



Grading Guidelines Sub-Committee Minutes

January 12, 2017

4:15 p.m.

Members Present:

Betancourt, Gloria
Gonzalez, Melissa
Hernandez, Debbie
Holland, Ana
Martinez, Nancy
Trevino, Connie

Member Absent:

Bodden, Michelle
Pierce, Ronnie
Wilson, Debra

Other Members Present

Wolfe, Joanne

I. Welcome

Mrs. Holland welcomed the committee members to the meeting. She explained that for this initial meeting the members would be discussing recommendations or concerns about the current Elementary and Secondary Grading Guidelines. She also explained that there would be other changes in conjunction with the Summit Base Camp grade levels.

II. Elementary Grading Guidelines

- **Posting of Grades:** There were concerns about the posting of grades in a timely manner, in order to help students.
- **Parent Portal:** A recommendation to include information about Parent Portal in the grading guidelines was made, as there were parents that were unaware about this opportunity.
- **Homework:** A question about how to address students struggling with homework assignments. Strategies were recommended by the educators, as well as the importance of conferencing with the teacher.
- **Make-Up Assignments for Absences:** There was a question about how students who are absent make-up assignments and are provided missing instruction. It was explained that the teacher would provide students the allotted time denoted in the grading guidelines to make up the assignment. The missed instruction question would be at the discretion of the teacher and based on the assignment and the specific student's needs.

III. Secondary Grading Guidelines

- **Academic Dishonesty:** It was recommended that there be teacher discretion about the zero on the assignment, as there are extenuating circumstances (p. 4).
- **UIL Grades:** Questions about how UIL passing parameters would be addressed for Summit Base Camp students, as the passing rate for Summit Base Campus is 80 and UIL is 70. There was a discussion about a waiver from UIL. This was noted as an area to be addressed by the Blended Learning Team.

- **Secondary Minimum Grade Requirements:** It was recommended that Summit Base Camp be added to the bullets at the bottom of the chart, as an exception (p. 5). The wording was drafted and will be reviewed by the Blended Learning Team.
- **Incomplete Assignments:** It was recommended that a clause for extenuating circumstances be included, as there are cases in which students are absent for several days due to an illness and would not be able to make up all assignments (p. 6).
- **Minimum Total Grades to be Posted by Each Reporting Period:** A recommendation to change the S.A.I.L. Blended Learning Pilot government and economics to Summit Base Camp (p. 6). It was also recommended that this bullet be placed at the end of the listings, in order to strengthen the statement about being an exception.
- **Make-Up Assessments/Assignments:** A question about the zero for the make-up assignments and tests was questioned. However, it was noted that this came from policy and could not be changed (p. 7 – highlighted in yellow).
- **Unexcused Absences:** Concerns about the grade not being higher than a 70 was expressed. The wording could not be changed, as it was policy (p. 7 – highlighted in yellow). The recommendation was for principals to explain to staff that because the highest grade earned is a 70, it does not mean that the teacher begins grading the assignment at a 70. It means that if the student earns an 80, the grade in the gradebook cannot be higher than a 70.
- **Unexcused Absences - Assessments:** It was recommended that students absent be bolded to ensure that everyone understands that this is only for students absent on a known test day (p. 7).
- **Late Assignments:** It was recommended that the deduction of 10 points each day an assignment is late be at the discretion of the teacher with approval from the principal (p. 8).
- **Retesting:** The wording of the first two sentences under retesting were reviewed and edited (p. 9).
- **Simulated Assessments:** There was a question about whether a simulated assessment is a mastery grade. It is a mastery grade as it is an assessment. It was also recommended that the second paragraph be reworded to say that the simulated assessments would be formatted according to state assessment criteria (p. 9).

Attached is a copy of the drafted 2017-2018 Secondary Grading Guidelines with the recommended changes. After these recommendations are approved, those that relate to elementary will also be edited. The recommendations will be reviewed at the next DEIC Meeting scheduled for February 7, 2017.

VI. Adjournment