

# RJ Wollam Elementary

## 2023-2024 Grading Guidelines

### Pre-Kindergarten

For students in Pre-Kindergarten, the teacher will assign non-numeric grades to help students and parents understand the child's progression toward mastery of the state recommended guidelines. Grades shall be assigned in the domains of Language/Communications, Early Literacy Reading & Writing, Mathematics, Science, Social Studies, Fine Arts, Technology, Work Habits/Conduct and Physical Development.

Grades in these subjects shall use the following qualitative scale:

CO=Consistently Observed

SD=Still Developing

NYO=Not Yet Observed

NA=Not Assessed

### Kindergarten- 1<sup>st</sup> Grade

For students in Kindergarten and First Grade, the teacher will assign non-numeric grades to help students and parents understand the child's progression toward mastery of the TEKS that are expected at the grade level. Grades shall be assigned in the subjects of Math, Science, Social Studies, Reading, Writing, Art, PE, Music and Conduct.

Grades in these subjects shall use the following qualitative scale:

EE= exceeding expectations

ME= meeting expectations

BE= below

SBE=significantly below

### 2<sup>nd</sup>-5<sup>th</sup> Grade

For Second through Fifth Grade, the teacher will assign numerical grades in ELA/Reading, Math, Science and Social Studies.

See the numerical/letter grade conversions below.

90 - 100 =A

80 - 89 = B

70 - 79 = C

69 and below = Failing

## Grade Percentages

### 2<sup>nd</sup>-5<sup>th</sup> Grade

In the areas of English/ Language Arts, Math, Science, and Social Studies; all grades will be averaged. Tests and daily grades will be given equal weight.

### Conduct Grades

Student conduct grades indicate how well the student is performing in class citizenship. Students will have points removed if they are not conducting themselves appropriately. Conduct grades may affect a student's eligibility for participation in school activities. A student with an N or a U in conduct will not be eligible for A/B Honor Roll or Principal's A Honor Roll. Poor conduct interferes with a student's ability to learn in class. The following letter system is used to report a student's citizenship.

E = Excellent (90-100)

- The student displays excellent work habits, is highly cooperative with teachers and students, and observes school rules and regulations.

S = Satisfactory (80-89)

- The student is cooperative with teachers and students and generally observes school rules and regulations.

N = Needs Improvement (70-79)

- The student is occasionally uncooperative with teachers and students, occasionally disrupts class, and shows little respect for school rules and regulations. (Teacher documentation and parent contact required.)

U = Unsatisfactory (below 70)

- The student is generally uncooperative with teachers and students, often disrupts class, and shows little respect for school rules and regulations. (Teacher documentation and parent contact required.)

### Work Ethic Grades

Student work ethic grades indicate the level of effort the student puts into assignments. Students will have points removed for poor work ethic in the classroom and for incomplete homework. A student with an N or a U in work ethic will not be eligible for A/B Honor Roll or Principal's A Honor Roll. Poor work ethic interferes with a student's ability to demonstrate understanding and ability to succeed in the classroom. The following letter system is used to report a student's work ethic.

E = Excellent (90-100)

- The student turns in homework assignments every time on assigned days, displays excellent work habits, and is timely with work, organized, and shows effort when completing assignments.

S = Satisfactory (80-89)

- The student turns in homework assignments most of the time on assigned days, displays satisfactory work habits and is usually timely with work, organized, and shows effort when completing assignments.

N = Needs Improvement (70-79)

- The student turns in homework assignments some of the time on assigned days, displays poor work habits, and is untimely with work, disorganized, and rarely shows effort when completing assignments.

U = Unsatisfactory (below 70)

- The student does not turn in homework assignments on time on assigned days, has poor work habits on a daily basis, does not turn in work on time, is disorganized, and does not show effort when completing assignments.

### Types of Assessment

Grades will be determined by ongoing evaluation and periodic mastery within a nine week grading period. Ongoing evaluations include daily grades, quizzes, and performance grades that evaluate a student's mastery of an objective or skill. Periodic mastery grades can include unit tests, projects, research assignments, and major reports. Long-term projects shall be graded at various stages of completion.

