

SANTA FE JUNIOR HIGH SCHOOL

2016-2017 Grading Guidelines

The Junior High ensures that grading reflects a student’s relative mastery of an assignment. Teachers take a minimum of two grades per week. The two grades could consist of daily work, homework, tests, or quizzes.

The following grading criterion reflects all classes at the junior high except for PE, Acceleration and high school credit courses. These courses will communicate their grading percentages in writing and on their website.

Grade Point Assessments

The district reports nine weeks grades to parents as numerical scores or may convert them to letter grades. The junior high school reports grades numerically as follows in this conversion table:

90—100 = A

80—89 = B

75—79 = C

70—74 = D

69 and below = F

Grade Percentages

Nine-week grade percentage:

Junior High Grading Categories and %		High School Credit Grading Categories and %	
Daily Work/Quiz	40 %	Daily	10%
Homework	10%	Major Grades	60%
Mastery	50%	Minor Grades	30%
Physical Education and Acceleration Classes			
Daily Work/Participation		100%	

Semester 1 & 2 grade percentage:

Nine Weeks 1	40%	Nine Weeks 3	40%
Nine Weeks 2	40%	Nine Weeks 4	40%
Semester Exam	10%	Semester Exam	10%
Total Semester 1	50%	Total Semester 2	50%
Semester 1 & 2 are averaged together for a final grade			

High School Credit Courses

High School credit classes will have different grading percentages. These percentages will be posted on the teacher website and on their syllabus. Grades are not calculated as part of their high school GPA, but passing cumulative scores will result in a high school credit. *Note: Student average for semester courses MUST be passing to receive the ½ high school credit. Full year high school courses taken at the junior high MUST receive a full year passing average to receive 1 high school credit. These courses will serve as pre-requisite to the next high school course as long as student has passed and received credit for the course.

Conduct Grades

Student conduct marks indicate how well the student is performing in class citizenship. Conduct marks may affect eligibility for participation in school activities; poor conduct interferes with a student's ability to learn in class. The following letter system is used to report a student's citizenship:

E = Excellent

- The student has an excellent attitude, displays excellent work habits, is highly cooperative, and observes the school rules and regulations.

S = Satisfactory

- The student has a good attitude, is cooperative, and generally observes school rules and regulations.

N = Needs Improvement

- The student has a poor attitude, is at times uncooperative, at times disrupts class, and shows little respect for school and classroom rules and regulations. (Teacher documentation and parent contact required)

U = Unsatisfactory

- The student has a poor attitude and is generally uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations. (Teacher documentation and parent contact required)

Types of Assessment

Nine-week grades shall be determined by ongoing evaluation and periodic mastery. Ongoing evaluations shall include daily grades, quizzes, and performance grades that evaluate a student's short-term mastery of an objective or a skill. Periodic mastery grades shall include major (unit) tests, projects, research papers, major reports, or some laboratory assignments that evaluate a student's long-term mastery of an objective, skill or subject. Long-term projects such as research papers, special projects, and the like shall be graded at various stages of completion (ongoing evaluation) rather than only given a grade for a final product.

No one assignment may account for more than 25% of a student's nine week average.

