
Note: The following outline is intended to help districts develop their current guidelines for grading. Districts should add, delete, reorganize, and revise materials to reflect current practice. Grading guidelines should be coordinated with all relevant local policies and the student handbook.

STANDARDS FOR
MASTERY

Promotion standards by grade:

1. PK – K: Grade-level advancement for Pre-Kindergarten and Kindergarten students will be earned upon successful mastery of criteria on the Mastery Checklist.
2. Grades 1– 8: Grade-level advancement for students in grades 1-8 will be earned upon successful mastery of the curriculum in in a three of the four core subject content areas (language arts, math, science and social studies). Please refer to board policy EIE for more promotion standards.
3. High school: Grade-level advancement for students in grades 9–12 will be earned upon successful mastery of the curriculum and completion of course credits.

ACADEMIC
DISHONESTY AND
INTEGRITY

A student 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.

ELEMENTARY
GRADING AND
REPORTING
PROCEDURES

DETERMINING STUDENT GRADES

1. Grades are reported each 6 weeks grading reporting period for students in grades K-5th grade. Pre-K will report student progress every 9 weeks using a mastery checklist.
2. The student's demonstration of mastery of the instructional expectations as aligned in the Texas Essential Knowledge and Skills (TEKS) for grade-level subjects or courses shall be the major factor in determining the student's grade for a subject or course.
3. The mastery checklist (Pre-K, K) and report card (1st, 2nd, 3rd, 4th, 5th) reflect the student's individual growth and acquisition of the grade level TEKS. Numerical averages will

be used to report mastery of concepts and achievement for grades 1st-5th.

4. Grades will be sufficient in number and category (daily assignments, quizzes, tests, etc.) to reflect an accurate measure of a student's progress and achievement. The percentage average is weighted as follows:
 - a. 60% Daily Assignments
 - b. 25% Assessments, and
 - c. 15% Six Weeks Summative.There will be a minimum of ten grades calculated for daily assignments, five grades calculated for assessments, and one summative grade calculated per subject.
5. No "blanket" grades are to be issued during any grading period. A blanket grade is described as giving every student in the class the same grade for an assignment without regard to individual achievement in core subjects.
6. The final numerical grade will be recorded in the student's permanent cumulative record file for students in first through fifth grade.
7. The responsibility for grading belongs with the teacher. While peer review (e.g. peer editing and marking), can be a valuable learning activity, students will not be permitted to grade tests, quizzes or other major assignments. Peer marking of homework and/or other assignments is acceptable, but the teacher must review the work before assigning the final grades. Students must not have access to other students' grades.
8. A student's academic grades will not be affected by non-academic behavior or adherence to procedural rules (e.g., using the proper heading or using a certain color of ink or bringing certain supplies to class).

DETERMINING STUDENT TRANSFER GRADES

In the case of a student transferring into the District, grades shall be accepted based on the intent of the sending school. Numerical grades earned from an accredited school shall be accepted. Alpha grades shall be recorded as follows:

- A+ equals 97%
- A equals 94%

- A- equals 90%
- B+ equals 87%
- B equals 84%
- B- equals 80%
- C+ equals 79%
- C equals 77%
- C- equals 75%
- D equals 72%
- D- equals 70%
- F equals 69% or below

MAKE-UP WORK FOR ABSENCES

The District distinguishes absences as excused and unexcused. Students are expected to make up assignments and assessments missed. The expectations for make-up assignments are as follows:

1. Make-up assignments shall be made available to students after absences.
2. Make-up assignments and assessments that are submitted within 5 days of the assigned due date due to an excused absence (i.e., documented medical appointment or school-sanctioned trip) shall not be imposed a "late" penalty, and shall be awarded 100% of the earned grade.
3. Make-up assignments submitted 6 days past the assigned due date due to an excused absence shall be considered late, and is subject to a "late" penalty as follows:
 - Late 6 days = 5-point penalty
 - Beyond 6 days = 5-point penalty for each day assignment is late.

Note: If a student is unable to complete assignments or make-up work due to a prolonged illness or hospitalization, then the student's make-up assignments will be considered due 5 days after the student has obtained a medical release to return to school. Penalties will be incurred if an assignment is received on the 6th day or thereafter as indicated above.

