

2018-2019 MPVA GRADING POLICY

Grades will be based solely on achievement of course/grade level standards. Student grades will be determined by teacher evaluation of growth attained during significant learning activities conducted by the teacher in a grade reporting cycle.

GRADING SCALE

Even though all grades will be reported as numeric scores, these scores will still represent various levels of achievement that can be compared to letter grades. The following grading scale will be used in HISD.

LETTER GRADE		
90 – 100	A	Excellent
80 – 89	B	Good
75 – 79	C	Fair
70 – 74	D	Passing
69 or below	F	Failing

All grade averages with a remainder of .5 or above will be rounded off to the next highest number, including 69.5, which rounds off to 70. In order to receive credit for a course, a student must earn an average of 70.0 or better.

NUMBER OF ASSIGNMENTS

- Teachers will post at least one grade to GradeSpeed every week for each student.
- Teachers may drop grades in each reporting cycle, but must maintain the minimum of 8 grades per cycle.
- Each department/ magnet area will determine categories and weights for assignments that best suit their curriculum. This information will be communicated to students and parents at the beginning of the year in writing and posted on the school website.
- No one assignment should count for more than 25% of the overall cycle grade. This means most categories will require a minimum of 2 grades.

RECORDING

- MPVA will use the UIL grade reporting calendar.
- Teachers may be given up to a 3 school day “grace” period at the end of each grading cycle to enter student grades and conduct for UIL reports, progress reports and report cards.
- Conduct grades will be entered for students listed on the Advocacy roster.

ABSENCES AND MAKE UP WORK

- Students that are absent the day work is assigned will have up to 5 school days from when they return to school to make-up the missing work. Teachers maintain the discretion to extend the make-up period.
- Students that are absent the day an assignment is due will be able to turn in the assignment with no penalty the following class period.
- Students that are absent because of a field trip must turn in the assignment the following class period without penalty.

LATE/ MISSING WORK (not associated with an absence)

- Students have 5 school days after the date an assignment was due to turn in the late assignment. Teachers maintain the discretion to extend the submission period.
- 10 percentage points **per school day** will be deducted from late work upon receipt.
- Until such assignments are turned in, teachers may enter the grade as “Missing” (Msg) in GradeSpeed, which will automatically generate a zero until entered.
- Students with missing or incomplete work may be required to attend sessions outside of the school day in which they make up work they missed or did not complete.
- Work will not be accepted after the last day of the grading cycle.

REASSESSMENTS

- Teachers will provide students an opportunity for reassessment for all assessments of learning when the grade received indicates that the objective(s) assessed was not mastered (below 70%).
- Students may be required to attend a mandatory tutorial or complete additional work before allowed to reassess.

- All reassessments must be completed within five school days from the time the assessment is returned to the student. Teachers maintain the discretion to extend the reassessment period.
- The highest grade a student may earn on a retake is an 70%.
- There can only be one retake per assignment.
- If a students' grade drops on a retake, the original grade will stand.

INCOMPLETE GRADES

- District policy states that a student who makes an "Incomplete" cycle grade has until the end of the next grading period to make up the "Incomplete."
- An "Incomplete" cycle grade may not be recorded for the 6th grading cycle.
- If an "Incomplete" final exam grade is not made up within the prescribed time frame, the grade reverts to a "0" and is averaged as such along with the cycle grades to determine the semester average.

MIDTERMS AND FINAL EXAMS (Applies to High School Credit Courses Only)

- A weight of 25% will be assigned to the midterm and final examination given in each high school credit course.
- Under no circumstance will a student be allowed to retake a final examination to improve his/her grade.
- Students found to be cheating will receive a zero on the midterm/final exam.

GRADE CHANGES

- Teachers must initiate all grade changes and must be approved by the principal. Principals, Associate Principal, or Assistant Principals may not arbitrarily change grades issued by teachers. Grades may only be changed at the school where they were issued.
- Grade appeals may be addressed to the teacher and the principal. If the parent believes that the teacher has violated HISD or other school policies and procedures regarding grading, the teacher and/or principal do not settle the appeal. The parent may appeal to the appropriate School Support Officer (SSO).
- The only reasons for changing a student's grade after it has been recorded are:
 - If there were an error in computation of the student's grade; or
 - If an error were made in entering the student's grade in GradeSpeed.

