

# Secondary Grading Procedures Middle and High Schools



## Grades 9-12 Grading Procedures

### Purpose/Intent -

Grades are a teacher's evaluation of a student's level of academic development and accomplishment. Grades also provide for communication between the teacher and his/her students as well as students' parents. Grades are not punitive and should not be assigned for anything other than academic content. For each academic subject area, grades will be assigned in three different categories (Practice, Application, Evaluation). Grades will not be assigned for activities related to the following: bringing classroom/office supplies to school, returning signed papers or forms to school, formative assessments such as local checkpoints/benchmarks, screeners, behavior, attitude or responsibility; however, grades may be assigned for activities aligned with standards involving state or industry process skills.

### Grading Categories

- All numeric grades will be recorded in one of three categories:
  - Practice toward Learning – Accounts for 30% of the overall subject area grade
  - Application of Learning – Accounts for 30% of the overall subject area grade
  - Evaluation of Learning – Accounts for 40% of the overall subject area grade
- The district will provide guidance regarding appropriate usage of the grading categories.
- The category weights listed above will be used in all regular courses.
- MHS Honors courses will use the same three grading categories, but the weights associated with each category will be 25%- Practice, 25% - Application, and 50% Evaluation.
- MHS Advanced Placement courses will use the same three grading categories, but the weights associated with each category may vary due to individual course characteristics in accordance with the expectations of the College Board.

### Minimum Number of Grades

- Per 6-Week Grading Period
  - A minimum of **3** grades will be recorded in the Practice category.
  - A minimum of **3** grades will be recorded in the Application category.
  - A minimum of **2** grades will be recorded in the Evaluation category. At least one grade in this category must be recorded prior to the distribution of progress reports at the 3-week point in the grading period.

## GRADING/PROGRESS REPORTS TO PARENTS

- It is expected that grades be distributed evenly throughout the grading period in order to give students and parents a clear understanding of a student's progress in a course over time. This timely understanding of progress is important should a need for academic intervention arise.
- Special circumstances exist in some grading periods (e.g., the beginning of school or STAAR administration) that make it difficult to evenly distribute evaluation grades in each half of the grading period. When this is the case, principals may authorize teachers to give both evaluation grades in the same half of the grading period with the understanding that parents will be notified of progress in a timely fashion after the first evaluation. Under no circumstances will such a situation be grounds for a student's six-week average being figured using only one evaluation grade

**Grading Scale**

Letter Grade	A	B	C	F
Grade Range	90 – 100	80 – 89	70 – 79	0 – 69

**Additional Grading Expectations**

Teachers will adhere to the following additional guidelines with respect to assessing student performance and assigning grades:

- **Re-Teaching** – It is expected that MISD teachers re-teach material when students do not demonstrate mastery of academic content. This may occur individually or in group settings depending on the number of students needing re-teaching.
- **Opportunities to Re-Do Assignments** – When a student receives a grade below 70, the following guidelines exist for his/her opportunity to re-do the assignment:
  - **Practice and Application Categories** – It is not required that students be allowed to re- do assignments for which they receive a grade below 70 in either the practice or application category. Campus-level guidelines will be developed to ensure consistent practice with respect to whether or not students are allowed to redo assignments in these categories.
  - **Evaluation Category** - A student will receive an opportunity to be re-evaluated when he/she receives a grade below 70% in the evaluation category (excluding evaluation grades received on projects/assignments that extend over a period of 5 days). In order for re-evaluation to occur, the student will participate in the re-teaching process as determined by the teacher. The re-evaluation score will replace the original score with a maximum grade of 70%. The re-evaluation process must take place within 5 school days of receiving the initial grade below 70.
- **Progress Reports** - Parents and guardians have access at all times to current grades for their student in Home Access Center (HAC). Progress reports will be issued to students at the 3 week point of the 6 weeks grading period for students falling below 75% in accordance with MISD policy EIA local. This may occur electronically or by other means.
- **Late Work / Zeros** – When students do not turn in assignments on the due date, they will have the opportunity to turn them in as late work before receiving a zero. Specific guidelines have been

developed at each level with related to the grading of late work:

- **Midway High School** – The teacher is not required to accept late work more than one day after the due date. Late work may receive a deduction of up to 30 points when received after the due date (not to exceed a total deduction of 30 points). Assignments not graded on a 100- point scale may be reduced up to 30% when received after the due date.
- **Advanced Placement Courses** – Students enrolled in Advanced Placement (AP) courses have the opportunity to obtain college credit upon successful completion of the AP exam. For this reason, teachers may alter re-teaching, re-doing assignments, and late work guidelines in AP courses with the approval of the principal.
- **Dual Credit Courses** – Students enrolled in Dual Credit courses have the opportunity to obtain both high school and college credit upon successful completion of the course. The dual credit professors have discretion over final grading procedures for the course .
- **Calculation of Semester and Yearly Averages** - The calculation of semester averages will be completed using the following procedures:

**Midway High School:** The final examination will count no more than one-seventh of the total grade. For grade averaging, the following formula will be used.

$$\text{Semester Grade Average} = \frac{(S1+S2+S3) \times 2 + E}{7}$$

S1 = First Six Weeks' Grade

S2 = Second Six Weeks' Grade

S3 = Third Six Weeks' Grade

E = Final Semester Examination Grade

Calculation of a yearly average at the high school level is for credit purposes only, and does not impact GPA.

