

## **Bryan ISD GRADING GUIDELINES**

According to EIA (Local), the superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

In accordance with this policy, the following guidelines have been established.

### **Grades**

**Grades** are assigned as an indication of the level of academic development in an elementary, intermediate, or secondary school subject, course, or class.

### **Terminology and Procedures**

#### **Daily Grades:**

The purpose of daily grades is not to evaluate a student's final achievement of a topic, but to determine progress toward mastery of TEKS. These grades help determine the student's progress in the learning process, diagnose any problems, and aid in getting the help needed to learn the material. Therefore, if a student scores below 75 on a daily assignment and works to master those same TEKS that were assessed on the daily assignment, a teacher may allow a student a reasonable opportunity to make up or redo a daily assignment for which the student received a failing grade and submit before the end of the six weeks. Daily grades should be based on individual student performance and not on whole class performance and behavior. Homework is an example of a daily grade and should not make up the entire category.

#### **Major Grades:**

The purpose of major grades is to evaluate student mastery of the information or skills. Major grades evaluate mastery of TEKS, concepts, understanding, and district objectives. Students' grades shall not be penalized for disciplinary reasons. In courses for high school credit, assignments and assessments taken as major grades (see examples below) should be the same by campus within a course.

The list below provides examples of typical daily and major grades. Although this list contains several examples, it should not be considered an all

inclusive list. A variety of other assignments may be used in each category.

**Grades: K-6**

Examples of Daily Grades	Examples of Major Grades
Homework Journals Lab activities/reports Learning Centers/stations Notebooks Oral assessment Practice items Quizzes Products of the stages of writing Computer Activities (excluding diagnostic assessments/interventions) Writing Compositions	Writing Compositions Lab reports Performances Portfolio (these can be original works or works to show mastery after a reteach/reassess) Presentations Research projects Special projects with rubric Products of the stages of writing Tests/Major Quizzes District Based Assessments* Benchmark*

\*(Per Assessment plan, campuses make decisions on the use of DBA and Benchmark grades. Refer to campus testing coordinator for information.)

**Grades: 7-12**

Examples of Daily Grades	Examples of Major Grades
Homework Journals Lab activities/reports Learning Centers/stations Notebooks Oral assessment Practice items Quizzes Products of the stages of writing Computer Activities (excluding diagnostic assessments/interventions) Writing Compositions	Writing Compositions Lab reports Performances Portfolio (these can be original works or works to show mastery after a reteach/reassess) Presentations Research projects Special projects with rubric Products of the stages of writing Tests/Major Quizzes District Based Assessments* Benchmark*

\*(Per Assessment plan, campuses make decisions on the use of DBA and Benchmark grades. Refer to campus testing coordinator for information.)

**Missing Assignment Grades:**

Missing assignments shall be assigned the grade of 'M'. The grade of M indicates that the assignment is missing. The M grade will count as a zero in the student's average.

**Homework:**

Homework is for the purposes of independent practice, extension, and enrichment of topics covered in class. Assignments must be related to state and/or local curriculum standards. While students should be able to complete homework assignments independently, parents are encouraged to oversee the assignments. Homework will not be assigned or created as a consequence for misbehavior. A student's lack of resources should not impede his or her ability to successfully complete or score well on a homework assignment. Teachers are expected to provide timely feedback on homework assignments. Grades should also be posted in a timely manner (see page 8 for more details).

**Maximum Homework Time Allocations:**

Campuses are expected to adhere to the maximum time allocations per night and ensure that homework is aligned to the level of rigor indicated by the district curriculum and the TEKS/SE.

Maximum Elementary K-4 include:

K	1	2	3	4
10 minutes	20 minutes	30 minutes	40 minutes	50 minutes

Elementary teachers are expected to collaborate within the grade-level to ensure the time allocation is not exceeded for all subjects combined. Principals are expected to ensure that collaboration is occurring to ensure adherence to the time allocation.

Intermediate 5-6 include:

- Regular core and elective classes – 20 minutes maximum per class
- INQUIRE, Odyssey, and Pre-AP classes will require more time
- Intermediate teachers are expected to collaborate to ensure the total time allocation does not exceed one hour. Principals are expected to ensure that collaboration is occurring to ensure adherence to the time allocation.

