Santa Fe Junior High School
2026-2027 Grading Guidelines

Grading Roles and Responsibilities

Responsibility of Students:

1. Students are responsible for managing their time, following directions, and completing and submitting all assignments within the given time limits.
2. Students should evaluate their work for accuracy and seek clarification as needed from the teacher.
3. Students will attend tutorials if they need additional time with the teacher to clarify the subject matter.
4. It is crucial that students understand and adhere to the Grading Guidelines.
5. Students will abide by the Texas Compulsory Attendance Law (must attend class at least 90% of the time). Failure to do so may result in loss of credit.
6. Students will be responsible for requesting all make-up work from the teacher following the teacher's procedures.
7. The student must communicate with the teacher immediately when they do not understand the assignment before the due date, to reschedule a re-test within the appropriate time limit, and after an absence to make a plan for completing missed work.

Responsibility of Parents:

1. Parents are responsible for providing accurate contact information to the school.
2. Check grades in Skyward Family Access regularly.
3. Regularly communicate with the school if your child is facing academic difficulties, is failing, or if you have any questions about their progress.
4. Parents must ensure their students abide by Texas Compulsory Attendance Law.
5. Parents should contact teachers concerning make-up assignments and possible revised due dates if a student has excessive absences (3 or more consecutively or is absent regularly).
6. Read and discuss the Grading Guidelines with their students.
7. Parents should work with their children to foster responsibility for academic progress. This may include students attending after-school tutorials for targeted assistance.

Responsibility of Teachers:

1. Only teachers will record grades for assignments.
2. Each teacher's classroom expectations must be in accordance with SFJH Grading Guidelines.
3. Peer grading is allowable, excluding major tests and project grades.
4. Teachers will discuss the Grading Guidelines with students.
5. Teachers will record all graded minor grade assignments within ***72 business hours of the due date***. Exceptions should be approved by an administrator. Major assignments/assessments and extensive writing assignments may take up to a week to record.
6. Teachers will have a clear system for make-up work.
7. Teachers must have a minimum of **(2) weekly grades**. Exceptions must be approved by an administrator. One of these 2 grades may be a major grade.

8. Teachers must record at least three (3) major grades per nine-week grading period. The semester test grade ***may*** be one of the three major grades.
9. Teachers will provide students with a rubric for long-term projects/alternative assessments.
10. Teachers shall follow the SFJH Grading Policy and ask campus administration for clarification.
11. Missing assignments will be filled with 0s to accurately reflect the student's grade.
12. If a student's grade falls below 70 at any reporting period (progress reports and report cards) of any nine weeks, teachers are required to contact the parent. Teachers must keep logs of parent communication. Parents may contact the teacher to schedule a conference at the progress report period as a pro-active measure to ensure a plan is in place for student academic success.

Grade Requirements

The Junior High ensures that grading reflects a student's relative mastery of an assignment. Teachers take a minimum of 2 grades per week and minimum of 3 major grades per 9 weeks (unit tests, project-based assessments SBAs, and semester exams will be included in major grades).

High School Credit Courses

High School credit classes will have different grading percentages. Grades are calculated as part of the high school GPA [See policy EIC (Local)].

***Note:** 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 the student has passed and received credit for the course.*

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 %**	
Minor Grades	60%	Daily Grades	20%
Major Grade	40%	Minor Grades	30%
		Major Grades	50%
Physical Education			
Daily Work / Participation		100%	

Semester 1 & 2 grade percentage:

Junior High Regular Credit - Semester Grading Formula		**High School Credit - Semester Grading Formula**	
Nine Week 1 50%	Nine Week 3 50%	Nine Week 1 40%	Nine Week 1 40%
Nine Week 2 50%	Nine Week 4 50%	Nine Week 2 40%	Nine Week 2 40%
*Semester exam (3rd assessment in the 2nd 9 weeks- does not weigh independently)	*Semester exam (3rd assessment in the 4th 9 weeks- does not weigh independently)	*Semester exam 20%	*Semester exam 20%
Total Semester 1 100%	Total Semester 2 100%	Total Semester 1 100%	Total Semester 2 100%
Semesters 1 & 2 are averaged together for a final grade			
Semester 1	50%	Semester 2	50%

<u>*All courses (except PE/Athletics) will have a cumulative exam each semester.</u>

<u>Awarding Class Credit</u>

Mastery of Objectives:

1. The student's academic achievement shall be based upon the degree of mastery of the district's course objectives, which reflect the Texas Essential Knowledge and Skills (TEKS).
2. To be awarded a grade of 70 in a course or subject, a student must demonstrate mastery of 70% of the district's course objectives. Summer school will be provided for core subjects to allow students to regain credit.
3. Credit in the class will be awarded at the end of the year if the student has 90% attendance in the class. If a student is not in attendance for at least 90% of the class, make-up time will be required.

<u>Major and Minor Grades</u>

Nine-week grades shall consist of minor and major assignments. No one assignment may account for more than 25% of a student's nine-week average.
Teachers may not change prior 9 week grades after they have been posted without administrative approval.

Minor Grades:

- Class work is any instructional activity defined/planned by the teacher to be completed during a class period to facilitate the learning process.

- 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.

