

**FOY H. MOODY HIGH SCHOOL GRADING GUIDELINES  
2017-2018**

*CAT Approved :9/5/17*

**The purpose of grades is to communicate to parents/guardians the academic achievement of a student toward the mastery of the Texas Essential Knowledge and Skills. 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 of time. Grades are not indicators of disciplinary action or non-academic performance.**

Moody High School requires a combined use of the following grading practices:

- 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)
- Performance criteria for which student responses, products, or performances are evaluated to ensure consistency in scoring and clarity of student performance expectations.
- Students will be given clear expectations and guidelines for assignments that include clear grading policy for each assignment.
- Continuous and timely feedback on assessments

1. Grades entered in the teacher's grade book and report card grades will reflect progress toward and achievement of knowledge and skills as outlined in the Texas Essential Knowledge and Skills (TEKS). Behavioral issues should not be used as a factor in grading a student's progress and achievement.

2. A minimum of six (6) separate grades during each grade reporting period must be recorded for each subject. An average of one grade for each subject will be recorded weekly in the electronic gradebook sanctioned by CCISD and made available to parents. Dual Credit grades must be recorded prior to the college deadline for grade submission. Mid-term and Final grades are the only grades posted for a Dual Credit course.

**NOTE:** A minimum of six (6) grades is required by the end of each grade reporting period as required by the Texas Education Agency (TEA) for purposes of UIL regulations.

3. No single recorded grade will be weighted more than 25 percent of the final grade for any reporting period. No single minor grade may be weighted higher than any single major grade. Major grades are considered summative grades such as exams, District CBA exams, research projects, labs, etc. Minor grades are considered formative grades such as homework, quizzes, daily work, etc.

4. Mid-course and end-of-course examinations may be administered for courses and stated in department grading policies. The decision to administer a mid-course and/or end-of-course examination shall be consistent across the academic department and shall be submitted in writing by department chair to administrator and Office of Academics for final approval. The weight value of the mid-course and end-of-course examination shall not be more than 25 percent of the final grade for any grade reporting period. Mid-course and end-of-course examinations exemptions are not permitted.

5. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance to the Student Code of Conduct, EIA (Local).

6. The teacher of record will determine the final yearly grade by averaging together the final grades for each reporting period. 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 District.
7. Grade changes are the responsibility of the teacher of record. For purposes of Dual Credit, no grade changes may be made after submission to the college without approval from the college department chair.
8. When grades are determined to be mathematically incorrect, the principal shall direct the teacher to adjust the grade. EIA (Local)
9. The teacher of record may permit a student a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. The grade will be based on the quality of work as determined by the teacher based on department grading policy (this does not apply to failing grades that are the result of an assignment turned in after due date).
10. Students will receive a grade of zero 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's excused absence. EIAB (Local)
11. Students will receive a grade penalty of 20 percent for make-up work and exams after an unexcused absence. EIAB (Local)
12. Teachers will not impose a grade penalty for make-up work after an absence because of suspension. EIAB (Local).
13. Students will be permitted to take tests administered in any class missed because of an excused absence. EIAB (Local)
14. Teachers will not impose a grade penalty for students whose attendance drops below 90 percent of the days the class is offered. Students who do not meet the attendance requirement and are not granted extenuating circumstances by the campus attendance committee (FEC Local) are to be denied credit; however the final grade earned by the student shall not be altered. For students not enrolled in credit earning courses and whose attendance drops below 90 percent alternatives to retention may be considered by the campus attendance committee.
15. The teacher will request a parent/teacher conference when a student is not achieving progress toward or achievement of the TEKS. EIA (Local).
16. A student or parent who feels that the grade received by the student has not been determined according to the Campus Grading Guidelines is encouraged to discuss the concern with the teacher. If the concern is not resolved, the student or parent may present the concern to the principal. The principal will investigate the facts to ensure that the grade is accurate and is determined according to established Campus Grading Guidelines. EIA (Local).
17. Departments shall determine a consistent late penalty to any assignment or project turned in after the due date. Penalties need to be clearly communicated via writing (i.e. syllabus, classroom expectations, online portals).

## **CRITERIA FOR PROMOTION**

Students are **promoted/awarded credit** based upon the following:

1. **Grades 9, 10, 11, and 12** -- High school credit is earned based on a final grade average of 70 or above in the course.