

HPMS Grading Guidelines for 2021-2022

Standards for Mastery

(See HPISD Policy EIE)

1. TEC 28.0126(1) (grade based on mastery of content)
Per Texas Education Code Sec. 28.0216. DISTRICT GRADING POLICY. A school district shall adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. The district grading policy must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment.
2. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
3. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final examinations or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.
4. 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 upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in the following areas: language arts, mathematics, and either science or social studies.
 - a. Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD Committee.
 - b. In addition to local standards for mastery and promotion, students in grades 5 and 8 must meet the passing standard on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.

Academic Dishonesty and Integrity

(See HPISD Policy EIA and Student Code of Conduct)

1. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.
2. Students found to have engaged in academic dishonesty may also be subject to disciplinary penalties.
3. Students shall be re-assessed for mastery of learning for a maximum of 70%. Because the student has taken both the assessment and reassessment at this point, the teacher is not required to offer a third opportunity for assessment/reassessment.
4. If a student is first dishonest on a reassessment, they forfeit the ability to take a reassessment and their original grade will stand.

Grading and Reporting Procedures

(See HPISD Policy EI, EIA, and EIAB as applicable)

Report Cards

1. Final grades will be posted to Skyward Family Access every 9 weeks.
2. Assistance with logging in to Skyward Family Access is available by calling the school.
3. In order to conserve costs, parents may print a hard copy of report cards through Skyward Family Access, but hard copies of report cards will not be sent home. Parents who are unable to print out a hard copy of the report card may request that one be printed at school.
4. Type and Weight of Assessments
 - a. Grades will be based on mastery of the content as reflected by high-quality assessments.

- b. Grades that do not reflect mastery of the curriculum standards will not be recorded as an academic grade. (Examples: Silent reading, binder checks, bringing supplies, headings, etc.)
- c. Students will have multiple opportunities for practice before a summative assessment.
- d. Skyward will reflect the following categories: Minor summative assessments, major summative assessments
- e. Skyward may reflect the following categories to be used at teacher discretion: practice and work habits.
 - i. Major Summative Examples (examples only, not a comprehensive list): Unit tests, projects, research papers, final essays, presentations, lab reports, performance tasks, portfolios
 - ii. Minor Summative Examples (examples only, not a comprehensive list): Quizzes, rough drafts, short responses, teacher observations, exit tickets, checkpoints, quick checks, reading log responses, journal entries, performance tasks, lab write-ups.
 - iii. Grade weighting for minor and major summative assessments will be determined by the school and department and will be consistent for all teachers within the same grade level. All departments will use a 60% major grade / 40% minor grade split.
 - iv. A “Practice” category may appear in Skyward with a grade weight of 0%. If a teacher wishes to record grades for practice, homework, or other formative assessments for the purpose of tracking student progress, the “Practice” category would be used.
 - v. A “Work Habits” category may appear in Skyward with a grade weight of 0%. If a teacher wishes to record grades for timeliness or quality of work, the “Work Habits” category would be used. Work Habits and Conduct may also be reported for each subject with an E, S, N, or U on the report card.
 - vi. A department may decide to combine the “Practice” and “Work Habits” categories into one category with a grade weight of 0%.
 - vii. Non-core elective courses may include “Work Habits” or “Participation” in calculating the grade.

5. Minimum Number of Grades Per Reporting Period

- a. One grade cannot count more than 40% of the final grade for the grading period.
- b. 5 assessments minimum per nine week grading period
 - i. At least two Major & two Minor assessments per nine week grading period
 - ii. Two assessments must be entered by the end of the first six weeks of school (in the fall).
 - iii. After the first six weeks of school, at least one assessment grade per three week grading period must be entered.
- c. The final grade shall reflect a sufficient sampling of summative assessments to adequately reflect mastery of the standards.

Reteaching and Reassessing for Mastery

In accordance with HPIISD Board Policy EIA (Local), a student will be provided with a reasonable opportunity to redo an assessment that a student fails. Semester and final exams and final submission of projects, oral presentations, labs, and major essays are not eligible for redo.

