

APPENDIX XI
Grading Guidelines — Administrative Procedure



**HITCHCOCK INDEPENDENT SCHOOL
DISTRICT**

Administrative Procedure
Grading Guidelines

2026–2027

What Starts Here Can Change the World

Grades 1–2

Grading Scale & Conversion Scale

A numerical grade must be given on the report card in grades 1–2 in all academic subject areas. Grades are reported in accordance with State law as follows:

Number	Letter	Equivalent
90–100	A	Excellent Progress
80–89	B	Good Progress
70–79	C	Average Progress
69 or below	F	Failure
—	I	Incomplete

Numerical grades are given for English/language arts, math, social studies, science, and spelling. English/language arts grades are composed of grades from these subjects: English grammar, reading, and writing composition.

Grading Key

For physical education, art, music, and conduct/citizenship, the following grades will be earned:

- Excellent (100–90)
- Satisfactory (89–80)
- Needs Improvement (79–70)
- Unsatisfactory (69 or below)

Grading Procedures

The minimum grades per nine weeks will be two daily grades per week per subject and a minimum of three assessments (tests) per nine-week grading period (one every other week).

In elementary, some subjects (Science/Social Studies) are taught on a rotating basis. For these two subjects, a minimum of two grades per week for each subject taught is the minimum number of grades.

Project grades, overall writing grades, and test grades may count as one grade. The teacher will inform students and parents before the project or writing assignment begins — or before material is taught — when the assessment will count as two grades. Major projects and writing compositions may be graded by a rubric, which students will receive prior to beginning the

project. Several incremental grades may be taken on these assignments, as well as an overall grade.

Category	Weight
Daily Grades / Quizzes / Homework	75%
Test Grades	25%

Grade Promotion Standard

(Based on Board Policy EIE)

In grades PK–2, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100, based on course-level/grade-level standards (TEKS) for all subject areas. A student must earn a grade of 70 or above in English/Language Arts and Mathematics.

A student who fails and attends summer classes and passes the corresponding district test(s) may then advance to the next grade.

Make-Up Work

Students will be given two days for each absence to complete missed classroom assignments. Extenuating circumstances (for example, extended illnesses) will be taken into consideration by the teacher and principal when assigning due dates for make-up work. Parents may request make-up work to be picked up if the student is absent more than two consecutive days.

Re-Teaching / Re-Testing

Re-teaching shall occur if 25% or more of all students in the teacher's classroom do not demonstrate mastery on a test. The teacher shall provide, during class time, the opportunity for re-teaching and re-testing using full credit.

Individual students failing a unit or weekly test that counts as periodic mastery shall be re-taught and re-tested over those essential knowledge and skills. Re-teaching may be achieved through tutorial sessions, individualized programs, review sessions, and/or special remediation techniques. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections, or a formal test.

A maximum grade of 70 shall be recorded for the retest. If the first test and the retest are both below 70, the higher of the two grades shall be recorded.

Homework

Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for families to become aware of instructional programs and

their child's educational program. Homework should be limited in nature and should not introduce new concepts — instead it should provide independent practice and test preparation. Completion of homework may be used as an assessment of a student's work ethic.

Students may occasionally have additional homework time assigned beyond recommended amounts due to special assignments such as research papers, projects, or reports. Homework will be examined or corrected under the teacher's direction.

Homework assignments should include practicing math facts, spelling words, and reading, which may include oral reading, home readers, or accelerated reader books, depending on grade level.

Late Work

Late work will be accepted up to two days late, with a maximum grade of 70 awarded.

Extra Credit

- All extra credit is to be academic.
- The intent of extra credit is for enrichment in a class, not to gain mastery of the TEKS.
- Extra credit may be offered at the discretion of the teacher.
- If extra credit is offered, it must be offered to all students in the class.
- Extra credit will not cause an excessive financial burden on the student or be given for bringing in basic school supplies.
- Extra credit will count for no more than 5% of a student's total nine weeks grade.

