



# GEORGETOWN ISD

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

## 2020-2021 Elementary 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.

### **PreKindergarten-3<sup>rd</sup> Grade**

Students in PK-3 are graded based on achievement of standards. The grading scale for PK-2 is:

### **Reading, Writing, Math, Science, and Social Studies (Language and Communication for PK)**

MS: Met Standard

AS: Approaching Standard

IPS: Insufficient Progress on Standard

N/A: Not Yet Assessed

### **Art, Music, PE, Health**

E: Exceeds

S: Satisfactory

N: Needs Improvement

U: Unsatisfactory

### **Learner Profile**

MS/AT: Met Standard - All of the Time

AS/MT: Approaching Standard - Most of the Time

IPS/ST: Insufficient Progress on Standard - Sometime of the Time

NY: Not Yet

Students are assessed based on progress toward mastery of standards, based on the district rubric. No minimum number of grades is required.

### **Report Card Comments**

Teachers will provide written comments regarding student progress by nine weeks.

### **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. The maximum time allowed shall be determined at the discretion of the teacher according to the individual circumstances of the student.

## **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 PK-3 students will receive a progress report during the fifth week of each nine-week grading period. The progress reports must be signed by the parent/guardian and returned to the teacher. The PK-3 standards based report card is a live document, and may be accessed by parents through the student information system at any time.

## **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.

## **Promotion/Retention**

Promotion and retention is addressed in board policy EIE(Local). In general, PK students are not retained. Students in kindergarten and first grade are promoted based on determination of "approaches or met standard" in reading and math.

## **Grade 4 - Grade 5**

Students in grades 4-5 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:

### **Reading, Language Arts, Math, Science, Social Studies**

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

### **Art, Music, PE, Health (minimum of 3 grades)**

E:	Exceeds
S:	Satisfactory
N:	Needs Improvement
U:	Unsatisfactory

### **Minimum Number of Grades**

A minimum number of 8 grades, with two being major grades, test grades or project grades.

### **Grading Guidelines**

1. The report card will reflect the grade assigned by the classroom teacher.
2. No 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.

For reading, math, social studies, and science, averages are calculated as:

40% homework and class work

60% assessments/tests

For Language Arts grade 100% of the average will be based on equal weight to writing, spelling, oral written conventions, handwriting, listening, speaking and research

### **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**

The grade for make-up work after an unexcused absence that is not because of truancy shall be a maximum of 70 for each assignment and/or test missed. Unexcused absences include but are not limited to parent-planned trips, vacations, and non-school sponsored events/activities that occur during school days. Students who are counted present for the day are not penalized for leaving after attendance is taken. The late work regulations do not apply to 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.

Students must complete all assignments and/or retests within two weeks of receiving the failing grade. Students who receive a zero grade resulting from a violation of the Guidelines on Academic Integrity shall not be eligible for retake/retest.

### **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 during the fifth week of each nine-week grading period. The progress reports must be signed by the parent/guardian and returned to the teacher.

### **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.