In order to further the learning process, HPMS will allow redos for other types of summative assessments in which a student scores a grade below 85%. It is the student’s responsibility to contact the teacher immediately after the grade is posted if he/she wants to participate in a reteach and reassessment.

Teachers are highly encouraged to require a student to participate in the reteach and reassessment if the student receives a failing grade on a summative assessment. The following criteria must be met for the student to be eligible to redo an assessment:

Major Summative Assessments:

1. A student must have an opportunity to relearn the content or skills through any reasonable re-teaching, tutorials, error analysis sheet, or other review activities assigned by the teacher in preparation for redoing an assessment. A student must complete the assigned activities prior to the reassessment.
2. Making test corrections is preparation for a reassessment, not a reassessment itself.
3. Attendance at fine arts performances is typically required for a major grade. Students who are absent from performances may be required to complete an alternate assignment.
4. After a reassessment, the teacher will record the higher of the two grades, up to a maximum grade of 85 on the second assessment. The teacher is not prohibited from recording a higher grade, as the final grade rests with the discretion of the teacher.

Minor Summative Assessments:

1. Students must participate in any reasonable re-teaching, tutorials, error analysis sheet, or other review activities assigned by the teacher in preparation for redoing an assessment.
2. A minor assessment grade may be replaced with more recent evidence of learning from a later minor or major assessment.
3. After a reassessment, the teacher will record the higher of the two grades, up to a maximum grade of 85 on the second assessment. The teacher is not prohibited from recording a higher grade, as the final grade rests with the discretion of the teacher.

Timely Grading

1. Minor Summative grades shall be posted within 3 school days of the day the assignment was turned in.
2. Major Summative grades shall be posted within 10 school days of the day the assignment was turned in, provided the tenth day does not extend beyond the 7-day grace period at the end of the grading period.

Completion of Late Work

1. Students are expected to complete any missing work. Tutorials, Detentions, Lunch ISS, Saturday School, and other disciplinary consequences may be assigned by the teacher or the administrator for not completing work.
2. If a student does not complete a minor or major summative assessment, a zero will be recorded. The student and teacher should work together to complete the assignment as soon as possible. If the teacher cannot track the student down to complete the missing assessment by the end of the nine weeks, a zero will be recorded for the assessment and the student could possibly lose eligibility.
3. Students are allowed the same number of days as absences to make up work before a “zero” is recorded.
4. For minor and major assessments, if the work is completed after the due date, the student will receive a maximum grade of 85. If a teacher feels an 85 is not representative of mastery of the content, the teacher may record a higher grade, as the final grade rests with the discretion of the teacher.
5. Work that is turned in late may or may not be given the opportunity for a retake. On the due date, the grade will be recorded as a “0” and the “retake” opportunity will be assessed at the time the assessment is eventually turned in.

Incomplete Grade or “I”

1. A student who is absent several days before a grading period may receive an Incomplete grade or “I” to make up work from the excused absence. The number of days absent at the end of the grading period will be the number of makeup days given. At the end of the makeup period, a numeric grade must be placed in the gradebook with whatever work has been completed.

2. Students who have received an “I” for a grading period are ineligible to participate in any extracurricular activities. If the “I” was due to an excused absence, and all the work is made up, the “I” will be replaced with the course grade, and the student will regain eligibility.
3. Off-campus Physical Activity (OCPA) students who do not submit their grade for each grading period will receive a “0” and will be ineligible to participate in extracurricular activities until the missing documentation is received and the “0” is replaced with a passing grade.
4. Extensions for extenuating circumstances must be approved by the appropriate administrator and will be considered on an individual basis.

Make Up Work (See HPISD Policy EIAB, as applicable)

1. Students are required to complete all work missed as a result of any absence from school, and full credit will be given for all assignments.
2. Students are allowed the same number of days as the number of days missed to make up all work.
3. If a student is absent 3 days or more, the parent may contact the grade level counselor to request collection of make-up work.
4. Please note that one day’s absence does not necessarily excuse students from the responsibility of pre-assigned work, projects, or tests on the day of their return.

