

Sharyland Grading Guidelines

For Grades PK – 12

Grades:

Instructional personnel are to utilize numerical grades in marking papers, tests and other assignments completed by students.

Pre-Kinder use:

E (90-100)

S (80-89)

NI (70-79)

U (69-below)

Grades Kinder - 12 use:

Numerical Grades

Determiners for Grades:

Grades should reflect the academic progress of a student. Grades will be based solely on daily class work, assignments (i.e. binder checks, homework...), quizzes, major tests, curriculum-based assessments (CBA) and teacher observations such as: oral reading, science experiments, oral reports, etc. Credit will not be awarded for attendance at Open House, PTO meetings, participating in fund raising activities, etc.

In grades PK-6, cumulatively, there must be a minimum of 12 grades for the following subjects (math, science, social studies, reading, composition, and grammar) and a minimum of 6 grades for all other subjects. There will be at a minimum two grades per subject per week recorded in the grade book for core subjects and one grade per week for all other subjects. The following will be used to determine 6-weeks grades: daily work, assignments, tests,... None of the grades are weighted, and they are averaged separately within their content.

Student punctuality and behavior will not be reflected in the content area grade but rather in the category listed under citizenship grade on the report card.

Posting of Grades:

Grades shall be input weekly (by Friday) at the end of each week.

In grades PK-6, by the three week mark, half of the grades must be posted in the system (i.e. 10 grades – 5 posted).

Reteaching

Reteaching is an integral part of the instructional process and must occur as needed. Reteaching must be accompanied with a different instructional strategy from the original presentation. When reteaching is necessary, the teacher will indicate this in the lesson plan book by writing “Reteaching”. The materials / strategy used for teaching will be appropriately labeled, dated and filed.

Make-up Work

1. Excused Absences

Students with an excused absence from school are expected to make up work missed at the rate of one day for one day missed with a maximum of five days. Students who are absent but had prior notice of upcoming assignments or tests must complete the assignment or test on the first day back to school. Students shall receive a zero for any assignment or test not made up within the allotted time.

2. Unexcused Absences

A student may not make up work missed; however, if the administrator determines that the unexcused absence is due to extenuating circumstances, make up work may be allowed. The grade for makeup work after an unexcused absence shall be no higher than a 70.

Curriculum-Based Assessments

CBA's will count as a test grade (or semester exam at secondary level)

There will be no re-testing on CBA's except for semester exams if it causes a student to fail the course.

CBA's are end of six-week/nine-week assessments to evaluate students' understanding of the knowledge taught.

Elementary Retesting:

For daily work where a student scores below 70, reteaching should occur. Students are provided the opportunity to redo work and receive a grade no higher than 70.

In PK-6, if 50% or more of the class has failed an assignment/test, the entire class will receive reteach and retesting using a different method than the first time. The students will then receive the grade earned (the higher of the two). There will not be a cap of 70% when more than half of the class has failed.

Secondary Retesting:

Retests will be for Major Assignments/Tests ONLY. Outside reading assignments will not be subject to retesting and/or extension of the due date. This policy will not apply to any AP course and will only apply to PreAP and High School Credit courses when Rule 2 applies.

1. Student will be given an opportunity to retest if the student:
 - a. Makes below a 70 on the first test
 - b. Completes all assigned work prior to first testing
 - c. Attends tutoring sessions as assigned by the teacher with a combined time of not less than 60 minutes.

Students will be permitted to be retested one time only per test. The teacher may use an alternative form of the first test. If the student scores higher than a 70 on the retest, a 70 will be recorded. For students who retest and score below 70, the grade recorded will be the higher of the two test grades.

2. When more than 50% of the students in a class fail a particular major assignment/test, the students who failed will be re-taught and retested during the instructional period. If the student scores higher than a 70 on the retest, a 70 will be recorded. For students who retest and score below 70, the grade recorded will be the higher of the two test grades. Students passing the initial test will keep the original grade.

Progress Reports:

A progress report will be sent home at the end of the three-week period. This notification is required when the student's grade in any subject is lower than 70 or deemed borderline.

A progress report may be sent home anytime in addition to the three-week period. A parent conference must be held when a student is failing a class.

Schedule for Sending Report Card Home:

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

Secondary Campuses:

Late Work

1. Pre/AP classes: Late work will not be accepted
2. Regular classes: Late work will be accepted 1 day after the due date with a 30 point deduction from the original grade

<i>For example:</i>	original grade	92
	<u>-deduction</u>	-30
	grade recorded	62

* AP/Pre-AP/college classes are not covered by this policy. See *Sharyland High School Retesting Policy* for more information.

