> <ul style="list-style-type: none"> • All Courses with the Exception of Dual Credit: A minimum of 3 major grades are required each grading period. No major grades may be counted more than once. <p>Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the grading period grade. A minimum of 9 non-major grades are required each grading period. Homework may not count more than 10% of a student grade in a grading period.</p> <p>Dual credit courses in all subjects will adhere to the grading procedures and policies as defined in each Lee College course syllabus.</p>												
<p>Example 1:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Major Grades</td> <td style="text-align: right;">60%</td> </tr> <tr> <td>Non-major Grades</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Homework</td> <td style="text-align: right;">10%</td> </tr> </table>	Major Grades	60%	Non-major Grades	30%	Homework	10%	<p>Example 2:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Major Grades</td> <td style="text-align: right;">60%</td> </tr> <tr> <td>Non-major Grades</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Homework</td> <td style="text-align: right;">0%</td> </tr> </table>	Major Grades	60%	Non-major Grades	40%	Homework	0%
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<ul style="list-style-type: none"> • Teachers are required to update students' grades in TEAMS grading system at least once each week. This process will allow parents/guardians to have an accurate indication of their child's progress. • The academic grade is not tied to discipline. • Special education students' grading may be modified by ARD Committee decision. 													

HOMEWORK GUIDELINES WITHIN INSTRUCTIONAL LEVELS	PRE-K & K	<ul style="list-style-type: none"> • Homework is any work assigned to be done outside of class for the practice and reinforcement of learned skills.
	GRADES 1, 2, 3, 4, & 5	<ul style="list-style-type: none"> • Homework is any work assigned to be done outside of class for the practice and reinforcement of learned skills. Homework may not count more than 10% in a grading period.
	JUNIOR SCHOOL & HIGH SCHOOL	<ul style="list-style-type: none"> • Homework represents those assignments that are intended to support instruction and may include drill, practice, outside projects and research. Homework is included in the broad category of non-major grades (see p.5). • Homework may not count more than 10% of a student's grade in a grading period. • Accepting late homework assignments is up to an individual teacher's discretion or the IEP.
DETERMINING an INDIVIDUAL STUDENT'S GRADE WITHIN a GROUP ASSIGNMENT	PRE-K & K	N/A
	GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL & HIGH SCHOOL	<ul style="list-style-type: none"> • When a group project is assigned, clearly described criteria are to be established for each student in the group. • When 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 a student's grade will be determined by the student's performance in meeting assigned criteria. • If an overall group grade is given, it is to count no more than 5% of each student's grade on the project. • No more than 5% of a student's final grade, semester or yearly, may be based on grades that are given for the performance of a group overall.
EXTRA CREDIT	PRE-K & K	N/A
	GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL & HIGH SCHOOL	<ul style="list-style-type: none"> • 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 grading period.
HIGHEST GRADE ALLOWABLE for a GRADING PERIOD	PRE-K & K	N/A
	GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL & HIGH SCHOOL	<ul style="list-style-type: none"> • The average of any grading period cannot be higher than 100. Report cards will not report a grade higher than 100. • Grades are calculated on a 100 point scale.

PROGRESS REPORTS	PRE-K & K	N/A
	GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL & HIGH SCHOOL	<ul style="list-style-type: none"> Progress reports will reflect the grade through the end of the 3rd & 6th week of the grading period for all students. Progress reports will be viewed in Parent Portal. After the progress report is issued, if a student's grade drops significantly or falls below 75, the parent/guardian will be notified by the teacher. (This applies to students whose grade was originally above 75) <p><i>* Progress Reports in Lee College dual credit courses may be submitted in Pass/Fail format.</i></p>
DETERMINING the SEMESTER or YEARLY AVERAGE	PRE-K, K & GRADE 1	N/A
	GRADES 2, 3, 4, & 5 & JUNIOR SCHOOL	<ul style="list-style-type: none"> Average the two grading periods to determine the semester average for a one-semester course. Average all grading periods to determine the final average for yearlong courses.
	HIGH SCHOOL*	<ul style="list-style-type: none"> The final exam for any course will count 1/7 of the semester average. <p><i>(Summer school grades will not be included when calculating semester averages.)</i></p> <p><i>* Dual Credit: the final grade in Lee College dual credit courses will be determined according to the college's policy.</i></p>
AVERAGING SEMESTER GRADES FOR CREDIT	PRE-K & K & GRADES 1, 2, 3, 4, & 5	N/A
	JUNIOR SCHOOL	<ul style="list-style-type: none"> 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. In a yearlong high school course, a student receives credit for both semesters if the average of the two semesters equals 70 or greater.
	HIGH SCHOOL	<ul style="list-style-type: none"> A student receives credit for any semester with a 70 or above average. In a yearlong course, a student receives credit for both semesters if the average of the two semesters equals 70 or greater.