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(REGULATION)

4. Make-up assignments submitted past the assigned due date due to an unexcused absence shall be considered late, and is subject to a "late" penalty as follows:
 - One to five days late = 5-point penalty for each day the assignment is late
 - Beyond 6 days = teacher holds the sole discretion to accept work and assign a grade.
5. The District shall not impose a grade penalty for make-up work after an absence due to a suspension from school.
6. In extenuating circumstances, the Campus Attendance Committee shall review individual circumstances when incomplete grades are posted.

HOMEWORK POLICY

1. Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:
 - a. To provide a drill that helps the student practice the basic skills of a subject.
 - b. To extend learning beyond the material that can be covered in class
 - c. To develop effective study methods.
 - d. To help the student prepare for classroom work.
 - e. To allow the student to make up work after an absence.
 - f. To provide a means of re-teaching essential knowledge and skills.
2. Homework will not be assigned as punishment.
3. The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the Texas Essential Knowledge and Skills; and shall including the following
 - a. Parents shall be provided a homework guide and/or expectations by the teacher at the beginning of the year to support the completion of homework assignments.
 - b. Shall communicate and clarify the make-up work requirement and expectation in the event of an absence to both students and parents.

LATE WORK

Late work is defined as any assignment that is not submitted on the due date and/or time, with the exception of make-up work due to absences.

Work that is turned in late due to any reason other than an absence will be subject to a 5-point penalty for each day that the assignment is late, as long as it is turned in within 6 days of the due date. Beyond the 6-day period, teachers may exercise their own discretion in determining if the late assignment will be accepted and a grade will be awarded.

RETESTING/REASSIGNMENTS

1. Prior to posting of an assignment/test grades, the teacher shall verify that 70% of a class section has met mastery. In the event that 70% of that class section does not meet mastery, the teacher shall reteach and provide an alternate assignment to ensure 70% mastery before posting the grade.
2. When a student earns a 69 or below on any assignment within a category grade (e.g. test, project, research paper, etc.), the teacher must allow the student a second opportunity to test or complete an assignment. Some departments may choose to use spiraling as a form of retesting.
3. The highest grade the student can earn on a retest or a reassigned activity is a grade of 70. If the retest grade or the second assignment grade is also a failing grade, then the teacher should record the higher of the two grades in the grade book. If the student earns above a 70 on the retest or second assignment, then the teacher will enter a grade of 70.

CREDIT BY EXAMINATION (Refer to board policy EHDB and EHDC)

GRADING AND THE RECORDING OF GRADES

1. Teachers will verify and edit student grades prior to the exporting of grades so that the student's accurate average is printed on the progress report or report card.
2. For the student to be eligible for UIL participation, an "Incomplete" must be replaced with a passing grade within seven calendar days of the close of the grading period.

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(REGULATION)

PARENT PORTAL

The Parent Portal contains data extracted from the District's electronic grading program and allows parents/guardians with Internet access to view recorded grades for the student at any time during the school year.

1. Teachers will update grades in the electronic grade book so that parents/guardians have an accurate understanding of the student's progress in each class.
2. In order to maintain current information for parents/guardians, teachers are directed to grade and post assignments within seven calendar days from the due date.

PROGRESS REPORTS

1. Progress reports are sent home to parents/guardians after every third week grading period.
2. When a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will make every effort to communicate directly with the parent or guardian and discuss options for remediation and intervention; and maintain constant dialogue and documentation of the communication with the parent or guardian regarding the student's progress.

REPORT CARDS FOR K - 5th Grade

1. Reports cards are sent home to parents/guardians after every six-week grading period. Pre-K reports will be sent home every nine weeks.
2. Report cards must indicate information on academic progress, citizenship, and attendance.
3. When a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will make every effort to communicate directly with the parent or guardian and discuss options for remediation and intervention; and maintain constant dialogue and documentation of the communication with the parent or guardian regarding the student's progress.