Posting Grades

Teachers are required to post two grades per week in their online grade book.

Grade / Progress Reports

Grade reports shall be issued every nine weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with policy and the standards established in EIE.

Pre-Kindergarten and Kindergarten will not issue grades the first nine-week period. Instead, parent conferences (including telephone conferences) will be held to review skills and checklists.

Progress reports will be issued to all students approximately every three weeks (between report card issuances). More frequent progress reports may be issued at the teacher's discretion; however, notice of a student's consistent unsatisfactory performance shall be issued in accordance with law.

Responsibility of Students

- Students will complete all assignments within the time limits given by the teacher.
- Students should evaluate their own work for accuracy and seek clarification as needed from the teacher.
- A student may be assigned to ISS for academic dishonesty, which includes plagiarism, cheating, unauthorized communication between students during an examination, copying the work of another, or allowing others to copy work. Academic dishonesty will result in a grade of zero (0) and disciplinary action in accordance with the Student Code of Conduct.

Conferences

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent, as needed.

Honor Roll

Students shall earn and be awarded honor roll when they achieve grades in the 80s and 90s on the nine-weeks report card. In addition, all other grades must be either E or S, including the conduct grade.

Conduct Grades

Conduct grades indicate how well students are performing in classroom citizenship. Conduct grades 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:

Grade	Meaning	Description
E	Excellent	The student has an excellent attitude, displays excellent work habits, is cooperative, and observes school rules and regulations.
S	Satisfactory	The student has a good attitude, is cooperative, and generally observes school rules and regulations.
N	Needs to Improve	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.
U	Unsatisfactory	The student has a poor attitude and is uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations.

Grades 3–5

Grading Scale & Conversion Scale

A numerical grade must be given on the report card in grades 3–5 in all academic subject areas. Grades are reported in accordance with State law as follows:

Number	Letter	Equivalent
90–100	A	Excellent Progress
80–89	B	Good Progress
70–79	C	Average Progress
69 or below	F	Failure
—	I	Incomplete

Grading Key

The following key is used for music, art, technology, band, and physical education. Numerical grades are given for reading, math, science, and social studies.

- Excellent (100–90)
- Satisfactory (89–80)
- Needs Improvement (79–70)
- Unsatisfactory (69 or below)

Grading Procedures

The minimum grades per nine weeks will be two daily grades per week per subject and a minimum of three assessments (tests) per nine-week grading period (one every other week).

Project grades, overall writing grades, and test grades may count as one grade. The teacher will inform students and parents before the project or writing assignment begins — or before material is taught — when the assessment will count as two grades.

Category	Weight
Daily Grades / Quizzes / Homework	60%
Test Grades	40%

Grade Promotion Standard

(Based on Board Policy EIE)

In grades 3–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100, based on course-level/grade-level standards (TEKS) for all subject areas. A student must earn a grade of 70 or above in English/Language Arts and Mathematics. A student who fails and attends summer classes and passes the corresponding district test(s) may then advance to the next grade.

Make-Up Work

Students will be given two days for each absence to complete missed classroom assignments. Extenuating circumstances will be taken into consideration by the teacher and principal when assigning due dates. Parents may request make-up work to be picked up if the student is absent more than two consecutive days.

Re-Teaching / Re-Testing

Re-teaching shall occur if 25% or more of all students in the teacher's classroom do not demonstrate mastery on a test. The teacher shall provide, during class time, the opportunity for re-teaching and re-testing using full credit.

Individual students failing a unit or weekly test that counts as periodic mastery shall be re-taught and re-tested. A maximum grade of 70 shall be recorded for the retest; if both the original and retest are below 70, the higher grade shall be recorded.

Homework

Homework should be limited in nature and not used to introduce new concepts; instead it should provide independent practice for students and test preparation. Homework assignments should include practicing math facts, spelling words, and reading.

Late Work

Late work will be accepted up to two days late, with a maximum grade of 70 awarded.

