

## 2015-2016 RHS Faculty Handbook – Grading and Assessment Addendum

### GRADE BOOKS

1. Teacher Access Center (TAC) will be the grade book program utilized by all teachers. This will be the official record maintained by teachers for student grades and attendance.

### GRADE BOOK REQUIREMENTS:

1. All grades must be updated at least once a week.
2. All information maintained in Teacher Access Center (TAC) needs to be clearly formatted and easily interpreted. Provide a brief, yet specific, description of the assignment (*for both major and minor assessments*), and the date on which the grade was recorded. ***All assignments will need to be referenced to TEKS standards.***
3. Teachers will verify that the information in the grade book matches that which is printed on report cards.
4. ***A minimum of three major summative grades should be recorded for each quarter (this can be any form of major assessment) and a minimum of one minor summative grade per week should be recorded per quarter.***
5. Keep your grade book (both computer files and hard copies) secure. No one other than certified education professionals should have access to your grade book. At no time should students (including student aides) be allowed access to your grade book.
6. Teachers will maintain accurate attendance information in the TAC grade book.

### COMPUTATIONS

1. At the beginning of the academic year, all teachers need to clearly explain to students how grades will be computed. A link to this information should be included on each teacher's syllabus and included on the web site. Links will also be on the school's web page.
2. Enter all grades numerically on a percentage basis from 0% to 100%; for example, a 50 means 50% of the work was correct, a 90 means 90% of the work was correct, etc. Avoid using symbols, i.e., check marks, X's, etc. The use of symbols may cause some confusion, especially if other school officials scrutinize your grade book.
3. If any grade results in a decimal fraction of .5 or higher, round the grade to the next highest number.
4. ***All student grades will be reflective of their mastery of associated TEKS for a course. Bringing supplies/materials to class, "notebook" grades, attendance in non-academic functions, returning progress reports, etc., SHOULD NOT appear in the gradebook.***
5. ***Major summative assessments will be 60% of the grade with minor summative = 40%.***
6. ***In Pre-AP/AP courses, the major/minor split will be 70/30. This will be the "default" setting in TAC.***
7. ***One grade cannot count more than 1/3 of the final grade for a quarter.***

8. *A teacher may enter EXC (excused) for a grade if other evidence is sufficient to determine mastery; this will not calculate into the grade. Teachers should note that excessive use of this function could conflict with #7 above.*
9. *Grades at the end of a semester are final. Grade changes after the end of the semester need to be submitted to the registrar and approved by the Associate Principal.*
10. *An INC (Incomplete) will only be used at the END of a grading period to indicate that insufficient evidence is present to estimate mastery. An Incomplete that exists after the 5 school day “grace” period causes the loss of UIL eligibility. Students need to be aware that material turned in HAS to be given to the teacher allowing for a reasonable amount of time for grading. Material turned in for an Incomplete grade revision must be from the prior unit of study and CANNOT contain “extra credit,” “bonus,” or any work not related to the associated TEKS. Any use of INC has to be approved by the Associate Principal before use.*
11. *If you have questions concerning grading students and/or maintaining your grade book, please contact your department chair, the Instructional Technology Specialist or Joel Hays.*

## **ASSESSMENT OF MASTERY**

1. *Students will be expected to complete all assignments on time and in their entirety. If a student does not turn in an assignment, a MSG (missing) will be entered in the gradebook. This will temporarily calculate as a ZERO until replaced with a grade. If no evidence of mastery is provided by the end of the quarter, the teacher will replace the MSG with a “0.” Parents will see the MSG on Home Access Center.*
2. *A student will have 10 school days from the end of a unit of study (or longer, at the discretion of the teacher) or major assessment due date\* to replace a MSG with a grade. Full credit must be given for this assignment. Teachers have the discretion to replace a “MSG” on an assignment if evidence of mastery is quantified through another assessment. Teachers should consult the UIL eligibility calendar when re-assessing or changing/editing grades (students can lose eligibility if grade changes are not completed within UIL guidelines).*

*\* In ELA classes, students who turn in major summative writing assignments ON TIME will have ten days for re-assessment starting on the day the assignment is returned.*

3. *All students will be given the opportunity for reassessment of all major summative assessments, excluding semester exams. Teachers will determine if a minor summative will be reassessed individually or as part of a future major summative. Students MUST PROVE that additional learning has taken place prior to re-assessment (and do so in a timely fashion). This could include successfully attending tutorials, submission of missing assignments, correction of assignments, formative assessments, etc. Criteria for re-assessment are to be developed by the teacher and communicated to the students.*

## **RETURNING GRADED ASSIGNMENTS AND TESTS PROMPTLY**

Arrange class time so that test questions may be answered and explained. Keep copies of tests and answer keys available all year in case questions should arise.

## **INTERIM PROGRESS REPORTS/Notice of Concern**

1. Interim progress reports will be generated for distribution to first block classes during each quarter. Progress report and report card dates will be identified during In-service.
2. Parents need to be notified whenever there is a noticeable decline in academic performance. Teachers should keep records of contact with parents/guardians.

## **MAKEUP WORK – During the reporting period/special situations:**

1. No student should be denied an opportunity to make up work.
2. It is the student's responsibility to make arrangements for makeup work on the day he/she returns to school. The teacher and the student can then decide when the work is due. Time lines for makeup work: Number of blocks absent plus one block.  
Example: Absent Monday, returns on Wednesday, work is due Friday.
3. A student who misses a previously announced test will be expected to take the test on the day he/she returns.
4. Each teacher should be willing to help a student make up as much work as possible when a student has been absent from school.
5. If a student has been sent to in-school suspension, he/she will have potential for full credit on work done while in in-school suspension.
6. If a student has been suspended, he/she will have a like number of days on his/her return in which to make up his/her work.
7. Students placed on Homebound will have assignments sent home and will be given full credit on work completed and turned in.

## **ACADEMIC INTEGRITY**

1. Please refer to the DISD Student Code of Conduct/Academic Integrity policy for clarification and definitions related to academic integrity.
2. Following the process outlined in the Academic Integrity policy, if a teacher concludes that cheating/plagiarism has occurred, the student will receive a MSG for the assessment and be required to reassess or submit a new assignment.
3. The student must reassess or submit the assignment within a reasonable amount of time to be determined by the teacher and/or administration.
4. Reassess or submitted work will be graded at full credit.
5. Discipline related to academic dishonesty will be followed according to the DISD Student Code of Conduct/Academic Integrity policy.