



Red Oak Independent School District

# **Grading Manual**

Procedures, Regulations, and Explanations

Grades: Pre-K – 12<sup>th</sup>

**2021-2022**

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# General Grading Procedures for Teachers and Administrators

## Introduction

This Grading Procedures Handbook was designed utilizing the Texas Association of School Board (TASS) Recommendations. Campus input was received from all campuses and representatives from each campus in the district served on the committee. The goal of a standardized grading policy is a more consistent and specific measure of how students are achieving mastery of the Texas Essential Knowledge and Skills (TEKS). Teachers are to follow the grading guidelines approved by the principal and superintendent pursuant to the State and Board adopted laws and policies. Grading guidelines are created with alignment to the State of Texas Education Code, Legal and Local Policies, and District Regulations. Teachers are also responsible for following all accommodations and modifications afforded to students and student groups. Our number one goal is always student success.

## Standards for Mastery

Promotion and course credit shall be based on mastery of the curriculum.

- Course assignments and assessments shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Proficiency of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final examinations or may be administered separately. Student mastery of at least 70 percent shall be required.

In **kindergarten**, promotion to the next grade level shall be based on a student's mastery of Reading and Mathematics standards utilizing a grading system of developed / still developing based on kindergarten assessments.

In **grades 1–8**, promotion to the next grade level shall be based on a combined average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for English Language Arts/Reading, Mathematics, Social Studies, and Science; **AS WELL AS**

- a grade of 70 or above in English Language Arts/Reading combined; AND
- a grade of 70 or above in Mathematics.

In addition to local standards for mastery and promotion, students in grades 5 and 8 must meet the passing standard on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.

A student in grades 9-12 will earn credit for a course when:

- For a one-semester course (0.5 credit), the final grade is 70 or higher.
- For a two-semester course (1 credit), the student's grades from both semesters is averaged with a final average of 70. When a student earns a passing grade in only one semester of a two-semester course and the combined grade for the two semesters is lower than 70, the District shall award the student credit for the semester with the passing grade. The student shall be required to retake only the semester in which he or she earned a failing grade.

Promotion standards and appropriate assessment and acceleration options, as established by Individualized Education Programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee.

## **Progress Reports and Report Cards**

Report cards and unsatisfactory progress reports must be signed either electronically or physically by the parent and returned to the school within the timelines established by the school.

End of Six Weeks	Progress Reports	Report Cards
September 24	September 10	October 1
November 5	October 27	November 12
December 16	December 10	January 7
February 17	January 28	February 25
April 14	March 25	April 22
May 26	May 13	May 27 (K-5 <sup>th</sup> ), June 2 (6 <sup>th</sup> -12 <sup>th</sup> )

## **Academic Integrity**

Students 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, unapproved use of technology including cell phones, 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.

Teams/Departments must submit their grade penalties and discipline procedures for academic dishonesty or other grade penalties to be approved by the campus administration. Behavior, donation of supplies, or writing name(s) on assignments, must not impact a student's grade.

## Grading Percentages

Report cards with each student's grades or performance and absences in each class or subject are issued to parents once every six weeks grading period. At the end of the first three weeks of a grading period, parents will be issued a progress report digitally which must be signed for any course in which their child's performance is near or below 70, or is below the expected level of performance for the student.

A student's grades will be based upon academic performance and course expectations. The student's mastery level of the TEKS will be the primary factor in determining the grade for a subject or course. Behavior, bringing supplies, or writing name(s) on paper must not impact a student's grade. The types of assignments used in determining mastery of TEKS might include but are not limited to: homework, classwork, daily quizzes, labs, and journal writing. The types of assessments used in determining mastery of TEKS might include but are not limited to: major exams, projects, district-wide assessments, compositions, performances, comprehensive oral reports, and comprehensive labs.

