

**Standards for
Mastery**

Promotion standards by grade:

1. Kindergarten: Kindergarten students are promoted based on meeting minimum skills as required by the state including state attendance requirements.
2. Grades 1–6: A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. Education Code 28.021(a) In grades 1–6, promotion to the next grade level will be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading and mathematics. In kindergarten–grade 4, the Language Arts average for the year is calculated by multiplying reading twice, English twice, and spelling once to get a combined total for Language Arts end-of-year average.
3. In grades 7–8, promotion to the next grade level will be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies.
4. High school: Grade-level advancement for students in grades 9–12 will be earned by course credits.

**Academic
Dishonesty and
Integrity**

A student found to have engaged in academic dishonesty will be subject to grade penalties on assignments or tests and 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 will be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

**Elementary Grading
and Reporting
Procedures**

Official Grade
Reports

Report Cards

1. Grade reporting period—nine weeks;
2. Means of reporting student’s mastery of concepts and achievement; and
3. Grades must be a production of independent thought.
 - a. Letter grades
 - (1) Elementary
 - (a) Grade 1 and 2—E, S, U and N for science/health, social studies, fine arts and PE.

- (b) Grade 3 and 4- E, S, U and N for music and PE
 - (2) Intermediate
 - (a) Letter grades of E, S, N and U may be given for music, PE/health and conduct.
 - b. Numerical averages
 - (1) Elementary
 - (a) Grade 1 and 2—number grades for language arts, reading, and math.
 - (b) Grade 3 and 4—number grades for language arts, reading, math, science/health and social studies.
- 4. Type and weight of assignments, including any maximum weights allowed on:
 - a. Elementary
 - (1) Major grades/assessments
 - (2) Daily grades
 - (3) All grades are weighted equally. The average of all grades within a nine-week period is taken to provide a nine-week grade.
- 5. Minimum number of grades per week and/or grade reporting period
 - a. Elementary
 - (1) A minimum of ten grades will be recorded in ELA, Reading, and Math.
 - (a) ELA will consist of spelling, grammar, handwriting, and writing composition.
 - (b) Reading will include comprehension, phonics, and other science of reading components.
 - (2) A minimum of eight grades will be recorded in science/health and social studies.
- 6. Progress Reports—provided the 4th week and the 7th week of the nine-week grading period.

Credit by
examination

*With Prior
Instruction:*

The principal, designee, or attendance committee, as applicable, will have authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject and when:

1. The student is enrolling in the District from a nonaccredited school [see FD];
2. The student has failed a subject or course; or
3. The student has earned a passing grade in a subject or course but has failed to earn credit or a final grade because of excessive absences [see FEC].

*Without Prior
Instruction:*

1. If a student in grades 1–12 wishes to accelerate to the next grade level or earn course credit without having received prior instruction in the grade level or course, the District will offer opportunities in accordance with state law and State Board rules for the student to take a Board-approved examination for this purpose.
2. A child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:
 - a. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
 - b. Recommendation of the kindergarten or preschool the student has attended.
 - c. Chronological age and observed social and emotional development of the student.
 - d. Other criteria deemed appropriate by the principal and Superintendent.

Homework

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

- To provide a drill that helps the student practice the basic skills of a subject.
- To give the student practice and extension of concepts learned in class.
- To extend learning beyond the material that can be covered in class.
- To develop effective study methods.
- To help the student prepare for classroom work.

- To allow the student to make up work after an absence.
- To provide a means of reteaching essential knowledge and skills.

Homework will not be assigned as punishment.

The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills.

Makeup work

Assignments or tests will be made available to students after any absence. All make-up work will be completed and turned in during a period not to exceed the number of days of consecutive absence. Exceptions to this provision may be granted due to extenuating circumstances as determined by the teacher and/or principal.