Semester Grade and Semester Exams

At high school, the cumulative average for the nine week grading period will count as eighty percent (80%) of the final semester grade. For junior high, the three six weeks' grades will be averaged, and this average will count as 80% of the final semester grade. The semester exam will be comprehensive and count as twenty percent (20%) of the semester grade. Should the semester exam cause the student to fail the semester, the student has the option of retesting. The student must retest within a reasonable period of time, and the retest will be the sole responsibility of the student. If the student scores higher than a 70 on the retest, a 70 will be recorded.

High School Courses which includes the following offered at the junior high (Integrated Physical Science, Spanish I, Algebra I, Health, Speech, and Advanced Placement Spanish Language); the student must have a semester grade of at least sixty-five (65) to qualify for the averaging of two semesters. The average of both semesters must be seventy (70) or higher for credit to be earned.

SHARYLAND ISD

Junior High Grading Guidelines

English Language Arts

I. Categories and Percentages

- | | |
|-----------------------|-----|
| A. Tests/Projects | 50% |
| B. Writing | 30% |
| C. Daily Work/Quiz/AR | 20% |

II. Tests/Projects – There will be a minimum of three grades from this category each six weeks including the CBA. Scoring Rubrics for major projects will be provided to the students when a project is assigned.

III. Writing

- A. There will be a minimum of four grades from this category each six weeks.
- B. Writing grades can be taken for compositions, reports, journals, etc.

IV. Daily Work/Quiz/AR – Daily work grades can be taken for homework, quizzes, and notebook checks. The grade for A.R. will be determined by dividing points earned by the point-goal. Extra credit will be given to students who surpass their point-goal with 120% being the highest grade possible. There will be a minimum of 10 grades from this category each six weeks.

Mathematics

I. Categories Percentages of Grade

- | | |
|----------------------------|-----|
| A. Tests | 50% |
| B. Homework and Daily Work | 20% |
| C. Quizzes | 30% |

II. PreAP Algebra 1 Categories and Percentages

- | | |
|-----------------------------|------|
| A. Tests and projects | 80% |
| B. Homework, quizzes, STAAR | 20 % |

III. Tests and Projects

- A. There will be a minimum of three (3) grades from this category each six weeks including the CBA.
- B. Projects- Teacher has the option to assign one major project per six weeks. Scoring rubrics will be given to the students at the time the project is assigned.

IV. Homework and Daily Work

Assignments must be done in pencil and are due at the start of class, graded in pen and errors corrected. There will be a minimum of twelve (12) grades from this category each six weeks.

V. Quizzes

This may include teacher made quizzes, pop quizzes, selected homework problems, binder checks, worksheets, and other miscellaneous assignments. Re-quizzing is not allowed. There will be a minimum of 4 grades from this category each six weeks.

Note: Most math assignments require showing all work. This is necessary because the process or strategy is the critical learning task, not just getting the answer

Science

I. Categories and Percentages

A. Tests & Major Projects	50%
B. Daily Work & Homework	20%
C. Lab Work & Quizzes	30%

II. Integrated Physics & Chemistry

A. Tests	70%
B. Other Grades	30%

III. Tests:

- A. There will be a minimum of three grades from this category each six weeks including CBA's.
- B. Tests will include materials covered in the class and the lab.
- C. Scoring Rubrics for major projects will be provided to the students when a project is assigned.

IV. Daily Work & Homework:

Class work & Homework may include Chapter Vocabulary, Chapter Reviews, Section Reviews, Reinforcement & Enrichment master handouts, and any other activity the teacher chooses to label as Class work. Homework is due at the beginning of the class. There will be a minimum of six grades from this category each six weeks.

V. Lab Work & Quizzes:

- A. Quizzes can be given any time.
- B. Quizzes may cover material covered in the class or lab the day before.
- C. Lab work, data information, analysis and conclusion should be completed on time. Assigned Lab station should be cleaned on the completion of the lab. Points will be deducted for incomplete Lab activity data, analysis and conclusion, not following lab safety rules.
- D. Each student and parent is required to sign the lab safety contract prior going to the lab.
- E. Each student is required to pass the lab safety test prior to going to the lab.
- F. Students who break or damage the lab equipment due to negligence will be required to replace the equipment. There will be a minimum of four grades in this category each six weeks.

