

**Hughes Springs ISD**  
**Secondary Campuses**  
**Grading Guidelines**



**2020-2021**

# **Grading Roles and Responsibilities**

## **Students**

1. To complete assigned work on time and return it to the teacher
2. To carefully plan and schedule work on long-term assignments so that assignments will be completed on time
3. To communicate with the teacher when he/she does not understand the assignment or is experiencing difficulty prior to due date
4. To initiate communication with the teacher when absent to arrange an opportunity to make up missed assignments/learning

## **Parents / Guardians**

1. To establish a specific time, place, and manner for homework to be completed
2. To provide the supplies and materials necessary to complete homework
3. To monitor as needed, but not do homework for the student
4. To assist the student in planning a time schedule for long-term assignments
5. To initiate communication with the teacher when concerns arise
6. To monitor student's grades in Skyward Family Access

## **Teachers**

1. To provide meaningful tasks that enrich and supplement work introduced in class
2. To communicate assignment expectations, both regular and long-term
3. To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully
4. To provide course requirements and expectations at the beginning of each course to students and parents
5. To consider student access to available resources and materials when assigning a task
6. Provide opportunity for feedback and access to completed homework

## **Academic Dishonesty**

Academic dishonesty includes cheating or copying the work of another student (whether the student knowingly provides or receives the work), plagiarism and unauthorized communication between students during an assignment/examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and consideration of written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary or academic consequences determined jointly by the teacher and campus administrator. Also, students found guilty of academic dishonesty on a major assignment are NOT eligible for retest/retake on that assignment.

## **Grading Guidelines**

All teachers shall record a minimum of fifteen (15) grades each nine weeks grading period. There will be at least twelve (12) minor assignments and three (3) major assignments for a total of fifteen (15) grades.

**At Hughes Springs High School:** The minor assignments will count 40% and the major assignments will count 60% of the nine weeks grade.

**At Hughes Springs Jr. High School:** The minor assignments will count 45% and the major assignments will count 55% of the nine weeks grade.

**Major Assignments** may include:

- Major tests (including nine (9) weeks tests)
- Research/Term papers
- Projects
- Extended assessments
- Any major assessment deemed so by the educator

**Minor Assignments** may include:

- Daily Work
- Homework
- Notebooks/Folders
- Oral reports
- Class work
- Quizzes
- Participation
- Any minor assessment deemed so by the educator

## **Grading Guidelines to Comply with UIL Eligibility**

Due to UIL eligibility requirements for grades 7<sup>th</sup> – 12<sup>th</sup>, during the first 9 weeks of the school year, at the six-week mark, there must be six (6) minor assignments and two (2) major assignments in each class. These grades will be used to determine UIL eligibility.

***For dates pertaining to UIL Eligibility at HSISD, please see the HSISD UIL Eligibility Timeline at the end of this document.***

## **Grading Guidelines to Comply with EIC (Local) – Pertains to Seniors Only**

Per HSISD Policy EIC (Local) - *For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the third week of the fourth nine week grading period of the senior year.*

Therefore, for all seniors, during the 4<sup>th</sup> 9 weeks of the school year, at the three-week mark, there must be four (4) minor assignments and one (1) major assignments in each class. These grades will be used to determine honors conferred during graduation.

## **Missing Assignments**

If a student does not turn in an assignment at the time it is due, it becomes a “missing” assignment. Teachers will record missing assignments as a zero (0) in the gradebook. Should the student have missed turning in the assignment on the due date for an excused reason, the student will have the opportunity to turn the assignment in for full credit. If the student does not have an excused reason for not turning in the assignment, the zero will stand.

## **Semester Exams – High School Only**

At the end of each semester, all teachers will give a semester exam. The exam will count 14% of the semester grade. The semester grade will be calculated as: first nine-weeks 43%, second nine weeks 43%, and the semester exam 14%.

There will be **no** fall semester exam exemptions.

Students may be exempt from spring semester exams if they meet all the following standards:

- The student has five or fewer absences for the year with an overall average of 85 in the class (includes excused and unexcused absences).
- The student has three or fewer absences for a spring semester class with an overall average of 85 in the class. (includes excused and unexcused absences)
- The student has perfect attendance for the year and an overall average of 75 in the class. (includes excused and unexcused absences)
- The student has five or fewer tardies for the class for the year.

- A student may appeal an absence due to medical or extenuating circumstances. (The appeal must be submitted in writing to the principal at least five days before the exam.)
- The student has not been assigned to SAC or DAEP nor suspended from school at any time during the school year.

## **Re-test / Retake Policy**

Students can initiate a re-test on one (1) of the three (3) major assignments, on which the student earns below a 70%, given during each nine-week grading period.

The student has a maximum three (3) days from being informed of the below average grade to ask the educator for a re-test.

The student will have to follow the process required by the educator before re-testing. The educator may require the students to attend tutorials, flex or a review session before re-testing.

