

## Hutto High School Grading Procedures 2019-2020

### Weighted Systems:

#### **Cores (except English)**

#### **LOTE, Health:**

Homework/Daily: 45%

Assessments: 55%

#### **English (Pre AP/AP also):**

Homework/Daily: 40%

Independent Reading: 10%

Assessments: 50%

#### **PAP/AP:**

Homework/Daily: 40%

Assessments: 60%

#### **FA:**

Daily: 40%

Assessments: 60%

#### **PE:**

Participation: 80%

Daily/Skills: 20%

#### **CTE:**

Varies by individual program

### Categories:

**Homework** - Daily assignments completed outside of the instructional time.

**Daily Assignments** - Anything completed inside of the instructional period. Including, but not limited to: Lesson Activities, Formative Quizzes, Journal Entries/Reflections, Warm Ups, TAKS/EOC Prep, Labs, Notes, Skill Demonstration, others as approved by campus administration.

**Independent Reading** - Reading (with assessment) to be completed in addition to prescribed curriculum. Book selection is based on student choice.

**Assessments** - CBA, Summative Assessments, Projects, Labs, Performances/Participation, Research Papers, Notebooks, Essay, others as approved by campus administration.

**Semester Exams:** 15% of total grade

### Academic Dishonesty

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an assignment or 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. Students found to have engaged in academic dishonesty shall be subject to academic and/or disciplinary consequences.

**Plagiarism** includes but is not limited to:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own

**Cheating** includes but is not limited to:

- in any way duplicating assignments which are turned in, wholly or in part, as original work
- exchanging and/or providing assignments with/to other students, either handwritten or computer generated, whether it is believed they will be copied or not
- giving or receiving answers during tests or quizzes (It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.)
- accessing a test or quiz for the purpose of determining the questions in advance of its administration

\*\*This policy pertains to all school-related tests, quizzes, projects, reports, homework assignments, or in-class assignments. No assignment is exempted from this policy.\*\*

### **Consequences of Academic Dishonesty**

If a student is caught plagiarizing, cheating, or engaging in academic dishonesty, the following will occur:

- The teacher will explain to the student the nature of the offense and its consequences.
- The student will earn a zero for the assignment and will not be allowed to recover the assignment.
- The teacher will contact the student's parents.
- The teacher will inform the grade level administrator by writing a referral.
- The grade level administrator may extend the consequences within the range defined by HISD Student Code of Conduct.

### **Academic Courses**

#### **Late Work Policy for Assignments/Homework**

An assignment is considered late if it is not submitted on the due date. A max of 70% can be earned on a late assignment if it is received within three school days after the original due date and has been completed with a **good faith** attempt and is 100% complete. When a student submits an assignment late, the student has forfeited the opportunity to recover the assignment. Students who have an excused absence on the day an assignment is due must submit the assignment the day they return.

#### **Late Work Policy for Take Home Assessments**

An assessment (ex. a project, take home test/essays, etc.) is considered late if it is not submitted on the due date. Students will be allowed to make-up the assessment, for a max of a 70, and the teacher will provide the assessment make-up criteria and timeline. Students who have an excused absence on the day the assessment is due must submit the assessment the day they return.

#### **Recovery of Daily Assignments/Homework**

Students will be given 3 school days from the time grades are posted on Family/Student Access to recover a daily/homework failing grade (69% or below). In order for a student to recover a failing daily/homework assignment, the student must have made a **good faith attempt** (teacher discretion) on the original submission and on the recovery submission. Recovery assignment grades will be awarded according to individual course criteria. The teachers may choose one of the following methods for the student to demonstrate mastery:

- Providing an alternative assignment
- Allowing for corrections to the assignment
- Allowing the student to redo the original assignment

It is the responsibility of the teacher to communicate their recovery methods to the student and parent through their course syllabus, website, email, or direct communication.

#### **Retesting**

The student must complete all of the following actions before they can retest:

- Must attend tutoring prior to retest for reteach
- Must complete all missing homework/daily assignments prior to retest; no grade will be awarded
- Must correct the original test prior to retest

After a student has satisfactorily completed these actions, they may retest. They must retest prior to the next assessment administration. Semester final exams are not subject to retesting. Recovered assessments are eligible to receive a maximum grade of 70%.

### **PAP and AP Courses**

**Late Work Policy for Daily Assignments/Homework**

If a student fails to turn in a daily assignment or a homework assignment, a grade of zero will be assigned and the assignment cannot be recovered. Students **WILL NOT BE ALLOWED** to submit daily assignments or homework assignments late. Students who have an excused absence on the day an assignment or the homework assignment is due must submit the assignment the day they return.

**Late Work Policy for Take Home Assessments**

If a student fails to turn in a take home assessment (ex. a project, take home test/essays, etc.) on the day it is due, the student will receive a zero. Students **WILL NOT BE ALLOWED** to make-up take home assessments. This late work policy for take home assessments applies to summer assignments. If a student fails the summer assignment, they will not be allowed to correct the assignment. The grade which is earned is the grade which will be recorded.

**Retesting**

The student must complete all of the following actions before they can retest:

- Must attend tutoring prior to retest for reteach
- Must complete all missing homework/daily assignments prior to retest; no grade will be awarded
- Must correct the original test prior to retest

After a student has satisfactorily completed these actions, they may retest. They must retest prior to the next assessment administration. Semester final exams are not subject to retesting. Recovered assessments are eligible to receive a maximum grade of 70%.

**All Courses**

Grades will be updated every Monday; therefore, it is the student's responsibility to seek the opportunity to recover upon notification of a failing grade. And it is the responsibility of the teacher to ensure grades are updated per campus policy.

Failing grades not recovered within the 3 days will be recorded as the final grade earned. Recovered grades are eligible to receive a maximum grade of 70%.

**Frequency of Grades:**

Daily/Homework: Minimum of 2 per week

Assessments: Minimum of 3 per 6 week grading period.