Guidelines for Grading
Highland Park High School

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1. **Standards for Mastery**
   HPISD Policy EIE (LOCAL)
   a. Grade-level advancement for students in grades 9-12 will be earned by course credits.
   b. Course assignments and unit evaluation will be used to determine student grades in a subject. An average of 70 or higher will be considered a passing grade.
   c. Mastery of the skills necessary for success at the next level will be validated by assessments that may either be incorporated into unit or final examinations or may be administered separately. Mastery of at least 70 percent of the objectives will be required.
   d. The District will not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. (HPISD Policy EIE (LOCAL), HPISD Policy FMH (LOCAL))
   e. A teacher has the discretion of deducting a maximum of ten percentage points as a penalty for failure to follow teacher-specified form and/or directions in completing an assignment, paper or test that are not directly connected to mastery of a concept.

2. **Expectations for Academic Honesty**
   (HPISD Policy EIA (LOCAL) and HPISD Student Code of Conduct)
   Highland Park High School is a community committed to a culture of integrity, trust, and mutual respect. To affirm and preserve these ideals, all Highland Park High School students commit to sign the Highland Park High School Honor Code Pledge upon enrollment and honor it by maintaining academic honesty and personal responsibility throughout their

academic career. In so doing, all students acknowledge the definitions and consequences of academic dishonesty outlined below.

For all information regarding the honor code pledge, the commitments the members of our school community make to academic honesty, the disciplinary consequences involved with acts of academic dishonesty, and the Honor Council please refer to the "HPHS HONOR CODE - Expectations for Academic Honesty" in The Kiltie

3. **Secondary Grading and Reporting Procedures**
   HPISD Policy EI (LOCAL), HPISD Policy EIA (LOCAL)
   a. Report Cards
      i. Grade Reporting Period
         1) Grade reports will be issued every nine weeks for students in grades 9-12 on a form approved by the Superintendent or designee.
         2) Means of reporting student's mastery of concepts and achievements:
            a) Numerical averages
      ii. Type and Weight of Assessment
         1) Each department has established grading categories which are available on the teachers' Canvas pages and syllabi. No one grade will reflect more than 35% of the total available points.
         2) All assignments given and completed during the 9-weeks grading period must have their grade entered and reflected during that grading period.
         3) Each course should have a minimum of eight (8) grades per nine weeks grading period.
   b. Transfer Grades (See Transfer Guide)
      i. Accredited Schools: transfer grades earned in courses taken at an accredited school will be calculated into the student's grade point average, in accordance with HPISD Policy EIC (Local).
      ii. Non-Accredited Schools: grades earned from non-accredited schools will not be transferable for credit.
      iii. Credit for courses taken in a non-accredited school may be earned by meeting the required standard of mastery with prior instruction through credit by examination.
      iv. Grades earned through credit by examination (CBE) for the purpose of verifying transfer credit will be calculated into a student's GPA.
   c. Calculating semester grades and final course grade
      i. Full Year Course - Two-Semesters
         1) Each semester is 0.5 credits.
         2) GPA will be calculated each semester to the third decimal place. HPISD Policy EIC(LOCAL)
         3) The grades of two nine weeks' periods are averaged with the semester examination grade to constitute the semester average. Each nine week grading period will be forty percent (40%) of the semester grade, and the final exam will count as twenty percent (20 %). (See The Kiltie)

4) Rules for earning credit after a student fails a semester course.
   a) If a student earned a 60 or higher in the course: the student may earn credit by a Credit Recovery pathway: 1) by passing an HPISD summer school course, 2) a grade of at least a 70 on a district approved exam (CBE), 3) or by passing a district approved online course.
   b) If a student fails to have at least a 60 in the course, the student must repeat the failed semester of that course and may not earn that credit by passing a CBE.
5) Earning credit for a year-long course. A student may earn a full credit for a year-long course by:
   a) Earning a grade of 70 or above for each semester, or
   b) Passing the second semester of the course **and** earning a 70 or above when the first and second semester grades are averaged. *In the case of option (b), each semester grade and the credit awarded will appear on the student transcript.*
   c) A student that takes a "Year-long" Summer school course for either original credit or credit recovery, courses that have both Semester A and Semester B components that the student takes that same summer, will be averaged using the same practice as stated in letter (b). Summer school courses will not be averaged with any Fall or Spring semester courses from a regular school year or a different summer school year for the purpose of earning a year-long credit for that course.

