Grading Guidelines
2026-2027

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2026-27 PTISD Grading Guidelines

District Policies regarding Grading

EIA (LEGAL & LOCAL)- Academic Achievement: Grading/Progress Reports to Parents
EIE (LEGAL & LOCAL)- Academic Achievement: Retention and Promotion
FEC (LEGAL)- Attendance: Attendance for Credit
EKC (LEGAL)- Testing Programs: Reading Assessment
EHDC (LEGAL & LOCAL)- Alternative Methods for Earning Credit: Credit by Examination Without Prior Instruction

Reporting Progress of Students

The District shall issue grade reports/report cards every nine weeks for all students in prekindergarten-grade 12 on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

Interim progress reports will be issued for all students PK-12 (EIA) as scheduled below:

- Students in prekindergarten-grade 12 shall receive two interim progress reports during each nine-week grading period. For 1-4 grade, progress reports are sent home if a student's grades are below 70 in any content area. Supplemental progress reports may be issued at the teacher's discretion. See policy (EIA LOCAL) for additional information.
- For grades 1-4, the minimum number of grades required for the interim progress report is 3 grades for English Language Arts/Reading and Mathematics.
- For grades 1-4, the minimum number of grades required for the interim progress report is 2 for Science and Social Studies.
- For grades 5-6, the minimum number of grades required for the interim progress report is 3 grades for English Language Arts/Reading, Mathematics, science, and social studies.
- For grades 7-12, the minimum number of grades required for the interim progress report is 3 grades for English Language Arts/Reading, Science, Social Studies, and Mathematics.

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Grading Procedures for Elementary Schools (PT Primary, Birch Elementary, & Parkway Elementary)

Assigning, Averaging, and Recording Grades

PT Primary (Pre-Kindergarten and Kindergarten) uses a data notebook to assess student's knowledge of essential learning standards. A check mark will show mastery of the standard. Student progress is reported to parents at least 3 times a nine week grading period.

Birch Elementary and Parkway Elementary use numerical grades for all academic subjects for students in 1st through 4th grades, except for the specific areas that are designated to receive alpha grades. Homeroom/Conduct grades are alpha using the chart below.

Alpha Grades
E+ = 98 - 100 E = 97-90 S = 89-80 N = 79-70 U = 69-0

Grading Procedures in Grades 1-4

- Teachers will update grades weekly in Skyward.
- Grades for students in special programs will follow guidelines for those programs.
- Grades on major projects and papers not submitted by the class period may be reduced by no more than five points per day.
- Teachers will not assign or accept extra credit work.
- The District shall permit a student who receives a failing grade on a graded test and/or assignment one week to redo/correct the test/assignment with a maximum grade of a 70.

Makeup Work

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential

knowledge and skills or meeting subject or course requirements. Students who have been absent from school for any reason are allowed to make up missed work.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Teachers will work with students to establish a reasonable time within which to complete missed work. For example, if a student is absent for two days then the student will have two days to make up the missed work.

Minimum Number of Grades to Take Each Grading Period

A minimum number of grades for each of the following subjects should be recorded each nine weeks and posted weekly.

- 2 grades per week in language arts (reading and writing)
- 1 grade per week in language arts on 4 day or CBA testing weeks
- 2 grades per week in mathematics
- 1 grade per week in mathematics on 4 day or CBA testing weeks
- 1 grade per week in science
- 1 grade per week in social studies

Procedures for Homework/Independent Practice and Class Work

There is a difference in class assignments and homework. If homework is assigned, the following should apply:

- Be an extension of a concept the student has learned;
- Be additional practice toward mastering a concept;
- Read 10-20 minutes daily at home at teachers' discretion.

Classwork should:

- Be completed in class;
- Not be taken home or completed at home (including makeup work unless specifically requested by the parent/guardian)
- Be collected by the teacher at the end of the class period, unless specified in IEP/504 accommodations, and
- If not previously completed, be distributed the next class period by the teacher with a specific amount of time the student will have for the work to be finished. This will be done for assignments for which additional time to complete the assignment is permitted.

Promotion to the Next Grade

Pre-Kindergarten and Kindergarten students can be retained based on SB 1697 which allows parents to opt for their children to repeat Pre-Kindergarten or Kindergarten. In pre-kindergarten and kindergarten, student progress shall be measured by mastery of proficiencies identified through state and local curriculum standards. See EIE(LOCAL).