- Make up work cannot be the reason a grade change form is initiated.

REPORTING PERIODS

- MPVA will use a 6-week grade-reporting calendar. There will be three grading cycles each semester.
- In high school credit classes, the final average in a course will be determined by three cycle grades, each counting 25% of the total grade, and a final examination counting 25% of the total grade. All cycle grades will be reported on a range of 0-100.
- In middle schools, most courses are on an annual promotion basis and the final average will be determined by the average of the six cycle grades.

GRADE REPORTING

- In HISD, notice of progress reports will be distributed to parents/legal guardians by sending them home with the student every three weeks in accordance with the UIL Grade and Progress Reporting Date calendar.
- If a student's average falls below 70 after the scheduled notice of progress reports have been sent home, the teacher should contact the parent.

PROMOTION STANDARDS

- An average of 70 or higher is considered a passing grade. All students in grades one through eight must have an overall average of 70 or higher in all subjects in which numeric grades are assigned.
- A student who does not have a grade average for the school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
- A student who does not have a grade average for a course equivalent to at least 70 on a scale of 100 may not be given credit for the course.
- Excessive absences adversely affect the promotion status of a student.
- STAAR scores are one of the measures used to determine promotion eligibility.

GRADES AND ELIGIBILITY

- A student must maintain an average in each course no less than a 70 on a scale of 100 to be eligible for extra-curricular activities. Students receiving an “INC” grade will not be eligible for extra-curricular activities.
- Under the State’s “no pass/no play” law, eligibility for participation in extracurricular activities during the first six weeks of the school year is determined by a student’s grades from the final grading cycle of the previous school year or the number of credits earned during the previous school year.
- After the first six weeks, a student who receives an “Inc” or a grade lower than 70 (or the equivalent) in any course is ineligible to participate in extracurricular activities during the first three school weeks of the next grading period.
- During that time the student may continue to practice or rehearse with other students but may not take part in any competition or public performance.

CONDUCT GRADING

- Conduct grades are given by each classroom teacher.
- Under no circumstances may conduct infractions be used to affect the student’s academic grade.
- Conduct marks can affect a student’s participation in activities and awards and/or can cause them to be exited from the school if they are attending the campus on an appeal or magnet transfer.
- BEFORE a conduct grade of “P” is given, the following process should have taken place:
 - Personal conference with student to determine problem.
 - Inform parent by phone, in writing, by email, through personal conference, or as a last resort, by mail.
 - Documented teacher intervention.
 - Refer the student to Administration with the appropriate documentation.
- Each teacher is to issue a conduct grade to each student.
- The administration will uphold all conduct grades that are **sufficiently documented** and **communicated** to the parents.

ACADEMIC DISHONESTY

- Students caught cheating and/ or plagiarizing will be subject to disciplinary and grade penalties. Teachers may enter a zero in Grade Speed on any assignment, project, assessment or test in which a student is found to be cheating.
- The determination that a student has engaged in academic dishonesty will be based on the judgement of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.
- There will be no opportunity for a retake on an assignment where a student was found to be cheating.

Plagiarism OF ANY KIND will not be tolerated in any classes. The following are examples of plagiarism:

- 1. You go to the Internet, download an essay word for word, and/or make minimal changes and put your name on it.
- 2. You go to the encyclopedia, rewrite the information in your own words, and put your name on it.
- 3. You buy the *Cliff Notes* for a novel, read the comments, analysis or notes about theme, style etc., write a paper using those ideas, and put your name on it.
- 4. You turn a paper in written **totally or partially** by a friend, a sibling, or parent and you put your name on it (This happens often).

Cheating OF ANY KIND will not be tolerated in any classes. The following are examples of cheating:

- You give your paper, homework, project, etc. to someone else to copy.
- Copying / looking at someone's paper, homework, project, etc. that is not your own.
- Changing answers to an assignment while the class is grading.