ii. Semester/Final Exams, including exemptions
1) Semester/final exams will count as twenty percent (20%) of the semester grade.
2) Please refer to the "Exam Exemption" subsection under the "Final Exam" section of The Kiltie to see all of the information regarding exam exemptions.

iii. Progress Reports: Interim progress reports may be issued at the teacher's discretion; however, notice of a student's consistent unsatisfactory performance will be issued in accordance with the law. Progress reports are posted electronically in the fourth week of each nine weeks. While these reports usually carry an approximate grade average, their primary purpose is to give the impressions of teachers as to specific attitudes, weaknesses and strengths, scholastic or otherwise, which may influence a student's progress. It may be possible for a student to be passing at the end of the progress period and not be passing at the end of the nine weeks. HPISD Policy EIA (LOCAL)

iv. Conferences: In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. Ongoing communication among teacher, student and parent is essential to student success. Parents may communicate with teachers via phone, email or personal conference. Each classroom teacher has a period each day designated for conferences and/or teacher preparation. Parents may also contact the teacher to schedule a time for an extended conference. HPISD Policy EIA (LOCAL)

4. **Gradebook and/or online grade reporting system expectations**
Grades should be posted in a timely manner. In the event the student makes below a 70 for any nine week grading period, the teacher is expected to contact the parent via phone call or

email to make them aware of the failing grade.

5. **Incompletes**

   A student receiving an incomplete for a grading period has two weeks after the end of the grading period to convert the incomplete grade to an earned grade.

   a. Extensions for extenuating circumstances must be approved by administration and will be considered on an individual basis.
   b. Students who have an incomplete are ineligible to participate in any extracurricular activities until the "INC" is replaced by a passing grade.

6. **College coursework/Dual Credit course**

   HPISD Policy EHDD (LOCAL)

   a. An eligible student may enroll in a partnership program with a Texas college or university in accordance with an agreement between the District and the college or university.
   b. The District will award credit toward high school graduation in accordance with the agreement between the District and the college or university.

7. **Distance Learning Courses**

   a. Distance Learning Courses include correspondence courses, online courses, electronic courses or other courses delivered by providers outside of HPISD.
   b. All high school students will be eligible to take Distance Learning Courses and earn credit toward graduation.
   c. Prior to enrollment in a Distance Learning Course, a student must make a written request to the counselor for approval to enroll in the course. If approval is not granted prior to enrollment, the student will not be awarded credit toward graduation.
   d. The District may award a student credit for completing a college-level course at an accredited college or university that is not in a partnership program with the District. According to guidelines established by the Texas Virtual School Network (TxVSN) and the course provider, the District may enroll a student in college-level courses through the TxVSN. When the student successfully completes a course, credit will be applied toward graduation requirements. Students interested in finding out more about the TxVSN should see their counselor.
   e. The Superintendent or designee will establish procedures for students to enroll in courses provided by the TxVSN.
   f. Enrollment in courses through the TxVSN will not be subject to limitations the District may impose for other distance learning courses.
   g. A student may earn a maximum of two full credits toward high school graduation from out-of-District courses. For a student requesting a college- or professional-level course that is not offered by the District, this limitation may be waived as long as the course meets state curriculum requirements for a TEA-approved course.
   h. Credit will not be earned for an out-of-District electronic course if the course is offered in

the District.

i. The following courses will be taken by District-developed and District-supported courses. Algebra I, Algebra II, Geometry, English I, English II, English III, a fourth English credit, Biology, Chemistry, Physics, World Geography, World History, and U.S. History. Beginning with the class of 2030, level 1 and level 2 of a language other than English must also be taken by district developed and supported courses. HPISD Policy EIF (LOCAL)

j. No more than two full credits for high school graduation may be earned through a combination of concurrent enrollment in college courses, Distance Learning Courses and any combination of out-of-District courses, including out-of-District summer school courses. Credit may not be earned from an out-of-District online or electronic course if the same course is offered by HPISD through HP Virtual Academy.

k. The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances.

l. As a general rule, students must have completed the credit for a Distance Learning Course by the end of the semester in which the student started or enrolled in the course.