<b>Grade Level</b>	<b>On-Level Classes</b>	<b>Advanced Classes</b>
<b>Pre-K / Kinder</b>	Developed Still Developing Needs Improvement	N/A
<b>Elementary (Grades 1 – 5)</b>	Daily Work – 60% Major Assignments/Tests/Projects – 40%	N/A
<b>Middle School (Grades 6-8)</b>	Daily Work – 60% Major Assignments/Tests/Projects – 40% **Grade level departments have the autonomy to break down daily work percentages into classwork and homework.	Honors: Must meet guidelines to enroll. Follows on-level grading percentages.  High school credit courses follow the high school grading criteria.
<b>High School (Grades 9-12)</b>	Daily Work – 40% Classwork – 25% Homework/Other – 15% Major Assignments/Tests – 60% Semester exams count as one-seventh of the semester average.	Dual credit grading follows the syllabus of the Institute of Higher Education that is awarding the college credit. For high school credit, Dual Credit grade must have a final average of 70 or better. Per Board policy, the high school course grade must match the college grade.
<b>High School Exceptions</b>	English term paper may count as no more than 1/3 of a six weeks grade. The term research paper is a requirement for English III, English IV, AP English Language, and AP English Literature.	AP teachers may reduce the minimum number of grades, but only with the alternate plan approved by the principal.

### **Minimum Number of Grades (1<sup>st</sup> – 5<sup>th</sup> grades)**

- A minimum of six (6) Daily Work grades must be recorded per subject, per six-weeks. Students must not go longer than two weeks without a graded measure of learning. These formative measures of mastery must include multiple evidence of learning. For example, the Daily Work average must not consist solely of pop-quizzes, or solely of signed reading logs. Teachers should work within Professional Learning Communities and with campus administrators to ensure that a variety of student work accurately reflects progress towards mastery of the TEKS.
- In third grade through fifth grade, a minimum of two (2) Major Assignments that will include the CBA (when given) and that may include one other of the following - Test/Performance Assessments/Project grades must be recorded per subject, per six-weeks. One major assignment must be given prior to progress reports. Teachers have the option of dropping the lowest major assignment/Test/Project grade if they have exceeded the minimum number of assessments. The CBA assessment MAY NOT be one of the major test grades dropped.
- In first grade a minimum of two (2) Major Assignments, that may include the following Test/Performance Assessments/Project grades must be recorded per subject, per six weeks.
- In second grade a minimum of two (2) major assignments, that may include the following Test/CBA/Performance Assessment/Project in math and Test/Performance Assessment/Project/Reading level in Reading. CBAs will continue to be given in second grade beginning in the fourth six week grading period but will count as daily assignments in Reading instead of test grades.
- Reading on level in early literacy classes is an important component and large piece to students being successful in the later years in all subject areas. Students in first and second grade will receive a reading level grade for each six weeks that will count as a test grade.

### **Minimum Number of Grades (6<sup>th</sup> – 8<sup>th</sup> grades)**

- A minimum of six (6) Daily Work grades must be recorded per subject, per six-weeks. Students must not go longer than two weeks without a graded measure of learning. These formative measures of mastery must include multiple evidence of learning. For example, the Daily Work average must not consist solely of pop-quizzes, or solely of signed reading logs. Teachers should work within Professional Learning Communities and with campus administrators to ensure that a variety of student work accurately reflects progress towards mastery of the TEKS.
- A minimum of two (2) Major Assignment/Test/ Project grades must be recorded per subject, per six-weeks. One major assignment must be given prior to progress reports.
- Minimum assignments may be modified during benchmark or STAAR testing weeks.
- “Double weight” of assignments may occur only after the minimum number of grades has been met without the double-weight.

## **Minimum Number of Grades (9<sup>th</sup> – 12<sup>th</sup> grades)**

- A minimum of six (6) classwork grades and 3 homework/other grades (one every 2 weeks) must be recorded per subject, per six-weeks. Students must not go longer than two weeks without a graded measure of learning. These formative measures of mastery must include multiple evidence of learning. For example, the Daily Work average must not consist solely of pop-quizzes, or solely of signed reading logs. Teachers should work within Professional Learning Communities and with campus administrators to ensure that a variety of student work accurately reflects progress towards mastery of the TEKS.
- A minimum of two (2) Major Assignment / Test grades must be recorded per subject, per six-weeks. Students must not go longer than four weeks without a graded measure of learning.
- Any grades above the required minimum amount in each category can be considered by the teacher to be dropped.
- “Double weight” of assignments may occur only after the minimum number of grades has been met without the double-weight.
- Dual credit courses follow the grading criterion of the institution of higher education. AP courses may reduce the number of required assignments with principal approval of an alternate plan.