SECONDARY
GRADING AND
REPORTING
PROCEDURES

DETERMINING STUDENT GRADES

1. 6 weeks grading reporting period.
2. The student's demonstration of mastery of the instructional expectations as aligned in the Texas Essential Knowledge and Skills (TEKS) for grade-level subjects or courses shall be the major factor in determining the student's grade for a subject or course.
3. The report card reflects the student's individual growth and acquisition of the grade level TEKS. Numerical averages will be used to report mastery of concepts and achievement.
4. Grades will be sufficient in number and category (daily assignments, quizzes, tests, etc.) to reflect an accurate measure of a student's progress and achievement. This will include:
 - a. A minimum of two classwork/homework assignments per week;
 - b. Minimum of 1 cumulative assessment grade per 6 weeks (unit test, profile, chapter test);
 - c. Five quiz grades per six weeks
5. Assessments account for 40% of the final grade for each course. Daily and homework assignments account for 60% of the final grade for each course.
6. No single assignment or test grade should count more than 10% of the final grade, with the exception of the semester exam which will count for 25% of the final grade for the course.
7. No "blanket" grades are to be issued during any grading period. A blanket grade is described as giving every student in the class the same grade for an assignment without regard to individual achievement.
8. The final numerical grade will be recorded in the student's permanent cumulative record file.
9. The responsibility for grading belongs with the teacher. While peer review, (e.g. peer editing and marking) can be a valuable learning activity, students may be permitted to grade tests, quizzes or other major assignments. Peer

marking of homework and/or other assignments is acceptable, but the teacher must review the work before assigning the final grades. Students must not have access to other students' educational records.

10. A student's academic grades will not be affected by non-academic behavior or adherence to procedural rules (e.g., using the proper heading or using a certain color of ink or bringing certain supplies to class).
11. A student shall not be given credit or a final grade for a class unless the student is in attendance at least 90% of the days the class is offered.
12. A student will be given a grade of zero on any assignment or assessment on which the student is found to be academically dishonest, i.e., cheating.

CALCULATING SEMESTER GRADES AND FINAL COURSE GRADES

The following process is utilized when averaging grades for credit:

1. For Two-Semester Courses:

Final course grade will reflect the average of both semesters.

2. For One-Semester Courses:

The teacher will average all grades obtained during the semester in which the course was taken.

DETERMINING STUDENT TRANSFER GRADES

In the case of a transfer student, grades accepted shall be based on the intent of the sending school. Numerical grades earned from an accredited school shall be accepted. Alpha grades shall be recorded as follows:

- A+ equals 97%
- A equals 94%
- A- equals 90%
- B+ equals 87%
- B equals 84%
- B- equals 80%

- C+ equals 77%
 - C equals 74%
 - C- equals 70%
 - D+ equals 67%
 - D equals 64%
 - D- equals 60%
- F equals 59% or below

PRE-ADVANCED PLACEMENT AND ADVANCED PLACEMENT TRANSFERS

1. TRANSFER FROM A REGULAR LEVEL COURSE TO A PRE-AP OR AP LEVEL COURSE

If a student moves to a regular level course from a Pre-Advanced Placement (Pre-AP) or Advanced Placement (AP) level of the same course, the student's transferring average or category grades from the Pre-AP or AP class shall be weighted by 1.15 for Pre-AP or 1.30 for AP classes. Transfers from a Pre-AP or AP class must occur within the first six weeks calendar weeks of the course and a grade change form will document the transferred grade(s). This gives the student an opportunity to succeed in the course for that grading period. However, any remaining grades earned in the regular course will not receive any additional weight.

2. TRANSFER FROM A PRE-AP OR AP COURSE FROM A REGULAR LEVEL COURSE

If a student is moving into a Pre-AP or AP course from the regular level of the same course, the transferring average from the regular course will transfer as is.

3. TRANSFER INTO A REGULAR COURSE AFTER THE FIRST SEMESTER

The first semester grade remains as is and is given the appropriate weight for Pre-AP or AP credit. The second semester grade for the regular course will be weighted at 1.0.

MAKE-UP WORK FOR ABSENCES

The District distinguishes absences as excused and unexcused. Students are expected to make up assignments and assessments missed. The expectations for make-up assignments are as follows:

1. Make-up assignments shall be made available to students after absences.
2. Make-up assignments and assessments that are submitted within 5 days of the assigned due date due to an excused absence (i.e., documented medical appointment or school-sanctioned trip) shall not be imposed a “late” penalty, and shall be awarded 100% of the earned grade.
3. Make-up assignments submitted 6 days past the assigned due date due to an excused absence shall be considered late, and is subject to a “late” penalty as follows:
 - Late 6 days = 5-point penalty
 - Beyond 6 days = 5-point penalty for each day assignment is late.