8. **Credit by Examination and Acceleration by Exam**

a. Credit by Exam If a Student Has Taken the Course: HPISD Policy EHDB (LOCAL)

i. A student who has previously taken a course or subject but did not receive credit for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, or coursework by a student transferring from a non-accredited school.

ii. The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

iii. The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. (See The Kiltie)

iv. A maximum of two credits may be earned toward graduation through credit by examination. This maximum does not apply to a CBE taken in accordance with HPISD policies applicable to transfer students.

v. When taking an examination to earn credit for a failed course, a student must have received a grade of at least 60 in the course failed.

vi. To receive credit for the following courses, students must pass HPISD-approved competency examinations:

1) Summer high school programs administered at colleges or universities
2) Homeschool courses
3) Courses from schools whose accreditation is not recognized by the Texas Commissioner of Education
4) Foreign exchange programs.

vii. Transfer students from a non-accredited school taking CBE for credit verification

will be assigned grade points for the competency test score.

viii. Students new to HPISD who have completed high school coursework in middle school but who have not received high school credit documented on a high school transcript may
   1) Retake the course for credit, or
   2) Take the competency examination and pass with a 70 or above to earn credit, in accordance with local policy for transfer students.

ii. On recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination.

iii. Credit by examination will not be used to gain eligibility for participation in extracurricular activities.

iv. To receive credit, students must score 70 or above on the examination.

b. Acceleration by Exam: HPISD Policy EHDC(LOCAL)

i. A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction, or to accelerate to the next grade level.

ii. A student will earn course credit with a passing score in accordance with HPISD Policy EHDC(LOCAL). If a student plans to take an exam, the student (or parent) must get counselor and principal approval no later than 30 days prior to the scheduled testing date.

iii. For applicable courses, students must take and receive a passing grade on each exam in accordance with HPISD Policy EHDC(LOCAL) for each course credit. For multi-level, sequential courses, students must receive a passing grade in accordance with HPISD policy EHDC(LOCAL) on each exam for each course in sequence to receive credit.

iv. To be eligible to earn credit by examination, a student will not have had prior instruction in the subject or course, as determined by a review of the student's educational records.

v. The credit by examination grade recorded will be the competency test score. The grade awarded will appear on the student's transcript calculated in accordance with HPISD Policy EIC(LOCAL). Courses for which a passing grade has been earned may not be repeated for credit or GPA purposes. A student is ineligible to take an exam for acceleration if a passing grade has already been earned whether in a class or through credit by examination.

9. **Homework**

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

i. To provide a drill that helps the student practice the basic skills of a subject

ii. To give the student practice and extension of concepts learned in class

iii. To extend learning beyond the material that can be covered in class

iv. To develop effective study methods
v. To help the student prepare for classroom work
vi. To allow the student to make up work after an absence
vii. To provide a means of re-teaching essential knowledge and skills

b. Homework will not be assigned as punishment.
c. The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of essential knowledge and skills.

10. **Makeup Work**
    a. Excused Absences:
        i. A student who has an excused absence has the right to make-up assignments or assessments missed during the absence for full credit and without penalty. An excused absence is defined in the TEA Student Education Attendance Accounting Handbook and by board policy. [See the TEA Student Attendance Accounting Handbook and FEA(LEGAL) and FEA(LOCAL)]
        ii. The burden of responsibility for obtaining and completing makeup work rests with the student.
        iii. Students are required to do all work missed as a result of an excused absence, and full credit will be given for all assignments. Even though a student is given the opportunity to make up work missed by excused absences, it is impossible for him or her to regain the full benefit of the regular class; therefore, absences should occur only when absolutely necessary.
        iv. For any class missed, the teacher may assign the student make-up work, based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.
        v. When a student returns to school after an absence, he should check with his/her teachers before or after school concerning the work missed. If a student is absent for one day only and a test was announced prior to the day he/she was absent, he/she will be expected to take the test on the day he/she returns.
        vi. Students who plan to be absent for school-sponsored events, scheduled medical appointments, or students (10-12) who are making college visits, must turn in assignments prior to the absence or make prior arrangements with their teachers for make-up work. The amount of time allowed for completion or make-up work will be determined by each individual teacher.
        vii. Students will be permitted to take tests administered in any class missed because of an excused absence.
        viii. Students may receive a grade penalty or a zero for any assignment (daily or minor) or assessment (minor or major) not made up within the allotted time following the previously established guidelines determined by the subject area team and disseminated to students.