Extra Credit

- All extra credit is to be academic.
- The intent of extra credit is for enrichment in a class, not to gain mastery of the TEKS.
- Extra credit may be offered at the discretion of the teacher.
- If extra credit is offered, it must be offered to all students in the class.
- Extra credit will not cause an excessive financial burden on the student or be given for bringing in basic school supplies.
- Extra credit will count for no more than 5% of a student's total nine weeks grade.

Responsibility of Students

- Students will complete all assignments within the time limits given by the teacher.
- Students should evaluate their own work for accuracy and seek clarification as needed from the teacher.
- A student may be assigned to ISS for academic dishonesty; such dishonesty will result in a grade of zero (0) and disciplinary action in accordance with the Student Code of Conduct.

Posting Grades

Teachers are required to post two grades per week in their online grade book.

Grade / Progress Reports

Grade reports shall be issued every nine weeks on a form approved by the Superintendent or designee. Progress reports will be issued approximately every three weeks between report card issuances.

Conferences

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent, as needed.

Honor Roll

Students shall earn and be awarded honor roll when they achieve grades in the 80s and 90s on the nine-weeks report card. All other grades must be either E or S, including the conduct grade.

Conduct Grades

Grade	Meaning	Description
E	Excellent	The student has an excellent attitude, displays excellent work habits, is cooperative, and observes school rules and regulations.
S	Satisfactory	The student has a good attitude, is cooperative, and generally observes school rules and regulations.
N	Needs to Improve	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.
U	Unsatisfactory	The student has a poor attitude and is uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations.

Grades 6–8

Grade Promotion Standard

(Based on Board Policy EIE)

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100, based on course-level/grade-level standards (TEKS) for all subject areas. A student must earn a grade of 70 or above in English/Language Arts, Mathematics, Science, and Social Studies. A student who fails and attends summer classes and passes the corresponding district test(s) may then advance to the next grade.

Grading Scale & Conversion Scale

A numerical grade must be given on the report card in grades 6–8 in all academic subject areas. Grades are reported in accordance with State law as follows:

Number	Letter	Equivalent
90–100	A	Excellent Progress
80–89	B	Good Progress
70–79	C	Average Progress
69 or below	F	Failure
—	I	Incomplete

Conduct Grades

Conduct grades indicate how well the student is performing in classroom citizenship. Conduct grades affect eligibility for participation in school activities; poor conduct interferes with a student's ability to learn in class.

Grade	Meaning	Description
E	Excellent	The student has an excellent attitude, displays excellent work habits, is cooperative, and observes school rules and regulations.
S	Satisfactory	The student has a good attitude, is cooperative, and generally observes school rules and regulations.
N	Needs to Improve	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.
U	Unsatisfactory	The student has a poor attitude and is uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations.

Minimum Number of Grades

Teachers are required to record at least two grades per week and at least 18 grades each nine-weeks grading period. A minimum of 18 grades shall be recorded as daily grades, and a minimum of three shall be test/periodic mastery grades.

Grade Calculation Process

Nine Weeks Grade

Category	Weight
Daily / Quizzes / Homework	60%
Test Grades / Periodic Mastery	40%

Semester Grade

Category	Weight
1st Nine Weeks Average	45%
2nd Nine Weeks Average	45%
Semester Exam (if administered)	10%

If no semester exam is given, the nine-weeks grades will each count equally.

Assigning Grades — Types of Assessment

Daily Grades: Ongoing evaluation shall include class work, quizzes, homework, and performance grades that evaluate a student's short-term mastery.

Tests / Periodic Mastery: Periodic mastery shall include major (unit) tests, projects, research papers, or major reports. Long-term projects shall be graded at various stages of completion rather than only on the final product. For non-written work (projects, speeches, oral presentations, performances, or group work), the teacher shall clearly define evaluative criteria (i.e., a rubric) with students before the exercise.

