

# **McAllen ISD Guidelines for Grading**

EIA (Guidelines) - Grading  
Effective August 2019

## Purpose for Grading Guidelines

Implementing consistent district grading policies and guidelines are important components in the effectiveness and credibility of our educational system. Student grades serve as (1) a tool to promote meaningful evaluation of student achievement, (2) to inform students and parents of academic progress, and (3) to help improve student performance, habits, and practices. The process to determine those grades should reflect a standard of reliability and validity. Grading should be fair, consistent, and measure the curriculum that has been taught.

## Reference to Board Policy – EIA Local

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student’s relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents. In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

## Minimum Number of Grades

Grades must be posted and updated weekly in the Skyward gradebook. Major Assessments must be scheduled/projected and announced at least three school days in advance.

**At least one new grade must be entered into the Skyward Gradebook per week.**

6-Week Grading Period - Minimum Number of grades for all secondary subjects and elementary Reading/Language Arts and elementary Mathematics		
Major Grades (per subject)	Minor Grades (per subject)	Separate Category (per subject)
3	4	Elementary Only

5-Week Grading Period - Minimum Number of grades for all secondary subjects and elementary Reading/Language Arts and elementary Mathematics		
Major Grades (per subject)	Minor Grades (per subject)	Separate Category (per subject)
2	3	Elementary Only

Progress Reports (end of 3 <sup>rd</sup> week) - Minimum Number of grades for all secondary subjects and elementary Reading/Language Arts and elementary Mathematics		
Major Grades (per subject)	Minor Grades (per subject)	Separate Category (per subject)
1	2	Elementary Only

**Elementary Science and Social Studies** - A minimum of four assessments is required per grading period for each subject with at least one being a major assessment for all grading periods.

**Elementary Music and Physical Education** - Elementary Music and Physical Education teachers will give two grades for skills and two grades for conduct per six-week grading period. A scoring rubric will be utilized for grading. Grades will be posted at the progress report grading period and at the end of the six-weeks period. Weighted categories will not be utilized for music and physical education classes.

## **Retesting**

### **“Reasonable opportunity” to redo/retest on major assessment:**

- All students will be able to substitute the retest grade for the failing grade, but the grade will be no higher than a 70
- The student must participate in some form of re-teaching/tutoring prior to the re-test.

## **Make-up Work**

### **“Reasonable opportunity” to make-up a major/minor assessment or assignment due to absence:**

- **Excused absence:** All students will have up to 3 days to make up a major/minor assessment or assignment without penalty, given the total number of absent days (up to 3). A teacher will have the option of assigning an alternate assessment in lieu of the original. ***In extenuating circumstances with absences, the campus principal will make a decision on the assignment and make-up days.*** Homework assigned prior to student’s absence is due the day student returns to class.
- **Unexcused absence:** All students will have up to 3 days to make-up a major/minor assessment with a progressive grade penalty of 10 points per day. A teacher will have the option of assigning an alternate assessment in lieu of the original.
- A student should not, on the day of returning to school, be required to take a major/minor assessment that was announced during his/her absence. However, if student received all instruction for the announced major/minor assessment, student is responsible for taking major/minor assessment or submitting major/minor assessment upon return to school.

## **Late Work**

### **“Reasonable opportunity” for late submission of major/minor assessment:**

All students will have up to 3 days to submit late major/minor assessment with progressive grade penalty of 10 points per day.

## **Grade Reporting**

The grade from any assessment administered through the last day of the grading period will be included in the current grading period. ***All major/minor assessments must be reported to the student prior to the end of the last day of the grading period.***

## **Semester Exam Retesting**

(1) If the average of the three six-weeks is 70 or better and the student’s final semester average is a failing grade because of a final exam grade, the student is entitled to take a retest; (2) It is the student’s responsibility to check with his/her teacher to schedule the retest exam if he/she is eligible.

## **Course Syllabus**

(Secondary Only) - All teachers will provide parents and students with a Syllabus for all courses. This can be shared on Word Document or Google Doc.

Components of each class syllabus:

- Teacher Name
- Course Title and Class Times
- Conference Time and school phone number
- Available Tutoring Time
- Teacher school email
- Electronic communication codes for students/codes for communication apps (if applicable)
- General method of assessment and grade calculation in compliance with MISD Grading Guidelines
- Classroom Expectations and Procedures
- Outline or Scope and Sequence /Semester-at-a-Glance of major course units, themes, or projects
- Books / Materials / Major projects / Required course readings/Suggested Readings
- Due to Appraiser – Friday before the first day of school; copy kept on file

## **Electronic Gradebook Categories and Instructional Items:** Suggested category examples

(not restricted or limited to)

	Elementary		Middle School		High School	
<b>Major Assessment</b>	Exam/Test Project Term Paper Essays/Composition Lab	<b>60%</b>	Exam/Test Project Term Paper Presentation ISN/Portfolio Lab IB Assessment	<b>60%</b>	Exam/Test Project Term Paper Presentation Portfolio Lab	<b>60%</b>
<b>Minor Assessment</b>	Quiz Presentation Journal Lab A.R. Benchmark (optional)	<b>30%</b>	Quiz Journal Lab Homework Classwork A.R. Benchmark (optional)	<b>40%</b>	Quiz Journal Lab Homework Classwork Benchmark (optional)	<b>40%</b>
<b>Separate Category</b>	Daily Classwork Participation	<b>10%</b>	N/A			