Ridgeview Middle School

2017-2018 Grading Policy

**Grading Philosophy**

The purpose of assigning grades to student work is to communicate where students are in the learning process to parents, students, and other stakeholders. Homework should be assigned for practice during the learning process. Practice is essential for students to master the skills needed prior to a common summative assessment. Another important piece of the learning progression are formative assessments, which can be formal or informal. Formative assessments are crucial information sources for instructional adjustments and student strengths/weaknesses prior to a common summative assessment. Summative assessments should be a reflection of mastery of the concepts or TEKS being studied. An overall grade for the six weeks should reflect academic mastery of concepts and should not include behavior or work habits.

**Grade reporting in gradebook** – Grades will be listed by a descriptive name of standards (TEKS/SEs) or skills. Specific parent-friendly language will be used so parents understand the objective or skill. The TEKs number alone will not be used. Grades shall be entered by a teacher within five working days of an assignment being turned in.

Example: Rational Number Operations, Colonization, Force and Motion, Sensory Language,

\*There will be a minimum of 5 daily practice assignments given over the course of a six week grading period.

\*There will be a minimum of 4 formative assessments given over the course of a six week grading period.

\*There will be a minimum of 2 summative assessments given over the course of a six week grading period.

“When calculating a six-week average, no single assignment/assessment grade will count more than 30 percent of the total average and no two assignments/assessment grades will count for more than 50 percent of the total average regardless of grade category. Major projects may comprise more than one assignment.”(Local EIA regulation)

**Use of symbols in Gradebook**:

‘M’ = Missing; ‘I’ = Incomplete; ‘E’ = Exempted/Excused

An “M” shall be listed for work that has not been attempted or has not been turned in. An “M” is calculated as a zero in TAC unless changed by a teacher to update student progress before the end of the marking period.

An “I” shall be given for incomplete work that does not demonstrate an accurate assessment of a student’s learning. An “I” can also be used for a student who is absent or has not had the opportunity to complete the assignment. Any assignment with an “I” must be manually changed before the end of a marking period. After one week, an “I” should be changed to an “M” regardless of the circumstance of the absence whether “excused or unexcused”.

An “E” will be used for an exempted or excused assignment - data is not needed to ascertain mastery of a standard/skill. For students entering in the middle of the marking period, use the transfer grade for each assignment. If no transfer grade is provided, an “E” can be entered for

each assignment. Transfer grades qualify for re-teach/re-assess.

A “Blank” in the grade book indicates that an assignment has been posted, but has not yet been graded. This does not mean that the assignment is missing.

A “Dropped” grade will be indicated with a line drawn through the grade. This could happen when a replacement assignment is given in place of the original assignment.

**Advisory -** no grade will be assigned to advisory.

**Grade weight categories in a typical Grade Book:**

**Daily – 10%**

**Formative – 40%**

**Summative – 50%**

**Alignment between Assessments and TEKS:**

Summative Assessments shall be aligned to the Readiness/Supporting standards. Summative assessments for each standard should be recorded. Multiple summative assessments for each standard can also be recorded.

**Grading Period Expectations**

**Deadlines/Late Work** – All assignments are expected to be turned in on time. Timely work not only lends itself to a productive work ethic, but also maximizes learning before summative assessments. If a student misses a deadline for daily practice or a formative assessment, the work must be submitted during the period, within one week (5 school days) from when it was entered as missing in the gradebook. For example, if an assignment is due on Tuesday, he/she now has until the following Tuesday during the same period to submit the assignment. Late work will receive a maximum grade of 70. After the late work deadline, assignments will no longer be accepted, and the “missing” in the grade book will become a zero. ***Please note that late work is not eligible for re-teach/re-assess*.**

**Homework** – Shall be entered as a daily grade only.

**Re-teach/Re-assess** – Grades below a 70 must be given a reasonable opportunity to re-teach/re-assess per Texas state policy.

* When re-assessing Daily or Formative Assessments, a student can receive a maximum score of 70.
* Students should complete the re-teach/re-assess cycle within one week (5 school days) after the grade is entered into the gradebook.
* Daily and Formative Assessments between 70 and 90 are not eligible for re-teach/re-assess.

“Reassessment may include, but is not limited to, oral examination,

additional practice activities, an essay paper, a report or project, or formal retaking of a different but equal version of a failed test.” (Local EIA regulation).

* When re-assessing for Summative Assessments below a 70, students are **required** to attend a tutorial or other re-teach opportunity before re-assessing. Students may receive up to a 90 for re-assessment. *\*****Please note that the re-assessment grade will be the final grade entered***.
* Summative assessment grades between 70 and 90 will also have ONE opportunity for re-assessment, within one week (5 school days) after the grade is entered into the gradebook. Students may receive up to a 90 for re-assessment. *\*****Please note that the re-assessment grade will be the final grade entered***.
* Projects that are counted as summative grades are expected to be turned in on time.
  + If the project grade is lower than a 90, students will have ONE opportunity to re-submit the project and replace the grade with a higher score, on a teacher designated day, within one week (5 school days), to receive a grade up to a 90.
  + If the project is not turned in, a grade of zero will be entered. Students that did not turn in a project or that received a failing grade will have ONE opportunity to re-submit the project and replace the zero with a higher score, on a teacher designated day, within five days, to receive a grade up to a 90.
* ***Please note that late work is not eligible for re-teach/re-assess*.**

**Mid-term and Final Exams** are required for all core subjects. Mid-Terms and Finals are a requirement for any high school credit class. Mid-Terms and Final exams may not count for more than 10% of the semester grade. If a student is absent during a Mid-Term or Final Exam, the student will be responsible for making up the exam in a reasonable and agreed upon time frame or a grade of zero will be entered.

District benchmark assessment data may be used as a grade with administrative approval.