

## **Guidelines for Grading Highland Park High School**

1. **Standards for Mastery** (See HPISD policy EIE.)
  - 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. (See policies EIE, FMH.)
  - 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. **Academic Dishonesty and Integrity** (See HPISD Policy EIA and Student Code of Conduct)
  - a. Students found to have engaged in academic dishonesty will be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code Conduct.
  - b. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty will be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.
  - c. Students should consult the teacher if there are any questions regarding the honesty or appropriateness of any test preparation method.
  - d. It is unacceptable for students to
    - i. Communicate verbally or otherwise with other students during an assessment
    - ii. Communicate with other students about assessments they have taken previously
    - iii. Sell review sheet for assessments
    - iv. Copy another student's work
    - v. Steal another student's property in order to prepare for an assessment
    - vi. Present or represent someone else's ideas or work, including private tutors, as their own
    - vii. Engage in any other behavior that is judged by campus administrators to be academically dishonest because the behavior provides students with an unfair academic advantage
  - e. Student Honor Council
    - i. As an academic institution, Highland Park High School believes in the importance of honesty and integrity. Students are encouraged to set high goals and work toward their achievement. Academic goal attainment should only be realized through the practice of high ethical standards. All forms of cheating are strictly prohibited at HPHS.
    - ii. Students judged by a teacher to have violated the expectations for academic dishonesty may be required to appear before the Honor Council. The teacher document will refer the student to the student's administrator, who may in turn call a meeting of the Honor Council based on the student or teacher request. Both the teacher and student are required to attend the hearing. No other persons may appear

or be present at the hearing other than the members of the Honor Council, the referring teacher(s), the accused students, and the designated administrator. After hearing testimony, the Honor Council will issue its findings concerning the accusation of academic dishonesty and recommend academic or disciplinary consequences to the administrator.

- iii. The Honor Council is only an advisory body; the final decision on guilt or innocence and the assignment of consequences rests solely with the administrator. Both the student and the teacher have the right of appeal based on FNG (Local) if not satisfied with the recommendation of the Honor Council and the decision of the administrator in charge.
- iv. No mention of an infraction will appear on the record of any student found not to have committed academic dishonesty.
- v. The Honor Council is composed of nine students. Three students from each class are nominated by the members of the Council representing each class. These nominees are then placed on the spring election ballot. Two students will be selected from the freshman class to serve on the Honor Council beginning the following fall semester. One student from the sophomore class and one student from the junior class will also be added to the Council.
- vi. Barring resignation or removal, students serve on the Honor Council until graduation. In the event a current Honor Council member resigns or is removed from his/her position on the Honor Council, the candidate from the same grade who received the next highest number of votes from the most recent election will be offered the vacant position.

### 3. **Secondary Grading and Reporting Procedures** (See HPISD policies EI, EIA, and EIAB as applicable.)

#### a. **Report Cards**

- i. Grade Reporting Period
  - 1) Grade reports will be issued every six 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 Website and teachers' syllabi. No one grade will reflect more than 40% of the total available points.
  - 2) All assignments given and completed during the 6-weeks grading period must have their grade entered and reflected during that grading period.
  - 3) Each course should have a minimum of six (6) grades per six weeks grading period.
- iii. Transfer Grades
  - 1) **Accredited Schools:** Beginning with the 2007-2008 school year and thereafter, transfer grades earned in courses taken at an accredited school will be calculated into the student's grade point average, in accordance with policy EIC (Local).
  - 2) **Non-Accredited Schools:** Beginning with the 2007-2008 school year and thereafter, grades earned from non-accredited schools will not be transferable for credit.
  - 3) 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.
  - 4) Grades earned through credit by examination for the purpose of verifying transfer credit will be calculated into a student's GPA.

- b. **Makeup:** Students will be expected to make up assignments and tests after absences. Students will receive a zero for any assignment or test not made up within the allotted time.