ix. The student will be allowed a reasonable time to make up school work missed during an excused absence. If the student satisfactorily completes the work, the days of absence will be counted as days of compulsory attendance. (See Texas Education Code 25.087)

b. Disciplinary Placement (See FOB)
   i. The District will not impose a grade penalty for make-up work after an absence because of a disciplinary placement (OSS or ISS). The district shall provide a student subject to an in-school suspension with comparable educational services as the student would receive in the classroom

c. Unexcused Absences
   i. Students have a right to access assignments they miss due to unexcused absences, but credit for this work cannot be assured.

11. **Late Work**

a. Teachers may assign a late penalty or assign a zero to any assignment, this includes any daily grade and projects or other assignments that may be weighted as a minor or major grade, that is turned in after the due date in accordance with previously established guidelines determined by the subject area team and disseminated to students.

b. Refer to the "Makeup Work" section for the potential penalties for work that is not submitted once the allotted make up time has elapsed.

12. **Reteaching and Reassessing for Mastery**

In accordance with HPISD Board Policy EIA(LOCAL), a student will be provided with a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. Situations regarding academic dishonesty are addressed in the "Expectations for Academic Honesty" section. The following criteria must be met for the student to be eligible to redo an assignment or retake a test for mastery:

a. This policy applies only to initial major summative assignments, projects and tests. Daily assignments, quizzes and semester final examinations are excluded. Students are eligible for one retake per applicable assignment or assessment.
b. Students will not be permitted to redo an assignment or retake a test if they received a grade of zero (0) on the original assignment or test.
c. Students will not be permitted to redo an assignment if they received a grade of zero (0) on any part of a longer assignment with multiple elements (for example, research papers).
d. Students will not be permitted to retake a test if they received a grade of zero (0) for any relevant preceding assignment that assessed essential knowledge and skills included on the test they are seeking to retake.
e. Students must participate in any reasonable re-teaching or review activities assigned by

the teacher in preparation for redoing an assignment or retaking a test.

f. Requests to redo an assignment or retake a test must be initiated by the student within 72 hours of the posting of the assignment or test grade on Skyward Family Access.
g. Assignments or tests eligible to be redone or retaken must be scheduled and completed within five (5) school days from the date and time of the student's request. If the student fails to complete a redo or retake as scheduled, the student will lose his or her eligibility to redo the assignment or retake the test.
h. Students will not be permitted to redo an assignment or retake a test on the final day of a progress report/evaluation period or a nine week grading period.
i. Students eligible for a redone assignment or assessment will earn the higher of the grades between the original assignment or assessment and any redone assignments or assessments. The maximum redone or retaken grade will be 70%.
j. All current UIL and HPISD policies concerning the student's eligibility to participate in extracurricular activities will still apply.

13. **Academic Achievement: Class Ranking**
HPISD Policy EIC(LOCAL)
   a. Calculation - The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.
      i. For the graduating classes of 2026, 2027, 2028, and 2029, the District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, unless excluded below.
      ii. Beginning with the graduating class of 2030, the District shall include in the calculation of class rank semester grades earned in high school credit courses taken in grades 9-12, unless excluded below.
      iii. The calculation shall include grades from no more than 7 courses per semester.
      iv. The class rank calculation shall not include semester grades from a course that is retaken after a passing grade has been earned, and the new grade shall not be recorded on the transcript.
      v. The calculation shall include failing grades.
      vi. The District shall provide each student with their current weighted grade point average (GPA) to the third decimal place after each semester.
   b. Exclusions - The following exclusions apply to all students enrolled in the District high school and to transfer students after a student is enrolled in the District and after all transfer credits are calculated into the transfer student's weighted GPA pursuant to this policy and administrative regulations.
      i. For the graduating classes of 2026, 2027, 2028, and 2029, the calculation of class rank shall exclude grades earned in the following:
         1) A high school credit course taken prior to grade 9, unless taken at the District high school from District faculty;
         2) Any course taken outside the District, including but not limited to a traditional correspondence course, a distance learning course, an out-of-District electronic

course, or a summer course taken outside the District; and

3) Credit by examination, with prior instruction.

