

GISD General Grading Guidelines 2023/2024

The purpose of these grading guidelines is to present a consistent set of grading and reporting regulations. The regulations adhere to the requirements of the Texas Education Code (TEC), the Texas Administrative Code (TAC), and GISD Board policies and regulations.

- Grading guidelines will be communicated to students and parents at the beginning of each school year.
- Students in grades PK-1st will be graded on a rubric system based on development and growth on grade level required TEKS or standards. Development performance will be based on a 1-3 rubric scale and will be communicated to students and parents at the beginning of each grading period.
- Students who are not on a grading rubric (PK-1) will be issued 2 grades per week each grading period with the exception of weeks where district/state assessments, or school closures are in effect.
- All grades will be authentic and aligned directly to the student expectations for the course. As such, participation grades and assignments where all students receive the same grade will not be accepted.
- STAAR and MockSTAAR assessment results are not to be used in grade calculations.
- District 9 Week Assessments may be used as a summative grade at the discretion of the campus principal.
- Following UIL guidelines, Incomplete Grades must be replaced within 7 days after the end of the grading period. An “I” should only be recorded if a student is eligible for make-up work.
- Extra credit is to be academic and relevant to the course.
- Late work is defined as not being turned in at the appropriate time/specified deadline. The table below represents the maximum penalty that may be imposed for turning in late work. A day is defined as the next meeting day of the course.

Days Late	Penalty
1 day	10 points
2 days	20 points
3 or more days	30 points

- 100-90 =A
- 89-80=B
- 79-70=C
- 69-Below=F

Assignments Grades 2-12

- Grades must be balanced between formative (daily) and summative (assessments) during each grading period. Below are examples of formative and summative assignments aligned with their weighted category:

Formative: Daily (40%)	Late Work	Extra Credit
Checks for Understanding	✓	✓
Workstation Artifacts/Exit Tickets	✓	✓
Student Journal/Notebook	✓	✓
Labs	✓	✓
Quizzes	✓	✓
Graphic Organizers	✓	✓

Homework	✓	✓
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Summative Assessment (60%)	Re-Test	Late Work	Extra Credit
District Assessments	✗	✓	✗
Campus Tests	✓	✓	✓
Performance Assessments	✓	✓	✓
Presentations/ Projects	✓	✓	✓
Essays/Compositions	✓	✓	✓

Calculation of Averages

- Grades 2-8
 - 1st Semester- 50%
 - 2nd Semester- 50%
- Grades 9-12: Yearly Average= Semester 1-50%, Semester 2-50%

1st Nine Weeks- 45%

3rd Nine Weeks- 45%

2nd Nine Weeks- 45%

4th Nine Weeks- 45%

Semester Exam- 10%

Semester Exam- 10%

Total= Semester 1 Average

Total= Semester 2 Average

Makeup Work Guidelines

Students shall be permitted to make up assignments and tests following any absences. All students will receive credit for satisfactory makeup work after an absence, including excused absences and unexcused absences. Students will receive credit for assignments completed due to absences based on the following procedures.

Excused Absences:

- A student will be given a maximum of five school days to complete make-up tests or other missed assignments.
- Students should not be required, on the day of returning to school, to turn in an assignment or take the quiz or test that was announced during the student's absence. If the assignment, test or quiz was scheduled and communicated before the absence, the student will be required to turn in the assignment or take the test or quiz.

Unexcused Absences:

- Assignments due during unexcused absences will not earn extra work days to complete the assignment. Exceptions may be granted by administration in extenuating circumstances.

Extra Curricular Activity Absences:

- It is the responsibility of the students to collect and /or make arrangements before the scheduled activity and to complete all work and to complete all work that is missed due to extra- curricular activities such as, but not limited to, Athletics, Band, Stock Shows, Theater Arts, etc. All work collected must be completed and turned in upon the students return to school.

Reteach/ ReAssess Guidelines

- The District's goal is for every student to master all the TEKS specified for each grade level and the STAAR End of Course (EOC) exams. Each student will be provided instruction that allows for application and practice of the concepts and skills mandated in the TEKS and then assessed for mastery. If a student does not demonstrate mastery of concepts and skills as specified in the TEKS and necessary for future learning, reteaching and retesting (or reassessment) should be provided for the student. For the purpose of consistency and equity, campuses will have reteach and retest guidelines that are appropriate for student mastery. It is the responsibility of grade level or course teachers to monitor student progress and to implement reteaching and retesting for all, most, some, or one of the students. Classroom teachers will work to ensure that students master the concept of the individual course. The reteach and reassess policy outlines reasonable expectations for re-evaluation. Daily grades may be corrected at the individual teacher's discretion, but this is not required. Major grades will apply the following guidelines:
- If 50% or more students in a class period fail to demonstrate mastery of TEKS on a major grade, the teacher will provide an opportunity for reteaching and retesting during class time. All students in the class will be given the opportunity for reteach and retest. The higher of the two grades will be recorded in the gradebook. Exceptions include benchmark assessments, six weeks assessments, late assignments, and semester exams.
- If fewer than 50% of all students in a class period fail to demonstrate mastery of TEKS on a major grade, the teacher will provide an opportunity for reteaching and/ or retesting during or outside of class time. The higher of the two grades will be recorded in the gradebook. Exceptions include benchmark assessments, six weeks assessments, late assignments, and semester exams.

*Students who engage in academic dishonesty do not have the opportunity for reteach or reassess on that particular assignment.

Homework Guidelines

Purpose and Objective of Homework

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

- To provide a drill that helps the student practice the basic skills of the subject
- To give students practice and extension of concepts learned in class
- To help the student prepare for classroom work
- To allow students to makeup work after absences

The teacher is responsible for assigning effective, well- planned homework assignments that aid the student in the mastery of the essential knowledge and skills. Students will be provided ample notice of impending major homework assignments. Homework will not be assigned as punishment.

Grades K-2 Homework Guidelines:

Homework may be assigned not to exceed an average of 20 minutes each school night.

Grades 3-5 Homework Guidelines:

Homework may be assigned not to exceed an average of 30 minutes each school night.

Grades 6-8 Homework Guidelines:

Homework may be assigned not to exceed an average of 45 minutes each school night.

Grades 9-12 Homework Guidelines:

Homework may be assigned not to exceed an average of 1 hour each school night.

Advanced level may exceed the hour.

*Assigned reading is not included in assigned homework.

**Averages are a total number of combined minutes for all core subjects. For example: homework for all core content in K-2 should total 20 minutes.

Roles and Responsibilities

Role	Responsibility
Student	<ul style="list-style-type: none">● Adhere to submission calendars for assignments.● Seek guidance for makeup work and reassessment opportunities.● Communicate planned absences. Request makeup for planned absences 24 hours before the absence.● Communicate with teachers and parents regarding his/ her grades.
Teacher	<ul style="list-style-type: none">● Maintain student grades and progress in Skyward.● On the day an assignment is due, teachers will check for work submission and record any missing work. After 5 days, teachers will change missing work to a "0" if it is still missing.● Communicate with students regarding missing work, makeup work, and reteach/ reassessment.● Record a minimum of two grades per week for all content areas.● Notify parents of failing grades at the progress report and report card due dates and record the communication.
Parent/ Guardian	<ul style="list-style-type: none">● Use Skyward Family Access to monitor student grades.● Communicate with students and teachers regarding missing work, makeup work, and failing grades.● Encourage students to plan ahead for scheduled absences.
Administration	<ul style="list-style-type: none">● Adhere to district and campus guidelines.● Support teachers, students, and parents in meeting grading guideline expectations.● Communicate district expectations, late work, makeup work, and homework.