The educator will average the two grades and take the average of the two for the grade or if both grades are failing, the educator may choose to take the higher of the two grades. **The re-test grade cannot exceed a 70% in the gradebook.**

There will not be a re-test for semester exams.

In accordance with general assessment practices at colleges and universities, student in Pre-AP, AP, Honors, College or Dual Credit courses will not be allowed opportunities for re-test/retakes on any major or minor assignments.

A student who walks into class and refuses to attempt an assessment is not eligible for re-testing.

Re-testing and re-takes are not allowed on minor assignments.

Students found guilty of academic dishonesty on a major assignment are not eligible for retest/retake on that assignment.

## **Late Work**

When students are in attendance and fail to turn in assignments at the prescribed time, teachers may assess grade penalties for work turned in late. (Examples of acceptable penalties: reduction of maximum grade allowed, no late work accepted, a zero given for the assignment.) Acceptance of late work does not extend past the last day of a nine weeks grading period.

## **Skyward Gradebook**

Teachers will use Skyward gradebook for recording grades. Grades will be submitted weekly.

Parents can access their student's grades through Skyward Family Access. If you do not have a Skyward Family Access password, please contact the campus office.

Progress reports will be open for viewing at three and six weeks, and report cards will be viewed at the end of the nine-weeks period.

## **2020 – 2021 Hughes Springs ISD UIL Academic Eligibility Calendar**

This document is intended to bring clarity to the eligibility calendar for U.I.L. participants. Specifically, be aware of the following issues:

- Students must meet credit requirements to eligible at the beginning of the school year
  - 9<sup>th</sup> Grade – Promotion to High School (Not Placed)
  - 10<sup>th</sup> Grade – Completion of 5 credits
  - 11<sup>th</sup> Grade – Completion of 10 credits
  - 12<sup>th</sup> Grade – Completion of 15 credits
  - 7<sup>th</sup> – 8<sup>th</sup> Grade students, promotion to the next grade means they are eligible the first six weeks.
  
- Grace periods for academic eligibility are seven calendar days after the period ends, with the exception of holidays.
- Academic Eligibility is determined from nine-week grades, not semester grades.
- After the first six weeks academic eligibility check, students may only lose academic eligibility at the nine weeks grading report.
- Students can regain academic eligibility at the three weeks progress reports, and at the nine weeks report card.
- All students are academically eligible during Thanksgiving, Christmas, and Spring Break holidays.
- Following the holidays, ineligible students return to being ineligible until the next grade check and grace period.
- All students are academically eligible through the summer.

<u>GRADING REPORT</u>	<u>PERIOD ENDS</u>	<u>LOSE/GAIN</u>	<u>VIEW DATE</u>	<u>EFFECTIVE DATE</u>
START FIRST DAY	THURSDAY, AUGUST 13			
PROGRESS REPORT	FRIDAY, SEPTEMBER 4		SEPT. 8	
PROGRESS REPORT	FRIDAY, SEPTEMBER 25	LOSE/GAIN	SEPT. 29	FRIDAY, OCTOBER 2
REPORT CARD	FRIDAY, OCTOBER 9	LOSE/GAIN	OCT. 15	FRIDAY, OCTOBER 15
PROGRESS REPORT	FRIDAY, OCTOBER 30	GAIN	NOV. 3	FRIDAY, NOVEMBER 6
PROGRESS REPORT	FRIDAY, NOVEMBER 20	GAIN	DEC. 1	FRIDAY, DECEMBER 4
<b><u>THANKSGIVING BREAK NOVEMBER 23-27 - ALL STUDENTS ARE ACADEMICALLY ELIGIBLE</u></b>				
REPORT CARD	TUESDAY, DECEMBER 22	LOSE/GAIN	JAN. 7	FRIDAY, JANUARY 8
<b><u>CHRISTMAS BREAK DECEMBER 23 - JANUARY 6 - ALL STUDENTS ARE ACADEMICALLY ELIGIBLE</u></b>				
PROGRESS REPORT	FRIDAY, JANUARY 29	GAIN	FEB. 2	FRIDAY, FEBRUARY 5

PROGRESS REPORT	FRIDAY, FEBRUARY 19	GAIN	FEB. 23	FRIDAY, FEBRUARY 26
REPORT CARD	FRIDAY, MARCH 12	LOSE/GAIN	MAR. 25	FRIDAY, MARCH 26
<b><u>SPRING BREAK MARCH 15 - 19 - ALL STUDENTS ARE ACADEMICALLY ELIGIBLE</u></b>				
PROGRESS REPORT	FRIDAY, APRIL 9	GAIN	APR. 13	FRIDAY, APRIL 16
PROGRESS REPORT	FRIDAY, APRIL 30	GAIN	MAY. 4	FRIDAY, MAY 7
REPORT CARD	FRIDAY, MAY 21	LOSE/GAIN	MAY. 27	LAST DAY OF SCHOOL