

## MIS-HPMS Grading Policy for 2016-17

### **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 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 shall be subject to disciplinary penalties, but these penalties shall not be reflected in the academic grade.
3. Students shall be re-assessed for mastery of learning.

### **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, 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 writeups
- iii. Grade weighting for minor and major summative assessments will be determined by the school and department.
- iv. A “Practice” category will 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 will 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.
- vi. A department may decide to combine the “Practice” and “Work Habits” categories into one category with a grade weight of 0%.

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. The final grade shall reflect a sufficient sampling of summative assessments to adequately reflect mastery of the standards.
- c. After the first three weeks of school, subsequent three-week progress reporting periods shall include both minor and major summative grades.

*Re-teaching and reassessing for mastery*

In accordance with HPISD 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, MIS-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. 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 student will receive a maximum grade of 85. The teacher will record the higher of the two grades. 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.

Minor Summative Assessment

- 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 student will receive a maximum grade of 85. The teacher will record the higher of the two grades. 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.

#### *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. Detentions, 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, an "I" will be recorded. If the "I" remains at the end of the nine weeks, the "I" will be recorded as the nine week grade and the student will lose eligibility.
3. Students are allowed the same number of days as absences to make up work before an "I" is recorded.

#### *Incomplete Grade or "I"*

1. Students who have received an "I" for a grading period are ineligible to participate in any extracurricular activities. Provided 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.
2. Off-campus PE students who do not submit their grade for each grading period will receive an "I," and will be ineligible to participate in extracurricular activities until the missing documentation is received and the "I" is replaced with a passing grade.
3. 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 an excused absence, 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.

#### *Homework*

1. Homework will be used to introduce, practice, reteach, or enrich the curriculum and skills covered in class.
2. Homework will not be assigned as a punishment.

#### *Calculating Final Grade (See HPISD Policy EIA)*

1. Both semester grades shall be averaged together to determine the final year grade.
2. HPMS - Final exams will count 10% of the final grade in 7<sup>th</sup> grade and 20% of the final grade in 8<sup>th</sup> 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.

### **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.