Middle School 7-8 include:

- Regular core and elective classes – 20 minutes maximum per class
- INQUIRE, Odyssey, and Pre-AP classes will require more time
- Faculty members are expected to collaborate to ensure the total time allocation does not exceed 1½ hours. Principals are expected to ensure that collaboration is occurring to ensure adherence to the time allocation.

High School 9-12 include:

- Regular core and elective classes – 30 minutes maximum per class

- Pre-AP, Honors/OnRamp, Dual Credit, AP, and IB classes will require more time
- Faculty members are expected to collaborate to ensure the total time allocation is not excessive. Principals are expected to ensure that collaboration is occurring to ensure adherence to the time allocation.

### **Grades K-6 Late Assignment/Late Work**

#### **Late Assignments/Late Work:**

The late assignment/late work penalties apply only to students who are in attendance, but fail to turn work in on time. Late work penalties will be **no more severe than** those listed below:

	<b>Daily Grades</b>	<b>Major Grades/Long Range Projects</b>
K-1	No work is considered late if submitted within a six-week grading period.	
2-6	<p>Maximum Penalty:  <b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></p> <ul style="list-style-type: none"> <li>• Daily work that is 1 - 2 days late will be accepted without penalty.</li> <li>• Late daily work will be accepted with a penalty of up to 10 points off a 100-point scale, which means up to 10 points per school day, or if another scale is used no more than 10% off for each school attendance day late.</li> <li>• Late work must be submitted within the grading period.</li> </ul>	<p><b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></p> <ul style="list-style-type: none"> <li>• On long-range major projects or announced tests where the due date is established well in advance, the student may be penalized up to 10 points on a 100-point scale, or if another scale is used, 10% per school day for each day beyond the due date.</li> <li>• Late work must be submitted within the grading period.</li> <li>• Every effort should be made to complete the work for partial credit.</li> </ul>

Exceptions to the late policy may be made for students assigned to an alternative educational setting.

## Grades 7-12 Late Assignment/Late Work

### Late Assignments/Late Work:

The Late Assignment/Late Work penalties apply only to students who are in attendance, but fail to turn work in on time. Late work penalties will be **no more severe than** those listed below:

	<b>Daily Grades</b>	<b>Major Grades/Long Range Projects</b>
7-12	Maximum Penalty: <ul style="list-style-type: none"> <li>• <b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></li> <li>• Late daily work will be accepted with a penalty of up to 10 points off a 100-point scale, which means up to 10 points per school day, or if another scale is used, no more than 10% off for each school attendance day late.</li> <li>• Late work must be submitted within the grading period.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></li> <li>• On long-range major projects or announced tests where the due date is established well in advance, the student may be penalized up to 10 points on a 100-point scale, or if another scale is used, 10% per school day for each day beyond the due date.</li> <li>• Late work must be submitted within the grading period.</li> <li>• Every effort should be made to complete the work for partial credit.</li> </ul>

### Re-teaching/Reassessment:

Reassessment shall be offered to allow a student another chance to show mastery after he/she has failed an exam. After re-teaching occurs, the reassessment option may include a formal or informal measure deemed appropriate by the teacher/course level for evaluating the skill or concept. The teacher will make every effort to allow the student to be reassessed as soon as possible. A reassessment must be completed prior to the next exam.

Elementary, intermediate and middle school students (K-8) who score below 75 will be given an opportunity to retest in order to earn up to a 75. If the reassessment is administered, the higher grade must replace the lower one with a maximum grade of 75. Students will have only one opportunity for reassessment per failing test grade. The reassessment option is not available for semester exams or district STAAR *benchmarks*.

Students in high school courses who score below 75 will be given an opportunity to retest in order to earn up to a 75. If the reassessment is

administered, the higher grade must replace the lower one with a maximum grade of 75. Students will have only one opportunity for reassessment per failing test grade. The reassessment option is not available for semester exams or district STAAR *benchmarks*.

**Extra Credit:**

Extra credit must be related to the TEKS in that subject. If extra credit is offered, it must be made available to all students in that course by campus. Extra credit or grades may not be given for clerical tasks such as giving a student "100" for bringing canned goods, Kleenex, fundraising, etc. If the extra credit assignment creates a financial or transportation burden on the student, an alternative extra credit will be given.

