



GROESBECK INDEPENDENT SCHOOL DISTRICT

Groesbeck High School

1202 N. Ellis St.

Groesbeck, TX 76642

(254) 729-4101

Groesbeck High School Grading Guidelines 2023-2024

The purpose of grades is to communicate to parents/guardians and students the academic achievement of a student toward the mastery of standards in all coursework, including courses with Texas Essential Knowledge and Skills (TEKS), and those with the following standards: student expectations found in program descriptions for Dual Credit (DC), and Advanced Technical Credit (ATC) courses. Report cards and progress reports serve as written notice to a parent/guardian of a student's current level of achievement in each class, subject, or course during a specified period. Grades are not indicators of disciplinary action or nonacademic performance or behaviors. "Reporting Period" and "9 weeks" are used synonymously and interchangeably throughout this document. This document was developed in accordance with EIA (LEGAL), EIA (LOCAL), EIE (LEGAL) and EIE (LOCAL) Policy.

GHS requires a combined use of the following grading practices:

- Classroom use of defined performance criteria, including rubrics for which student responses, products, or performances are evaluated to ensure consistent scoring practices and clarity of student performance expectations.
- Multiple measures (more than one type of assessment to examine the same kind of knowledge as well as more than one assessment to evaluate learning of the same body of knowledge).
- Timely and continuous feedback on assignments and assessments.
- Grades are reported as numerical scores:

90-100% A

80-89% B

70-79% C

Below 70% F

Progress Reports (PR):

Progress reports shall be sent home to parents/guardians after the third week and sixth week of each reporting period. Dates of distribution have been established. A minimum of six (6) grades must be recorded and published prior to each progress report being issued.

Report Cards (RC):

Courses must use the same approved formula for student evaluation each reporting period. All grades on report cards and academic records (transcripts) are numerical, ranging from 0-100. To receive credit for a course, a student must achieve a minimum grade of 70% for the final grade of the course and must have attended the class at least 90% of the time. Students who receive a grade below 70% at the end of the grading period will be suspended from extra-curricular activities for at least the following three-week period (SB1, Chapter 33). State law requires students to make a passing grade in their classes in each reporting period in order to be eligible to participate in any extracurricular performance or competition for the next three weeks unless the failing grade was earned in an honors, dual credit/enrollment course in ELA, math, science, social studies or language other than English.

Guidelines for grading student work in all courses include:

- Grades entered in the teacher's gradebook, progress reports and report card grades will reflect progress toward and achievement of knowledge and skills as outlined in the TEKS, and the standards for Dual Credit or Dual Enrollment as applicable. 70% is considered a passing grade. Teachers will enter grades into the District electronic gradebook (ASCENDER), on a weekly basis for Progress Reports (PRs) and ultimately Report Cards (RCs).
- For grades 9-12, for each reporting period, teachers must record and publish a minimum of eighteen (18) grades, with a *minimum* of two (2) grades being recorded each week in the electronic gradebook (ASCENDER) that is made available to parents through the parent portal, ASCENDER. A minimum of six (6) grades must be recorded and published prior to each progress report being issued.
- For grades 9-12, all grades will be categorized as major (tests, projects, presentations) or minor (quizzes, homework, daily work) and no single grade from either category will count for more than 25% of the overall average for the reporting period. For Honors and Dual Enrollment course grades categorized as major will count 60% of the overall average and grades categorized as minor will count as 40%. For all other non-weighted standard courses grades categorized as major will count for 50% of the overall average (minimum of two given per reporting period) and grades categorized as minor will count for 50% of the overall average for the reporting period.
- Semester Exams (mid-term and final) shall be administered for all courses in grades 9-12. The semester exam will be consistent across common classrooms but may vary due to course level (i.e. an Honors English 1 versus standard English 1). Semester courses will only give a final exam (no mid-term). All exams are subject to Principal approval. All semester exams must be taken during the assigned exam time. Students will not be permitted to redo or retake a semester or final exam. Students may not take semester exams early. If a semester exam is missed, a "1" will go in the gradebook (which

indicates it can be made up; once the make-up time has been passed a “ZERO” will be entered. Do not use an INCOMPLETE). Remember for eligibility purposes an incomplete is considered a failing grade and will render the UIL participant ineligible. Missed semester exams will be recorded in the gradebook as a “1” and grade change forms will be required after the exam is made up and graded. The exam must be made up after the assigned time. First semester make-up exams must be made up within the first two weeks of the second semester by scheduling with the course teacher. Second semester exams must be made up during the first two weeks after school is out by scheduling with Dr. Bomar (call 254-729-4101 to set this up). Extenuating circumstances must be documented and exceptions approved by GHS administration. The weight value of the semester exams (first and second semester) will be 15% of the final semester grade. Mid-term and final examination exemptions are only permitted for eligible 12th grade students (see exemption qualifications below). Dual Credit/Enrollment courses may follow a different semester exam schedule therefore students will need to check with their DC Instructor.

- Seniors may be exempt from their fall and spring semester exams according to the guidelines below. Seniors may always opt to take their exam to improve their average even if they qualify. Exemptions are determined on a period by period basis; therefore, students will be notified by their teachers of their exemption status. **Seniors that qualify for exemptions will report to class* and remain on campus for the duration of the exam period.**
 - To be exempt from a semester exam in a class, the student must meet one of the following qualifications.
 - An average of 90% or better for the semester and no more than 3 absences in the class for the semester, OR
 - An average of 80% or better for the semester and no more than 2 absences in the class for the semester.

