

# DALLAS COUNTY SCHOOL SYSTEM

## OFFICIAL TEACHER GRADE BOOK

2019 - 2020

SCHOOL: \_\_\_\_\_

TEACHER: \_\_\_\_\_

GRADE/SUBJECT: \_\_\_\_\_

*Principals are to initial upon each grade book check.*

Please use the following schedule to print out copies of your Chalkable (INow)

Gradebook:

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
<input type="checkbox"/> 22 _____	<input type="checkbox"/> 5 _____	<input type="checkbox"/> 3 _____	<input type="checkbox"/> *12 _____
	<input type="checkbox"/> *10 _____	**14 (1 <sup>st</sup> 9 wks)	<input type="checkbox"/> 14 _____
	<input type="checkbox"/> 19 _____	<input type="checkbox"/> 17 _____	
Notes: _____	Notes: _____	<input type="checkbox"/> 31 _____	Notes: _____
		Notes: _____	

DECEMBER	JANUARY	FEBRUARY	MARCH
<input type="checkbox"/> 5 _____	**6 (2 <sup>nd</sup> 9 wks)	<input type="checkbox"/> *4/6 _____	<input type="checkbox"/> 5 _____
<input type="checkbox"/> 19 _____	<input type="checkbox"/> 23 _____	<input type="checkbox"/> 20 _____	<input type="checkbox"/> **12 _____
Notes: _____	Notes: _____	Notes: _____	Notes: _____

APRIL	MAY	<b>SPECIAL NOTES</b>	
<input type="checkbox"/> 2 _____	<input type="checkbox"/> 7 _____	*Indicates the <u>distribution date</u> for Progress Reports. (Still print grades)	**Indicates the <u>POSTING date</u> for Report Cards by 3 PM.
<input type="checkbox"/> *14/16 _____	<input type="checkbox"/> **13 (seniors only) By 3:00 PM		
<input type="checkbox"/> 30 _____	<input type="checkbox"/> **20 (Grades 7-11) By 8:00 AM		
Notes: _____			

### **DECEMBER 14, 2019: GRADES 7-12 ONLY**

Print Grades for period covering: 08/06/2019 – 12/20/2019

### **\*\*\*MAY 20, 2020: GRADES 7-12 ONLY**

Print Grades for period covering: 01/08/2019 – 05/20/2020

### **\*\*\*MAY 23, 2019: GRADES K-6 ONLY**

Print Grades for period covering: 08/06/2019 – 05/20/2020

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## *Special Reminders*

### MEMORANDUM #29

DATE: August 15, 1994

TO: All Principals & Directors

FROM: George Patrick Evans  
Superintendent

TOPIC: MINIMUM NUMBER OF GRADES TO BE PLACED IN A TEACHER'S GRADE BOOK

In order to be able to judge teacher performance as objectively as possible in the area of pupil evaluation, we must specify what is expected in each area of the evaluation process.

The criteria for grading and grades placed in the teacher grade book are as follows:

1. A teacher must have at least three numerical daily grades entered in the grade book every two weeks. (Two grades for written or other work and one test grade for each student.)
2. Have a system for recording homework. (Teacher must know the school's homework policy.)
3. Indicate all categories in the grade book.
4. The weight of one's grades should be noted. (if not 100%)

### ELEMENTARY (GRADES K-6)

#### Requirements:

Test – 45%  
Classwork – 45%  
Homework – 10%

#### Grading Scale:

90-100 A  
80-89 B  
70-79 C  
60-69 D  
0-59 F

### SECONDARY (GRADES 7-12)

#### REQUIREMENTS

Tests/Quizzes/Projects 30%  
Class work 40%  
Homework/Journals 10%  
9-Week Exams 20%

#### GRADING SCALE

90 – 100 A  
80 – 89 B  
70 – 79 C  
60 - 69 D