

## **Ellison High School Specific Grading Procedures**

Ellison High School will follow the district guidelines as they are set forth in the district grading policy. The following information is intended as an extension to the district guidelines.

- EHS teachers will ensure that their gradebooks are updated at least once per week at a minimum. Teachers will take at least one grade (either formative or summative) per week, with the exception of the first and last instructional weeks of each semester (Although this is permitted, if the teacher determines it is in the best instructional interest of the students).
- Progress reports/report cards will be printed according to the UIL calendar and distributed to students in their second period classes.
- No individual grades (formative or summative) shall be counted multiple times in the gradebook. However, a teacher may break up an extended assignment into parts, using each part as a formative assignment. If this method is employed, the students will be apprised of this expectation in writing when the assignment is assigned.
- Further weighting within the summative and formative categories is not permitted. In other words, within the proper level of the class, the percentages shall be as listed above in policy (60/40; 65/35, etc.) without further percentage manipulation.

## **Re-do Requests and Make-Up Work**

### **Re-Do Procedures:**

In accordance with KISD Board Policy EIA (Local), a student shall be permitted one opportunity to Re-do any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. Campuses may determine additional and more specific criteria.

- The Re-do form and procedure are not applicable to Dual Credit classes as these are governed by the syllabus and overseen by the College.
- The Re-do form and procedure are not applicable to UIL Eligibility concerns.
- The student obtains the Re-do form from the teacher and he/she submits the FULLY COMPLETED form to the teacher, within ten school days of the assignment being posted in the grade book.
- Any student who wishes to re-do/retake any assignment or assessment must complete a minimum of one intervention session during the teacher's regularly scheduled (posted) tutorial time.
- The actual re-doing of the assignment occurs in the teacher's regularly scheduled (posted) tutorial time and duration of tutorial time.
- Re-do assignments or assessments will cover the same material, but the new assignment may have a different format or different questions.
- No Re-do shall extend beyond the semester grading period.
- This opportunity does not extend to semester exams or assessments, or final exams or assessments.
- The student will be awarded the average of the two grades achieved on the assignment or assessment up to a grade of a 70.

**Ellison High School  
Assignment Re-do Request Form**

**Student:** If you would like to request the opportunity to Re-do an assignment for which you received a failing grade, please complete this form and submit it to your teacher within 10 days of the date the failing grade was posted in the electronic grade book.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

**Grade Received:** \_\_\_\_\_

**Why do you believe you earned this grade?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What are you doing to improve your understanding of this material and your performance on this assignment?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When have you scheduled to attend tutorials to Re-do the assignment?**

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Teacher Signature & Date:** \_\_\_\_\_

### **Make-Up Procedures:**

1. Any absences of five days or less shall result in the student receiving five school days from the day of his or her return to make up any assignments assigned on the day(s) of the absence.
2. Any absences longer than five days shall result in a conference with the teacher and the student. This conference will result in the teacher communicating the expected due date for all work missed by the student for the class. The teacher may use his or her own form, or the one attached to this procedure.
3. It is important to note that if a grading period is bridged in this time period, an "I" will be assessed for that grading cycle. As per UIL rules, an "I" (incomplete) in a course results in the student being ineligible to participate for that UIL grading cycle. The teacher will submit a grade change form for the student when the work is submitted and graded, or when the date for the work has passed if the student chooses not to make up the assignments. Clearing of the "I" and acceptable grades must be present before the student would be able to regain eligibility on the posted UIL schedule.
4. If a student is absent longer than three days, the students' counselor may collect work for that student at the request of the student or parent to the counselor. The student or parent will be required to pick up the collected work from the counseling office.
5. Should a student be absent on the day a previously assigned assignment is due, that assignment is due on the day the student returns to school.
6. Should a student be absent during the time that a long term assignment is in process, no time extension will be provided to the student on the due date.
7. Teachers may use discretion to extend the policy if the circumstances are extenuating. This policy is intended to serve as a minimum structure for make-up assignments.

**Ellison High School Make-Up work Contract**  
(See the EHS make-up work procedures to use this form)

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Teacher name:  
\_\_\_\_\_

Dates of Absence:  
\_\_\_\_\_

Dates all assignments are due to the teacher:  
\_\_\_\_\_

List of assignments to be completed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tutorial Times if extra help is needed:  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_