Extra Credit

- All extra credit is to be academic.
- The intent of extra credit is for enrichment in a class, not to gain mastery of the TEKS.
- Extra credit may be offered at the discretion of the teacher.
- If extra credit is offered, it must be offered to all students in the class.
- Extra credit will not cause an excessive financial burden on the student or be given for bringing in basic school supplies.

- Extra credit will count for no more than 5% of a student's total nine weeks grade.

Homework

Homework is an effective tool in developing good study habits, connecting classroom learning to home, and keeping families informed of the curriculum. It should be purposeful, related to classroom experience, and never involve new concepts or serve as a disciplinary measure.

Homework is a contributing factor in learning but shall not carry equal weight with class work. Teachers are encouraged not to make a common practice of assigning homework over weekends or holidays, in order to preserve family time.

In grades 6–8, the recommended amount assigned per night is 60 to 90 minutes. Teachers shall divide homework time for their subject area so as not to exceed the maximum for the grade level.

Class Work

Class work is a classroom assignment that provides meaningful practice in a concept or skill that has been introduced, completed at school under teacher supervision before the end of class.

Make-Up Work

Students are responsible for requesting make-up work after an absence. Work assigned when a student is present is usually due immediately upon return. For work assigned during an absence, one day is given for each day missed, up to a maximum of five scheduled days, except for extenuating circumstances approved by the principal.

If a student anticipates an absence of three or more consecutive days, a written request may be delivered to the office 24 hours in advance so teachers can prepare assignments for pick-up.

Late Work

Late work will be accepted up to two days late, with a maximum grade of 70 awarded.

Re-Teaching / Re-Testing / Re-Evaluating

Re-teaching shall occur if 25% or more of students in a classroom do not demonstrate mastery on a test. Individual students failing a unit or weekly mastery test shall be re-taught and re-tested. A maximum grade of 70 shall be recorded for the retest; if both grades are below 70, the higher shall be recorded.

Testing

Subject area tests and examinations evaluate a student's long-term mastery of an objective, skill, or subject. Major tests will be scheduled at least a week in advance, with review opportunities through note-taking, class discussion, and study guides. A testing schedule will be followed in all core subject-area classes, and any variance must be approved by the principal in advance.

Academic Dishonesty

- Students will complete all assignments within the time limits given by the teacher.
- Students should evaluate their own work for accuracy and seek clarification as needed from the teacher.
- A student may be assigned to ISS for academic dishonesty, including plagiarism, cheating, unauthorized communication during an examination, or copying. This will result in a grade of zero (0) and disciplinary action in accordance with the Student Code of Conduct.

Progress Reports

Grade reports shall be issued every nine weeks on a form approved by the Superintendent or designee. Progress reports will be issued to all students approximately every three weeks between report card issuances.

Conferences

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent, as needed.

Grades 9–12

Awarding Class Credit

(Based on Board Policy EIE)

Mastery of Objectives

A 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).

Minimum Standards — Student Requirements

Credits in a class will be awarded at the end of each semester. All of the following criteria must be met:

- Semester grades may stand independently, or may be averaged; if the average of the two semesters equals a grade of 70 or higher, the student will receive credit for both semesters.
- Students who repeat any semester of a yearlong course must make a grade of 70 or higher. A repeated semester grade stands alone and will not be averaged with any other semester grade.
- The student has 90% attendance in the class during the semester.
- Grades for semester courses stand independently; students must earn a grade of 70 or higher.

Grade-Level Advancement

Grade-level advancement is determined according to the number of credits earned each school year:

Total Credits	Classification
6	Sophomore
12.5	Junior
19	Senior

Teacher Procedures

- Grades earned shall be recorded in the teacher's online grade book weekly.
- The student has 90% attendance in the class during the semester.
- Progress report grades will indicate actual grades earned.

Assigning Grades — Responsibility of Teachers

- Only teachers will record grades for assignments.
- All records of grades and assessments become part of the confidential record for the assessment of student performance.

