



## Mount Vernon ISD Grading Guidelines

The primary purpose of grades is to provide a snapshot of student progress toward mastery of learning goals. Grades are tools to guide discussions as students and parents partner with the school for students' success.

### Beliefs

- Grades include both formative and summative assessments.
- Grades provide clear, consistent, and timely feedback.
- Grades reflect content knowledge.
- Grades are an indicator of progress toward mastery of learning objectives.
- Grades are an opportunity for students to take ownership of, and responsibility for, their own learning.
- Behavior and effort are assessed separately from learning objectives.
- Grades are a method of communication between school, students, and parents.

### Grade Posting

Each teacher is required to effectively communicate student grades weekly in the district gradebook. Students and parents will be given instructions regarding utilization of Parent Portal at the beginning of the school year.

Students in Kindergarten and grade 1 will receive skills based progress reports from the classroom teacher in lieu of Parent Portal.

Students in grades 2-12 will receive a minimum of 8 daily grades and 2 test grades in all content areas per grading period.

At the three weeks progress point, teachers will have at least 4 daily grades grade posted.

### Grade Category Distribution

Grades 2-3	70% Daily	30% Test	
Grades 4	60% Daily	40% Test	
Grades 5-8	50% Daily	50% Test	
Grades 9-12	45% Daily	55% Test	Regular courses
	40% Daily	60% Test	Pre-AP courses
	30% Daily	70% Test	Dual Credit courses



## **Communication**

The electronic gradebook (Parent Portal) is used for all grade reporting. Progress reports will be available to parents at approximately the midpoint of each grading period. District policy EIA Local specifies, "Interim progress reports shall be issued for all students after the third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion." It is the teacher's responsibility to communicate with the parents of struggling students. Report cards will be issued to all students at the end of each six weeks grading period.

## **Homework (All Grade Levels)**

### **Elementary**

Homework is assigned for reinforcement of skills and concepts taught in class and used as a method to provide students with feedback on their performance of the assigned tasks.

### **Secondary**

Teachers should specify the due date for all assignments when the assignment is given to students and make every effort to collect the work on the due date. All assignments are due when called for by the teacher. Any work not turned in on the assigned due date will be considered late work.

## **Makeup Work**

### **Makeup Work Because of Absence (All Grade Levels)**

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. The amount of time to complete the work will be three school days from returning to class. Additional school days may be granted at the request of the student and the discretion of the campus principal. For example, a student misses two days of class, then a student will have three days to complete makeup work.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding "attendance for credit or final grade."

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.



A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

## **DAEP Makeup Work**

### ***Elementary and Middle School Grade Levels***

All work assigned to students that have been removed to disciplinary alternative education program (DAEP) during the school year will come from the school of record for the student. Once completed, the DAEP staff will send the work back to the school of record for grading.

### ***High School Grades 9-12***

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

## **In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)**

### ***Alternative Means to Receive Coursework***

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

### ***Opportunity to Complete Courses***

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

## **Late Work**

Students may be assessed a penalty of no more than ten (10) points per day for up to three (3) days before a zero may be given for any work not turned in on time.

Advanced Placement and Dual Credit courses are exempt from the policy above. Please refer to specific AP or Dual Credit course syllabus for guidelines on late work.



## Redo/Retake

Mount Vernon ISD board policy EIA Legal states, "A district grading policy: 3. May allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade."

The district grading guideline for re-do/retake is the following: the student shall earn a grade **no higher than 70** on an assignment redone or on a test retaken under such a circumstance.

In order to support mastery, the student must make a request to the teacher to redo an assignment or retest. The student must attend tutoring over the content that student was unsuccessful and take the redo/retest within three days of receiving the failing grade from the teacher. The students' grade shall never decrease due to their attempt to redo/retest. **This grading policy does not apply to benchmarks, mid-term exams, or final exams.** This policy does not apply to work that was subject to a penalty due to academic dishonesty, work that was expected to be done within a class period, or work that was once considered late. Please refer to late work policy for stipulations.

If the student and/or parent initiates the district grading policy that has failed an assignment or test below a 70, the teacher must comply with the request. The teacher may provide an alternate assignment or test for the student to retake to determine mastery of content. The alternate assignment or test may only cover the areas that the student did not meet mastery, and does not have to re-cover content that the student mastered.

What does the term "**no higher than 70**" mean? How does a teacher calculate the makeup grade? The following examples are to help clarify what this looks like:

***Johnny takes a unit test and makes a 53 on the assessment. He requests to retake the test. The teacher gives an alternate version of the test and Johnny makes an 83. Teacher records a 70 for new grade. (53 then 83 so 70)***

***Julie takes a unit test and makes a 47 on the assessment and requests to retake the test. The teacher gives an alternate version of the test and Julie makes a 62. Teacher records a 62 for new grade. (47 then 62 so 62)***

***Benjamin fails a class assignment with a 58 and requests to redo the class assignment. The teacher provides a class assignment and Benjamin makes a 43. Teacher keeps the 58 for the assignment grade. (58 then 43 so 58)***

Advanced Placement and Dual Credit courses are exempt from the policy above.



## **Spring Final Exam Exemptions**

At the high school level, only students with senior classification may earn a final exam exemption for the spring semester.

## **Academic Dishonesty**

Mount Vernon ISD board policy EIA Local states, "A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students."

Mastery of the learning objectives cannot be determined when academic dishonesty takes place; therefore, students found to have engaged in academic dishonesty will:

- Receive disciplinary action. Refer to Student Code of Conduct for details.
- Receive a zero for the original assignment.
- Receive an opportunity for an alternative assignment for an additional grade of the same weight. The grade on the alternative assignment does not replace the zero earned on the original assignment.