

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.
- 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.
- Students failing any class at the three-week progress check are **required** to attend tutorials and complete the relearning process to demonstrate increased mastery. Please check with the appropriate teacher.
- When completing a retake, students must attend a tutorial (before/after school or during advisory) 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 prior to 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 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 **prior** to 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 [22-23 Grading Periods](#) document.

ACADEMIC DISHONESTY

Academic dishonesty includes cheating, copying the work of another student, copying the work or information from an online source, or plagiarism and unauthorized communication between students during an examination.

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 outside of school hours. Retest policy will not apply.
- **2nd Offense (in any class):** The student receives a maximum of 70% 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 prior to an absence.

GRADEBOOK ENTRIES

X = The teacher has elected to exempt the student from that assignment.

Z = The student has not submitted the assignment, and tentatively it calculates as a zero.

0 = The student did not turn in the assignment when it was due and it will no longer be accepted.

A blank could indicate that the teacher is still in the process of grading.

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 counted as 20 percent of the semester grade.

FINAL GRADES

Formal report cards will be issued to all students each nine weeks. Report cards will not be issued early. Students and parents have access to student grades via [Parent Portal](#).

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District Information

- Online access to [Plano ISD's Grading Guidelines \(https://bit.ly/3Sx41eE\)](https://bit.ly/3Sx41eE)
- *These guidelines will also be posted and updated on the HMS website.*