

Hughes Springs ISD
Elementary
Grading Guidelines



2020-2021

Grading Roles and Responsibilities

Students

1. To complete assigned work on time and return it to the teacher
2. To plan to carefully schedule work on long-term assignments so that assignments will be completed on time
3. To communicate with the teacher when he/she does not understand the assignment or is experiencing difficulty prior to due date
4. To initiate communication with the teacher when absent to arrange an opportunity to make up missed assignments/learning

Parents / Guardians

1. To establish a specific time, place, and manner for homework to be completed
2. To provide the supplies and materials necessary to complete homework
3. To monitor as needed, but not do homework for the student
4. To assist the student in planning a time schedule for long-term assignments
5. To initiate communication with the teacher when concerns arise
6. To monitor student's grades in Skyward Family Access

Teachers

1. To provide meaningful tasks that enrich and supplement work introduced in class
2. To communicate assignment expectations, both regular and long-term
3. To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully
4. To provide course requirements and expectations at the beginning of each course to students and parents
5. To consider student access to available resources and materials when assigning a task
6. Provide opportunity for feedback and access to completed homework

Academic Dishonesty

Academic dishonesty includes cheating or copying the work of another student (whether the student knowingly provides or receives the work), plagiarism and unauthorized communication between students during an assignment/examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and consideration of written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary or academic consequences determined jointly by the teacher and campus administrator. Also, students found guilty of academic dishonesty on a major assignment are NOT eligible for retest/retake on that assignment.

Grading Guidelines

For Language Arts, Reading & Math -

All teachers shall record a minimum of fifteen (15) grades each nine weeks grading period. At least one (1) grade must be a major assignment.

For Science & Social Studies –

All teachers shall record a minimum of ten (10) grades each nine weeks grading period. At least one (1) grade must be a major assignment.

In grades Kindergarten – 2nd, Science & Social Studies will be combined into one grade with a minimum of 10 grades per 9 weeks in accordance with our focus on Early Literacy Skills.

All assignments, whether major or minor, will be weighted equally when figuring the 9 weeks average.

Major Assignments may include:

- Major tests (including nine (9) weeks tests)
- Research/Term papers
- Projects
- Extended assessments
- Any major assessment deemed so by the educator

Minor Assignments may include:

- Daily Work
- Homework
- Notebooks/Folders
- Oral reports
- Class work
- Quizzes

- Participation*
- Any minor assessment deemed so by the educator

*Any participation grades given must be based on an academic rubric.

Missing Assignments

As the educator is recording grades, a minor or major assignment will be recorded as a one (1) in the gradebook. The student will have the opportunity to replace this grade upon returning to class with an excused reason. All missing assignments must be turned in by the end of the grading period to receive credit.

Re-test / Retake Policy

Teachers will offer corrections to test grades. Corrections must be completed in five days.

The educator may require the student to attend tutorials during activity period or recess to allow for reteaching before the correction occurs.

The educator will average the two grades and take the average of the two for the grade or if both grades are failing, the educator may choose to take the higher of the two grades. **The re-test grade cannot exceed a 70% in the gradebook.**

A student who walks into class and refuses to attempt an assessment is **not** eligible for re-testing.

Students found guilty of academic dishonesty are **not** eligible for retest/retake on that assignment.

Late Work

When students are in attendance and fail to turn in assignments at the prescribed time, teachers may assess grade penalties for work turned in late. (Examples of acceptable penalties: reduction of maximum grade allowed, no late work accepted, a zero given for the assignment). Acceptance of late work does not extend past the last day of a nine weeks grading period.

Skyward Gradebook

Teachers will use Skyward gradebook for recording grades. Grades will be submitted weekly.

Parents can access their student's grades through Skyward Family Access. If you do not have a Skyward Family Access password, please contact the campus office.

Progress reports will be open for viewing at three and six weeks, and report cards will be viewed at the end of the nine-weeks period.

Accelerated Reader (AR)

Grade levels 2nd-5th will have a mandatory Accelerated Reader (AR) grade based on a 9 weeks AR point goal as determined by the student's reading level.