Social Studies

I. Categories and Percentages

A. Tests, Projects	50%
B. Homework, Daily work	20%

II. Tests and Projects

There will be a minimum of 4 grades from this category each six weeks including the CBA's. Scoring Rubrics for major projects will be provided to the students when a project is assigned.

III. Homework, Daily Work

There will be a minimum of 6 grades from this category each six weeks. This category may include binder checks, study guides, worksheets, or other miscellaneous assignments.

IV. Quizzes

There will be a minimum of four grades in this category.

Special Education (Self-Contained)**I. Categories and Percentages**

Grade Distribution (for all subject areas)

- | | |
|----------------------------|-----|
| A. Class work and homework | 50% |
| B. Tests | 50% |

II. General Guidelines

A. All students in Special Education classes have modifications/accommodations (as defined by TEA) provided to them as part of their IEP.

Foreign Language**I. Spanish Categories and Percentages****English Speakers**

- | | |
|-----------------------|-----|
| A. Tests | 50% |
| B. Quiz, daily/lab | 25% |
| C. Oral Participation | 25% |

Spanish Speakers

- | | |
|-----------------------|-----|
| A. Tests | 50% |
| B. Quiz, daily | 25% |
| C. Oral participation | 25% |

Advanced Placement Spanish

- | | |
|-----------------------|-----|
| A. Test/Projects | 50% |
| B. Daily Work | 25% |
| C. Oral Participation | 25% |

II. Tests/Projects

There will be a minimum of two grades from this category every three weeks.

III. Daily Grades

There will be a minimum of five grades from this category every three weeks. This category may include written assignments, reading assignments, quizzes, binder, and listening comprehension exercises.

IV. Oral Participation

There will be a minimum of three grades from this category every three weeks. This category may include oral expression, mini and or/group dialogues, class presentations, and group discussions in both formal and informal situations.

Computer Application Skills

I. Categories and Percentages

A. Tests	50%
B. Quizzes/Lab	20%
C. Daily	30%

II. Tests/Projects

- A. A minimum of one test or major project will be given during each six-week grading period.
- B. Tests and projects will count 50 % of the total grade.

III. Quizzes/Lab Work

- A. An average of one quiz or lab will be given each week.
- B. Quizzes and lab grades will count 20% of the total grade.

IV. Daily Assignments

- A. A minimum of two daily assignment grades will be given each week.
- B. Daily grades will count 30% of the total grade.

V. Extra Credit

- A. All students will be given the opportunity to earn extra credit.
- B. Extra credit assignments and their weight will be at the discretion of the teacher.

VI. General Guidelines

- A. There will generally be no homework, as such, since for most assignments a computer is required, and not all students have access to a computer outside a class.
- B. Since almost all work will be required to be accomplished in class, a significant amount of time will be provided to finish assignments.

Fine Arts

I. 6th Grade Band Division Categories and Percentages

A.	Participation	50%
B.	Tests	25%
C.	Homework	25%
D.	1 st semester grades are determined by participation to a large extent, since initial skills are in the development stages.	

II. Junior High Band Division Categories and Percentages

A.	Locker check	20%
B.	Participation	20%
C.	Performance	20%
D.	Sectionals/Practice	20%
E.	Tests	20%

** For detailed information, please refer to the Band Handbook*

III. Choir Division Categories and Percentages

A.	Daily participation	50%
B.	Tests	20%
C.	Concert performance	30%

IV. Theatre Division Categories and Percentages

Theatre Productions

A.	Daily work	10%
B.	Homework	10%
C.	Quizzes	10%
D.	Project	20%
E.	Tests/performances	50%

V. Art Division Categories and Percentages

A.	Quizzes	20%
B.	Daily work	30%
C.	Major Projects	50%

VI. Communication Applications (Speech Class)

A.	Daily grades	10%
B.	Projects/Presentations	50%
C.	Tests	40%

Physical Education

I. Physical Education Categories and Percentages

A.	Dressing Out	25%
B.	Participation	25%
C.	Health Assignments	25%
D.	Health quizzes or tests	25%

II. Daily Grade

A. Each student is required to dress out everyday. Students are responsible for bringing their uniform everyday. Students must also bring socks and athletic shoes (must have rubber soles) to wear.

B. Each student will begin each week with 100 points for their daily grade. Points will be deducted as follows:
Not dressed out (partial dress not accepted)-50 points.