In grades 1–4, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas and the following:

1. Mastery of at least 70 percent of grade-level standards (essential knowledge and skills) in language arts (reading and writing) and mathematics and making satisfactory progress in social studies and science as defined in administrative regulations.
2. Passing scores on criterion-referenced assessments designed to measure grade-level content. Criterion-referenced assessments shall include:
3. Local assessments;
4. State assessments; or
5. State-approved early reading assessments (EIE Local).

A student's handicapping condition should be considered when determining retention.

Failing Core Subjects: Response to Intervention (RtI) Referrals

Any student (including those participating in special programs such as Special Education, Bilingual, English as a Second Language) who fails one or more of the following subjects (language arts and writing and mathematics) at the end of a nine weeks period may be referred to the RtI committee by the respective content teacher.

Grading Procedures for Grades 5-12

- In grades 5-6, all teachers will take a minimum of **10** grades for each grading period.
- In grades 7-8, all teachers will take a minimum of **12** grades which includes four major grades (major tests, projects, and papers) and eight daily grades for each grading period.
- In grades 9-12, all teachers will take a minimum of **10** grades which includes four (4) major grades (major tests, projects, and papers) and seven daily grades for each grading period.

- Teachers will update grades in Skyward within **72 hours** of the assignment or project being due as well as an assessment.
- Teachers may assign extra credit if everyone in the class is provided the same opportunity..
- Teachers may give zeros with documentation that all effort has been exhausted to obtain work from a student. Remember the consequence of not doing the work is doing the work.
- Due to UIL eligibility deadlines at the secondary level, teachers should put a zero in the gradebook for missing work until the student completes the assignment in the allotted time determined by the late work grading policy.
- Grades on major assignments that are not submitted during the class period in which they are due are reduced by up to **ten points** per day for **three** school days.
- Students who have been absent from school for **any reason** are allowed to make up missed work. Teachers will work with students to establish a reasonable time within which to complete missed work. For example, if a student is absent for two days then the student will have two days to make up the missed work.
- Students enrolled in Pre-Advanced Placement (Pre AP) and Advanced Placement (AP) courses will be allowed to retake only **one** test per nine weeks.
- It is the philosophy of the district to provide opportunities for students to demonstrate mastery in the classroom. Students will be provided a reasonable opportunity to redo an assignment or retake a test for which they receive a failing grade. The highest grade a student can earn on any subsequent attempt will be a 70%. A reasonable opportunity may include a specific timeline determined by the teacher to demonstrate mastery. For example, the student may be given one week to redo an assignment or retake a test for which they receive a failing grade. RtI meetings shall be held and intervention plans put in place for students earning failing grades for **two consecutive nine weeks**.
- When a student who is served through special education and/or 504 has failed two or more consecutive nine weeks in a subject, the Admission, Review, and Dismissal (ARD) Committee or the 504 Committee will review the student's plan and make any needed changes to the IEP or plan.
- 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. See EIA(LOCAL).
- The lowest **daily** grade, including daily quizzes, may be dropped as long as the total remaining grades do not drop below the minimum number of required grades. The lowest **major** grade will not be dropped.

Grade Point Average (GPA)
For information regarding the calculation of GPAs, see policy EIC(LOCAL).

Promotion to the Next Grade
In grades 5–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas Essential Knowledge and Skills) for **all subject areas** and a grade of 70 or above in language arts, mathematics, science, and social studies.

In grades 9-12, grade-level advancement for students in grades 9–12 shall be earned by course credits. See EI(LOCAL).

Grading Student Work
The Supreme Court ruled that it does not violate federal privacy law to have students grade another student's work. While it is not against the law, using this practice runs the risk of errors in grading. The teacher should review any paper that has the grade recorded in the grade book. Grades will not be called out loud by the teacher or student.

Participation in Extracurricular Activities

At the end of the first six weeks, and each subsequent nine weeks grading period, any student who receives a grade below 70 in any academic class, other than an advanced placement or international Baccalaureate course, an honors or dual credit courses in English language arts, mathematics, science, social studies, economics, or a language other than English, may not participate in extracurricular activities for at least **three weeks**. For additional information regarding participation in extracurricular activities, please see the Eligibility Calendar.

Academic Achievement: Retention and Promotion

Refer to the District's local standards (grading guidelines) for mastery and promotion EIE(LOCAL).

In grades 9-12, grade-level advancement for students shall be earned by course credit. See policy EI for additional information.

Additional information regarding retention and promotion can be found in policy EIE (LEGAL).

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