- Teachers should inform students of content covered on assessments prior to the assessments.
- Teachers should return graded papers, or allow students to view work, within a time frame that benefits the student.
- Teachers are required to record at least two grades per week (daily grades).
- Teachers are required to record at least three test grades/periodic mastery grades per nine weeks.
- Per policy EIA (LOCAL), grades shall not be increased or reduced for participation or lack of participation in any extracurricular activity.
- Teachers will provide students with a rubric for long-term projects/alternative assessments.

Responsibility of Students

- Students will complete all assignments within the time limits given by the teacher.
- Students should evaluate their own work for accuracy and seek clarification as needed from the teacher.
- A student may be assigned to ISS for academic dishonesty, including plagiarism, cheating, unauthorized communication during an examination, or copying. This will result in a grade of zero (0) and disciplinary action in accordance with the Student Code of Conduct.

Types of Assessment

Nine-week grades shall be determined by daily grades and tests/periodic mastery. Daily grades include class work, quizzes, homework, and performance grades evaluating short-term mastery. Tests/periodic mastery include major unit tests, projects, research papers, major reports, or lab assignments evaluating long-term mastery. Long-term projects shall be graded at various stages of completion rather than only on the final product.

Daily Work — Class Work

Class work is any instructional activity defined by the teacher to be completed during a class period. There could be occasions where class work becomes homework.

Homework

Homework should never be used as a disciplinary measure but should enrich and strengthen classroom experiences, and should not introduce new concepts. The recommended maximum homework per night for high school students is 60–120 minutes, divided appropriately across subject areas. Teachers are encouraged not to assign double or triple homework over weekends or holidays, to preserve family time.

Quizzes

Quizzes are short assessments designed by a teacher to evaluate a student's ongoing understanding and progress toward unit objectives. Quizzes do not have to be scheduled in advance (this may include vocabulary quizzes).

Examinations (Tests)

Examinations measure a student's successful attainment of the TEKS as expressed in curriculum objectives, evaluating long-term mastery. Major examinations are chapter, unit, or cumulative tests, and are intended to take more than 30 minutes to complete. Test preparation counts as homework time for that subject area.

Alternative Assessments

Alternative assessments should be meaningful measures of real-world tasks, often requiring students to analyze a task, develop a plan, gather and select relevant information, and present it appropriately. Teachers will provide a rubric and may substitute alternative assessments for quizzes, daily grades, or major tests in non-STAAR subjects.

Term Papers / Projects

Term papers or projects are lengthy assignments that may take several weeks to complete, assigned individually or to groups. Teachers will inform students of grading guidelines or a rubric well in advance of the due date. In group projects, members should not be penalized for another's non-participation; a student who participates only to a limited degree will receive a grade proportionate to that participation.

Semester Exams

Semester exams should represent the entire semester's work and may include STAAR test-prep questions. Final exam schedules will be available on the website one month before the end of the semester. Exams will not be given early; students who miss an exam must arrange to take it within a two-week period, with a temporary zero recorded until completed.

Exemptions for Final Exams

A student in grades 9–12 shall be exempt from their Spring semester exam if all of the following conditions are met:

- A semester grade of at least 80 with three (3) or fewer absences.
- No discipline referrals in any class resulting in Saturday school or a more serious consequence.
- For exemption purposes, three tardies equal one day of absence.

Students exempted from a final exam may still choose to take it to improve their average and class ranking. College visits and medically excused days do not count as absences, provided proper documentation and prior counselor approval are obtained.

Weighting of Assessments

Nine Weeks Average

Tests / Periodic Mastery — 40%: major grades, alternative assessments (non–STAAR), examinations, major products/projects, term and research papers.

Ongoing Mastery — 60%: daily work, class work, homework, notebooks, timed writings, quizzes, and labs. (In a cooperative program, employer evaluation may reflect 25–50% of the grade.)

Semester Averages

Category	Weight
1st Nine Weeks	45%
2nd Nine Weeks	45%
Semester Exam	10%

In the event of semester exam exemptions, the average of the nine-week grades will be the semester grade.

