IC Evans Elementary
Guidelines for Grading
2023-2024

It is the mission of IC Evans Elementary to provide a high quality education in a safe, respectful, and inclusive environment that builds the foundation for life-long learning.

Grading is used as a tool to assess student achievement and development in each subject area. A student’s grade should reflect mastery of the Texas Essential Knowledge and Skills (TEKS). While students must attain basic literacy and numeracy, they must also attain essential skills, which include critical thinking, problem solving, collaboration, and teamwork. All students in Kindergarten through Second Grade will be assessed and graded using a standards-based report card developed by the C&I district personnel. Grades are an accurate reflection of each student’s performance and participation.

Grades are based on observation, hands-on activities, performance assessments, TEKS based activities, classroom assessments, and rubrics. Grades are calculated on a 9-week grading period. Progress reports shall be sent home in the middle of each grading period. Parents should sign the progress reports/report cards and return them to school. If the parent fails to return the report, the teacher will make every attempt to contact the parent. There should be grades entered for every student in every subject at the end of the grading period. The campus office registrar will print the grade verification form for every teacher to verify that grades have been entered. If adjustments need to be made, the teachers communicate this to the campus office registrar through the Grade Verification Confirmation Form. The report cards are then printed once the grades are verified by teachers.

Grading Practices
● Nine week grade reporting periods. Progress reports will be available to parents after the fifth week mark of each grading period.
● Numerical scores are represented on a Standards Based Report Card.
  ● 4.0 – Meets Expectations
  ● 3.0 – Progressing
  ● 2.0 – Little progress with support
  ● 1.0 – No progress
  ● N/A - Not Assessed
● Teachers may use the latest assessment as the most recent evidence of mastery and replace prior scores that cover similar content.
● Transfer grades for enrolling students will be taken from enrollment records from
the sending school.
● Students may turn in late assignments up to five school days late, as long as that
specific unit of instruction has not been assessed.
  ○ After each assessment, the teachers may use that assessment grade as
evidence of mastery of the skill missed on the previous assignment within
that unit.
● Parent-teacher conferences may be scheduled with the teacher by contacting the
teacher via phone, letter, or email. These conferences may take place on a
teacher’s conference time, before school, or after school.
● Daily work and tests should be used to assess students' level of understanding and
mastery.
● Homework is not mandatory nor is it encouraged. Homework only shows whether a
student has engaged parents. It is highly encouraged to not send homework unless
a student was sick or did not finish in class due to problematic behavior. If it was not
completed due to problematic behavior then a phone call to the parent must be
made.
● Practice work (i.e. spelling patterns, counting activities, academic games,
reinforcement ideas, or leveled reader books) can be sent home for parents to
reinforce the concepts learned in school without providing a due date or a
requirement for anything to be returned.

Grading Guidelines for Late Assignments / Late Work / Make-Up Work

Students are expected to submit all work during the school day. Late work is classified as
work not submitted on time, but not due to an excused or unexcused absence.
Standards-based grading will be provided for the work that is accomplished during the
normal school day.
PK-2: No grade penalties for late work.

Make-Up Work: When a student is absent from class, it is the student’s responsibility to
make up work. However, communication will be made with the family to ensure they know
work is being sent home for completion. Students will be allowed the amount of time equal
to the number of days absent to complete make-up work. (i.e. a student is absent for three
days then the student have three days to make up the work). The teacher has the
discretion to allow additional time for make-up work when extended absences occur.