



Tolar Independent School District Grading Guidelines

According to EIA (Local), the superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents. In accordance with this policy, the following guidelines have been established in regards to Tolar ISD courses and grading procedures.

Elementary (PK - 5)

Minimum Number of Grades

For each report card period, the minimum number of grades to be used in calculating the average for each core subject and/or course is as follows:

Pre-K: PreK students will be assessed in three assessment waves throughout the school year using the CIRCLE assessment from the Children's Learning Institute (CLI). This information will be sent home to parents throughout the year. This information is aligned to the Texas PreKindergarten Guidelines.

Grade K-2: Standards-based grading and authentic assessment will document a student's current level of proficiency per six weeks.

Grades 3-5: A minimum of ten grades per subject per six weeks will be recorded.

Grades K-5: In Music, and PE, participation and performance is the objective. This will be reported on report cards with an E,S,N,U.

Progress Reports and Report Cards

Progress Reports will be sent home in purple folders every three weeks in grades 3rd-5th.

Report Cards will be sent home in purple folders every six weeks, please sign and return it to the homeroom teacher.

Viewing Grades Online: 3rd-5th grade parents may view their child's grades online through Acender, the parent portal. Directions and access are on the district's website under the Parents tab.

Reteaching/Reassessment

Reteaching should be an integral part of instruction in all grades and in all subjects whenever the teacher determines that the mastery of the TEKS has not been accomplished. At elementary, teachers will provide a reasonable opportunity to reassess mastery of TEKS when a student fails to master the content and receives a failing grade (below 70%) on an assessment. The reassessment must occur prior to the next test and within the same six weeks. The maximum grade a student can make on a reassessment is a 70. Only one reassessment may be taken per failing assessment grade.

Daily Assignments/Homework

Homework may be assigned on a regular basis. Homework should be used primarily to extend and practice concepts and skills learned in class.

Failed daily assignments and homework (below 70%) can be corrected for a maximum grade of a 70, within 2 instructional days of the grade being posted in the gradebook, unless the teacher agrees on an extension based on extenuating circumstances.

Students will have one opportunity to correct the failing assignment or complete an alternative assignment. This does not apply to late work.

Make-up Work

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. In the event of absences, students will be given one day for each day missed due to an excused absence in order to turn in the make-up work.

Late Work

Upon the due date of the assignment, if not completed the student has one instructional day to turn in the assignment for a maximum grade of a 70.

Academic Dishonesty

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, the unauthorized use of artificial intelligence, and unapproved 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.

Junior High (6-8)

Minimum Number of Grades

For each report card period, the minimum number of grades to be used in calculating the average for each core subject and/or course is as follows:

Grades 6-12: A minimum of 8 daily grades weighing 60% and 2 major grades weighing 40% per subject per six weeks will be recorded. With 4 of the daily grades and 1 major grade being completed and recorded prior to progress reports issued.

Progress Reports and Report Cards

At three week intervals, progress reports will be issued.

At the end of each grading period, parents will be notified of their child's grades by means of a report card.

Viewing Grades Online: Parents may view their child's grades online through Acender, the parent portal. Directions and access are on the district's website under the Parents tab.

Reteaching/Reassessment

Reteaching should be an integral part of instruction in all grades and in all subjects whenever the teacher determines that the mastery of the TEKS has not been accomplished. At the secondary level, teachers will provide a reasonable opportunity to reassess mastery of TEKS when a student fails to master the content and receives a failing grade (below 70%) on an assessment. The reassessment must occur prior to the next test and within the same six weeks. The maximum grade a student can make on a reassessment is a 70. Only one reassessment may be taken per failing assessment grade.

Daily Assignments/Homework

Homework may be assigned on a regular basis. Homework should be used primarily to extend and practice concepts and skills learned in class.

Failed daily assignments and homework (below 70%) can be corrected for a maximum grade of a 70, within 2 instructional days of the grade being posted in the gradebook, unless the teacher agrees on an extension based on extenuating circumstances.

Students will have one opportunity to correct the failing assignment or complete an alternative assignment. This does not apply to late work.

Make-up Work

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. In the event of absences, students will be given one day for each day missed due to an excused absence in order to turn in the make-up work.

Late Work

Upon the due date of the assignment, if not completed the student has one instructional day to turn in the assignment for a maximum grade of a 70.

Academic Dishonesty

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, the unauthorized use of artificial intelligence, and unapproved 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.

High School (9-12)

Tolar High School
Grading Guidelines
60% Major & 40% Daily

I. Guidelines

- A. Standards for classroom grading procedures shall be clearly communicated to students and parents at the beginning of the school year. All classroom grading procedures must be consistent with district grading policies and campus expectations. Applicable parts of district grading policies and guidelines shall be distributed in staff and student handbooks and other appropriate publications.
- B. *Number of Grades:* A sufficient number of recorded grades for each student for each grading period as to justify the grade assigned. In grades 9-12 a minimum number of grades will be recorded per grading period. 8 daily assignments and 2 test grades are expected.
- C. *Progress Reports and Report Cards:* At three week intervals, progress reports will be issued. At the end of each grading period, parents will be notified of their child's grades by means of a report card. Viewing Grades Online: Parents may view their child's grades online through Ascender, the parent portal. Directions and access are on the district's website under the Parents tab.
- D. *Intervention/Acceleration:* All students will have access to small group instruction during zero period, this time frame is from the regular scheduled work hours of teachers reporting time until first period class begins daily.
- E. *Special Education/504:* Students in special education will receive instruction based on the Individual Education Plan (IEP). The IEP will address appropriate TEKS or functional living skills and will determine the need for modification of levels and timelines for mastery. When no modification of the TEKS is necessary, the special education student will be instructed in the mainstream classroom with the same level of mastery required for other students unless otherwise indicated by ARD. 504 Plan will be implemented for the duration of the event leading to the origination of the plan.
- F. *Academic Dishonesty:* 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, the unauthorized use of artificial intelligence, and unapproved 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.