ii. Beginning with the graduating class of 2030, the calculation of class rank shall exclude grades earned in the following:

1) Any course taken outside the District, including but not limited to a traditional correspondence course; a distance learning course; an out-of-District electronic course, or a summer school taken outside the District; and

2) Credit by examination, with or without prior instruction.

iii. For the 2025-26 school year, each student in grades 11 and 12 shall be permitted to choose 1 credit per year for numerical non-GPA grading from the list of eligible non-GPA courses as designated in appropriate District publications.

iv. Beginning with the 2026-27 school year, each student in grades 10, 11, and 12 shall be permitted to choose a total of 2 credits per year, for a total of no more than 6 credits on a student's final transcript, for numerical non-GPA grading from the list of eligible non-GPA courses as designated in appropriate District publications.

c. Weighted Grade System - The District shall categorize and weight eligible courses in accordance with the provisions of this policy and as designated in appropriate District publications. Categories:

i. Category I - Eligible Advanced Placement (AP) courses and courses that are considered postsecondary courses and have a required AP prerequisite shall be categorized and weighted as Category I courses.

ii. Beginning with the graduating class of 2030, the District shall limit the number of Category I courses a student can take each semester in accordance with the following:

1) Grade 9: up to one course, and only with administrator approval;

2) Grade 10: up to two courses;

3) Grade 11: up to six courses; and

4) Grade 12: up to six courses;

iii. Category II - Eligible dual credit courses and locally designated honors or talented and gifted (TAG) courses shall be categorized and weighted as Category II courses.

iv. Category III - All other eligible courses shall be categorized and weighted as Category III courses. Beginning with the graduating class of 2030, each student shall be required to take at least two Category III course credits prior to grade 12 to be used in the calculation of class rank.

v. The list of courses in each category will be included in the District's course catalog, the Academic Planning Guide (APG).

d. Weighted Grade Point Average (GPA)
   i. The District shall assign grade points for semester grades earned in eligible courses in accordance with the following chart and shall calculate a weighted GPA:

Numerical Grade	Category I	Category II	Category III
97 and above	5.0	4.5	4.0
93–96	4.8	4.3	3.8
90–92	4.6	4.1	3.6
87–89	4.4	3.9	3.4
83–86	4.2	3.7	3.2
80–82	4.0	3.5	3.0
77–79	3.8	3.3	2.8
73–76	3.6	3.1	2.6
71–72	3.4	2.9	2.4
70	3.0	2.5	2.0
60–69	1.0	1.0	1.0
Below 60	0	0	0

e. Transfer Grades - When a student transfers to the District, the District shall include in the calculation of class rank:
   i. Grades earned for courses that would be eligible under the District's list of courses and for which the District has accepted the credit. The District shall assign additional weight to such grades based on the categories and grade weight system used by the District if, and only if the transcript provides appropriate documentation to determine the level of the course and the same or an equivalent course is offered to the same class of students in the District; and
   ii. Scores earned on credit by examination assessments to obtain credit for courses taken at a nonaccredited institution. The District shall not assign additional weight to such scores.
f. Top 10 Percent
   i. A student's class rank shall not be calculated or reported, except for the top 10 percent of a given class.
   ii. In case of a tie for students in the top 10 percent, the District shall calculate the weighted GPAs of the students involved in the tie to the number of decimal places necessary to break the tie.

14. **Extracurricular Academic Eligibility**
    a. Students who wish to represent the school in extracurricular activities must meet standards of eligibility to participate in competition. The following information regarding extracurricular activities and how they are impacted by academics may be found in the "EXTRACURRICULAR ACTITIVITIES" section of The Kiltie:
        i. Definition of an extracurricular activity
        ii. Course Load requirements to participate in extracurricular activities
        iii. How to determine academic eligibility for extracurricular activities
        iv. The academic eligibility calendar for the school year
        v. How to regain academic eligibility
        vi. How incomplete grades impact academic eligibility
        vii. How grade changes impact academic eligibility