Conversion Scales (Academic / Honors)

Conversion scales are used when students transfer into the District with a numerical grade for which the District assigns a letter grade:

Number	Letter
90–100	A
80–89	B
70–79	C
69 and below	F

When a student transfers with letter grades that include pluses and minuses, the following scale is used:

Grade	Numeric	Grade	Numeric
A+	98	C+	77–79
A	95	C	73–76
A–	92	C–	70–72
B+	88	F	69 & below
B	85		

Grade	Numeric	Grade	Numeric
B-	82		

Transfers with the following letter grades are converted as outlined below:

Grade	Numeric	Grade	Numeric
E+	98	S	78
E	93	S	75
E-	88	N	72
S+	83	U	50

NCAA Grade Point Assessment

For NCAA purposes, the high school reports grades numerically:

Number	Letter	Equivalent
90–100	A	Excellent Progress
80–89	B	Good Progress
70–79	C	Average Progress
69 or below	F	Failure
—	I	Incomplete

Dual Credit Letter Grades — Hitchcock High School

Beginning in the 2021–2022 school year, College of the Mainland reports numeric grades for Hitchcock High School students, eliminating the need for grade conversion.

University Interscholastic League (UIL) Eligibility

Refer to the 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 nine weeks, a grade below 70 in any class (other than an identified advanced/dual credit class) — or a student with a disability who fails to meet IEP standards — may not participate in extracurricular activities for at least three school weeks.

Students earning a grade below 70 but not less than 60 in any advanced/dual credit course may remain eligible, provided all other courses are passed. Tutorials are mandatory for students earning below 70. An ineligible student may continue to practice or rehearse.

A student regains eligibility upon: (1) earning a passing grade (70 or above) in all non-advanced classes, and (2) completing the three school weeks of ineligibility.

All schools must check grades for all participants at the end of the first nine weeks; from that point, grades are checked at the end of each grading period. Students who pass remain eligible until the end of the next grading period. Activity coaches and directors are responsible for obtaining official grade reports before a student represents the school.

Re-Teaching / Re-Testing / Re-Evaluation

Re-Teaching

Re-teaching shall occur when the tested concept is a prerequisite for future learning and 25% or more of students in a single teacher preparation do not demonstrate mastery. The teacher shall provide re-teaching and re-testing during class time using different instructional methods for students not demonstrating mastery.

Re-Testing (Individual)

- A re-testing/re-evaluation opportunity is offered once per nine-week grading period, per subject, to students who earn a failing grade (below 70) on a test/periodic mastery exam. Requests must be made within one week after the test is returned or viewed. An individual may be required to attend one tutorial prior to re-testing.
- Re-testing/re-evaluation may include oral examination, test corrections, or a formal test, covering the same essential knowledge and skills at the same difficulty as the original.
- A student must score at least 70% on the re-test to demonstrate mastery; 70 is the maximum grade recorded. If mastery is not demonstrated, the higher of the two grades shall be recorded.

Re-Evaluation (Group or Class)

If 25% or more of students in a single teacher preparation do not demonstrate mastery, the teacher shall provide re-testing for full credit to all students during class time.

Non-Written Work

For grades on non-written work (projects, speeches, presentations, performances, group work), the teacher shall share clearly defined evaluative criteria (e.g., a rubric or point system) with students before the exercise. These criteria serve as documentation essential in a parent conference.

Online Credit Recovery and Initial Credit

Hitchcock High School offers an online credit recovery and initial credit program through Edgenuity. These self-paced courses allow students to complete coursework from home. Because the courses are independent, students are expected to be self-motivated and

committed to completing all required coursework in order to remain on track for graduation or earn the credits needed to return to their graduation plan.

Course assignments are recommended by the high school counselor based on each student's graduation plan and academic needs.