No participation- 50 points

If a student fails to bring his/her uniform, the coach will provide a red t-shirt and/or gray shorts but points will still be deducted as stated above.

III. Participation Grade- 25 %

- A. Every student is required to actively participate as assigned by the instructor. Non-participation will result in a loss of 50 points per day.

IV. Illness

- A. If a student is unable to participate due to illness or injury, he/she must provide the following on a note from their parents/guardian:
 1. Student's name
 2. Date
 3. Cause of illness/injury
 4. Phone number or cell number where parent can be reached
 5. Parent's/Guardian's signature

This note will only excuse the student for one day. Students may be excused from certain physical activities but not necessarily from all activities. Students will still be required to dress out that day.

- B. If a student's illness is serious enough to constitute non-participation from P.E. for several days, a doctor's excuse is required. The school will not accept excuses from non-US doctors.
 1. All excuses will be kept on file.
 2. Girls will not be excused from dressing out/participation due to menstrual cramps/cycle unless doctor's excuse is received.

SHARYLAND ISD

High School Grading Guidelines

As required by state law, a student's score on the initial end-of course (EOC) assessment shall count for 15 percent of the student's final grade for the course as reported on the student's transcript. If a student retakes an EOC assessment, the District will not include the retake score in the final grade calculation for the course.

Calculation of grades with EOC assessment scores will be computed at the end of the semester. The two semesters will be averaged to calculate 85% of the final grade and the EOC exam will count 15% towards the final grade. Students will earn semester credit.

A conversion chart has been developed to determine the grades that will be assigned based on EOC results.

Scoring Category	Grade Conversion
Perfect Paper	100
Advanced Level	95
Satisfactory/Met Expectations	85
Minimum	75
Below Minimum	69

English Language Arts

The following criteria apply to all English/ ESL classes.

I. Categories and Percentages

- A. Major Grades 60%
- B. Minor Grades 40%

II. Major Grades

This includes tests, book reports, research paper(s), major projects, essays, Benchmarks

III. Minor Grades

This includes homework assignments, daily class practice exercises and short quizzes.

IV. Communication Applications (Speech Class)

- A. Daily grades 10%
- B. Projects/Presentations 50%
- C. Tests 40%

V. No retesting will be provided on outside reading assignments.

Mathematics

I. Categories and Percentages

- A. Pre-AP/ AP courses
 - 1. Tests 80%
 - 2. Homework, quizzes, TAKS/EOC based tests 20%
- B. CP/ Extended Courses
 - 1. Tests 60 %
 - 2. EOC/TAKS and Quizzes 20%
 - 3. Homework 20%

Science

I. Categories and Percentages

- A. Pre-AP/AP courses
 - 1. Test 70%
 - 2. Other Grades 30%
- B. CP/Extended Courses
 - 1. Test 60 %
 - 2. Other Grades 40%

II. Tests

This will include tests, EOC/TAKS based tests, and major projects.

III. All Other Grades

This will include class work/homework assignments, lab reports, class participation, quizzes, binder checks and EOC/TAKS preparation.

Social Studies

I. Categories and Percentages

- A. CP Classes
 - 1. Tests 50%
 - 2. Daily Assignments 50%
- B. Pre AP/AP Classes
 - 1. Tests 60%
 - 2. Daily Assignments 40%

II. Tests

In Pre-AP and AP classes, all tests will have an essay component.

III. Daily Assignments

This category may include quizzes, definitions, EOC/TAKS material(s), binder checks, study guides, worksheets, handouts and/or any other miscellaneous assignments.

Special Education

I. Categories and Percentages

Grade Distribution (for all subject areas)

- | | |
|----------------------------|-----|
| A. Class work and homework | 50% |
| B. Tests | 50% |

II. General Guidelines

A. All students in Special Education classes have modifications/ accommodations (as defined by TEA) provided to them as part of their IEP.

Foreign Language

I. Categories and Percentages

- | | |
|-----------------------|-----|
| A. Test/Projects | 50% |
| B. Daily Work | 25% |
| C. Oral Participation | 25% |

II. Tests/Projects

There will be a minimum of two grades from this category every three weeks.

III. Daily Grades

There will be a minimum of five grades from this category every three weeks. This category may include written assignments, reading assignments, quizzes, binder, and listening comprehension exercises.

IV. Oral Participation

There will be a minimum of three grades from this category every three weeks. This category may include oral expression, mini and/or group dialogues, class presentations, and group discussions in both formal and informal situations.

