



# GEORGETOWN ISD

*Home of the most inspired students, served by the most empowered leaders.*

## 2018-2019 Middle School Grading Guidelines

### Mission

Inspiring and Empowering every learner to Lead, Grow, and Serve.

### Vision

Home of the most inspired students, served by the most empowered leaders.

Students in grades 6-8 are graded based on achievement of standards. The grading scale is numeric, on a 0-100 scale. Grades of 70-100 are considered passing, and no grade above 100 will be recorded. The grading scale is:

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

### Minimum Number of Grades Per Course, Per Nine Weeks

A minimum number of 12 grades per subject, with three being major grades, test grades, or project grades. At least 8 grades (with a minimum of 2 of the 8 being major grades, test grades, or project grades) must be recorded and reported by the 6<sup>th</sup> week progress report and eligibility progress period each nine weeks.

### Grading Guidelines

1. The report card will reflect the grade assigned by the classroom teacher.
2. No single test and/or project shall make up more than 25 percent of the grading period grade.
3. Individual grades on *assignments, progress reports, and report cards* are reported as the actual grades earned.
4. All grades (taken) on assignments, tests, and/or projects shall be recorded in the **SIS (Student Information System)** electronic grade book.
5. All grades should reflect students' mastery of the Texas Essential Knowledge and Skills, High Priority Learning Standards, and GISD Learner Profile.
6. Teachers will not change grades unless an error has been made. Principal review is required to change grades for grading periods.

Averages are calculated as:

- 40% homework, daily, and class work
- 60% assessments/tests/projects/term papers

### **Make-up Work**

Students will be given 1 day for each day absent to complete and turn in make-up work. For multiple absences, students are expected to contact teacher for due dates on make-up work. Students shall be expected to make up assignments and tests after absences. Teachers may extend the time allowed according to the individual circumstances of the student.

### **Make-up tests**

Make-up tests should be administered and supervised by the teacher. It is recommended that make-up testing be done before or after school, or during the student's lunch period. Teachers do have the discretion to allow students to complete a make-up test during class time; however, the student may miss important instruction when making up the test during class time. Students shall receive a zero for tests not made up within the allotted time.

### **Make-up Work for Truant Students**

The grade for make-up work after a truancy shall be zero. For purposes of this regulation, truancy is defined as being absent from school without the parent's permission or absent from school without the principal's permission.

### **Unexcused Absences**

For secondary campuses, contact the campus principal regarding unexcused absences.

### **Late Assignments/Late Work**

Late work is classified as work not turned in on time, but not due to an excused or unexcused absence. The penalties for late work apply to students not turning work in on time. For clarification regarding assignments and tests due to excused and unexcused absences (not truancy), please see make-up work, make-up tests, and unexcused absences above. Late assignments/late work penalties do not apply to make-up work/tests unless the make-up work is not turned in according to make-up work time allocations for excused absences. The late assignment/late work penalties do not apply to unexcused absences or truancy, only to students who are in attendance but fail to turn work in on time. For late assignments that are not considered make-up work, the following penalties apply:

- 10 for the first day
- 20 for the second day
- 30 for the third day
- 0 on the fourth day

### **Retake/Retest**

TEC 28.0216 allows districts to permit students to retake/redo assignments within procedure established by the district. Georgetown ISD allows students a reasonable opportunity to retest/redo an assignment for which they received a failing grade (EIA-Local). Students will be allowed to redo a major grade or retake a test for which the student received a failing grade. Teachers may not retest a semester exam. Our goal is to provide another opportunity for students to demonstrate mastery of essential knowledge and skills. We expect students to learn from the mistakes of prior tests through teacher consultation,

focused preparation and study, and a timely scheduled retest. In doing so, we also allow students an opportunity to improve grades.

- **Retest Eligibility:** Retesting is available to students that score a grade lower than 70 on a major unit exam. Retesting will **not** be available for semester exams or projects. Due to grade submission deadlines, this opportunity is not extended to those failing beyond the nine week mark.
- **Procedures:** The student must notify the teacher that he/she wishes to retest. Since the goal is to re-teach and retest, the student must consult with his/her teacher prior to the retest. A tutorial session may be required as part of the consultation.
- **Timeframe:** After a student receives notice of a failing test grade he/she has **five (5) school days** in which to complete a retest. It is the responsibility of the student to schedule a retest time with the teacher.
- **Frequency:** Students can only retest once for each failing grade on a major unit exam. Pre-AP and AP students may only retest once per nine-week period per class.
- **Resulting Grade:** A 70% is the maximum grade a student can earn on the retest. Thus, if a student scores an 80 on the retest, the original grade will be replaced with a 70. A student's grade can only be improved through the retest process. Thus, a student will keep his/her original grade if the retest is not an improvement.

### **Extra Credit**

Extra credit is permitted as an option for the teacher. However, the maximum grade of a nine week average is 100. Extra credit must be related to the TEKS in that subject. Extra Credit may not be given for clerical tasks such as giving a student "100" for returning a report card or progress report.

### **Progress Reports**

Campuses will send written notice reports to parents of all students regarding the student's progress in each subject area. The notice must provide for the signature of the student's parent and be returned to the district.

All students will receive a progress report at the three-week cycle, as posted by GISD and approved by the UIL. Campuses will send written notice reports to parents of all students regarding the student's progress in each subject area at the end of every three-weeks between grading periods.

Per Senate Bill 858, parents of students whose progress is "consistently unsatisfactory" (failing or borderline failing - 75 or below) in foundation courses must be notified by teachers, in writing, at least once every three weeks.

Teachers may provide additional progress reports at any time as a means of communicating student learning to parents.

District personnel responsible for extra-curricular activities will utilize progress reports for the purpose of student eligibility.

### Report Cards to Parents

Teachers shall send out a written notice (report card) to parents every publicized grading period. **The notice provides a place for the signature of the student's parent. Teachers shall request a conference with parents any time the student is in jeopardy of failing a course.**

### Report Card Comments

Required Special Designations--All teachers must mark the appropriate COMMENTS on the SIS report card for students who receive:

- Limited assignments on grade level work
- Below grade level work
- Gifted and Talented instruction

### Incomplete Grades

An "I" recorded on the report card indicates an incomplete grade that must be cleared within the appropriate specified time or will become a failing grade. It is recommended that an incomplete should be cleared within 5 days. It is the student's responsibility to make arrangements with the teacher to clear any grade of incomplete. For UIL purposes, an "I" has the same effect as an "F". Therefore, a student with an I at a grade checkpoint will become ineligible for play and/or performance. A student receiving an incomplete for a grading period has 3 weeks to convert the incomplete to an earned grade. The principal retains the authority to extend time for completion in extenuating circumstances.