



Joshua Independent School District Grading Procedures

The primary purpose of grades is to provide a snapshot of student progress toward mastery of learning goals. Teachers should use various indicators to monitor and assess this progress.

BELIEFS

- Grades include both formative and summative assessments.
- Grades provide clear, consistent, and timely feedback.
- Grades reflect content knowledge.
- Grades are an indicator of progress toward mastery of learning objectives.
- Grades are an opportunity for students to take ownership of, and responsibility for, their own learning.
- Behavior and effort are assessed separately from learning objectives.
- Grades are a method of communication between school, students, and parents.
- Grades must reflect accommodations and instructional modifications as specified by the ARD, 504, LPAC, etc.

Formative Assessment

- Formative assessment is used during learning to provide information to teachers and students about student learning progress. It helps to identify and remediate individual and class deficiencies in learning and may or may not result in a grade. It is used at a time when adjustments may be made to teaching and learning activities to ensure students achieve learning goals based on the curriculum; therefore, formative assessment happens as a regular part of the process.
- Formative assessment includes a variety of formats such as, but not limited to: daily practice, class discussions, teacher observations, classroom assignments, classroom presentations, homework, and quizzes.

Summative Assessment

- Summative assessment is used after instruction to measure student growth related to standards and is given at a particular point to determine if a student has mastered the learning objective.
- Summative assessment includes a variety of formats such as, but not limited to: examinations, projects, major papers and presentations.

A minimum of two (2) grades shall be posted in the electronic grade book per subject, each week.

Science and Social Studies at the elementary level:

- Students in grades 3-6 must have 8 to 10 grades per 6 weeks with at least 1 recorded grade per week.
- Students in grades 1-2 will record at least 1 grade each week during the grading period.

Failing Grades: (Summative Examinations only)

- Students will be given a reasonable opportunity to redo examinations in which a grade is below 70.
 - ✓ Students or parents must request the opportunity to redo an examination within two workdays of receipt of the failing grade, except under extenuating circumstance determined by the principal.
 - ✓ It is the student's responsibility to make arrangements for the retest.
 - ✓ No retests are available for semester exams or for students who received a "0" for cheating.
 - ✓ The student will receive the higher of the two grades not to **exceed a 70**.
 - ✓ A student may not be retested more than one time for any given original summative examination.
- This procedure also applies to honors and AP courses.
- Students who are enrolled in dual credit courses follow Hill College grading requirements.
- Formative assessments are not eligible for a redo request.

Late Work:

Teachers may assign a late penalty to any assignment turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students. (Policy EIAB local)

- Late work will be accepted; however, assignments may be subject to points being deducted.
- All assignments must be completed within the six weeks grading period.
- A penalty for late work may be assessed according to the following guidelines.

Kindergarten – Eighth Grade:

- A penalty of 10 points per day.

Joshua High School Ninth Grade Campus:

- 1 day late = 15 points off
- 2 days late = 30 points off
- 3-5 days late = 50 points off
- Over 5 days late = Zero

Joshua High School:

- 1 day late = 25 points off
- 2 days late = 50 points off
- Over 2 days late = Zero

Make Up Work: *(Due to an absence)*

- When a student is planning to miss a class to attend a school-sponsored activity, the student must arrange with the teacher to obtain assignments and due dates before the absence occurs.
- Students or parents may make a request to pickup assignments at the front office for an absence of at least two days in order to complete the work at home. A 24-hour notice to the office is required when requesting work.
- Students will be allowed a minimum of one day to complete make up work for each day absent. Projects, research papers or work assigned at least one week in advance will be due when the student returns from the excused absence.
- If a student is absent for an exam, the make-up exam will cover the same material although a different exam may be administered.
- If a student is present when an exam is announced, the student should be prepared to take the test as scheduled. If the teacher determines that there are extenuating circumstances or that material missed during the absence is necessary for the test, more time will be allowed.
- Make-up work should be made up within the current grading period (i.e. progress report or report card). Exceptions will be made for excused absences at the end of a grading period.
- If a student is absent at the end of the grading period and, as a result, is missing assignments, a grade of incomplete will be assigned. As soon as practicable after making up the work, a grade change will be issued and the new grade will replace incomplete. Incompletes not made-up by the next grading period will revert to the grade the student earned.
- Students who are suspended from school are allowed to make up work following the above guidelines.

DAEP Makeup Work Grades 9–12

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-School Suspension (ISS) Makeup Work (All Grade Levels)

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]