Beginning with the 2026–2027 school year, all Edgenuity courses completed for either initial credit or credit recovery will be recorded on the student's Academic Achievement Record (AAR) upon successful completion. To earn credit, students must complete 100% of the assigned course requirements. Upon successful completion, a grade of **"P" (Pass)** will be recorded on the student's transcript. Pass grades earned through Edgenuity do not factor into the student's grade point average (GPA).

Important: Credits earned through Edgenuity credit recovery courses cannot be used to restore University Interscholastic League (UIL) eligibility and are not recognized by the NCAA Eligibility Center for initial eligibility purposes.

Make-Up Work

Make-up work is available to any student who has been absent. Students are responsible for requesting make-up work upon returning to class and are allowed the same number of days to complete it as the absence, plus one day. Students shall receive credit for satisfactory make-up work after an absence; a zero is recorded for work not made up within the allotted time.

A student absent due to suspension is likewise responsible for requesting make-up work, with the same number of days as the suspension, plus one day. Make-up work, including tests, may be an altered version assessing the same knowledge and skills at the same difficulty level.

Late Work

Late work will be accepted up to two days late, with a maximum grade of 70 awarded. All grades must be finalized by the end of each semester.

Incomplete Grades

A student receiving an incomplete for a grading period has two weeks to convert it to an earned grade; this may be extended in unusual cases involving a large quantity of missed work. The teacher must communicate the outstanding work and time limitation to the student. Incomplete grades will keep a student from participating in UIL and are therefore only given for extenuating circumstances.

Communication

Parent-Teacher Conferences

State and district requirements call for each teacher to notify parents of the need for a conference at the nine-weeks grading period if a grade is below the level required for course credit or grade-level advancement.

Progress Reports

Progress reports are given every three weeks. It is the student's responsibility to deliver the progress report to a parent or guardian, who is encouraged to contact the teacher regarding the student's progress.

Tutorials

The purpose of tutorials is to provide assistance for all students. Each teacher must offer at least two tutorial sessions per week, with at least one in the morning. Attendance is voluntary and not limited to students having academic difficulty. Teachers will keep a log of students attending tutorials.

Class Ranking Charts

Class Rank

Students' semester grades are converted to the appropriate GPA scale, then averaged to obtain each student's GPA. GPAs are sorted highest to lowest to determine class rank.

- Honors (H) — Courses offered by the District to challenge students; more rigorous, carrying a higher grade point value than regular academic classes.
- Dual Credit (D) — College-level courses earning both high school and college credit, subject to eligibility conditions including junior classification, passing state and entrance exam scores, and teacher, parent, and counselor approval.
- Academic — All state-approved courses excluding those listed above.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest ranking, respectively. To be eligible, a student must have completed four years at the District high school and completed the Advanced/Distinguished Achievement Program for graduation.

Breaking Ties

In case of a tie in weighted GPAs (calculated to the thousandths place), the District applies the following methods, in order, to determine valedictorian/salutatorian recognition:

- Count the number of dual credit, honors, and collegiate HS courses taken by each student involved in the tie.

- Calculate a weighted GPA using only eligible grades in dual credit, honors, and collegiate HS courses.
- Calculate a weighted GPA using only eligible grades in English, mathematics, science, social studies, and languages other than English.
- Compare SAT scores.

For further information, see policy EIC.

High-Ranking Student from the Recommended Graduation Plan

A District high-ranking student is chosen from the Recommended Graduation Program at the completion of all required credits, based on grades earned in all high school courses, with at least the last two years of coursework completed at the District high school.

Honor Students

All graduating seniors with a GPA of 3.0 or above, graduating under the Distinguished Achievement or Recommended Graduation Program, shall be named Honor Graduates. Early and mid-term graduates are eligible for honor student status.

All Senior Students

All graduating seniors are ranked according to their GPA from all high school courses at the end of the fourth nine-weeks of senior year. Any course from which a student withdrew but received a semester grade shall be counted. All two- or three-credit courses shall be counted two or three times.