1. Ongoing Evaluation
 - a. Class Work

- i. Class work is any instructional activity defined/planned by the teacher to be completed during a class period to facilitate the learning process.
 - ii. There could be occasions where class work becomes homework.
 - b. Homework
 - i. Homework can be a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational program.
 - ii. Homework should never be used as a disciplinary measure but should be used to enrich and strengthen classroom experiences.
 - iii. Homework assignments may be used for discovery type learning. There may be occasions where class work may become homework.
 - iv. Pre-reading of text and/or novels may be necessary to prepare for classroom instruction.
 - v. The recommended **maximum** total amount of homework assigned per night shall be 45-90 minutes for junior high school students. Teachers shall divide the homework time allotted to them for their particular subject area assignments so as not to exceed the maximum number of minutes. Pre-AP and AP courses may require additional homework time.
 - vi. Students may occasionally have additional homework time assigned to them beyond the recommended amounts due to work on special assignments, such as research papers, projects or reports and the like; homework may then be a contributing factor to periodic mastery grades.
 - c. Quizzes
 - i. Quizzes are short assessments designed by a teacher to evaluate a student's ongoing level of understanding and progress towards unit objectives.
- 2. Periodic Mastery
 - a. Tests
 - i. At least one mastery assignment must be administered every three weeks.
 - ii. Tests are assessments designed to measure a student's successful attainment of the TEKS as expressed in the SFISD curriculum objectives. Tests are used as tools to evaluate a student's long term mastery of an objective, skill, or subject.
 - iii. Major tests are considered to be chapter, unit concepts, or cumulative tests.
 - iv. When students are given an assignment to study for a subject area test, this test preparation will count as time allotted for homework for that particular class/subject area.
 - v. Major tests are intended to take one class period or more to complete.
 - b. Formative Assessments
 - i. These are assessments that are conducted throughout teaching and learning to diagnose student needs, plan the next steps of instruction, and provide students with feedback they can use to improve the quality of their work.
 - ii. Grades taken as formative assessments will be used to determine progress in the learning process and should be un-weighted.
 - c. Semester Exams
 - i. Semester exams will count for 10% of a student's final average.
 - ii. Semester exams should be representative of the entire semester's work and will be scheduled according to the subject area-testing schedule.
 - iii. Semester exams may not be re-taken.

University Interscholastic League (UIL) Eligibility

(Refer to UIL website <http://www.utexas.edu/admin/uil/admin/side/acad.html>)

- A student who receives at the end of any grading period (after the first six weeks of the school year) a grade below 70 in any class or a student with a disability who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for at least three school weeks. Tutorials will be offered on Tuesdays and Thursdays for those students struggling with homework or concepts in academic instruction. An ineligible student may continue to practice or rehearse until eligibility is regained. The student regains eligibility when the sponsor and/or supervisor determine that he or she has: (1) earned a passing grade (70 or above) in all classes and (2) completed the three school weeks of ineligibility.
- All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period.
- All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-week school evaluation periods for ineligible students.

Re-testing / Re-evaluation

- Re-testing (group)
 - Re-evaluation shall occur if the concept taught and tested is one of the essential knowledge and skills or is a prerequisite skill for future learning, and if 25% or more of all the students in a class period do not demonstrate mastery of the Texas Essential Knowledge and Skills (TEKS) on a test. A student may be awarded full credit using different demonstrative methods of academic mastery in courses. [See policy EIA (Local)]. If a student fails to demonstrate mastery on the re-test, the higher of the two grades shall be recorded.
- Re-testing (individual) Regular Level Courses
 - A re-testing/re-evaluation opportunity shall be offered to all students. Students shall be permitted to retake any major test that he or she has failed. **This does not include nine week/semester exams.**
 - There shall be a two week window of time to be used for re-testing an assignment.
 - Teachers shall have the discretion to waive and extend beyond the two-week window or to return to the previous nine-week grading period in the current school year and to allow a student to retest any assignment on an individual basis with the principal's approval.
 - Re-testing/re-evaluation may include, but is not limited to, oral examination, test corrections, or a formal test.
 - A re-test must cover the same essential knowledge and skills and must be of the same difficulty as the original test.
 - A student must score at least 70 percent on the re-test/re-evaluation to demonstrate mastery of the essential knowledge and skills.
 - If a student fails to demonstrate mastery on the re-test/re-evaluation, the higher of the two grades shall be recorded.
 - If test corrections are to be used for re-testing, students can earn a maximum grade of 70%.
- Re-testing (individual) Pre-AP Courses

- Only one retest will be allowed per nine weeks with a maximum grade of 70%. The student will have until the administration of the next exam to retest during tutorial time.
- A re-test must cover the same essential knowledge and skills and must be of the same difficulty as the original test.
- If a student fails to demonstrate mastery on the re-test/re-evaluation, the higher of the two grades shall be recorded.
- Test corrections will be allowed for all other tests in the nine week period, with the exception of semester exams. Teachers will inform students of test correction procedures. With test corrections, students will earn a maximum grade of 70%.