II. Make Up Work/Tests/Late Work

- A. *Make-Up Work*: Students shall be given one day for each day missed due to an absence in order to turn in make-up work; extension of timeline is at the discretion of the teacher. Students shall receive credit for satisfactory make-up work after an absence if completed within the prescribed time; however, a zero may be given for any assignment or test not made up within the allotted time.
- B. *Make-Up Tests*: Upon returning from an absence, students are expected to take a previously announced test once the subject matter being assessed has been presented to the student.
- C. *Late Work*: When students are in attendance and fail to turn in assignments at the prescribed time, teachers may assess grade penalties as communicated in the course syllabus at the beginning of the academic year.
- D. *Correcting Tests & Assignments*:
 - The reassessment must occur prior to the next test and within the same six weeks. Points available for the retest will be determined by the teacher but cannot start below 70 points.
 - *Daily Assignments*: Corrections will not be accepted on daily assignments. Tutoring is encouraged for concepts that students do not master during their instructional minutes.

III. Grade Changes

- A. No report card grades assigned for a grading period shall be changed unless 1) an error was made in the calculation process, or 2) grading policies/guidelines were found to have not been followed in the assigning of grades.
- B. Such grade changes shall be approved by the principal prior to the change being made and documented by using appropriate district forms.

IV. **Advanced Courses Eligibility:** All advanced courses will be evaluated with a 10 point value increase.

A. *Entry Criteria:*

- The student earns a grade of > or = 90% as a yearly average in the same subject of desired advanced course; **and/or**
- The student passes the EOC/STAAR on that subject or related subject to the advanced course; **and**
- The student has parent permission to enter into advanced high school coursework, and parent/student has completed, signed, and submitted the acknowledgement of homework, time commitment, and guidelines by the due date; THS Advanced Course Acknowledgement Form **and**
- The student successfully completes any specific summer/first week requirements associated with the course as outlined in the teacher's syllabus and/or on the teacher/campus website.

V. **Advanced Course Guidelines:**

A. Standards for classroom grading procedures shall be clearly communicated to students and parents at the beginning of the school year. All classroom grading procedures must be consistent with district grading policies and campus expectations. Applicable parts of district grading policies and guidelines shall be distributed in staff and student handbooks and other appropriate publications.

B. *Number of Grades:* A sufficient number of recorded grades for each student for each grading period as to justify the grade assigned. In grades 9-12 a minimum of 6 assignments and 2 tests will be administered during a grading window.

C. *Intervention/Acceleration:* All students will have access to small group instruction during zero period, this time frame is from the regular scheduled work hours of teachers reporting time until first period class begins daily.

D. *Special Education/504:* Students in special education will receive instruction based on the Individual Education Plan (IEP). The IEP will address appropriate TEKS or functional living skills and will determine the need for modification of levels and timelines for mastery. When no modification of the TEKS is necessary, the special education student will be instructed in the mainstream classroom with the same level of mastery required for other students unless otherwise indicated by ARD. 504 Plan will be implemented for the duration of the event leading to the origination of the plan.

- E. *Academic Dishonesty*: 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.
- F. *Student Removal*: If a student does not maintain a 75 or better average (no weighted points considered) in a grade reporting period parent contact will be documented by the teacher. At the next grade reporting period if the student does not make a 75 or better (no weighted points considered) then parent contact will be documented regarding recommendation for removal from the advanced course. If a parent refuses student removal, then a mandatory meeting will need to be arranged and future eligibility in similar advanced coursework may be denied.

VI. Advanced Course Make Up Work/Tests/Late Work

- A. *Make-Up Work*: Students shall be given one day for each day missed due to an absence in order to turn in make-up work; extension of timeline is at the discretion of the teacher. Students shall receive credit for make-up work after an absence if completed within the prescribed time; however, a zero may be given for any assignment or test not made up within the allotted time.
- B. *Make-Up Tests*: Students are expected to take the test when they return unless they made prior arrangements with the teacher.
- C. *Late Work*: Late work in advanced courses will be accepted at the teacher's discretion.
- D. *Correcting Tests & Assignments*:
- *Re-test/Correct/Makeup Major Assignments*: This will be at the teacher's discretion and communicated prior to due dates.
 - *Daily Assignments*: Corrections will not be accepted on daily assignments. Tutoring is encouraged for concepts that students do not master during their instructional minutes.

VII. Advanced Course Grade Changes

- A. No report card grades assigned for a grading period shall be changed unless 1) an error was made in the calculation process, or 2) grading policies/guidelines were found to have not been followed in the assigning of grades.
- B. Such grade changes shall be approved by the principal prior to the change being made and documented by using appropriate district forms.