## **Skyward Gradebook**

Each teacher is required to use the online electronic grading system - Skyward. The responsibility for the correctness of the grade reports issued lies with the teachers. All gradebooks must be kept current each Monday for the week prior. This ensures that all grades will be posted and up-to-date when report cards and progress reports are due. A teacher must record the actual grade earned by the student. Per legislative action, minimum grading floors, such as no grade lower than a 50, are not permitted. The work is not valuable unless the student receives immediate feedback. Both principals and parents will have access to online grades.

## **Grade Changes**

A final six-weeks or semester grade may be changed only under the following conditions:

- Teacher error in recording a grade
- An incomplete grade is being updated
- Transfer grades
- Grades not posted within the grading window
- All grade change requests must be submitted and approved by the principal in Skyward.

Teachers are responsible for the accuracy of their grade report. Grade verification sheets (report of what has been uploaded to the office to be printed on report cards) will be issued after the grading window closes and before report cards are printed. All grade verification sheets must be checked by the teacher to verify that the grades in the teacher grade book match the grades that have been uploaded to the office. The Grade Verification sheets need to clearly indicate the changes needed and/or completed for accuracy before acceptance by the office by the deadline set forth by the principal. All inaccuracies from a previous marking period must be corrected by the next reporting period. Any missed deadlines on grade verification sheets will be addressed by the campus administration. The principal will oversee and monitor the grade reporting procedures by checking and printing the Grade Differences Report after each grade reporting period and notifying teachers of the discrepancies between office grades and teacher grade books.

## **Transfer Grades**

Student placement from any state public school system, including state-accredited charters, or from state-accredited private schools will be honored based on the placement noted on their final report card. A copy of the report card must be placed in the student's cumulative folder. Approved accredited schools must be on the state's approved accredited campus list. Students must be enrolled a minimum of 5 days during the grading period in order to receive a report card from ROISD.

Teachers need to work with the PEIMS clerk to make sure that all records are received from the transferring school. Please meet with a campus administrator if you have not received grades within two weeks of enrollment.

### **Transfer Grade Correlation Chart**

*Numeric Equivalent	Letter System	E/S/N/U System	Rubric System
98	A+		
94	A	E	4
91	A-		
88	B+		
84	B	S	3
81	B-		
78	C+		
74	C	N	2
71	C-		
68	D+		
64	D	U	1
Below 64	F	U	0

\*If actual numeric grade received for grades 1<sup>st</sup> – 12<sup>th</sup>, input actual grade.

Skyward will automatically calculate GPA scores.

Transfer grades when student enters during six (6) week grading period.

Teacher discretion to input grades where needed to complete grades for grading period.

Transfer grades for students from past six (6) week grading period:

Campus Administrator discretion as to how to input past six (6) week or semester grades.

A student must be enrolled a minimum of five (5) days during the marking period in order to receive a report card from ROISD.



## **Curriculum-Based Assessments**

Teachers are required to administer Curriculum-Based Assessments (CBAs). These assessments are developed in partnership between the district and teacher teams. The CBAs **are used for a test grade**. All team members or department members will be consistent in determining whether particular test items on a CBA will not count for students' grading purposes, or whether other grading allowances will be made.

## **Conferences**

If the student receives a grade of less than 70 in any class or subject on the report card / progress report during a grading period, the teacher will provide the parent with notification of tutorials or interventions. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student and/or parent may request a conference with the appropriate campus administrator.

Students who have failing grades must also have a comment on the progress report that connects to the reason for the failing grade.

## **Make-up Work**

Students shall be expected and permitted to make-up assignments and tests after absences.

When a student has been absent for one or more days and has not had sufficient time to make up the work (ordinarily one day for each day of absence), more time may be allowed under extenuating circumstances. When the make-up work is not turned in by the designated date, please refer to the late work policy.