The student will be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. Credits will be granted as follows:

1. Work for an excused absence that is turned in within the required time limit will receive 100 percent credit.
2. Work for an unexcused absence that is turned in within the required time limit will receive 70 percent credit. [See EIA (LOCAL)]

Students will receive a zero for any assignment or test not made-up within the allotted amount of time. [See EIA (LOCAL)]

Late work

There will be no penalty to a student's academic grade for assignments handed in late. Students will be penalized in their citizenship grade for any assignment turned in after the progress report deadline.

Suspension

The District will not impose a grade penalty for makeup work after an absence because of suspension.

Corrected Work

Students have the opportunity to redo work one time after reteach for a maximum grade of 70. Students will only be able to redo daily work and not major assessments.

**Intermediate
Secondary Grading
and Reporting
Procedures**

Official Grade
Reports

Report Cards

1. Grade reporting period—nine weeks
2. Means of reporting student's mastery of concepts and achievement:
 - a. Numerical averages
3. Type and weight of assignments, including any maximum weights allowed on:

- (1) Daily—60 percent (minimum 12 grades)
 - (a) Daily grades are meant to be a formative assessment
- (2) Major grades/assessments—40 percent (minimum 3 grades)
 - (a) Major grades are meant to be a summative assessment

Minimum Number of Grades per Week and/or Grade Reporting Period

Intermediate: Teachers must enter a minimum of 15 grades for each nine weeks. A minimum of four daily grades are required per progress report period. Curriculum-based assessments from the District will not be used for academic grading. Grades must be a production of independent thought.

Junior High School and High School: Teachers must enter a minimum of 15 grades for each nine weeks. A minimum of four daily grades are required per progress report period. When curriculum-based assessments are provided by the District they will be utilized as an additional Major grade in addition to the minimum of three noted above. Grades must be a production of independent thought.

Grade reductions may result from unexcused absences, late assignments, or academic dishonesty, if allowed by Board policy.

Makeup work

Assignments or tests will be made available to students after any absence. All make-up work will be completed and turned in during a period not to exceed the number of days of consecutive absence. Exceptions to this provision may be granted due to extenuating circumstances as determined by the teacher and/or principal.

The student will be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

Late work

Late work is eligible to be accepted until the summative assessment is administered (major grade). Once the summative assessment is administered the formative assignments are no longer eligible for late work credit.

Guidelines on the number of points deducted will be determined by campus and align across grade bands. The maximum grade a student can receive for late work is an 80.

Extenuating circumstances can be assessed by campus administrators.

Corrected work

1. Corrections may be completed on any assignment (major or daily), but cannot be done on semester exams.

2. Corrections on daily work must be completed before the summative assessment is administered.
3. Corrections on a summative assessment must be done within three days of receiving their summative grade in the gradebook.
4. The grade on the assignment must be below an 80 percent in order to correct, and the replacement grade can be no higher than an 80 percent.
5. No tutoring required prior to being able to complete corrections, but can be recommended.

Academic dishonesty

Any form of plagiarism or cheating on any assignment is not tolerated and may result in a 0 for the assignment and/or disciplinary action.

Calculating Semester Grades and Final Course Grades

For all full-year courses, the final yearly average will be used to determine credit.

All courses are to be taken for the full year unless they are designated as half-year courses.

Semester grade calculations will be done by the following breakdown:

1. 1st or 3rd nine weeks—42.5 percent
2. 2nd or 5th nine weeks—42.5 percent
3. Semester exam—15 percent

Semester/Final Exams, Including Exemptions

High School: All students must come to school to get exemption on semester exam day. All students will have a maximum of four exemptions. Students can not exempt out of a course that has a state-mandated EOC exam. To receive an exemption in a class the student must attain the following criteria for each class individually:

1. Two absences per semester: 85 or above grade average

In addition:

- The student may not have attended either DAEP or SAC.
- The student may not have a missing/unpaid textbook, equipment, uniforms, etc.
- The student may not have a missing/unpaid library book or fine.
- All Chromebook forms and fees must be completed.

- The student must have started on the first day of the semester.
- AP students must take the corresponding AP exams to become eligible.
- College days do not count against exemptions.

