



Marion Independent School District Secondary Grading Policy

Board Policy

EIA (Legal) Grading Policy

The District shall adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. The District grading policy:

1. Must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment;
2. May not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and
3. May allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. *Education Code 28.0216*

EIA (Local) Guidelines for Grading

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The district shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

Weight of Grades

Middle School Major Grades = 40%
 Minor Grades = 60%

High School Major Grades = 60%
 Minor Grades = 40%

Teachers have the flexibility to determine which graded items fit into each category and will outline those specifics in their classroom syllabus and on their teacher webpage at the beginning of the school year.

No single grade, major or minor, shall count for more than 20% of a student's six week average. In Middle School, there must be at least two major grades and at least six minor grades each six weeks. In High School, there must be three major grades and at least six minor grades each six weeks.

Please note: The above recommendations represent the minimum requirements, and teachers may provide additional assessments and assignments at their discretion.

Semester/Final Exam

- Semester/Final exams are administered in all secondary courses at the end of the fall and spring semesters.
- Semester/Final exams must be representative of the work of all prior instruction.
- Any exemptions to this policy for the administration of Semester/Final exams must be made at the department level with principal approval.
- 11th and 12th grade students may be exempt from semester/final exams based on grades, attendance and discipline.

Calculation of Semester Average

All secondary courses will calculate and report a semester average. Calculated averages reported on progress reports and report cards may not exceed 100%. Semester grades will be determined by the following formula:

1 st Six Week Average	30%
2 nd Six Week Average	30%
3 rd Six Week Average	30%
Semester/Final Exam	10%

Calculation of Year-long Average

For a two-semester course in which both semesters are completed in the same school year, the semesters will be averaged together. If the final grade averages to 70% or higher, full credit will be awarded. Half credit will be awarded each semester.

1 st Semester	50%
2 nd Semester	50%

Re-teach/Re-test

- If the majority of the class fails to demonstrate mastery of TEKS on a summative assessment, the teacher will provide an opportunity for whole class re-teaching and re-testing during class time for specific TEKS. The higher of the two grades will be recorded.
- At other times when students in a class fail to demonstrate mastery of TEKS on a summative assessment, the teacher will provide re-teaching and re-testing for specific students during or outside of class time. The grade on the re-assessment will be recorded as no higher than 70 if mastery is demonstrated. If mastery is not demonstrated, the higher grade will be recorded.
- Teachers will provide established times for tutoring opportunities and post these times on teacher websites, class syllabus and in classroom.
- Re-teaching/re-testing provisions do not apply to semester/final exams.

Grading Overview

- Grades shall be posted in a timely manner no later than five instructional days from date received with exception given for major projects.
- Teachers shall make reasonable efforts to personally contact parents/guardians of students who have missing assignments or are in jeopardy of failing.

Makeup Work

Following an absence, it is the student's responsibility to contact the teacher for missed assignments at the earliest opportunity. All work missed will be made up within a reasonable time period, to be determined by the teacher. Minimum guidelines allow students one day to complete work for each day missed. A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment. In the case of assignments which have been assigned far in advance with a specific due date and the student is absent the day the assignment is due, the student must turn in the assignment immediately on his/her return to the class regardless of number of days missed.

Late Work

Procedures and penalties for turning in work after the due date is determined by the teacher based on campus or department grading procedures. Teachers will clearly outline their late work policy to students and parents at the beginning of the school year on their teacher web site, classroom and in their class syllabus.

The table below represents the *maximum* penalty that may be imposed for turning in late work:

1 Day Late	10 point deduction
2 Days Late	20 point deduction
3 Days Late	30 point deduction
4 or more Days	No credit given - Grade of 0

Incomplete Grades

For extenuating circumstances only, teachers may issue a student an "Incomplete" for a six week or semester grade. Incomplete grades must be made up within seven days from the end of the grading period/semester. After seven days, if the assignment(s) have not been completed, a grade of "0" shall be issued for each assignment missing and an average shall be calculated.