## **Late Assignments**

In the event that a student fails to return an assignment on the date assigned, that work becomes late work. The teacher will communicate with both the student and parent via email and/or telephone to support the completion of the late assignment.

**Teachers are encouraged to work with students and families when assignments are not completed by due dates.** The grade penalties listed below are the maximum permissible, but teachers may work in conjunction with campus administration to make other reasonable arrangements for the completion of work, especially in extenuating circumstances.

### **Elementary:**

Late assignments may receive a maximum of 10 points off per day for being turned in late. A maximum of 5 days will be allowed to turn in late work, after which the assignment is recorded as a zero. Example: If a student turns in an assignment one day late and the score earned is 85, an additional 10 points may be deducted from the 85. The final grade would be a 75.

### **Secondary:**

Late homework may receive a maximum of 15 points off per day for being turned in late. After the second day late, the teacher will assign the student a time (at the discretion of the teacher's schedule) to come into school and make-up the assignment with the third day's penalty of 45 points off. If the work is still not submitted, the assignment is recorded as a zero. Example: If a student turns in an assignment one day late and the score earned is 85, an additional 15 points may be deducted from the 85. The final grade would be a 70.

Exception for Major Assignments: 1st day late maximum penalty of 25 points, 2nd day late maximum penalty of 50 points, 3rd day late grade of 0.

### **Tutorials 1<sup>st</sup>-8<sup>th</sup>**

Tutorials must be provided by teachers for those students whose grades fall below 70 or for students in need of remediation on state assessments. Tutorial times vary by campus.

### **Tutorials 9<sup>th</sup>-12<sup>th</sup>**

Tutorials must be offered by teachers when those students whose average grades for the course fall below 70 or for students in need of remediation on state assessments. Tutoring may also be offered to any student at any time. Tutorial days and times vary by teacher.

## **Special Programs – Alternative Grading Guidelines**

Special Education, Limited English Proficiency, and Dyslexic Students Grading for students with accommodations or modifications must follow guidelines as outlined in his/her IEP, LPAC notes, or 504 documents. The classroom teacher of record must have a copy of the accommodation/modification plan in the classroom.

### **A. Special Education Programs**

- 1.) TEA and the IDEA require that students receive instruction in the enrolled grade level TEKS. Some students may require modified instruction in the TEKS or instruction in prerequisite skills for enrolled grade level TEKS. All students receiving special education services will be graded on assignments and tests as are students without special education services. The ARD committee may determine individual student's accommodations related to student demonstration of knowledge in assignments and assessments.
- 2.) Grades should be comprehensive and not limited to the IEP. Grades for students in special education will be based on performance that demonstrates progress toward mastery of the TEKS following the application of the ARD determined accommodations and/or modifications intended to demonstrate mastery.
- 3.) The report card may not contain statements of accommodations and/or modifications provided to students. Such accommodations are intended to provide access for students with disabilities.
- 4.) Report card grades can be reported by the special education teacher, the general education teacher or a combination of both as determined by the ARD committee.
- 5.) In addition to the report card, all students in special education receive a 6 weeks progress report that describes their progress on specific IEP goals and/or objectives. This report is completed by special education staff with input as appropriate from general education teachers.

**B.** Students who receive an alternate curriculum are graded on teacher observations and measures of progress and collection of data related to IEP objectives and progress on the grade-enrolled TEKS

accessed through pre-requisite skills and vertically aligned TEKS. (Students included in this grading guideline are either assessed using STAAR ALT 2 or anticipated to be assessed using STAAR ALT 2).