MAKE-UP WORK

PRE-K & K	<ul style="list-style-type: none"> • Students shall be permitted to make up assignments and tests following any absence. All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension from school.
GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL	<ul style="list-style-type: none"> • Students shall be permitted to make up assignments and tests following any absence. All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension from school.
HIGH SCHOOL	<ul style="list-style-type: none"> • Students shall be permitted to make up assignments and tests following any absence. All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension from school.
AP & DUAL CREDIT	<ul style="list-style-type: none"> • Students shall be permitted to make up assignments and tests following any absence. All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension from school.

- **A teacher may not assign an incomplete grade, 'I' without written approval from a campus administrator or academic dean.**
- A student will be given as many days as he/she was absent to make up tests and other missed assignments.
- If a student does not complete the work assigned after the allotted number of days has passed, the late work schedule comes into effect.
- Teachers are not required to provide assignments prior to an absence, unless the absence has been approved by the building principal with two weeks advanced notice.
- Students should not be required, on the day of returning to school, to take a quiz or test that was announced during the student's absence.

LATE ASSIGNMENTS	PRE-K & K	<ul style="list-style-type: none"> Late assignments will be reflected in the behavior objectives of the report card.
	GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL	<ul style="list-style-type: none"> Late assignments, other than homework, may 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.
	HIGH SCHOOL Regular & Honors	<ul style="list-style-type: none"> Late assignments, other than homework, may result in a 10-point reduction per day for a maximum of three days, after which a zero will be given. Extenuating circumstances* will be given special consideration.
	AP	<ul style="list-style-type: none"> AP, PLTW, & OnRamps Courses at the high school level: Late assignments may be accepted in AP courses due to “Extenuating Circumstances” as described below or as specified by a student’s IEP. Dual Credit: Accepting late assignments in Lee College dual credit courses will be determined by the college’s policy.
<ul style="list-style-type: none"> If any assignments are late, parents/guardians will be notified as specified on p.3. Weekly grade updates in TEAMS are considered parent notification. The special education IEP may address late assignments as a grading accommodation. 		

* The Board has established the following as “**Extenuating Circumstances**”:

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

RETAKES & SECOND CHANCES	PRE-K & K	N/A
	GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL & HIGH SCHOOL	<ul style="list-style-type: none"> • A student or parent may initiate an opportunity (one chance) to redo an assignment or retake a test for which the student received a failing grade. In the event of a failing grade, students may have from the date they received the grade, three school days to redo daily assignments and five school days to retake tests. A student may not receive a grade higher than a 70 upon redoing a class assignment or retaking a test for which the student received a failing grade. The failing grade is not averaged with the redo assignment or test. The student receives the higher of the two grades. Teachers may exercise the following options: reteach & retest, retest, offer tutorials, or assign an alternative assignment over the same content. • Semester/final exams and CBAs are exempt from these retake guidelines.
	DUAL CREDIT COURSES	<ul style="list-style-type: none"> • Dual Credit: Allowing retakes and second chances on Lee College dual credit course assignments will be determined by the college's policy.
PENALTIES for CHEATING	PRE-K & K	N/A
	GRADES 1, 2, 3, 4, & 5 & JUNIOR SCHOOL & HIGH SCHOOL	<ul style="list-style-type: none"> • Where numeric 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 PARENT/GUARDIAN (as specified on p.3)
	EIA (Local)	
<p><u>Academic Dishonesty:</u> 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. <u>Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties.</u></p>		<p><u>Code of Student Conduct:</u> 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. Plagiarism, the use of another's ideas or products as one's own, can also be defined as cheating. (See Code of Student Conduct)</p>