**Edgenuity Six Weeks Courses:** A course taken in Edgenuity can replace a failing grade for that same course for a specific six weeks. The Edgenuity grade will replace the failing grade up to a 70. The Edgenuity teacher will submit the grade earned for the Edgenuity course to the teacher of record on an Edgenuity Course Grade Form.

**Edgenuity Semester Courses:**

The grade earned for a course taken for credit recovery or advancement through Edgenuity must consist of at least 70% Edgenuity course work. Assignments from outside the Edgenuity program may constitute a maximum of 30% of the course grade. The final course grade will be submitted by the Edgenuity course teacher and posted on the transcript by the campus designee.

**Make-up work for all absences:**

Students shall be expected to make up assignments and tests after absences. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher according to the individual circumstances with a minimum of 1 day for each day of absence plus at least one day to complete and turn-in make up work for full credit. A penalty may not be assessed for work submitted within the allotted make up time frame. A penalty may be assessed for any assignments or tests not made up within the allotted time. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. If the assignment was made prior to the absence, the teacher may require the work the day the student returns.

**School-Sponsored Activities:**

Students should make every effort to gather and complete work prior to a school-sponsored absence. Time allowed for make-up work due to a school-sponsored activity should be in accordance with the make-up work for all absences. (See section entitled: **Make-up work for all absences**)

The district shall not impose a grade penalty for make-up work after an absence because of suspension.

**Minimum Number of Grades:**

For each six-week report card period, the **minimum** number of grades to be used in calculating the six-week average for each core subject and/or course is as follows:

**Grades Pre-K/K:**

The standards-based report card will document student's current level of proficiency per six weeks.

**Grades 1-2:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Writing - LA</b>	<b>Reading</b>	<b>Elective</b>
<b>Daily Grades</b>	7	6	6	6	6	E,S, N,U
<b>Major Grades</b>	3	0	0	3	3	

**Grades 3-4:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Writing -LA</b>	<b>Reading</b>	<b>Elective</b>
<b>Daily Grades</b>	10	6	6	6	6	E,S, N,U
<b>Major Grades</b>	3	3	3	3	3	

**Grades 5:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Language Arts*</b>	<b>Electives</b>
<b>Daily Grades</b>	10	10	6	12	6
<b>Major Grades</b>	3	3	3	4	0

\*Language Arts grades must include written compositions, grammar, and conventions.

**Grades 6:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Language Arts*</b>	<b>Electives</b>
<b>Daily Grades</b>	10	10	7	10	7
<b>Major Grades</b>	3	3	3	3	3

\*Language Arts grades must include written compositions, grammar, and conventions.

**Grades 7-12:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Language Arts*</b>	<b>Electives</b>
<b>Daily Grades</b>	10	10	10	10	10
<b>Major Grades</b>	3	3	3	3	3

\*Language Arts grades must include written compositions, grammar, and conventions.

A minimum of 2 daily grades (including graded homework) must be recorded in the online grading system per week until the minimum number of grades is met. Grades should be collected and posted throughout the six weeks. By the end of the 3<sup>rd</sup> week progress report, at least 1 major grade must be recorded in the online grading system. At least 2 major grades must be recorded in the online grading system by the end of the 5<sup>th</sup> week of the six weeks. Each major grade must be a separate grade. Each major grade should only count once in order to avoid penalizing students unreasonably for the same assignment. Due to school holidays, testing schedules, and other special circumstances, deviations from this requirement will occur with administrative approval.

Teachers with shared grading responsibilities (ex. resource teacher, co-teacher, etc) must provide grades to the teacher of record in a manner that allows timely posting of grades.

All grades taken shall be recorded in the electronic grade book for grade levels K-12 within a week of being collected. However, major projects, research papers, and similar student work may take longer than a week to grade due to the nature of the grading process.

**Grading Scales:**

Grades may be calculated on Daily and Major Grades in one of the following methods.

**Numerical grades:**

A 100 is the highest grade that can be recorded. The lowest passing grade is 70. The grading scale is:

A = 90-100

B = 80-89

C = 70-79

F = Failing (Below 70)

**Elective grades K-4:** (music, art, and physical education)

E = Exceeds Expectations

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

**Transfer Grades\*****Grade Equivalents**

Grade equivalents: (To be used for Transfer-In Grades only)

A+ = 100	C+ = 79
A = 95	C = 77
A- = 90	C- = 75
B+ = 89	D = 70
B = 85	F = 65 (Failing 69 and Below)
B- = 80	WF = 65
E = 95	WP/P= 85
S = 85	
N = 75	
U = 65	

**Intra-District Transfers:**

Students that have transferred from one Bryan ISD campus to another or transferred from one class to another within the same campus are considered intra-district transfers. Grade information for these students will be obtained from the *Classwork* screen, located in the [Teacher Access Center \(TAC\) student drawer](#).