Daily Practice Grades

1. In-class work and homework will be used to introduce, practice, reteach, or enrich the curriculum and skills covered in class.
2. Extra in-class work or homework will not be assigned as a disciplinary punishment.
3. Daily practice grades will be recorded in the 0% category “Practice Grades” in Skyward to give feedback to parents and students on both student progress and student study habits/skills.

Calculating Final Grade

(See HPISD Policy EIA)

1. Both semester grades shall be averaged together to determine the final year grade.
2. Final exams will count 10% of the final grade in 7th grade and 8th grade. Semester courses (that are not high school credit courses) do not take final exams.
3. Essay questions, or other lengthy portions of final exams, may be given prior to final exam week.

Progress Reports

(See HPISD Policy EIA)

1. Grade progress reporting is available 24/7 through Skyward Family Access. Unless a parent opts out, weekly grade reports will be sent via Skyward email. For assistance with logging in to Skyward Family Access, contact the school.
2. Conferences to discuss student progress concerns are encouraged and can be arranged by contacting the student’s advisory teacher or counselor.

Grade Changes

- The only situations in which a student’s originally recorded failing grade may be changed to passing and the student’s eligibility restored are as follows:
 - a. There was a mechanical error in averaging or recording the original grade, or
 - b. The teacher’s grading procedure violated either local policy (including campus grading policy) or state law, and the student would have received a passing grade if the correct policy or law had been followed.

- Extra credit work or late work turned in after the grading or evaluation period is over (except for extended time related to excused absences) may not be considered when determining a student's eligibility for extracurricular activities. However, this would not necessarily preclude the teacher from counting extra credit or late work in determining a student's average separate and apart from eligibility requirements.

Eligibility Requirements

1. Eligibility requirements for participation in extracurricular activities shall be the same for all District students in grades 7-12. There shall be no exceptions made to such requirements by reason of student's placement in either regular, special, or honor classes.
2. Any student who wishes to represent the school in any extracurricular activity, such as UIL sports or scholastic events, must be enrolled full-time and pass all courses each nine weeks. All students are academically eligible at the beginning of each new school year.
3. If a student earns any grade less than 70, he/she will lose eligibility seven calendar days after the end of the grading period. Ineligible students shall not travel, wear the uniform, or sit with the school team during the school event.
4. A student with an "I" is ineligible at the end of the seven day grace period unless the "I" was replaced with a passing grade prior to the end of the seven day grace period. Students with an "I" either within or beyond the end of the seven day grace period may regain eligibility if the work is made up in accordance with the policy regarding time allowed for make-up work and the conditions under which make-up work are allowed.
5. After a failing grade has been recorded, the grade can only be changed if the grade was arbitrary, erroneous, or not consistent with grading policy, as determined by the Board of Trustees.
6. Students may regain eligibility at the end of the last school day of the three-week evaluation period, if the principal and teachers have determined the student is passing all courses (not just the failed course).

Credit by Examination for Recovery

1. A student must have received a grade of at least a "60" in the course failed in order to be approved for credit by examination.
2. If a student earns less than "70" on the credit by examination, the student must repeat the course in summer school.
3. On recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination.

Credit by Examination for Acceleration

1. A student is ineligible to take an exam for acceleration if a passing grade has already been earned, whether in a class or through credit by examination.
2. The grade awarded through credit by examination without prior instruction will be the competency test score. In accordance with TEA guidelines, once credit is earned for a course, the grade will be recorded on the student's transcript and can only be changed in accordance with law.

High School Courses

1. While a student is enrolled in middle school, high school courses offered and passed at middle school or passed through credit by examination without prior instruction will not count toward the GPA but will appear on the student's transcript, in accordance with law.
2. Courses taken at Highland Park High School, regardless of the student's age, will count toward GPA and will appear on the transcript.