- i. **Tests:** Students will be permitted to take tests administered in any class missed because of absence. 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.
  - ii. **Late Projects:** Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.
  - iii. **Unexcused absences:** The grade for make-up work after an unexcused absence will be zero. However, if the absence is pre-approved by the HPISD administration, make-up work will be allowed.
  - iv. **Suspensions:** The District will not impose a grade penalty for make-up work after an absence because of suspension.
- c. **Calculating semester grades and final course grade**
- i. **Two-semester courses**
    - 1) Each semester is ½ credit.
    - 2) GPA will be calculated each semester to the third decimal place. (See policy EIC (Local).)
    - 3) The grades of three six weeks' periods are averaged with the semester examination grade to constitute the semester average. Each grading period will be one-fourth of the semester grade, and the final exam will count as one-fourth. (See The Kiltie)
    - 4) Rules for retaking failed semester course.
      - a) Credit by Examination: 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.
      - b) If a student fails to have at least a 60 in the course, the student must repeat the failed semester of that course.
    - 5) Earning year-long course credit. 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 final average grade will appear on the student transcript.*
      - c) Summer school courses will be averaged using the same practice (as stated in letter b above). Summer school courses will not be averaged with any Fall or Spring semester courses taken.
  - ii. **Semester/Final Exams, including exemptions**
    - 1) Semester/final exams will count as one-fourth of the semester grade.
    - 2) Senior exemptions:
      - a) Maintain an 80 or above in each class (course average equals the average of three six-weeks averages);
      - b) Have zero (0) unexcused absences per class;
      - c) Have no more than four (4) excused absences per class for any reason other than those defined as "school-related absences" or the allotted four (4) official college visits;
      - d) Have no more than two (2) tardies per class per semester;
      - e) Have not been assigned to full-time In-School Suspension (ISS), Out of School Suspension (OSS), or assigned to the Disciplinary Alternative Education Program (DAEP) at any time during the current semester.
    - 3) **Junior and Sophomore Exemptions:** Juniors and sophomores may be eligible for exemption from final exams during the spring semester only if they are enrolled in an Advanced Placement course

that culminates with an AP examination (for example, AP World History or AP US History) and meet the five exemption eligibility criteria listed above for seniors. Juniors and sophomores are not eligible for fall semester exam exemptions in single semester AP courses such as AP Psychology and AP Human Geography.

- a) All students in AP courses who are exempt from final exams but fail to take the required AP examination will receive a grade zero (0) for their semester exam grade.
  - b) A student who wishes to take a final exam may waive the exemption. Exemptions are determined for each class separately. A student may be exempt in one class and not in another.
  - c) Taking an AP exam is not an automatic exemption.
  - d) There are no 'walks' or early release for any students, including seniors, during final exam days. Students are not allowed to sign in and leave. Students who are not physically present in class must be counted absent.
  - e) Exam exemptions will not be honored for any student with a textbook or library book obligation, or any other obligations for school-issued property, materials or fees.
- v. **Progress Reports** (See HPISD policy EIA): 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 law. Progress reports are posted electronically in the fourth week of each six 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 pupil to be passing at the end of the three weeks' period and not be passing at the end of the six weeks.
- vi. **Conferences** (See HPISD policy EIA): 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.

4. **Gradebook and/or online grade reporting system expectations:** Grades should be posted in a timely manner.

#### 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 the appropriate 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 "I" is replaced by a passing grade.

#### 6. **College coursework/Dual Credit course** (See HPISD policy EHDD)

- 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 (See EHDD (Local).)

#### 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 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 (See policy EHDE Local): Algebra I, Algebra II, Geometry, English I, English II, English II, a fourth English credit, Biology, Chemistry, Physics, World Geography, World History, and U.S. History.
- 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 course is offered by HPISD.
- 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** (See policy EHDB)
  - 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.
- ix. 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.
- x. Credit by examination will not be used to gain eligibility for participation in extracurricular activities.
- xi. To receive credit, students must score 70 or above on the examination.

**b. Acceleration by Exam** (See policy EHDC.)

- 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 of at least 80 on the exam. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date.
- iii. For applicable courses, students must take and score at least an 80 on each exam for each course credit. For multi-level, sequential courses, students must score at least an 80 on the 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 and will be assigned grade points, in accordance with 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.
- vi. Exams for acceleration are not available for courses for which a STAAR End of Course exam is required (English I, English II, Algebra I, Biology, and US History).

**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** (See policy FEA LEGAL)

**a. Excused Absences:**

- i. 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.
- ii. When a student returns to school after an absence, he should check with his/her teachers before school concerning the work missed. If a student is absent for one day only and a test was announced prior to the day he was absent, he/she will be expected to take the test on the day he/she returns.
- iii. Students who plan to be absent for school-sponsored events, scheduled medical appointments, or seniors and juniors 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 left to the individual teacher.
- iv. The burden of responsibility for obtaining and completing makeup work rests with the student.