Attendance

Make-Up Work

1. Students shall be permitted to make up assignments and tests after an absence.
2. Make-up work is available to all students. Teachers are responsible for informing students of their make-up work upon their return to class.
3. Students are expected to make up assignments and tests after absences. Make-up work will be completed outside of class time or at the teacher's discretion. Students shall receive credit for satisfactory make-up work after an absence.
4. The number of days allowed for make-up work to be completed will be equal to the number of times a class was missed.
5. Any student absent because of suspension shall request all work upon his/her return. A student is allowed the same number of days to complete the make-up work as the actual suspension.
6. In cases where the student has missed a large quantity of work, the time may be extended. The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work.
7. Students should not, on the day of returning to school, be required to take a quiz or test that was announced during the student's absence. Students will be required to take exams or turn in long-term projects when they have prior knowledge of the exam or due dates before the absence occurred.
8. Make-up work, including tests, may be of an altered version to assess what the student has learned. The work should be of the same difficulty level as the originally assigned work and assess the same knowledge and skills.
9. Teachers may assign alternate work to assure that students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.
10. Make-up work often requires the student to attend tutorials to receive detailed instructions or assistance. Parents and students need to plan for transportation.

Late Work Policy

Assignments are due on time. The late work point deduction is listed below:

Any other penalty assignments must be approved by the principal.

1 day late = 10 point deduction

2 days late = 15 point deduction

3 days late = 20 point deduction

4 days late=25 point deduction

5 days late= 30 point deduction

Incomplete Grades

A student receiving an incomplete "I" for a grading period has two (2) weeks to convert the incomplete grade to an earned grade. In unusual cases where the student has missed a large quantity of work, the time may be extended. In all cases, the teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work. (Refer to Section IV. University Interscholastic League)

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests or disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an 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, observations, or information from students [see policy EIA (Local)].

Cheating shall be defined as giving or receiving information from any source or manner on a test or submitting duplicate work for class or outside assignments. The student will be considered cheating if he completes an assignment with unauthorized help when the assignment requires a student's own individual effort.

Consequences for violation are:

A grade penalty may be given on the work involved.

Other actions as determined by the principal.

Teachers will contact the parent by phone.

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating.

Communication

The state and district requires each teacher to notify parent of the need for a conference at each nine week grading period if the grade is below the level required for course credit or grade level advancement.

Progress Reports

1. Progress reports will be given every three weeks, except on the 9th week of a grading period.
2. Progress reports are sent to the parents electronically using Skyward Parent account. Parents may contact the teacher to schedule a conference at progress report period as a proactive measure to ensure a plan is in place for student academic success.
3. If a student's grade is failing after the second progress report of the nine weeks is sent (after the sixth week of the 9-week period), teachers are required to contact the parent. If a student was passing at the 6-week mark but failing at the 8-week mark, teachers must contact the parent.

Tutorials

The purpose of tutorials is to provide assistance for all students. While certain sessions may be limited to those students who are failing the course, it is also important to provide ample opportunity for all students to receive help outside of class time. Tutorial times will be held from 2:35-3:25 pm, Tuesday and Thursday. Structured tutorials will be scheduled by the student's core academic team in advance with students needing assistance in specific concepts. However, homework rooms will be available for students to get assistance in understanding and completion of homework/daily work assignments he/she may be experiencing a struggle on Tuesdays and Thursdays.

1. The student should sign in and out, bring needed materials/assignments and be prepared to ask specific questions to the teachers during tutorial times.
2. Students will be notified in advance of tutorial sessions being scheduled and will receive an invite and a pass from a teacher.
3. Students requesting homework help will receive a pass from the teacher in advance, so they may attend the homework room session.

Teacher Records / Grade Book

1. Grades recorded in a grade book are documentation of a student's progress and mastery of the TEKS and curriculum objectives.
2. Grades recorded in a grade book represent a confidential record for assessment of student performance.
3. The set of grades indicated in the grade book shall be the complete set from which the student's average is determined.
4. Teachers must record a minimum of two grades per week.
5. Teachers must provide at least 3 mastery grades per nine weeks.

Summer School

If a student is unsuccessful in meeting promotion requirements for their grade level, they will need to attend summer school to earn promotion to the next grade level. Students attending summer school will be expected to be in attendance every day in which it is offered with exception to one allowable excused absence. Teachers will grade these students in accordance to the above listed guidelines.