Progress Reports

Teachers will submit computerized progress report grades to the grade book administrator by the established deadline each nine weeks. A cumulative progress report will be issued to each student that reflects the average for each submitted class. Teachers are required to issue comprehensive progress reports with assignments and grades to students who are failing and encouraged to issue comprehensive reports to all students.

Conferences

1. Conference with parents by phone (or meeting when necessary).
2. In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

Gradebook and/or
Online Grade
Reporting System

The primary grading tool of the District is the TxGradebook system. Teachers are required to input grades in TxGradebook as the primary source of three-week, six-week, nine-week, semester, and final grades. Teachers will submit these computerized grades to the grade book administrator by the established deadline for each three, six, and nine weeks.

Teachers will input grades weekly.

Grades must be academic and not behavioral.

College
Coursework/Dual
Credit Courses

College/dual credit courses may be taken for high school credit. All college courses attempted for high school credit are recorded on the student's high school transcript on a P/F (Pass/Fail) basis. College courses will not be averaged into the student's grade point average.

Distance Learning
Courses

*Texas Virtual
School Network
(TxVSN)*

TxVSN provides online courses to students in public school districts and open-enrollment charter schools. All TxVSN courses attempted for high school credit are recorded on the student's high school transcript and are calculated into the student's grade point average.

Credit by
Examination

The District requires students to obtain credit by examination through Texas Tech University's extended studies program. Exams must be ordered online through [Texas Tech](#).¹ Only passing grades will be recorded on the student's transcript and computed in the credits toward graduation and GPA. Students are responsible for

the fees that are established by the university. A student that has previously failed a course must make a score of 70 or higher to receive credit or be averaged with another semester, and a student that has not had previous instruction in a course must make a score of 80 or higher to receive credit. Students may not take credit by exam while currently enrolled in the course.

Homework

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

- To provide a drill that helps the student practice the basic skills of a subject.
- To give the student practice and extension of concepts learned in class.
- To extend learning beyond the material that can be covered in class.
- To develop effective study methods.
- To help the student prepare for classroom work.
- To allow the student to make up work after an absence.
- To provide a means of reteaching essential knowledge and skills.

Homework will not be assigned as punishment.

The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills.

Suspension

The District will not impose a grade penalty for makeup work after an absence because of suspension

Grade Point Average

A grade point average is based on a 100-point scale and is computed using all courses taken for first-time credit except for local credits and courses with pass/fail credit. Numerical scores are used to report grades and a minimum grade average of 70 is required for receiving credit. In Honors and AP classes, five points are added to the semester grade (for GPA purposes only). Any grades transferred in from other accredited schools will be converted and computed to adhere to the AHS conversion scale. GPAs are final after the fifth six weeks of the student's senior year. GPAs are final after the third nine weeks of the student's senior year.

Class rank calculation

A weighted grading scale will be used for determining a student's overall class rank. All state credit courses are averaged together to determine the student's class rank. Courses that are designated as

local credit or pass/fail credit will not be averaged as a determining factor in class rank, but do appear on permanent transcripts. If two or more students share the same grade point average, students would then share the same class rank. If the tie is among those students competing for valedictorian or salutatorian, the students' core subject grade point average would break the tie and rank would be determined accordingly.

No pass, no play
exemptions

The following are honors classes for purposes of eligibility to participate in extracurricular activities:

1. All College Board Advanced Placement courses and International Baccalaureate courses in all disciplines;
2. English language arts: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)";
3. Languages other than English: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)" and languages other than English courses Levels IV–VII
4. Mathematics: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)" and precalculus;
5. Science: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)"; and
6. Social Studies: Social Studies Advanced Studies, Economics Advanced Studies, high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)."

The District may identify additional honors courses in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English for the purposes of extracurricular eligibility, but must identify such courses before the semester in which any exemptions related to extracurricular activities occur. Districts are neither required to nor restricted from considering courses as honors for the purpose of grade point average calculation

¹ Texas Tech University extended studies program:
<http://www.depts.ttu.edu/uc/k-12/>