Absences that DO NOT impact exemption status (all require proper documentation):

- Funeral for immediate family members up to 3 days
- School functions
- Religious holidays
- Military deployment of an immediate family member
- College visits up to two days
- Required court dates

Seniors will be notified of their exemption status for each semester on:

- December 14, 2023
- May 16, 2024

Students who do not report on exam day (whether testing or exempt) during their exam period will receive a ZERO for the Semester Exam grade on the report card.

Exam exemptions do not excuse students from attending school during the period exams are being administered. An unexcused absence will result in a ZERO for the semester exam grade on the report card.

Performance Based Classes and Finals: in classes that have a final exam that is a performance or project which will be presented during the scheduled final exam period and requires class preparation time in the weeks leading up to finals, the teacher reserves the right to grant the exemption. ALL exemptions must be applied consistently to students and parents/guardians in advance.

1. A student found to have engaged in academic dishonesty will be subject to grade penalties on assignments or tests as well as disciplinary penalties in accordance with the Student Code of Conduct. [See EIA (Local)]. Grade penalties will be consistent across the entire high school campus.
2. The teacher of record will determine the final yearly grade. For purposes of dual credit, the final grade must be submitted according to the college grade reporting deadline and will determine the final grade for the student.
3. Grade changes are the responsibility of the teacher of record and must occur within the reporting period unless there is an extenuating circumstance. Principal approval is required for such changes. For purposes of dual credit/enrollment no grade changes may be made after submission to the college without approval of the college department chair.
4. Grade changes must only occur when an error in calculation is determined. When grades are determined to be mathematically incorrect or in direct violation of Board Policy or campus grading guidelines, the principal will direct the teacher to adjust the grade accordingly.
5. A student *may* be permitted a reasonable opportunity to redo an assignment or retake a test within the grading period for which the student received a failing grade for a maximum of a 70%. Campus developed grading procedures (communicated via the class syllabus) will define the opportunity and time frame for any retakes/retests/redos. These guidelines will be reviewed at the beginning of each school year, be consistent across each content area and will be published for all parents/students within the first week of the school year.
6. A student will be permitted to make-up assignments or take tests administered in any class that were missed because of an absence regardless of the absence reason. Teachers will put a ONE ("1") in the gradebook to indicate to the student, parent/guardian that the assignment/test is eligible to be made up. Teachers will not leave the grade blank. A student will receive a grade of zero ("0") for any assignment or test not made up within the allotted time. The allotted time to make up work or tests that have been missed consists of one day for each day absent.

7. A student may receive a grade penalty not to exceed 20% for makeup work after an unexcused absence (this work must be turned in within the correct time frame based on the absence or face late work penalties if applicable). It is the responsibility of the teacher to follow up with whether or not the absence was unexcused in the system.
 8. A teacher will not impose a grade penalty for make-up work after an absence because of suspension.
 9. A student transitioning from the Disciplinary Alternative Education Placement (DAEP) program will earn grades through Edmentum and possibly Google Classroom. The DAEP instructor will email grades to the Registrar.
 10. The teacher will notify the parent/guardian when a student is not achieving progress toward or achievement of the TEKS/Standards. Documentation of parent/guardian communication must be maintained when a student's average falls below 75% in any class or if the student is in danger of failing. If a student receives a grade of less than 70% in any class or subject, parent/guardians will be contacted by phone and a conference may be scheduled. The progress report being sent home is not considered sufficient documentation.
 11. A student or parent who feels that the grade received by the student has not been determined according to the grading guidelines and/or campus grading procedures is encouraged to discuss the concern with the teacher first. If the concern is not resolved based on these grading guidelines and Board policy, the student or parent/guardian may present the concern to the Principal. The Principal will investigate the facts to ensure that the grade is accurate and was determined in accordance with the established District grading guidelines, campus grading procedures and Board policies.
 12. **Fast Track/Credit Recovery:** Students taking Edmentum courses in Fast Track or for credit recovery will receive grades upon completion of the course. These courses do not count in determining eligibility; however, a full-time Fast Track student is not eligible for UIL participation.
- The campus Principal will:
 - communicate, discuss, and review the grading guidelines and campus developed grading procedures for retests/retakes/redos to ensure that they are understood by all stakeholders (teachers, students, and parents) at the beginning of the school year and at the start of the new semester.
 - ensure that each department develops consistent grading and procedures will address late work policies and opportunities for redoing assignments/tests. The department/content grading and late work procedures are to be approved with a signature by the campus Principal.

- the campus grading guidelines shall be available on the District's website. A signed copy of the campus grading guidelines should be filed in the Principal's office not later than five work days after the beginning of a course.

CRITERIA FOR PROMOTION

Students will be **promoted or awarded credit** based on the following:

- **Grades 9, 10, 11, and 12 --** High school credit is earned based on an average of 70% or above for the final grade (average of all four 9 weeks grades) or in semester long classes a 70% or above for the semester (average of two 9 weeks grades) and maintaining a 90% or better rate of attendance. High school credit is also earned when the final average of semester one and two is 70% or above for a course within the same school year.
- **The STAAR End of Course (EOC) exams** required for graduation are Algebra I, Biology, English I, English II, and US History. Although the focus of the high school instructional program is not solely about these state mandated required exams, student success matters and our staff will work diligently to provide the instruction needed for student achievement. Students that do not experience success on their first attempt will have remediation options that will fit in place of their elective courses.