**b. Unexcused Absences**

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

**c. Absences in these categories result in full make-up privileges**

- i. **Religious Holy Days:** A student who is observing holy days is allowed up to one day of excused travel for traveling to the site where the student will observe the holy days, and up to one day of excused travel for traveling from that site.
- ii. **Religious Holidays:** A student will be excused for the purpose of observing holy days, including traveling for that purpose, if before the absence the parent, guardian or person having custody or control of the student submits a written request for the excused absence. (See Texas Education Code 25.087.)
- iii. **School-Related Absences:** In accordance with the provision of the Texas Education Code (TEC), the number of times that a school district may allow a student to miss class for extracurricular participation during a school year will be determined by the school district's Board of Trustees. Student involvement overlaps among clubs, sports and other organizations, so students should remain aware of the total number of school-related absences. Students will have their school-related absences certified by the coach of their sport or by their sponsor prior to competition at the district level.
- iv. **Court Appearances:** A student who is attending a required court appearance is allowed up to one day of excused travel for traveling to the site where the student will attend the required court appearance, and up to one day of excused travel for traveling from that site.
- v. **Citizenship Proceedings:** A student who is appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship is allowed up to one day of excused travel for traveling to the site where the student will complete the paperwork, and up to one day of excused travel for traveling from that site.

- vi. **Participation in a United States naturalization oath ceremony:** A student who is taking part in such a ceremony is allowed up to one day of excused travel for traveling to the site where the student will take part in the ceremony, and up to one day of excused travel for traveling from that site.
- vii. **Service as an election clerk:** A student who is serving as an election clerk is allowed up to one day of excused travel where the student will serve as an election clerk, and up to one day of excused travel for traveling from that site.
- viii. **Health-Care Appointments:** A temporary absence resulting from an appointment with a healthcare professional if the student commences classes or returns to school on the same day of the appointment may be excused. The appointment should be supported by a document such as a note from the healthcare professional. "Temporary absence" includes the temporary absence of a student diagnosed with autism spectrum disorder on the day of the student's appointment with a healthcare practitioner to receive a generally recognized service for persons with autism spectrum disorder, including applied behavioral analysis, speech therapy and occupational therapy.
- ix. **Campus Visits:** The District may excuse a student from attending school to visit an institution of higher education accredited by a generally recognized accrediting organization during the student's junior and senior years of high school for the purpose of determining the student's interest in attending the institution of higher learning, provided that
  - 1) The District may not excuse for this purpose more than two (2) days during the student's junior year and two (2) days during the student's senior year; and
  - 2) The District adopts a policy to determine when an absence will be excused for this purpose AND a procedure to verify the student's visit at the institution of higher education.
- x. **College Visitations:** Juniors and seniors are allowed four (4) days of college visitations per school year. These visits are considered separately from excused or unexcused absences for determining final examination exemptions. The student must inform the Attendance Office prior to missing school to visit a college or university, and it will be the responsibility of the student to return with verification of the college visit.

The student will be allowed a reasonable time to make up school work missed on the days described above. If the student satisfactorily completes the work, the days of absence will be counted as days of compulsory attendance. The student will not be penalized for the absence. (See Texas Education Code 25.087)

**11. Re-teaching and Reassessing for Mastery** (See 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. The following criteria must be met for the student to be eligible to redo an assignment or retake a test:

- 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 or retake a test if they received a grade of zero (0) or a reduced grade on the original assignment or test because they violated HPHS expectations for academic honesty.
- d. 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).



- e. Students will not be permitted to retake a test if they received a grade of zero (0) for failing to turn in or not completing work for any relevant preceding assignment that assessed essential knowledge and skills included on the test they are seeking to retake.
- f. 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.
- g. 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.
- h. 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.
- i. 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 six-week grading period.
- j. Students eligible for a redone assignment or assessment will earn the higher of the grades between the original assignment or assessment and any redone assignment or assessment. The maximum redone or retaken grade will be 70%.
- k. All current UIL and HPISD policies concerning the student's eligibility to participate in extracurricular activities will still apply.

**12. Suspension** (See policy EIAB.)

The District will not impose a grade penalty for make-up work after an absence because of suspension. A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP or JJAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another Distance Learning option, or summer school. The District will not charge any student for any method of completion provided by the District. (See [The Kiltie](#))

**13. GPA/Class Rank Calculation** (See policy EIC.)

A student's class rank will not be calculated or reported except for the top 10 percent of a given class. Class rank will not appear on any student's transcript. A student in the top 10 percent will receive from the district a "Certification of Class Rank" containing the student's numerical class rank, but the class rank will not appear on the student's transcript. When the District provides the transcript of a student in the top 10 percent to a college, it will also provide the "Certification of Class Rank".