Teachers will use this grade information to assign the student a "walk-in-grade" for assignments prior to the student's enrollment in the class. For intra-district transfers, Teacher Access Center has built in functionality for moving grades. Refer to the TAC help documents for instructions on how to utilize these features. In cases where this functionality is not available, the "walk-in-grade" should be entered manually for the assignments due prior to the student's enrollment in the class.

**Out of District Transfers:**

Teachers will use grade information from the previous district, if provided, to assign the student a "walk-in-grade" for assignments prior to the student's enrollment in the class by manually keying in the "walk-in" grade for all assignments. Teacher discretion should be used in instances where course work grades are not received from the previous district.

\*For transfer grade situations not addressed above, questions should be directed to the campus lead counselor who will then contact the Director of Counseling Services.

**Calculating Progress Report & Six Week Averages****Report card and/or progress report average:****PreKindergarten**

Progress in demonstration of Prekindergarten skills will be reported to parents as "M" - Mastery, "P" - Progressing, "I" - Insufficient progress, "NA" - Not assessed at this time.

**Kindergarten**

Progress in demonstration of Kindergarten skills will be reported to parents as "M" - Mastery, "P" - Progressing, "P minus" - Concern with rate of progress, "I" - Insufficient progress, "NA" - Not assessed at this time.

**Grades 1-8:**

The following percentages apply for report card grade calculation:

- 40% Daily Grades
- 60% Major Grades

In high school courses offered at middle school, the high school grading guidelines will apply.

The district will report progress to parents as numerical scores.

Numerical grades will be reported on a scale of 0 to 100 with 70 as the passing standard.

### **Grades 9-12:**

In grades 9-12, the following percentages apply for report card grade calculation:

	Basic* or Regular Courses	Academic Courses** (Honors/OnRamps, Pre-AP/IB)	Advanced Courses** AP/IB
Daily Grades	40%	30%	20%
Major Grades	60%	70%	80%

\* Unless otherwise determined by a student's IEP goals and objectives.

\*\* Deviations from these percentages must be course specific, district-wide, and approved at the district level. (see appendix attachment)

## **Calculating Yearly Averages**

### **Grades 1-8:**

The yearly average for a subject shall be calculated by adding the six week grades and dividing by six.

High school courses taught in middle school shall calculate the yearly average by following the guidelines for grades 9–12. Middle school students enrolled in high school courses will not be eligible to exempt semester final exams.

### **High School Courses:**

The semester grade high school work for which a Carnegie Unit of credit is earned shall be calculated from the six-week grades and the final exam. The average of the six-week grades shall count as 80 percent of the semester grade, and the final exam shall count as 20 percent of the semester grade. For level I foreign languages that are taught in a two-year sequence in the middle school, the average of all six-week grades shall count 80 percent of the semester grade.

Students who do not take semester examinations shall not receive course credit as a result of not completing the course requirements. If a student misses a semester exam, it shall be the teacher's responsibility to provide a copy of the exam and an answer key for the makeup test. It shall be the principal's responsibility to establish a makeup date for the final exam.

When a student fails the first semester of a two-semester course, then semester averaging will be used. The two semesters will be added together and divided by two to obtain an averaged semester grade. Semester averaging will only be used when the student fails the first semester, passes the second semester, and the average of the two grades is 70 or above.

**End of Course Tests and Course Credit:**

The following scenarios will determine credit recovery for high school courses with End of Course Exams, such as English I, English II, Algebra I, Biology I, and U.S. History:

- If a student fails the course and the End of Course test, he or she will re-take the course, receive state required acceleration, and re-take the End of Course test.
- If a student passes the course and fails the End of Course test, he or she will receive state required acceleration and re-take the End of Course test.
- If a student fails the course and passes the End of Course test, he or she will be eligible for credit recovery through summer school or a lab class.