- 1.) Federal and state laws pertaining to the education of students in special education address the following points:
  - a.) All students will have access to the content standards (TEKS) for their appropriate grade level.
  - b.) Students with significant cognitive disabilities may access the grade level standards using the TEA developed [Vertical Alignment Document](#) and Essence Statements for all grade levels and subjects.
- 2.) When the ARD committee determines that a student with a significant cognitive disability cannot attain mastery of the grade level TEKS, even with accommodations and modifications, it will be appropriate for the committee to measure the student's progress using the student's individual IEP goals and objectives, rather than letter or number grades. This will be done in two formats.
  - a.) Format I - Progress on individual goals and objectives will be individually reported for each student using the IEP progress report process documented through the electronic data management system each 6 weeks. This is a legal requirement.
  - b.) Format II - Progress on goals and objectives that are linked to the grade level standards will be reported on a report card. Both progress reporting formats should be discussed with parents at the annual ARD meeting.
- 3.) The degree of independence and areas for generalization will also be addressed in this manner. This format will serve to align instruction for these students with the prerequisites to grade-enrolled TEKS.

#### **C. Students Identified for Section 504 and Dyslexia Programs**

- 1.) Students identified for dyslexia programs who are served through special education will be graded under the guidelines described in Section A above.
- 2.) Students identified for dyslexia programs who are served through Section 504 or other students identified to receive accommodations under Section 504 will be graded as all other general education students with appropriate accommodations identified through their individual dyslexia plans.
- 3.) Students with dyslexia are not required to complete lessons/activities that take place in their homeroom when they are attending their dyslexia classes. Teachers must ensure that missed content is delivered before assessing the student.

#### **D. Bilingual and English as a Second Language (ESL) Programs**

- 1.) English Learners (EL) students should not have failing grades based only on their inability to speak English.
- 2.) EL students are not exempt from grades. In order for EL students to meet grade-level learning expectations across the foundation and the enrichment curriculum, all instruction delivered in English must be linguistically accommodated through the incorporation of the [ELPS](#). The accommodations must commensurate with the student's level of English language proficiency. ([Guidelines for Linguistic Accommodations for Each Proficiency Level](#), Page 22)
- 3.) Teachers of ELs must report to their campus LPAC chairs, a list of EL students who have failed or were close to failing at the end of every grading period. Details about linguistic accommodations attempted and documented should be included as feedback to the LPAC committee. The LPAC must make recommendations for additional appropriate instructional and assessment accommodations if necessary.
- 4.) All EL students participating in a bilingual or ESL program must receive grades based on grade level expectations and English Language Proficiency Standards. Teachers should consider the content being assessed, implement any [Instructional Accommodations](#) provided by LPAC and use the appropriate linguistic accommodations according to the linguistic proficiency level of the student. (as detailed on #2 above)

#### E. Gifted and Talented (GT) Program

- 1.) GT students are not required to complete lessons/activities that take place in their homeroom when they are attending their GT class; however, GT students will be responsible for all content assessments.
- 2.) GT students may be required to complete homework assignments on the day they attend their GT class if they have been provided with the necessary instruction prior to the day of the assignment and their classmates were not given the opportunity to begin the assignment in class.
- 3.) GT students should not be kept from attending their GT class in order to complete any assignment/activity required by their homeroom teacher.
- 4.) Field trips and assemblies will be coordinated between the GT teacher and the general classroom teacher.

## **Re-teaching and Re-assessing**

Test or Major Assignment/Project grades constitute 40% of a student's overall grade in elementary school/ middle school and 60% of a student's overall grade at high school. Students who score below 70 on any major assignment or test, will be given one opportunity to retake the test or a suitable alternative test covering the same material after re-teaching of content has occurred. Test corrections do not count as re-teach and re-assess. This includes alternative options for students who fail a project that counts as a major test grade. Teachers should consider class averages for any individual test given in the class to determine if re-teaching and re-testing is required for the entire class without penalty.

The retest must be taken within five school days of the original test grade being provided to the student unless there are extenuating circumstances approved by the classroom teacher and/or campus administrator.

Reteaching of content must be offered in class or through tutorials before the retest.

The retest grade will be no higher than 70. Score the test based off a 100%.

- If the student's score is above 70%, give the student a 70 as a grade.
- If the student's score is below 70%, give the student the percent scored as a grade. Record in the grade book the higher of the two test grades (the original or the retest).

Retesting will not include semester or final exams, except in the case of spring exams for graduating seniors. Any senior with a passing course grade prior to the spring final exam, for which a failing final exam grade is the sole reason for not graduating, will be given one opportunity to retest. The exam retest will be scheduled at the convenience of the campus teacher or administrator.

