



High School Grading Handbook Revisions for 2020-2021

Teachers are to maintain students’ grades and progress on the District’s electronic grade book program (Frontline). Teacher grade books are auditable documents and are maintained digitally by network services. Grades are to be updated on a weekly basis and must be entered by the following Monday at 4:30 PM.

Grading categories and weights are to be as follows:

Grading exceptions are to be made for the first week of school, district-wide assessments, and state testing weeks. All assignments must be weighted on a 100 point scale. Furthermore, all grading categories must be included in the average of final nine-week grade. Project grades may also be included.

High School

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| • Tests/Major Projects/Process Writing Papers | 40% | Minimum of 3 per nine weeks* |
| • Quizzes/ Daily Assignments: | 60% | Minimum of 3 per week for
each content every course |

**A minimum of one grade from the 40% category must be included in each progress report with a minimum total of 3 grades per nine weeks report card.*

Semester Grades

The semester/final examination grade will be given in all courses, which will count for 10% of the final/semester grade.

Late Work

Late work is defined as any assignment that is not submitted on its due date, with the exception of make-up work for absences or approved school activities. Teachers are to enter an “M” into the electronic gradebook for any assignment a student does not turn in on time. Late assignments will be accepted 3 days from the assignment due date or at the end of the nine weeks, **if the nine weeks ends prior to the end of the three day window, whichever is sooner.** When an assignment is submitted after the due date, a maximum penalty of ~~ten (10)~~ **five (5)** points per day will be deducted from the grade. In case of extenuating circumstances, it is the parent/guardian and/or student’s responsibility to inform the teacher and/or appropriate administrator so that an exception to the rule may be considered. The principal or designee will have the final authority to grant any exceptions.

Reteaching

Re-teaching to ensure that students master the material may include but shall not be limited to the following; the teacher may require the student to attend a tutorial program or remedial classes, (Co-curricular or extracurricular activities shall not interfere with the requirement to attend these activities), the teacher may assign additional work on a particular unit for the student to complete, and the teacher may work with small groups during class time while other students work independently.

1. The teacher will provide re-teaching and re-testing during class time if 40% or more students in a class fail to demonstrate at least 70% mastery of the TEKS on a major examination. A major examination is considered an examination that counts towards 40% of a student’s grade. All students will be given the opportunity for re-teach and to re-test with the higher of the two grades being recorded. A student’s refusal to re-test will be documented by the teacher.
2. When less than 40% of a class has failed any major examination individual students must be provided the opportunity to make-up or redo the assessment for which the student received a failing grade. The teacher will provide an opportunity for re-teaching prior to retesting. A student in grades



- 6-8 shall receive no higher than a 70 if mastery is demonstrated. A student in grades 9-12 shall receive no higher than a 75 if mastery is demonstrated.
- 3. A teacher will allow individual students to make-up or redo any assignments they have failed within three days of the date the failing grade is entered in the electronic grade book or the end of the nine weeks, **if the nine weeks ends prior to the end of the three day window**. The student will be required to participate in tutorials, redo/revise the assignment, complete an alternate assignment or any other reasonable assignment. A student in grades 6-8 shall receive no higher than a 70 if mastery is demonstrated. A student in grades 9-12 shall receive no higher than a 75 if mastery is demonstrated.
- 4. Final/Semester Exams: A student will be allowed an opportunity to re-test the final/semester examination if the student has failed to earn credit in a course due to the final/semester exam grade. A student can earn no more than a 70 on the retest. An opportunity for retesting is forfeited when a student:
 - a.Cheats
 - b.Refuses to complete and submit class work or homework assignments
 - c.Habitually fails major tests on the first attempt and does not take advantage of re-teaching opportunities, student-teacher conferences, and or parent conferences.
- 5. Re-teaching and/ or re-testing is not required when students receive major grades for products that results from an extended process, such as research papers, practical science labs, and projects.
- 6. Re-testing provisions do not apply to AP, IB and/or dual credit courses.

Grade Points

Students will receive a quartile ranking at the beginning and end of their sophomore year and at the end of their junior year. Class rank and final overall GPA will be computed and distributed following the third nine weeks of the student’s senior year.

Grade point average and class ranking will be calculated during the following: At the end of students’ 9th grade year and will be distributed to students in the beginning of their sophomore year. At the end of the sophomore year and distributed in the beginning of the students Junior year. Final GPA and Class Rank will be calculated during the student’s senior year at the end of the first semester. Refer to EIC Local for GPA calculations, class ranking, and grade weights.

New Grading Comments

Comment Code	Comment	Comment Code	Comment
1	Displays positive attitude	11	Excessive talking
2	Good work habits	12	Missing or incomplete work
3	Is an asset to our class	13	Tutorials required
4	Polite and respectful	14	Linguistic accommodations
5	Shows improvement	15	Parent conference required
6	Absences affect learning	16	Truant
7	Behavior interrupts learning	17	Grade reflects retesting
8	Disrespectful	18	Inconsistent effort
9	Excessive absences	19	Needs to practice or study at home
10	Excessive tardies		