

Late Work Guidelines

The purpose for grading is to record/show/ track student mastery of the content within a defined period of time.

- Students are highly encouraged to turn in assignments on time.
- A grace period for accepting late work will be extended up to Blackout Week. Blackout Week is one week prior to the end of the respective grading cycle for progress reports and report cards.
- No late work will be accepted during Blackout Week.
 - Progress Report- Late work from assignments given during Blackout Week will be entered after grades have been processed.
 - Report Card- Late work will not be accepted. Grading closes at the end of the grading period.

Retest/redo Guidelines

The following criteria should guide retest/redo practices.

- A student should have one opportunity each grading period in each course to retake a test for which he/she earned a failing grade (a grade below 70).
- The highest grade a student can earn on a test retake will be a 70. A student may not earn a grade lower than the original grade.
 - Prior to retesting, the teacher should require an intervening action (tutorial attendance, study group, test correction, etc.) before taking a retest.
 - DPMs or benchmarks are not included in the retest opportunity.
- Teachers should allow students to redo at least one daily grade or class assignment for which the student received a failing grade.
 - The highest grade a student can earn on a redone assignment will be a 70. A student may not earn a grade lower than the original grade.
- Teachers may work with students on formative assignments through re-teaching opportunities in order to allow students to demonstrate mastery of the TEKS.
- Grades assigned/earned within a grading period must be posted within the same grading period.
- Grading closes at the end of the grading period.