**Final Exams:**

Exemptions from semester exams shall be allowed in accordance with the following criteria

- A student's grade classification at the beginning of the year shall determine the number of exemptions for which the student is eligible.
- If all other eligibility criteria have been satisfied, a student shall be eligible for a maximum number of semester exemptions according to the following:

Grade	Fall Semester	Spring Semester
Middle School	0	all EOC courses
9	1 excluding EOC courses	4 total including EOC*
10	2 excluding EOC courses	5 total including EOC*
11	3 excluding EOC courses	6 total including EOC*

12	4 excluding EOC Courses	8 total including EOC*
----	-------------------------	---------------------------

*\*Students in EOC test courses in the spring semester will be exempt from the final in EOC courses regardless of the students' grade level.*

- **EOC tested courses are not eligible for exemptions at the end of the fall semester.**
- A student in grades 9–12 with three absences (excused/unexcused) during the semester must have a grade average of 90–100 in the course in order to be eligible for exemption. A student in grades 9–12 with two absences (excused/unexcused) during the semester must have a grade average of 80–89 in the course to be eligible for exemption. A student's excused absence in grade 11 or 12 to visit an accredited institution of higher education shall not count against his or her eligibility for exemptions.
- A student who has violated the Student Code of Conduct during the semester shall not be eligible to be exempt from any semester exams.
- Middle school students enrolled in EOC high school courses will be exempted from final exams in the spring semester.
- Final exams are not part of the intermediate school courses.

## **Graduation and End of the Year**

### **Senior Status:**

The name of any senior who is in danger of failing a class shall be removed from the eligible graduation list during the final semester of the year. Each teacher shall be responsible for notifying the appropriate office of the need to remove a student's name prior to the beginning of semester exams. When a student's performance on the final exam is significantly different from his or her performance during the semester and would result in a failing average, the principal shall have the authority to require the student to retake a final exam prior to participation in graduation ceremonies.

### **Bryan Collegiate High School**

BCHS operates under a separate, board-approved set of grading guidelines.

### Grading Guidelines Appendix

<b>Course Name</b>	<b>Major-Daily</b>
2-Dimensional Design AP	80-20
3-Dimensional Design AP	80-20
Pre-AP Algebra I	70-30
Pre-AP Algebra 2	70-30
AP Drawing	80-20
Pre-AP Geometry	70-30
Art History AP	80-20
Art/ Film IB HL	80-20
Art/Film IB SL	80-20
Biology IB HL	70-30
Biology IB SL	70-30
Biology II AP	60-40
Biology, Pre-AP	60-40
Calculus AB AP	80-20
Calculus BC AP	80-20
Chemistry IB HL	70-30
Chemistry IB SL	70-30
Chemistry II AP	60-40
Chemistry, Pre-AP	60-20-20*
Computer Science AP	80-20
Computer Science IB	80-20
Conceptual Physics IB	70-30
English I, Pre-AP	60-40
Pre-AP English II	60-40
English III AP	70-30
English III Honors	60-40
English III IB	70-30
English III IB HL	70-30
English IV AP	70-30

English IV IB	70-30
English IV IB HL	70-30
European History, AP	80-20
French IB SL 1	80-20
French IB SL 2	80-20
French IV AP	80-20
Geography, Honors	70-30
German IB HL 2	80-20
German IB SL 1	80-20
German IV AP	80-20
Government AP	70-20-10 *
History IB HL	70-15-15*
Human Geography, AP	80-20
Latin IB SL 1	80-20
Latin IB SL 2	80-20
Latin IV AP	80-20
Macroeconomics AP	60-20-20*
Math IB 2B	80-20
Math IB SL 1B	80-20
Math Studies IB SL	80-20
Microeconomics AP	60-20-20*
Music IB HL	80-20
Music IB SL	60-40
Physics IB HL	70-30
Physics I AP	70-30
Physics II AP	70-30
Pre-AP Precalculus	70-30
Spanish IB SL 1	80-20
Spanish IB SL 2	80-20
Spanish IV AP	80-20
Spanish V AP	80-20
Statistics AP	80-20
Theory of Knowledge I	80-20
Theory of Knowledge II	80-20
US History AP	70-15-15*
US History Honors/OnRamp	70-30
Visual Arts IB HL	80-20
Visual Arts IB SL	80-20
World History AP	80-20
World History Honors	70-30
*The daily grades for these courses are further divided into two sub-categories. Refer to course syllabus for details.	