The class rank will be first provided to the students in the top 10 percent of the class in the fall of their senior year. In the case of a tie for the top 10 percent, grade point averages will be calculated to the number of decimal places necessary to break the tie. Final senior ranking will be determined at the end of the student's senior year.

- a. **Calculation of a student's GPA** will include grades earned in all courses except the following:
  - i. Local credit courses and any course classified as a local credit prior to the 2009 – 2010 school year.
  - ii. Credit by examination for credit recovery.
  - iii. Any courses taken outside the District.
  - iv. Traditional correspondence and out-of-District electronic courses.
  - v. Summer school or summer programs taken outside the District, except for concurrent enrollment.
  - vi. For students, who entered grade 9 prior to the 2013-2014 school year, courses taken prior to grade 9 for high school credit. Beginning with students who entered grade 9 in the 2013-2014 school year, only courses taken before grade 9 for high school credit that are not taken at the District high school from District faculty will be excluded.

vii. Up to two credits chosen by the student for numerical non-GPA weighted grading from courses designated as eligible for numerical non-GPA weighted grade status.

- 1) Category I courses will include all Advanced Placement (AP) courses and all courses that are considered postsecondary courses and have a required AP prerequisite.
- 2) Category II courses will include all Pre-Advanced Placement (Pre-AP) courses and all state-approved courses identified as honors or Talented and Gifted (TAG) by the District.
- 3) Category III courses will include all other courses, including any modified courses or locally developed courses substituted for graduation credit.

**b. Weighted Grade Scale**

i. Grade points for courses taken in grades 9–12 will be assigned according to the following chart:

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

The list of courses in each category will be included in the District’s course catalog.

Grade point averages are calculated each semester to the third decimal place. At the end of the first semester of the sophomore year and every semester thereafter, the weighted grade point average representing the 10<sup>th</sup> percentile in a class will be reported to that class. The cumulative grade point average is computed on the basis of final semester grades from the ninth grade through the twelfth. Transfer grades from accredited schools will be calculated into the grade point average in accordance with HPISD Board Policy EIC (Local).

The following courses are reflected on a student’s transcript but are not included in the calculation of the grade point average: Library Aide, Office Aide, Teacher Aide, and Supervised Study.

**13. No Pass, No Play Exemptions (See policy FM.)**

**a. Eligibility**

- i. Eligibility requirements for participation in extracurricular activities will be the same for all District students in grades 7 – 12. There will be no exceptions made to such requirements by reason of a student’s placement in either regular, special or honors classes.
- ii. Any student who wishes to represent the school in any extracurricular activity, such as a UIL sport or scholastic event, must be enrolled in six credit-bearing courses and must pass all courses each six weeks to be eligible for extracurricular activities the following six weeks. All students are academically eligible at the beginning of each new school year.

**b. Losing Eligibility**

- i. If a student fails any course with a grade less than seventy, he/she will lose eligibility seven (7) calendar days after the END of the grading period. For example: If the grading period ends on Friday at 3:30 pm, a student with a failing grade will lose eligibility the following Friday at 3:30 pm.
- ii. Ineligible students will not travel with the school organization to a contest, sit with them, or wear uniforms during a contest.

**c. Incomplete Grades and Eligibility**

- i. Students with an 'incomplete' grade ("I") at the end of the grading period are ineligible to participate in extracurricular activities until the "I" is replaced with a passing grade.
- ii. Students are expected to make up incomplete work within two weeks after the end of the grading period. Extensions for extenuating circumstances must be approved by the appropriate administrator and will be considered on an individual basis.
- iii. Students with an incomplete in a course may regain their eligibility when the "I" is replaced by a passing grade, provided:
  - 1) The "I" was due to an excused absence and
  - 2) The work was made up in the amount of time specified by District policy.
- iv. A student's originally recorded failing grade may be changed to passing and the student's eligibility restored in only the following situations:
  - 1) There was a mechanical error in averaging or recording the original grade
  - 2) The teacher's grading procedure violated either local policy or state regulation, and the student would have received a passing grade if the correct policy and procedure had been followed.
- v. Extra credit work or late work turned in after the grading or evaluation period is over, except for work to make up an excused absence, cannot be counted when determining a student's eligibility for extracurricular activities.

**d. Regaining Eligibility**

Students may regain eligibility at the end of the last school day of the three-week evaluation period if the principal and teachers have determined that the student is passing all courses (not just the failed course).

