



2019-2020



High Levels of Learning for ALL Students

**MISSION CISD
GRADING GUIDELINES**



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MISSION CISD GRADING GUIDELINES

PRE-KINDER – 5TH GRADES

I. Mission CISD Grading Guidelines for Grades PK – 5th (final revised 7/10/13)

Mission CISD recognizes the individual needs of each student should be fulfilled and each student matures and develops according to his/her own unique growth pattern. Thus, teaching techniques are planned so each student receives instruction at the appropriate level of difficulty, complexity and specificity; and our grading procedures reflect this as well.

Grades:

Numerical grades will be utilized in marking papers and recording grades.

Pre-Kinder use:	Kinder use:	Grades 1 -5 use:
S – Satisfactory NI – Needs Improvement	E (90 – 100) S (80 – 89) NI (75 – 79) U (50 – 74)	Numerical Grades in the Report Card A (90 – 100) B (80 – 89) C (75 – 79) D (70 – 74) F (Below 69)

Determiners for Grades:

Grades should reflect the academic progress of a student. They should also reflect the student’s knowledge and understanding of the material taught.

Grades PK – 5TH will require grades as follow:

Language Arts

Reading=oral reading and comprehension (a minimum of 10 grades per grading period)

Spelling (one grade per week)

Grammar/Composition (a minimum of 10 grades per six weeks)

Math (2 grades per week)

Science (2 grades per week)

Social Studies (2 grades per week)

At least one grade per week for all other subject areas

The following will be used to determine grading period grades:

70% Daily Work

30% Formative tests such as weekly tests, Unit tests and quizzes

The semester grade will be the average of the three grading periods.

Graded assignments will include but are not limited to the following:

Daily Work (70%)

- Writing samples
- Daily class assignments
- Group activities
- Notebooks
- Journals
- Speeches and debates
- Participation in discussions
- Performance-based activities or tasks

Assessments or Projects (30%)

- Performance-based
- Portfolios
- Posters
- Models
- Multimedia
- Presentations (oral, dramatic, written)
- Plays
- Videos
- Research
- Diorama
- Poetry
- Multiple choice
- Oral exams
- Short answer
- Textbook curriculum correlated
- Teacher designed
- Student generated
- Student/teacher designed rubrics
- Chapter test
- Performance-based
- Teacher observation
- Unit Tests

Student punctuality and behavior **will not** be reflected in the content area grade, but rather in the category listed under conduct grade on the report card. For grading purposes, credit **will not** be awarded for attendance at Open House, PTO meeting, participating in fund raising activities, etc.

Unexcused Absences:

Unexcused absences will be addressed as per Mission CISD board policy.

Re-teaching and Retesting

Re-teaching is an integral part of the instructional process and must occur as needed. Re-teaching must be accompanied with a different instructional strategy from the original presentation. **When re-teaching**

is necessary, the teacher will indicate this in the lesson plan book by writing re-teaching. The material/strategy used for teaching will be appropriately labeled, dated and filed.

Students will be given an opportunity to retest if the student makes below a 70 on the weekly test. Students will be permitted to retest one time only. In addition for students who are retested, the highest grade to be recorded will be a 70. For students who are retested and score below a 70, the grade recorded will be the higher of the two grades.

Homework:

If homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the student. Students shall understand not only what to do, but also how to do it independently. Every homework assignment must be properly evaluated and feedback must be given. Homework is an integral part of the classroom activities; it should never be busy work nor construed to be punishment. Homework will not be assigned on Wednesdays.

Homework assignments should not exceed the following recommended time per grade level:

Pre-K	10 minutes
Kindergarten	15 minutes
1 st grade	20 minutes
2 nd grade	30 minutes
3 rd grade	30 minutes
4 th grade	30 minutes
5 th grade	45 minutes

Modified Grades:

Only students receiving services through Section 504, special education, or who have been presented to a Response to Intervention (RtI) Committee may receive modified grades as per the committee's recommendation. Modified grades must be indicated as such on the progress report and report card.

Progress Reports:

All students will receive a progress report in the middle of the grading period. Progress report grades will reflect at least half of the grades required for the grading period.

Progress reports will indicate the actual grade earned by the student. A progress report may be sent home anytime in addition to the mid-grading period report. A parent conference is required when the progress report is sent home with a failing grade.

Schedule for Sending Report Cards Home:

Generally, report cards will be sent home on the week after the close of the grading period.

Academic Grades/Percentage of Failure:

Students shall not have points taken off for conduct in any content area. Campus administration will address any problems teachers have if behavior is an issue in the classroom. A conference with parents will be scheduled for students. Students who fail multiple classes in a grading period will have his/her parents scheduled for a meeting. These students must also be referred to the Response to Intervention (RtI) Committee.

School Administration will monitor failure rates by teachers, so staff is encouraged to work with parents and students throughout the year.

6TH-12TH GRADES

II. Mission CISD Grading Guidelines for Grades 6-12

Mission CISD recognizes that the individual needs of each student should be fulfilled and that each student matures and develops according to his/her own unique growth pattern. Thus, our teaching techniques are patterned so that each student receives instruction at the appropriate level of difficulty, complexity and specificity; and our grading procedures reflect this as well.

