

West Texas High School

Grading Policy

(revised 8-16-17 kt)

I. General Grading Policy

- A. Guidelines for classroom grading procedures shall be communicated in writing to the students during the first week of class. A copy of grading procedures shall be posted on each teacher's web page for the parents to view.
- B. A student receiving an I (incomplete grade) for a grading period has five (5) school days following the end of the grading period for which they received an I (incomplete grade) to complete their work, earn a passing grade, and maintain their UIL eligibility. In unusual cases, when the student has missed a large quantity of work, the time may be extended with permission of the principal. In such a circumstance, UIL eligibility may be affected.
- C. **Make-up work:** It is the student's responsibility to request make-up work after their return from an absence not related to school business. Minimally, the student shall be given one day for each day missed in order to turn in make-up work. An extension of this timeline may be made according to each teacher's classroom policies and procedures. Students shall receive credit for satisfactory make-up work after an absence if completed in the prescribed time. However, a zero may be given for any work not made-up within the allotted time.
- D. **Absences due to extracurricular activities:** It is the responsibility of the student to notify the teacher **PRIOR** to any school related absence and to make arrangements to complete any work that will be missed.
- E. **Cheating:** Students may be given a zero for work on which they cheated.
- F. **In School Suspension (ISS):** All work assigned to a student in ISS is to be completed in ISS. Any work not completed will be given a grade of zero.
- G. **Late work:** Each teacher will have a late work policy in place for those students who are in attendance but fail to turn their work in on time.
- H. **Grade Books:** Teachers shall record and maintain grades in the electronic grading program adopted by the district. Paper copies of the gradebook and data shall be turned in to the office each six weeks. Teachers shall keep their electronic gradebook up to date by inputting grades a minimum of once a week.
- I. **Progress reports:** Parents will receive a written Progress Report once every 3 weeks. The Progress Report must be signed and returned to WTHS. Parents are also encouraged to access their child's grades through the parent portal.
- J. **Grading Scale:** Grades will be assigned according to the following scale:
90 – 100 = A; 80 – 89 = B; 70 – 79 = C; below 70 = F

II. Six Weeks Averages

A student's six weeks grade shall reflect their performance and work from a variety of instructional tasks that may include, but are not limited to, the following: projects, classroom activities, class participation, homework, quizzes, and tests. Each teacher shall devise a grading policy for their course that contains major grades and minor grades. Major grades are to comprise a minimum of 25%, but not more than 60% of the six weeks grade. Minor grades must comprise a minimum of 40% of the six weeks grade. Each teacher will take a minimum of 6 grades total (major and minor) each six weeks. The highest grade that can be awarded for a six weeks is 100.

III. Retake Policy

- A. Minor grades may be retaken according to each teacher's approved classroom policy.
- B. Major grades may be retaken in all classes according to each teacher's approved classroom policy.
- C. The following criteria must be met for a student to be allowed to redo a major grade:
 - 1. The student is responsible for requesting the retake within 2 days of receiving a failing test grade.
 - 2. The student must correct the original work.
 - 3. The maximum grade that may be given for any retake is 70.

IV. Semester Grades

- A. Semester grades shall be calculated according to the following formula: 10% for the semester test and 30 % for each six weeks grade in the semester.
- B. Semester exams will be representative of the content covered in the class and a semester review will be given.
- C. The highest grade recorded for a six weeks, semester, or final exam will be 100.