Note: If a student is unable to complete assignments or make-up work due to a prolonged illness or hospitalization, then the student's make-up assignments will be considered due 5 days after the student has obtained a medical release to return to school. Penalties will be incurred if an assignment is received on the 6th day or thereafter as indicated above.

4. Make-up assignments submitted past the assigned due date due to an unexcused absence shall be considered late, and is subject to a “late” penalty as follows:
 - One to five days late = 5-point penalty for each day the assignment is late
 - Beyond 6 days = teacher holds the sole discretion to accept work and assign a grade.
5. The District shall not impose a grade penalty for make-up work after an absence due to a suspension from school.
6. A student has a 2-day grace period per absence to complete make-up work.

HOMEWORK POLICY

1. Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:
 - a. To provide a drill that helps the student practice the basic skills of a subject.
 - b. To extend learning beyond the material that can be covered in class
 - c. To develop effective study methods.
 - d. To help the student prepare for classroom work.
 - e. To allow the student to make up work after an absence.
 - f. To provide a means of re-teaching essential knowledge and skills.
2. Homework will not be assigned as punishment.
3. The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the Texas Essential Knowledge and Skills; and shall including the following:
 - a. Parents shall be provided a homework guide and expectations by the teacher at the beginning of the year to support the completion of homework assignments.
 - b. Shall communicate and clarify the make-up work requirement and expectation in the event of an absence to both students and parents.

LATE WORK

Late work is defined as any assignment that is not submitted on the due date and/or time, with the exception of make-up work due to absences.

Work that is turned in late due to any reason other than an absence will be subject to a 5-point penalty for each day that the assignment is late, as long as it is turned in within 6 days of the due date. Beyond the 6-day period, teachers may exercise their own discretion in determining if the late assignment will be accepted and a grade will be awarded.

RETEST/REASSIGNMENTS

The district will allow students one opportunity to retest a failed quiz or complete a reassignment of a failed activity until the material has been assessed through a summative exam.

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS
CREDIT BY EXAMINATION [See EHDB and EHDC]

EIA
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CLASS RANK CALCULATION [See EIC]

NO PASS, NO PLAY EXEMPTIONS

Exempted classes are not used for UIL eligibility requirements. There are no limitations to waivers for failing one or more honors classes. [See FM]

COLLEGE COURSEWORK/DUAL CREDIT COURSES

1. A minimum of two grades should be posted weekly per course. Variances may occur based on the college grading and weighting system.
2. At a minimum, a progress report (mid-term grade) and a semester grade (final grade) should be posted. [See EHDD]

TEXAS VIRTUAL SCHOOL NETWORK (TxVSN)

Individualized plans and grading requirements will be determined based on course and school weighting system.

GRADING AND THE RECORDING OF GRADES

1. Teachers will verify and edit student grades prior to the exporting of grades so that the student's accurate average is printed on the progress report or report card.
2. Teachers will update "Incomplete" grades within three weeks after the end of the grading period. For the student to be eligible for UIL participation, an "Incomplete" must be replaced with a passing grade within seven calendar days of the close of the grading period.

PARENT PORTAL

The Parent Portal contains data extracted from the District's electronic grading program and allows parents/guardians with Internet access to view recorded grades for the student at any time during the school year.

1. Teachers will update grades in the electronic grade book so that parents/guardians have an accurate understanding of the student's progress in each class.
2. In order to maintain current information for parents/guardians, teachers are directed to grade and post assignments within seven calendar days from the due date.

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS
PROGRESS REPORTS

EIA
(REGULATION)

1. Progress reports are sent home to parents/guardians approximately third week of each grading period.
2. When a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will make every effort to communicate directly with the parent or guardian and discuss options for remediation and intervention; and maintain constant dialogue and documentation of the communication with the parent or guardian regarding the student's progress.

REPORT CARDS

1. Reports cards are sent home to parents/guardians after every six week grading period.
2. Report cards must indicate information on academic progress, and attendance.
3. When a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will make every effort to communicate directly with the parent or guardian and discuss options for remediation and intervention; and maintain constant dialogue and documentation of the communication with the parent or guardian regarding the student's progress.