

Sharyland ISD Grading Procedures

Purpose for Grading Procedures

Sharyland ISD recognizes that implementing district-wide grading procedures brings consistency in the assessment of the educational development, performance, and achievement of all students attending our schools. Pursuant to *Board Policy EIA (Local)*:

Grading Procedures

- Teachers will record a minimum of 2 grades per week in the **DISTRICT ELECTRONIC GRADEBOOK**. (Reporting period minimum- Elem/Jr.High - 12 grades, HS - 18 grades)
 - Elementary Only- Content areas for which 2 grades per week will be recorded are the following: Reading, Language Arts*, Math, Science, and Social Studies. All other content areas will record a minimum of 1 grade per week.
 - High school 4th block only- Content areas scheduled during the 45-minute 4th period will have a minimum of one (1) grade per week.
 - Year – long 90-minute blocks will adhere to the same high school grading procedures as 90-minute accelerated block courses.
- Teachers will use the following in **MARKING ASSIGNMENTS** completed by students:

Pre-K	K-12
E (90-100) S (80-89) NI (70-79) U (60-Below)	Numerical Grades

- To establish consistency in terminology, all subjects and all grades will use the grading categories of **MAJOR ASSIGNMENT** and **MINOR ASSIGNMENT**. These categories may include but are not limited to the following assignments:

Major Assignments	Tests Reports Research Papers Projects/Presentations Essays/Compositions/ECR
Minor Assignments	Daily Classwork/Practices Homework Quizzes/Spelling Tests Lab Work Binder Checks/Journal/Notebook Data Point Assessments Computer-based programs

4. The following **WEIGHTS** will be used in determining a final grade average:

Major Assignments	60%	Minimum Number: 3
Minor Assignments	40%	Minimum Number: 9

Teachers will record a minimum of 2 grades per week in the **DISTRICT ELECTRONIC GRADEBOOK**.

- Reporting period **minimum**:
 - Elementary/Junior High - 12 grades
 - High School - 18 grades

Elementary Only--*The following weights will be used in determining a final grade average for Language Arts:

Composition	Major Assignments	60%	Minimum Number: 3
Grammar	Minor Assignments (A teacher may opt to assess Grammar and/or Spelling within a Composition and count it as a minor assignment.)	40%	Minimum Number: 9
Spelling			

5. Students with an **EXCUSED ABSENCE** from school (including off-campus suspension) will have the opportunity to make up missed work at the rate of one day for one day missed, with a maximum of five days. Student will receive a zero for any major or minor assignment not made up within the allotted time.
6. Students with an **UNEXCUSED ABSENCE** may not make up missed work; however, if the unexcused absence is determined to be caused by an extenuating circumstance, makeup work may be allowed. The grade for the makeup work will be no higher than a 70.
7. All students will be given up to 3 additional school days to redo a **FAILING MAJOR ASSIGNMENT** but the grade will be no higher than a 70. The teacher has the option of assigning an alternative major assignment and may require additional tutoring, assignments, etc., as appropriate. The teacher will indicate in the gradebook that the assignment was redone. This provision does NOT apply to Honors, Dual Enrollment (taught by Sharyland ISD teachers), or AP students.
8. All students will be given 3 additional days (2 days for Honors, AP, and DE taught by SISD teachers) to make up LATE MAJOR ASSIGNMENT and may be required additional tutoring, assignments, etc., as appropriate (with a progressive grade penalty of 10 points per day, 15 points/day for Honors/AP/Dual Enrollment taught by Sharyland ISD teachers). Honors/AP/ Dual Enrollment (taught by Sharyland ISD teachers) students will not be allowed to submit late minor work.
9. If **50% OR MORE OF STUDENTS IN A CLASS FAIL a MAJOR ASSIGNMENT**, the entire class will receive reteaching of the content using a different instructional strategy from the original presentation. All students will be given an alternative major assignment. Students will receive the higher of the two grades earned. The teacher will indicate in the gradebook that the assignment was retaught.

10. A **PROGRESS REPORT** will be sent home at the end of the three-week period for all students and must include a minimum of 1 major assignment. A progress report may be sent home anytime in addition to the three-week period. However, parent contact must be attempted if a student has 1 zero on a major assignment or more than 3 zeros on minor assignments. Parents are strongly encouraged to monitor student progress online and/or schedule parent conferences with teachers to discuss their child's progress.
11. The cumulative average for a nine-week grading period in high school course work and for the three reporting periods in junior high course work will count as 80% of the final semester grade. **SEMESTER EXAMS** will be comprehensive and count as 20% of the semester grade.
- A. Should the semester exam cause a student to fail the semester, the student has the option of retesting. The student must retest within 3 days, and the retest will be the sole responsibility of the student. The retest grade will be no higher than a 70.
 - B. If 50% or more of the students in a class who take the semester exam fail the exam (some students may qualify for exemption from the semester exam), then all students will be notified by the teacher and given the opportunity to take an alternative semester exam within 3 days. Students will receive the higher of the two grades earned.
 - C. The campus administrator may extend the retesting timeframe in extenuating circumstances.
 - D. Attendance policy impacting grades:

Attendance Policy pg. 33-34, Excused and Unexcused Absences pg. 35-36

Board Policy FEC - Attendance for Credit

Semester Exam Waiver

12. Incomplete Semester Grades

- A. An Incomplete ("I") is a temporary grade and shall be resolved within the timeframe established by the district. A student receiving an Incomplete shall be provided an opportunity to complete any outstanding coursework, assessment, or semester examination in accordance with District grading and make-up work procedures.
- B. If the student does not complete the outstanding work by within seven days of the end of the semester, a grade of zero shall be recorded for the outstanding work, and the student's semester grade shall be calculated and posted accordingly. The campus principal or designee may approve an extension of the deadline when extenuating circumstances exist.
- C. Once finalized, the semester grade shall be used for GPA and class-rank purposes in accordance with EIC(LOCAL), when applicable. An Incomplete shall not be used to delay or exclude an otherwise eligible course from the District's GPA or class-rank calculation.

13. Generally, **REPORT CARDS** will be sent home on Wednesday after the close of a grading period (for high school, after a 9-week period).