## Grades 6-8 Grading Procedures

### Purpose/Intent -

Grades are a teacher's evaluation of a student's level of academic development and accomplishment. Grades also provide for communication between the teacher and his/her students as well as students' parents. Grades are not punitive and should not be assigned for anything other than academic content. For each academic subject area, grades will be assigned in three different categories (Practice, Application, Evaluation). Grades will not be assigned for activities related to the following: bringing classroom/office supplies to school, returning signed papers or forms to school, formative assessments such as local checkpoints/benchmarks, screeners, behavior, attitude or responsibility; however, grades may be assigned for activities aligned with standards involving state or industry process skills.

### Grading Categories

- All numeric grades will be recorded in one of three categories:
  - Practice toward Learning – Accounts for 30% of the overall subject area grade

- Application of Learning – Accounts for 30% of the overall subject area grade
- Evaluation of Learning – Accounts for 40% of the overall subject area grade
- The district will provide guidance regarding appropriate usage of the grading categories.
- The category weights listed above will be used in all regular courses.

**Minimum Number of Grades**

- Per 6-Week Grading Period
  - A minimum of **3** grades will be recorded in the Practice category.
  - A minimum of **3** grades will be recorded in the Application category.
  - A minimum of **2** grades will be recorded in the Evaluation category. At least one grade in this category must be recorded prior to the distribution of progress reports at the 3-week point in the grading period.
- It is expected that grades be distributed evenly throughout the grading period in order to give students and parents a clear understanding of a student’s progress in a course over time. This timely understanding of progress is important should a need for academic intervention arise.
- Special circumstances exist in some grading periods (e.g., the beginning of school or STAAR administration) that make it difficult to evenly distribute evaluation grades in each half of the grading period. When this is the case, principals may authorize teachers to give both evaluation grades in the same half of the grading period with the understanding that parents will be notified of progress in a timely fashion after the first evaluation. Under no circumstances will such a situation be grounds for a student’s six-week average being figured using only one evaluation grade

**Grading Scale**

Letter Grade	A	B	C	F
Grade Range	90 – 100	80 – 89	70 – 79	0 – 69

**Additional Grading Expectations**

Teachers will adhere to the following additional guidelines with respect to assessing student performance and assigning grades:

- **Re-Teaching** – It is expected that MISD teachers re-teach material when students do not demonstrate mastery of academic content. This may occur individually or in group settings depending on the number of students needing re-teaching.
- **Opportunities to Re-Do Assignments** – When a student receives a grade below 70, the following guidelines exist for his/her opportunity to re-do the assignment:
  - Practice and Application Categories – It is not required that students be allowed to re- do assignments for which they receive a grade below 70 in either the practice or application category. Campus-level guidelines will be developed to ensure consistent practice with respect to whether or not students are allowed to redo

assignments in these categories.

- **Evaluation Category** - A student will receive an opportunity to be re-evaluated when he/she receives a grade below 70% in the evaluation category (excluding evaluation grades received on projects/assignments that extend over a period of 5 days). In order for re-evaluation to occur, the student will participate in the re-teaching process as determined by the teacher. The re-evaluation score will replace the original score with a maximum grade of 70%. The re-evaluation process must take place within 5 school days of receiving the initial grade below 70.
- **Progress Reports** - Parents and guardians have access at all times to current grades for their student in Home Access Center (HAC). Progress reports will be issued to students at the 3 week point of the 6 weeks grading period for students falling below 75% in accordance with MISD policy EIA local. This may occur electronically or by other means.
- **Late Work / Zeros** – The teacher is not required to accept late work more than two days after the due date. Late work may receive a deduction of up to 30 points when received after the due date (not to exceed a total deduction of 30 points). Assignments not graded on a 100- point scale may be reduced up to 30% when received after the due date.
- **Calculation of Semester and Yearly Averages** - The calculation of semester averages will be completed using the following procedures:

**Courses earning HS credit:** The final examination will count no more than one-seventh of the total grade. For grade averaging, the following formula will be used.

$$\text{Semester Grade Average} = \frac{(S_1+S_2+S_3) \times 2 + E}{7}$$

S<sub>1</sub> = First Six Weeks' Grade  
S<sub>2</sub> = Second Six Weeks' Grade  
S<sub>3</sub> = Third Six Weeks' Grade  
E = Final Semester Examination Grade

**All other courses:** Students do not take final examinations, but may have a final unit test for the semester that is averaged in the Evaluation of Learning category described above for the Third Six Weeks. For grade averaging, the following formulas will be used:

$$\text{First Semester Grade Average} = \frac{(S_1+S_2+S_3)}{3}$$

$$\text{Second Semester Grade Average} = \frac{(S_4+S_5+S_6)}{3}$$

$$\text{Yearly Grade Average} = \frac{\text{Semester}_1 + \text{Semester}_2}{2}$$

S<sub>1</sub> = First Six Weeks' Grade  
S<sub>2</sub> = Second Six Weeks' Grade  
S<sub>3</sub> = Third Six Weeks' Grade

S<sub>4</sub> = Fourth Six Weeks' Grade  
S<sub>5</sub> = Fifth Six Weeks' Grade  
S<sub>6</sub> = Sixth Six Weeks' Grade