Career and Technology Education

Agricultural Sciences, Building Trades, Electrical Trades,
And Family and Consumer Sciences

I. Categories and Percentages

All grades will be weighted equally as recorded in the grade book.

II. Tests/Projects

In Family and Consumer Sciences classes test and project grades are doubled in the grade book

III. Participation/Skills

Grades for daily participation, special skills, special projects, homework, binders, lab experiences, and quizzes will be recorded once in grade book.

Career and Technical Education

Business, Finance and Information Technology

Applications Classes (BIM I, BIM II, Digital and Interactive Media, Web Technology, Principles of Information Technology, Computer Science, Principles of Arts, Audio/Video Technology, and Communications, Animation, Audio/Video Production)

I. Categories and Percentages

- A. Daily Work 60%
- B. Test 40 %

II. Daily Work

There will be a minimum of five grades from this category every three weeks. Daily work may include daily assignments, quizzes and Dress for Success.

III. Tests

There will be a minimum of two grades from this category every three weeks. This category may include major tests, projects or notebooks.

Career and Technology Education

Business, Finance and Information Technology

Lecture Classes (Principles of Business, Marketing and Finance, Accounting, Business Law, Business Management, Banking & Finance, Global Business, Etc.)

I. Categories and Percentages

- A. Daily Work 40%
- B. Test 60%

II. Daily Work

There will be a minimum of five grades from this category every three weeks. Daily work may include daily assignments, quizzes and Dress for Success.

III. Tests

There will be a minimum of two grades from this category every three weeks. This category may include major tests, projects or notebooks.

Career and Technology Education

Health Science Technology, Criminal Justice

I. Categories and Percentages

- A. Tests 40%
- B. Daily Work 60%

II. Tests

This category includes major tests or projects.

III. Daily Work

This category includes daily assignments, quizzes, etc.

Fine Arts

I. Art Division

Grade Distribution

- A. Sketchpad 30%
- B. Major Projects 50%
- C. Tests 20%

II. Band Division

- A. Daily participation 35%
- B. Tests (includes co-curricular performances) 35%
- C. Sectionals 30%

** For detailed information, please refer to the Band Handbook*

III. Choir High School

- A. Daily journals 25%
- B. Daily participation 45%
- C. Quizzes 30%

IV. Drama Division High School

Theater Arts (9-12)

- A. Tests 25%
- B. Quizzes 25%
- C. Performance/scene work 25%
- D. Written assignments 25%

V. Theater Production (9-12)

- A. Weekly participation 25%
- B. Quizzes 25%
- C. Participation as crew and/or performance 25%
- D. Production responsibility 25%

Physical Education

I. Categories and Percentages

- A. Daily Grade (Dressing and Attendance) 40%
- B. Daily Participation 40%
- C. Exams (Written and Skills) 20%

II. Daily Grade- 40%

A. Each student is required to dress out everyday. Each student will be issued a gray T-shirt and red gym shorts to use until the end of the semester. Students are responsible for bringing their uniform every day. Students must also bring socks and athletic shoes (must have rubber soles) to wear.

B. Each student will begin each week with 100 points for their daily grade. Points will be deducted as follows:

1. Not dressed out (partial dress not accepted) - 50 points.
2. No participation -50 points

If a student fails to bring his/her uniform, the coach will provide a red t-shirt and/or gray shorts but points will still be deducted as stated above.

III. Participation Grade- 40%

A. Every student is required to actively participate as assigned by the instructor. Non-participation will result in a loss of 50 points per day.

IV. Exams - 20%

This includes all exams, either written or skill-related.

V. Illness

A. If a student is unable to participate due to illness or injury, he/she must provide the following on a note from their parents/guardian:

1. Student's name
2. Date
3. Cause of illness/injury
4. Phone number or cell number where parent can be reached
5. Parent's/Guardian's signature

This note will only excuse the student for one day. Students may be excused from certain physical activities but not necessarily from all activities. Students will still be required to dress out that day.

B. If a student's illness is serious enough to constitute non-participation from P.E. for several days, a doctor's excuse is required. The school will not accept excuses from non-U.S. doctors.

1. All excuses will be kept on file.
2. Girls will not be excused from dressing out/participation due to menstrual cramps/cycle unless doctor's excuse is received.

Health

I. Categories and Percentages

- | | |
|---------------|-----|
| A. Test | 60% |
| B. Daily Work | 40% |

Amended and Approved by DEIC
Approved by Board Curriculum Committee – September 24, 2012