

Grading Guidelines

(JH & HS Grade Levels) 2025-2026

Teachers should grade students' papers and return them in a timely manner. Grades should be posted weekly. Tests should not be given over any subject until the teacher has given adequate responses to related assignments and students have had an opportunity to review any graded work. To demonstrate mastery in a course or grade level, a student must achieve 70 percent or higher on a combination of daily work, projects, classroom performance, tests related to the Texas Essential Knowledge and Skills (TEKS), and any additional District curriculum requirements. [See EIE] When a student does not demonstrate this level of mastery, the teacher will conduct appropriate reteaching, as necessary. Reteaching may occur any time a teacher decides it is necessary, and it must be documented through the grade book or in lesson plans. A teacher must record a minimum of thirteen grades for each student during each nine-week grading period. At least ten daily grades and at least three test grades must be recorded.

For Junior High: Nine-week grades will be determined by averaging daily grades and test grades, with daily/homework grades counting 50 percent and test grades counting 50 percent. If a teacher gives a nine-week test, it must be included in the test average.

For High School: Nine-week grades will be determined by averaging daily grades and

test grades, with daily/homework grades counting 40 percent and test grades counting 60 percent. If a teacher gives a nine-week test, it must be included in the test average. All grades must be an accurate reflection of a student's mastery of the TEKS for each course.

The following must not be used in determining grades:

1. Points or credits for bringing signed papers from home.
2. Points or credits for bringing materials to class.
3. Points or credit for participation in nonacademic activities.

If a teacher offers extra credit, it must be offered to all students in the class.

Assignments are considered late when they are not turned in as assigned by the teacher. Each teacher must determine the point penalty he or she will assess for late work, communicate that to students and parents at the beginning of the course, and apply that penalty consistently. A teacher may set his or her late penalty no higher than 30 points for one day late, 40 points for two days late, and 50 points for three days late. Teachers are not required to accept work more than three days late; however, the late penalty for any work a teacher accepts after three days can be no more than 50 points. Incomplete grades are intended to assist a student who has been absent enough days to cause the due date for assignments to fall beyond the

end of a grading period. An Incomplete should not be used to give extra time to a student who has failed to complete work within the time originally allotted. The semester and final grades in a course will be determined as follows:

Semester grade:

First nine-week period 2/5

Second nine-week period 2/5

Semester exam 1/5

Final grade for yearlong courses:

First semester grade 50%

Second semester grade 50%