In AP classes, students will only be allowed an opportunity for a retest when the majority of the class performs unsatisfactorily on the test. Dual credit re-test procedures will follow the college syllabus and policies of the institution of higher education.

## **Suspension**

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

While on suspension, students will not be penalized for assignments due. Upon returning to class, students will follow the normal makeup work policy.

## **ROHS Fall Semester Exam Exemption Criteria**

Red Oak High School will waive the semester exam in classes for students in the fall semester provided the student has met the following criteria:

- Students must have no more than 3 tardies for the fall semester of the course.
- Students must have no more than 3 absences for the fall semester of the course.
- Students must have at least an 80 average in the class for the fall semester of the course.
- Students must be enrolled for at least two six weeks grading periods prior to the end of the semester.

## **ROHS Spring Semester Exam Exemption Policy**

Red Oak High School will waive the semester exam in classes for students in the spring semester provided the student has met the following criteria:

- Students must have no more than 4 tardies for the spring semester of the course.
- Students must have no more than 4 absences for the spring semester of the course.
- Students must have at least an 80 average in the class for the spring semester of the course.
- Students must be enrolled for at least two six weeks grading periods prior to the end of the semester. OR
- Students meet expectations on the initial state EOC testing during the spring semester the course was completed, meets the 90% attendance criteria and is passing the class.

Any student that qualifies for an exemption may choose to take the exam. The option which best helps the student's semester grade will be used by the teacher in their calculations.

The Red Oak High School exemption policy in dual credit courses pertains only to the Red Oak High School curriculum. College courses still must meet final test / final exam requirements as determined by the college curriculum.

Any absences on testing or benchmark testing dates will count as absences towards exemptions for all students.

The students are exempt from their EXAM ONLY, not from attendance at school during semester exams.

## No Pass, No Play UIL Exempt Courses

Red Oak ISD designates the following classes to be approved for the “No Pass No Play” exemption for Red Oak High School for the 2020-2021 school year according to ROISD Policy FM (LEGAL).

English I- Honors	Chemistry- Honors	Dual Credit American History
English II- Honors	Physics- Honors	Dual Credit Economics
AP English Language	AP Biology	Dual Credit Sociology
AP English Literature	AP Chemistry	Dual Credit U.S. Government
Dual Credit English Comp	AP Physics 1	Dual Credit Texas Government
Dual Credit British Literature	AP Physics 2	Spanish III- Honors
Dual Credit Speech	AP Physics C	Spanish IV
Pre-Calculus	AP Environmental Science	AP Spanish Language
Algebra I- Honors	Dual Credit Biology	French III- Honors
Geometry- Honors	Dual Credit Anatomy/Phys.	AP French
Algebra II- Honors	World Geography- Honors	AP Computer Science
Pre-Calculus Honors	AP World History	AP Music Theory
AP Calculus AB	AP US History	AP Studio Art
AP Statistics	AP US Government	Dual Credit Music Appreciation
Dual Credit College Algebra	AP Macroeconomics	AP Seminar
Dual Credit Statistics	AP Human Geography	AP Research
Dual Credit Pre-Calculus	AP Psychology	
Biology- Honors	Adv. Studies in Psychology	

Red Oak ISD designates the following classes to be approved for the “No Pass No Play” exemption for Red Oak Middle School for the 2020-2021 school year.

ELAR 6 <sup>th</sup> Grade- Honors	Pre-Algebra- Honors	Social Studies 8 <sup>th</sup> Grade- Honors
ELAR 7 <sup>th</sup> Grade- Honors	Algebra I- Honors	Science 6 <sup>th</sup> Grade- Honors
ELAR 8 <sup>th</sup> Grade- Honors	Geometry- Honors	Science 7 <sup>th</sup> Grade- Honors Science
Math 6 <sup>th</sup> Grade- Honors	Social Studies 6 <sup>th</sup> Grade- Honors	8 <sup>th</sup> Grade- Honors
Math 7 <sup>th</sup> Grade- Honors	Social Studies 7 <sup>th</sup> Grade- Honors	