

2024-2025 Haggard Middle School Grading Guidelines for Students



The purpose of the grading guidelines is to ensure that grading practices are consistent. *The goal of Haggard's assessment and grading guidelines is to help ensure student mastery of the curriculum and to communicate student performance to all stakeholders.* These guidelines help to ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned.

The following guidelines apply to all classes, grade levels, and subjects at Haggard Middle School.

- **Sixty percent (60%)** of a student's grade for a grading period should be determined from **major** evaluation instruments.
 - This includes but is not limited to end-of-unit assessments and tests, CAPS, performances, presentations, portfolios, reports, essays, and projects.
- **Forty percent (40%)** of a student's grade for a grading period should be determined from **daily** evaluation instruments.
 - This includes but is not limited to formative assignments that provide feedback on student understanding such as bell ringers, concept and comprehension checks, daily assignments, and homework.
- Students who score 75% or below on any on-level assignment, test, or exam may choose to complete the relearning and redo process. Students may earn up to a maximum of 75% on the completed relearning and redoing opportunity. Please check with the appropriate teacher for additional information.
- Students who score 70% or below on any honors assignment, test, or exam may choose to complete the relearning and redo process. Students may earn up to a maximum of 70% on the completed relearning and redoing opportunity. Please check with the appropriate teacher for additional information.
- Students failing any class at the midpoint progress check (*around 4 ½ weeks into the grading period*) are **required** to attend tutorials and complete the relearning process to demonstrate increased mastery. Please check with the appropriate teacher for additional information.
- When completing a retake, students must attend a tutorial (before/after school or during a teacher-approved time) to relearn skills, complete practice activities at the teacher's discretion, and/or complete an alternate assessment.
- Students have up to five days to complete the retake process from the day the initial assignment/test/assessment is returned, and all retakes must be completed before the last week of the grading period.

LATE WORK

The general late work policy for Haggard Middle School is provided to promote student responsibility and consistency throughout the building. All assignments are graded based on progress and mastery of the course objectives and state standards.

Students will have up to 5 days from the original assignment due date to submit late or missing work and will be assessed a maximum deduction of 10% for any missing or late work that is submitted. Please note all assignments must be submitted and completed **before** the last week of the [grading period](#).

PROGRESS REPORTS

All students at Haggard Middle School will receive a progress report approximately midway through the nine-week grading period. The exact dates can be found on the [2024 - 2025 PISD Academic Calendar](#). All calendars on the website list instructional days and grading periods.

ACADEMIC DISHONESTY

Academic dishonesty includes copying content from another person, entity, or AI technology such as ChatGPT (either directly or with modification) and representing it as your own work or product. It further includes unauthorized communication between students about items during or after an assessment. 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. Depending on the severity of the incident, a student found to have engaged in academic dishonesty may be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Consequences may include a repeat of the assignment, an alternative assignment, and/or other disciplinary action as appropriate.

The following consequences will be assigned for cheating/plagiarism on **major assignments (60% category)**:

- **1st Offense:** Students will re-assess the major assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up before or after school hours. Retest policy will not apply.
- **2nd Offense (in any class):** The student receives a maximum of 50% on the major assignment/assessment, and the retest policy will not apply.
- Any subsequent offenses may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

STUDENT ABSENCES

Students shall be expected to make up assignments and tests after absences. A student must communicate with the teacher the day they return to school to receive make-up work. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. A student will receive a day for every day they are absent plus one to complete and return make-up work, after that

date, the work will be considered late. When a student is absent for 3 or more consecutive days, a parent may request make-up work through the front office. Teachers are not required to provide make-up work before an absence. ***Please regularly check with the teacher of record and Google Classroom for assignment updates.***

[SKYWARD GRADEBOOK](#)

Plano ISD is implementing [Skyward Family Access](#) for parents and students for the 2024–2025 school year. Skyward Family Access will replace our current Parent Portal, and Gradebook and includes a mobile app.

The Family Access portal is an easy-to-use web resource, available on any device with an internet connection. It allows parents and guardians to access information about their students, such as attendance, grades, assignments, schedules, progress reports, and report cards.

SEMESTER EXAMS

All secondary students in grades 6–12 enrolled in high school credit courses shall be required to take a comprehensive semester examination in each class. Semester examinations in all high school credit courses shall be 20 percent of the semester grade.

FINAL GRADES

Formal report cards will be issued to all students every nine weeks. Report cards will not be issued early. Students and parents have access to student grades via the [Skyward Gradebook, which is the new Parent Portal](#).

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District Information

- Online access to [Plano ISD's Grading Guidelines](#)
- *This guiding document can be located via the "Resources" section on the Haggard MS website.*