Minor grades might include the following:

- Class work or Homework
- Daily participation
- Journals
- Warm-ups
- Exit tickets
- Small Projects/Labs/Major Project Checkpoints
- Quizzes

Major Grades:

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. **Students will review for all assessments during class time.**

Major grades might include the following:

- Unit tests
- Chapter tests
- Cumulative tests
- SBAs (Standard Based Assessments)
- Alternative assessments
- Projects
- Labs
- Semester Tests (cumulative)

For High School Credit Courses:

Daily grades might include the following:

Daily participation in class, daily class work, journals, warm-ups, exit tickets, informative packets, vocabulary work, notes, homework, and more based upon teacher discretion.

Minor grades might include the following:

· Classwork or Homework
· Small Projects/Labs/Major Project Checkpoints
*Students may occasionally have additional homework time assigned to them beyond the given class time to work on special assignments, such as research papers, projects, or reports and the like; homework may then be a contributing factor to major project checkpoint grades.
· Quizzes
*Quizzes are short assessments designed by a teacher to evaluate a student's ongoing level of understanding and progress toward unit objectives.

<u>Semester Exams</u>

Semester assessments may be written, performance, or project-based.

All courses (except PE/Athletics) will have comprehensive, cumulative semester assessments. Assessments may be written, performance, or project-based. Semester assessments should be

representative of the entire semester's work and will be scheduled according to the subject area-testing schedule.
Students who miss semester assessments due to absences must plan with teachers to make up the assessment within two weeks after the assessment was initially administered. An "I" Incomplete will be placed in the gradebook until the test is completed.

Benchmark Assessments

- Students will receive a grade on all benchmark assessments.
- Students on modified curriculum will not receive a grade on a benchmark assessment since they are not modified. These assessments will be used for data purposes only.

Re-testing /Re-evaluation

Re-testing (whole 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 methods of instruction for students not demonstrating mastery. [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)

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. Test corrections are an allowable means for re-testing and a student can earn a maximum grade of a 70 with a retest or with test corrections.

- There shall be a two-week window of time to be used for re-testing an assignment.
- ***Under extenuating circumstances and with principal approval*** the teacher may waive the two-week window or return to the previous nine-week grading period in the current school year to allow a student to re-test.
- 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.

Absences

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 will have a system of 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. Missing assignments will be filled with 0s to accurately reflect the student's grade.
5. ***The number of days allowed for make-up work to be completed will be equal to the number of times a class was missed.***
6. Any student absent because of suspension shall request all work upon his/her return. A student is allowed the same number of school days to complete the make-up work as the actual suspension.
7. 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.
8. 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 occurs.
9. 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.
10. Teachers may assign alternate work to ensure that absent students 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.
11. Make-up work often requires the student to attend tutorials to receive detailed instructions or assistance. Parents and students need to plan for transportation.
12. ***Compulsory Attendance Law: FEA (LEGAL)- in order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days class is offered regardless of whether the student absences are excused.***

Incomplete Grades

A student receiving an "Incomplete" 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 limit for completing the work.

Late Work

Assignments are due on time. ***For daily/minor assignments, please see below.***

For 7th/8th grade students:

Teachers may enter a grade of 0 on the day that an assignment is not turned in on time. Students may be permitted to turn in an assignment up to **three (3)** school days past the original due date with a grade deduction of 25 points off the grade earned.

For 6th grade students:

Teachers may enter a grade of 0 on the day that an assignment is not turned in on time. Students may be permitted to turn in an assignment up to five **(5) school days** past the original due date with a grade deduction of 25 points off the grade earned.

Progress Reports

1. Progress reports will be provided through Family Access every three weeks, except for the nine week grading period.
2. It is the student's and parent's responsibility to view the progress report using Family Access. The parent/guardian is encouraged to contact the teacher regarding a student's progress.
3. If a student's grade falls below 70 at any reporting period of any nine weeks, teachers are required to contact the parent. Teachers must keep logs of parent communication. Parents may contact the teacher to schedule a conference at the progress report period as a pro-active measure to ensure a plan is in place for student academic success.

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. Promotion requirements are listed below.

- Grade above 70 in Reading, Math, Science and Social Studies
- Attendance for at least 90% of the days offered

Summer school will be required for students that do not earn a 70 or above in any of the four core classes.

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 grading guidelines.

Tutorials

The purpose of tutorials is to directly assist students. Teachers will provide tutorials during TRIBE Time.

- It is the student's responsibility to attend tutorials when in need of assistance.
- The student should bring necessary materials/assignments and be prepared to ask specific questions to the teachers.

University Interscholastic League (UIL) Eligibility

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

4. 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 may not participate in extra-curricular activities for at least three school weeks. An ineligible student may continue to practice or rehearse. 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.
5. 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.

6. All activity coaches and coordinators 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.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties per 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)].

Consequences for academic dishonesty will include, but are not limited to the following:

· Teachers will contact the parent by phone to inform them of the academic dishonesty.

· Minor Assignments: A student will receive a 0% on all minor assignments with no opportunity to gain credit for the assignment.

· Major Assignments: A student will receive a 0% on all major assignments with the opportunity to retake or re-make the assignment up to 75%. Students will also receive discipline for cheating on a major assignment.

Cheating on a state test will involve discipline as described in the SFISD Code of Conduct.