

New Diana Independent School District
Elementary School Grading Practices (1-5)

The purpose of the grading and reporting of student progress is to engage educators, students, and parents in a partnership to increase student learning. The grades earned by a student are a measure of the student’s mastery of the grade level Texas Essential Knowledge and Skills (TEKS) and the PreK Guidelines approved by the State Board of Education. Students are required to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas.

1. A teacher should have a sufficient quality and variety of assessments during the grading period to accurately reflect academic achievement.
 - Elementary teachers (grades 1-5) will record a minimum of 5 formative grades and two summative grades per 6 weeks grading period for math, science, and social studies.
 - Elementary teachers (grades 1-5) will record a minimum of 6 formative grades and two summative grades per 6 weeks grading period for Reading and/or Language Arts.
 - Exceptions will be made for departmentalized grades teaching more than one subject with administrator approval.
2. Grades shall be posted/recorded in a timely manner no later than 5 instructional days from the date received with the exception of projects.
3. Grades shall be based on individual student mastery of state standards (TEKS) and the district curriculum. Grades should reflect a student’s academic achievement for the grading period. Each assignment shall carry a grade weight of not more than 1.0.
4. Grades must reflect accommodations and instructional modifications as specified by appropriate campus committees such as ARD, 504, LPAC, etc.
5. Grades of “zero” assigned for work not completed may be changed upon the completion and submission of such assignments by the student. The teacher may deduct 10 points for each day late up to a maximum of 30 points.
6. A student shall be permitted one opportunity to redo any formative assessment for which the student received a failing grade. The highest grade received will not exceed 70.
7. Six weeks grades are determined by the following percentages:

<u>Assignment Type</u>	<u>Percentage</u>
Formative (daily)	50%
Summative (major)	50%

Definitions:

- **Formative** - an assessment **for** learning that occurs during the lesson process and provides information to both teachers and students and enables them to make adjustments to increase learning. Formative assessments that might be used for grading purposes include daily work, performance assessments, quizzes, labs, draft essays or compositions.
 - **Summative** - an assessment **of** learning that occurs after instruction to determine what students know, understand, and can do at one point in time. Summative assessments that might be used for grades include end-of-unit assessments, major projects or products (**completed at school**), 6-week exams, final essays or compositions.
8. Semester averages are obtained by averaging the 3 six week grading periods. Yearly averages are calculated by averaging the first and second semester averages. Promotion is based on the yearly averages.

Grade Books

- Grades for 1st to 5th grade students are recorded in the district-adopted electronic grade book. The electronic grade book must document the assignment or skill, the grade, and the date of the assignment.

Homework

Robert F. Hunt Elementary (K-5) endorses the use of homework as a researched-based instructional strategy that can increase student achievement, foster independence and responsibility, and serve as a vital link between school and home.

DEFINITION

Homework is defined as any learning activity completed by the student as an extension of classroom instruction, not including the self-assigned activities voluntarily undertaken by the student. The additional practice and application of knowledge and skills deepens understanding and proficiency; thereby, increasing student achievement.

TYPES OF HOMEWORK

Teachers assign different types of homework to accomplish specific purposes.

1. Practice homework helps students master specific knowledge and skills that have been presented in class.

2. Preparation homework is designed to motivate or prepare students for knowledge and skills that they have not yet mastered. Teachers may assign students to read text, take notes on reading, work on solving a problem that will illustrate the need to learn upcoming material, or gather information from resources outside of class.

3. Extension homework provides students the opportunity to apply or transfer specific knowledge and skills to a new situation or in an original response. Teachers may assign a written composition, a demonstration, a compare/contrast assignment, visual display, or technology presentation.

NOTE: Class work that could have been completed during the class time allowed is **not** considered homework even if the student is given the opportunity to complete the assignment at home.

HOMEWORK GUIDELINES

1. Practice homework will be assigned only when students have had guided practice and are secure enough in those skills to be able to complete them independently and successfully.

2. Homework or the threat of additional homework will not be used to enforce discipline in the classroom.

3. Homework will not be assigned during the following times with an exception made for study/review guides.

- Group standardized testing, district-approved criterion-referenced tests, and state assessments and applies only to those students who are involved in the testing.
- Official school holidays (does not include teacher workdays)

NOTE: If long-term assignments are made, it is the responsibility of the teacher to plan those assignments and periodic progress checks for times that do not compel students to work during holidays (e.g., assignments should not be made shortly before holidays and be due shortly after holidays).

4. The recommended amount of time that students spend on homework varies by grade level:

- K-2 Total not to exceed 30 minutes per day (includes long-term projects)
3 Total not to exceed 45 minutes per day (includes long-term projects)
4-5 Total not to exceed 60 minutes per day (includes long-term projects)
- Time recommendations are for diligent students taking regular-level classes. Students who work more slowly, who work with distractions (television, iPods, text messaging, radio, and cell phone interruptions) may exceed these estimates.

- Teachers will consider the cumulative effect of homework assignments (i.e., math + language arts + social studies, etc.; one-day assignments + prorated time for long-term assignments + study or reading time).
- It is anticipated that students will not have homework assignments in every class every day. **(Social Studies and Science homework is not permitted without prior approval with the exception of study/review guides for an upcoming test.)**
- It is the student's responsibility to prorate the time needed for long-term assignments.
- Students will receive timely and meaningful feedback on homework assignments.
- RFHE recognizes that there are times when students will not complete homework within the designated time frame. Each campus shall define procedures for "late homework."
- When homework is assigned to reinforce skills, there should be a consistency between the content and format of material presented in class and homework assignments.

Honor Roll

1. Honor Roll students will be recognized every six weeks with awards ceremonies at the end of each semester (1-5).
2. All A Honor Roll requires an average of 90 and above in all the four core subjects (Math, ELA, Science, Social Studies) and no unsatisfactory grades (U).
3. A/B Honor Roll requires all grades above 80 with a minimum of at least one A and no unsatisfactory grades (U).
4. Campus Academic Awards at the end of each semester are based on semester averages of 90 and above in all the four core subjects and no unsatisfactory grades (U).

Make-Up Work

Students absent from school shall have the opportunity to make up all schoolwork assigned during their absence.

1. Work assigned prior to the student's absence shall be turned in or completed one day after the student returns to school.
2. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student

in mastering the essential knowledge and skills or in meeting subject or course requirements. Students will be given one day for every day missed to make-up work.

3. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.