### Attendance

- Students shall be permitted to make up assignments and tests after an absence.
- Make-up work is available to all students. Teachers will inform students of their make-up work upon their return to class.
- Students are expected to make up assignments and tests after absences. Make-up work will be completed outside of class time or at the discretion of the teacher. Students will receive credit for satisfactory make-up work after an absence.
- The number of days allowed for make-up work to be completed will be equal to the number of times the class was missed due to absence.
- Any student absent because of suspension shall request all work upon his/her return. A student is allowed the same number of days to complete the make-up work as the actual suspension.
- In cases where the student has missed a large quantity of work, the time for make-up work may be extended. The teacher must communicate the nature of the outstanding work and the time limitations for completing the work to the student.
- Upon returning to school after an absence, students will not be required to take a quiz or test that was announced during the student's absence. Students will be required to take exams or turn in long-term projects when they have prior knowledge of the test or assignment due dates before the absence occurred.
- Make-up work, including tests, may be an altered version to assess what the student has learned. The work will be of the same difficulty level as the originally assigned work and assess the same knowledge and skills.
- Teachers may assign alternate work to assure that students who have been absent have sufficient opportunity to master the TEKS or class requirements. The assignments shall be based on the

instructional objectives or the subject and may provide greater depth of subject matter than routine make-up work.

- Make-up work may require the student to attend tutorials to receive detailed instructions or assistance. Parents will need to plan for transportation.

## **Late Work Policy**

### **Grades 3-5**

Assignments are due on time. The late work point policy may be applied to major projects/ assignments after pre-approval has been granted by a campus administrator. Students/ parents will be informed of the grading expectations at the beginning of any major assignment/ project.

1-2 days late = 5 point deduction

3-5 days late = 10 point deduction

6-8 days late = 15 point deduction

9-10 days late = 20 point deduction

After 10 days late, the parent will be contacted and late work may not be accepted.

## **Work Re-Do Policy**

Teachers are required to reteach and reinforce skills until the student shows mastery of the skill assessed. Students who perform poorly on an assignment may be allowed to re-do assignments at the teacher's discretion.

## **Incomplete Grades**

A student receiving an incomplete for a grading period shall have two (2) weeks to convert the incomplete grade to an earned grade. The teacher must communicate the nature of the outstanding work and the time limitation for completing the work to the students. In unusual cases where the student has missed a large quantity of work, the time may be extended at the discretion of the teacher.

## **Academic Dishonesty**

Students found to have engaged in academic dishonesty shall be subject to grade penalties or 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, observations, or information from students (see policy EIA – local).

Cheating shall be defined as giving or receiving information from any source or manner on a test or submitting duplicate work for class or outside assignments. The student will be considered cheating if he completes an assignment with unauthorized help when the assignment requires a student's own individual effort. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating.

Consequences for academic dishonesty are:

- Teachers will contact parent by phone.
- A grade penalty may be given on the work involved.
- Other actions as determined by the principal.

### Communication

The state and district requires each teacher to notify parents of the need for a conference at each nine-week grading period if the student's grade is below the grade level requirements.

### Progress Reports/Report Cards

- Progress reports will be posted on Family Access every 4 ½- 5 weeks of the grading period.
- Reports cards will be sent home every 9 weeks.
- Each subject area should have at least 10 to 14 grades included in every 9 weeks.
- It is the student's responsibility to deliver the report card to the parents/guardians. The parent/guardian is encouraged to contact the teacher regarding a student's progress.
- Each parent will be given the opportunity for a teacher/parent conference at the end of the first nine weeks. Teachers will contact the parents to schedule a parent conference that is at a convenient time for both the parent and the teacher.

### Teacher Records/Grade Book

- Grades recorded in a grade book are documentation of a student's progress and mastery of the TEKS and curriculum objectives.
- Grades recorded in a grade book represent a confidential record for assessment of student performance.
- The set of grades indicated in the gradebook shall be the complete set from which the student's average is determined.
- Parents are encouraged to check their child's grades periodically through Skyward Family Access.
- Grades will be updated in Skyward Family Access at least every 2 weeks.