Name of Handbook:	HMS Staff Handbook
Building / Department:	HMS

Page of Handbook	Current Verbiage of Handbook	New / Proposed Changes to Handbook	Additional Notes
18		Haysville Middle School Grading Policy Purpose of Grading Grades at Haysville Middle School aim to: Show student achievement of content standards. Focus on what students know and can do, not behavior, effort, attendance, or attitude. Encourage improvement by supporting a growth mindset. Provide clear communication of learning progress to students, parents, and teachers. Grading Scale Grade Percentage Description A 90-100 Mastery of all content and skills. B 80-89 Solid understanding with minor areas to improve. C 70-79 Basic understanding but needs more practice. D 60-69 Needs significant help to grasp concepts. F Below 60 Little to no understanding of content. Grade Calculation Total Points System: Each assignment is assigned a specific number of points based on its importance and difficulty. Bellwork accounts for no more than 10% of total points in a grading period. Quarter Grades: Each quarter's grade reflects performance during that period. Final Grade: Year-end grade is the average of all four quarter grades. Grading Practices Grading Timeline: All assignments, whether classwork, homework, summative assessments, missing work, or revisions, must be graded and returned to students within one week of submission. If extenuating circumstances or illness occurs and more time is needed for a teacher to update grades, the teacher will send out a communication to students and parents. Missing Work Policy: Missing Assignments: Missing assignments are initially recorded as a zero and marked "Missing" in the gradebook. Missing Work Due to Absences: When work is missed due to an absence, it is recorded as "Missing" and "Absent" with no grade assigned. Students have two school days for each day of absence to complete missed work. If the work is not completed within this timeframe, the grade will be changed to a zero and remain marked "Missing." Missed Participation Points Due to Absences: Teachers will either provide an alternative assignment for students to earn full participation credit or exclude the missed participation points from the final grade calculation. Revisions: Students who score below 70% on any assignment or assessment have at least one chance to improve their grade by demonstrating a stronger understanding of the content. Revision Eligibility: Students may revise any assignment or retake any assessment scoring below 70% within one week of receiving the grade. All revisions must be completed independently. Assignments that require peer collaboration—such as group projects, presentations with peer feedback, or activities using teacher-provided materials—must adhere to the original deadlines. Failure to meet these deadlines will result in deductions for any incomplete sections that cannot be revised independently. Reassessment Format: Reassessment options include either a retake of the assessment or corrections to the original work, both designed to showcase improved comprehension. When possible, retake assessments will mirror the original format and level of difficulty. For performance-based tasks, alternative formats that maintain the same rigor may be used. Grade Replacement: The highest score achieved—up to 100%—will replace the original grade in the gradebook. Late Work Policy: Late work is accepted until the end of the grading period. Grade Adjustments: Work turned in before the end of the corresponding unit: Full credit based on performance. Work turned in after the end of the corresponding unit: 10% reduction. Communication: Teachers will contact parents after three or more missing assignments and/or a grade of a D or F. Extra Credit: Extra credit is not offered, as students are provided multiple opportunities to demonstrate mastery through the revision process. Student Accommodations: Provisions for student accommodations documented in General Education Intervention plans (GEIs), 504 plans, and Individualized Educational Plans (IEPs) take precedence over the provisions of this grading policy. Academic Integrity HMS expects students to complete work honestly and responsibly. Teacher Expectations: Teachers will define acceptable collaboration, teach citation methods, and ensure secure testing conditions. Student Expectations: Students will avoid cheating, plagiarism, and unauthorized assistance, use and cite sources properly, and ask for clarification when needed. Consequences for Violations: Consequences may include parent notification, reassessment with no further opportunities, and/or completion of an alternative assignment. Artificial Intelligence (AI) Use AI tools may be used only with explicit teacher authorization for specific assignments. Inputting personal or sensitive information into AI tools is strictly prohibited. When permitted, AI use must be properly cited as directed by the teacher. All AI use is subject to the Haysville Middle School Chromebook Agreement and other relevant technology policies. Unauthorized use may result in disciplinary action.	For a version that is easier to read, please click HERE