

Guidelines for Grading During COVID-19 Closure

Teachers,

The Commissioner is requiring teachers to evaluate students while we are closed during the COVID-19 pandemic. Although our “new normal” looks different, we still have rules we must follow. Policy EIA contains:

- 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
- Notice of a student’s consistent unsatisfactory performance shall be issued
- Requires a district, at least once every three weeks, or during the fourth week of each nine-week grading period, to give written notice to a parent if a student’s performance in a foundation curriculum subject [see EHAA] is consistently unsatisfactory, as determined by the district

The Employee Handbook contains:

- The teacher shall provide feedback on assignments
- A parent/guardian shall be contacted any time his or her student’s grade drops from passing to failing during a grading period
- A conference shall be scheduled with a parent/ guardian of a student who fails during the grading period
- A parent shall receive contact if his or her student(s) is receiving a failing grade on the progress report or report card
- Teachers will differentiate their instruction to meet the needs of all students. Teaching is a blend of whole class, flexible groups and individual instruction.

The following will be our guidelines on grading and evaluating students for the remainder of our closure.

GPISD will continue to provide “INSTRUCTIONAL OPPORTUNITIES” via:

- Teacher lessons
- Online Learning Opportunities
- Paper Packets

Teachers will:

- Maintain a spreadsheet in Excel of grades during the closure
- Assign grades and document all students’ efforts weekly
- One grade per week, per subject, is expected
 - High school teachers may have more than one grade per week to finish out the 5th six-weeks.
- If you cannot make any contact with a student, you must have documented efforts and will leave the grade blank

Grades will be recorded based on:

- Evidence of **effort** in completing the work
- Evidence of **understanding the TEKS** covered

Evidence collection examples **MAY** include:

- Phone calls with students (verbal quizzes or discussion)
- Texting pictures of work
- Video Conference Participation (Zoom/Google Meet/Google Classroom)
- Work submitted through Google, email, or Skyward
- Other

If the grade will improve the student's average, enter the grade in Skyward. If the grade will not improve the student's average, provide the student with an opportunity to improve the grade.

High school teachers will enter daily and/or test grades in the 5th six-weeks **ONLY** if grades will improve the current 5th 6-weeks grade average.

Middle school teachers of high school credit classes will enter daily grades in the 4th nine-weeks **ONLY** if the grade will improve the current semester average.

Elementary/Middle school teachers will enter daily grades in the 4th nine-weeks **ONLY** if the grade will improve the current yearly average.

We will **NEVER** enter a zero or failing grade into Skyward because these are OPPORTUNITIES for students to raise their grades.

We will be mindful/understanding of issues students may be having, such as:

- Lack of technology/internet
- Lack of parent support
- The need of intensive help which is hard to provide via phone
- Being unable to get the student or parent to communicate
- Other

You are encouraged to use material that will be a review of TEKS which has already been covered so students can work towards mastery. If it is new material, it should be EASY to understand.

The Curriculum Department will work with the PEIMS Department to identify students who are failing for the semester or school year and will require summer remediation. Please have all grades entered into Skyward by:

April 14th for High School Courses

April 30th for Elementary or Middle School Courses

The goal of this plan is to have very few failures -- especially Seniors!