Early Graduates

Students electing to graduate early may be considered for honor student status. The overall average is compiled at the end of the fourth nine-weeks grading period of the student's junior year, if formal application has been approved by the principal. Students wishing to graduate early must notify the counselor's office, with written parental approval submitted alongside the notification. Early graduates will receive a diploma and may participate in graduation ceremonies at the end of the year.

Grade Point Averages

GPA's include all required high school courses, with the exception of correspondence credit and credit by examination (with or without prior instruction).

Transfer Students

A student who transfers into the District high school with higher-level course credits shall receive similar credits counted toward GPA, according to the District's list of higher-level courses and grade point scale.

Consistent Application for Graduating Class

The District applies the same class rank calculation method and rules for local graduation honors to all students in a graduating class, regardless of the school year in which a student first earned high school credit.

Calculation

Class rank calculation includes grades earned in high school credit courses taken at any grade level, unless excluded below, and includes failing grades.

Exclusions

Class rank calculation excludes grades earned in courses for which credit was earned outside the regular school year.

Weighted Grade System

The District categorizes and weights eligible courses as Dual Credit, Honors/Collegiate, and Academic, converting semester grades into a weighted GPA according to the chart below:

Grade	Dual Credit	Honors/Collegiate	Academic
100	5.0	4.5	4.0
99	4.9	4.4	3.9
98	4.8	4.3	3.8
97	4.7	4.2	3.7
96	4.6	4.1	3.6
95	4.5	4.0	3.5
94	4.4	3.9	3.4
93	4.3	3.8	3.3
92	4.2	3.7	3.2
91	4.1	3.6	3.1
90	4.0	3.5	3.0
89	3.9	3.4	2.9
88	3.8	3.3	2.8
87	3.7	3.2	2.7
86	3.6	3.1	2.6

Grade	Dual Credit	Honors/Collegiate	Academic
85	3.5	3.0	2.5
84	3.4	2.9	2.4
83	3.3	2.8	2.3
82	3.2	2.7	2.2
81	3.1	2.6	2.1
80	3.0	2.5	2.0
79	2.9	2.4	1.9
78	2.8	2.3	1.8
77	2.7	2.2	1.7
76	2.6	2.1	1.6
75	2.5	2.0	1.5
74	2.4	1.9	1.4
73	2.3	1.8	1.3
72	2.2	1.7	1.2
71	2.1	1.6	1.1
70	2.0	1.5	1.0
Below 70	0	0	0

Transferred Grades

When a student transfers semester grades for courses eligible under the Academic category and the District has accepted the credit, the District includes those grades in the calculation of class rank. If the transferred grades would be eligible for additional weight under the District's system, additional weight is assigned only if an equivalent course is offered to the same class of students in the District.

Local Graduation Honors

For local graduation honors, the District calculates class rank using grades available two weeks prior to graduation. For applications to institutions of higher education, the District also calculates class rank as required by state law. Local eligibility criteria apply only to local

recognition and do not restrict class ranking for automatic admission under State law. (See EIC(LEGAL).)

2026–2027 Class Cost to Student

Updated information for Dual Credit / CTE and Collegiate High School program costs:

Dual Credit / CTE

Course	Tuition/Semester	Books	Supplies	License/Exam
Orientation to Cosmetology	\$264	-	—	—
Artistry of Hair, Theory & Practice	\$264	—	—	\$1,439 / \$50
Introduction to Welding Fundamentals	\$400	—	-	\$480

Two approved dual credit courses at College of the Mainland per semester: \$200 per semester, plus \$33 per credit hour taken.

Collegiate High School

Annual Program Fee	Books/Supplies/Materials	Tuition/Credit Hour (Non-FAST)	Tuition/Credit Hour (FAST)
12 Hours: \$2,700 (Non-FAST) / \$0 (FAST)	Covered by annual program fee	\$31/Credit Hour	\$0/Credit Hour

**Books and supplies are typically only purchased once. All costs are subject to change based on College of the Mainland's tuition.*