

## **II. GRADING PROCEDURES**

### **GRADING GUIDELINES**

<b>Azle ISD Grading Guidelines</b>	
Daily Grades - Formative	60% - minimum 12 grades
Major Grades/Assessments - Summative	40% - minimum 3 grades

Teachers must enter a minimum of fifteen (15) grades for each nine weeks. A minimum of 4 daily grades are required per progress report period. When curriculum-based assessments are provided by the district they will be utilized as an additional Major grade in addition to the minimum of 3 noted above. Grades must be a production of independent thought.

Grade reductions may result from unexcused absences, late assignments, or academic dishonesty, if allowed by Board policy.

### **MAKE-UP WORK**

Assignments or tests will be made available to students after any absence. All make-up work will be completed and turned in during a period not to exceed the number of days of consecutive absence. Exceptions to this provision may be granted due to extenuating circumstances as determined by the teacher and/or principal. The student will be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

### **LATE WORK**

Late work is eligible to be accepted until the summative assessment is administered (major grade). Once the summative assessment is administered the formative assignments are no longer eligible for late work credit. The maximum grade a student can receive for late work is an 80. Extenuating circumstances can be assessed by campus administrators.

### **CORRECTED WORK**

Corrections may be completed on any assignment (major or daily), but cannot be done on CBA's and semester exams.

1. Corrections on daily work must be completed before the summative assessment is administered.
2. Corrections on a summative assessment must be done within three days of receiving their summative grade in the gradebook.
3. The grade on the assignment must be below a 80% in order to correct, and the replacement grade can be no higher than an 80%.
4. No tutoring required prior to being able to complete corrections, but can be recommended.

### **ACADEMIC DISHONESTY**

Any form of plagiarism or cheating on any assignment is not tolerated and may result in a 0 for the assignment and/or disciplinary action.

### **CALCULATING SEMESTER GRADES AND FINAL COURSE GRADES**

For all full-year courses, the final yearly average will be used to determine credit.

All courses are to be taken for the full year unless they are designated as half-year courses.

Semester grade calculations will be done by the following breakdown:

1. 1<sup>st</sup> or 3<sup>rd</sup> nine weeks – 42.5%