Grades:

Instructional personnel are to utilize numerical grades in marking papers, tests and other assignments completed by students. Numerical grades earned will then be recorded in the grade book.

Grades 6-12 use:
Numerical Grades in the Report Card
A (90 – 100)
B (80 – 89)
C (70 – 79)
F (Below 70)

Determiners for Grades:

Grades should reflect the academic progress of a student. They should also reflect the student's knowledge and understanding of the material taught.

Grades 6-12 will require at least two grades per week with the total of the grades being averaged per grading period.

The following will be used to determine grading period grades:

45%	Daily Work
45%	Formative tests such as weekly tests and quizzes
10%	Summative tests such as six weeks (unit) tests

The following will be used to determine semester grades:

90%	Average of the three six weeks
10%	Semester Exam

Graded assignments will include but are not limited to the following:

Daily Work (45%)

- Writing samples
- Daily class assignments
- Group activities
- Notebooks
- Journals
- Speeches and debates
- Participation in discussions
- Performance-based activities or tasks
- Posters
- Science Lab Activities/Reports

Accelerated Reader

Homework

Specific to curriculum standards and elements

Meaningful practice

Mini projects

Extension of the daily lesson

Remediation and/or enrichment

Family activities or projects

***Formatives Assessments (45%)**

Multiple choice

Oral exams

Short answer

Textbook curriculum correlated

Teacher designed

Student generated

Student/teacher designed rubrics

Chapter test

Performance-based

Teacher observation

Projects

Performance-based

Portfolios

Models

Multimedia

Presentations (oral, dramatic, written)

Plays

Videos

Research

Diorama

Poetry

Technology-based

*Minimum of four formative assessment grades per grading period

Summative Assessments (10%)

Unit Tests/Six Weeks Tests

Semester Exams

EOC exams

For grading purposes credit **will not** be awarded for attendance at Open House, PTO meeting, participating in fund raising activities, etc.

Unexcused Absences:

Unexcused absences will be addressed as per Mission CISD board policy.

Re-teaching and Retesting

Re-teaching is an integral part of the instructional process and must occur as needed. Re-teaching must be accompanied with a different instructional strategy from the original presentation. When re-teaching

is necessary, the teacher will indicate this in the lesson plan book by writing re-teaching. The material/strategy used for teaching will be appropriately labeled, dated and filed.

Students will be given an opportunity to retest if the student:

-Makes below a 70 on the weekly test

Students will be permitted to retest one time only. In addition for students who are retested, the highest grade to be recorded will be a 70. For students who are retested and score below a 70, the grade recorded will be the higher of the two grades.

Homework:

If homework is to have value, its purpose and relation to what has been learned in the classroom just be clearly understood by the student. Students shall understand not only what to do, but also how to do it independently. Every homework assignment must be properly evaluated and feedback must be given. Homework should be an integral part of the classroom activities; it should never be busy work nor construed to be punishment. Homework will not be given on Wednesday.

Extra Credit Work:

Students will be permitted to complete extra work at the end of the grading period only when a student's academic grade requires additional help to pass. The extra credit work should be assigned the last week before the closing of the grading period. It shall not be assigned to students wanting to improve their overall class average unless all students are provided the same privilege. The opportunity for extra credit points for a group of students shall be at the discretion of the teacher but shall not include grades for Open House or fundraisers. Extra credit work shall strictly be used to help struggling students experience success in school.

Modified Grades:

Only Special Education students may receive modified grades, if the ARD committee recommends this and it is stated on the IEP. Modified grades must be indicated as such on the teacher's grade book.

Progress Reports:

All students will receive a progress report at the midpoint of the grading period. Progress report grades will reflect at least half of the grades required for the grading period.

Progress reports will indicate the true grade. A progress report may be sent home anytime in addition to the midpoint of the grading period. A parent conference is required when the progress report is sent home with a failing grade.

Schedule for Sending Report Cards Home:

Generally, report cards will be sent home on the week after the close of the grading period.

Academic Grades/Percentage of Failure:

Students who fail at least one or more classes in a grading period will have his/her parents scheduled for a meeting. Interventions for these students must be documented by the teachers.

School Administration will monitor failure rates by teachers, so staff is encouraged to work with parents and students throughout the year.

11th-12th Graders: Final Exam Exemptions:

Students classified as 11th or 12th graders may request a waiver of the final examination of a course, if the following criteria are met:

- The student must have no more than three absences for non-school activities and must have a minimum average of a 90 for the second semester; or
- The student has no more than two absences and a minimum average of an 85 for the second semester

An absence is defined as being out of the classroom for any reason other than a school-related activity.

➤ PROCEDURES:

- Each teacher of an 11th or 12th grade student shall keep a record of the student absences for exam waiver purposes.
- Students shall request exemptions by submitting a form to the appropriate teacher by the declared deadline.

NO REQUESTS WILL BE CONSIDERED AFTER THE DEADLINE.