

# Bellville Independent School District

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Instructional, Grading and  
Reporting Guidelines  
2020-21



The BISD Instructional, Grading, and Reporting Guidelines were reviewed and updated by a committee of stakeholders. These guidelines are intended to be reviewed and updated annually. In an effort to provide consistency in grading while best meeting the needs of our students and providing clarity to instructional staff, the following document provides a reference which will encourage a better understanding of instructional practices related to grading and reporting for students, parents, and teachers.

After review of the document, please contact the appropriate campus principal with any additional questions you may have.

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#### 2020-21 BISD Instructional, Grading, and Reporting Guidelines Committee Members

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Grady Rowe, Athletic Director  
Kandis Krueger, Campus Administrator  
Marcus McLemore, Campus Administrator  
Mary Elizabeth Richardson, Student  
Amy Lischka, Parent  
Tonya Pfeffer, Parent  
Natalie Jones, Chief Academic Officer

Student grades will reflect mastery of the TEKS, Texas Essential Knowledge and Skills, for each course.

## Official Grade Reporting

Progress reports and report cards will be issued and serve as communication between the school and parents/guardians and students. Bellville ISD utilizes an online grade reporting system and provides access for parents/guardians through the Ascender Parent Portal. Within the Ascender Parent Portal, parents/guardians can view grades throughout the reporting periods, gain access to Progress Reports and Report Cards for each nine week grading period, as well as manage alerts to be set according to desired parameters.

### Report Cards

- Report cards will be electronically generated and issued at the conclusion of each nine week grading period.
- Report cards provide information regarding academic progress, student conduct, and student absences.

### Progress Reports

- Progress reports will be issued at the end of the third and sixth week of each nine week grading period.

\*\*Pre-Kindergarten and Kindergarten students will receive a report at the conclusion of each nine week grading period to reflect academic and social progress. Students will also be given a progress report at the middle of the nine week reporting period at the 4 ½ week mark to communicate progress. Teachers will conference with Pre-K and Kindergarten families during the first nine weeks of school.

## Numerical Scores/Letter Grades

The following table represents numerical scores and letter grades to reflect academic progress.

Numeric Average	Letter Grade	Description
90-100	A	Excellent progress
80-89	B	Good progress
70-79	C	Fair progress
69 and below	F	Failing

## Grading Category Designations

When calculating a nine week average, no single assignment/assessment may count more than 25% of the grade regardless of the grading category.

### Major Grades

Major grades are intended to reflect a summative assessment of the mastery of knowledge and skills and/or also require several class periods or outside of class time to complete. Examples include, but are not limited to:

- Tests/Exams
- Projects
- Term Papers

### Minor Grades

Minor grades are intended to reflect a formative assessment of the mastery of knowledge and skills and generally are completed within the class period. Examples include, but are not limited to:

- Classwork
- Homework
- Quizzes (unless it is a separate designated subject category)
- Labs (unless it is a separate designated subject category)

## **Secondary Grading (Bellville High School and Bellville Junior High)**

Each nine week grading period, teachers will submit at least two minor and one major grade per three week period. Students will be permitted to retest/redo an assignment on major grades only if they receive a grade of 69 or below. If a student participates in a retesting opportunity because of a failing test grade, the highest grade they can receive is a 70. In the event the student fails both, the higher of the two will be recorded. The original grade will be recorded if the student fails to take advantage of the reassessment opportunity. The student must retest within two days. At the conclusion of each nine week grading period, if a student has 6-10 minor grades for the course, the lowest minor grade will be dropped from the average. If there are 11 or more minor grades, the two lowest minor grades will be dropped from the average.

Students taking Pre-AP and AP courses will not be permitted to retest on major grades; however, the lowest daily grade will be dropped from the average at the conclusion of the nine week grading period.

### Bellville High School Departmental Grade Weights

- English
  - Major Grades 40%
  - Minor Grades 60%
- Math
  - Major Grades 60%
  - Minor Grades 40%
- Science
  - Major Grades 60%
  - Labs and Quizzes 30%
  - Minor Grades 10%
- Social Studies and Electives
  - Major Grades 50%
  - Minor Grades 50%

### Bellville Junior High Departmental Grade Weights

- ELAR and Social Studies
  - Major Grades 45%
  - Minor Grades 55%
- Math
  - Major Grades 45%
  - Quizzes 35%
  - Minor Grades 20%
- Science
  - Major Grades 40%
  - Labs 25%
  - Minor Grades 35%
- Electives
  - Major Grades 50%
  - Minor Grades 50%

## **Elementary Grading (O'Bryant Primary, O'Bryant Intermediate, and West End Elementary)**

Each nine week grading period for grades 1-5, teachers will submit at least two minor and one major grade per three week period. Students will be permitted to retest/redo an assignment on major grades only if they receive a grade of 69 or below. If a student participates in a retesting opportunity because of a failing test grade, the highest grade they can receive is a 70. In the event the student fails both, the higher of the two will be recorded. The original grade will be recorded if the student fails to take advantage of the reassessment opportunity. The student must retest within two days. At the conclusion of each nine week grading period, if a student has

6-10 minor grades for the course, the lowest minor grade will be dropped from the average. If there are 11 or more minor grades, the two lowest minor grades will be dropped from the average.

For grades 1-5, minor grades will consist of 55% of the student’s average and major grades will consist of 45% of the student’s average in ELAR (English Language Arts and Reading), Math, Social Studies and Science.

Pre-Kindergarten and Kindergarten students will receive a report at the conclusion of each nine week grading period to reflect academic and social progress. Students will also be given a progress report at the middle of the nine week reporting period at the 4 ½ week mark to communicate progress. Teachers will conference with Pre-K and Kindergarten families during the first nine weeks of school.

**BISD Conduct Grading Scale**

**(Also used for Elementary Enrichment Rotations for Art, STEM, Technology, and Music)**

\*Theater Arts TEKS will be addressed through ELAR and music classes.

Mark	Assessment	Description
E	Excellent	The student consistently and in all settings exhibits the BISD standard of excellence in trustworthiness, demonstrating respect for others, self-direction and responsibility, fairness and cooperation, caring for others and citizenship.
S	Satisfactory	The student routinely exhibits the BISD standard of excellence in trustworthiness, demonstrating respect for others, self-direction and responsibility, fairness and cooperation, caring for others and citizenship.
N	Needs Improvement	The student inconsistently exhibits the BISD standard of excellence in trustworthiness, demonstrating respect for others, self-direction and responsibility, fairness and cooperation, caring for others and citizenship.
U	Unsatisfactory	The student rarely exhibits the BISD standard of excellence in trustworthiness, demonstrating respect for others, self-direction and responsibility, fairness and cooperation, caring for others and citizenship.

**Honor Roll**

At the conclusion of each nine week grading period, students will have an opportunity to be recognized for academic achievement by achieving either the All A Honor Roll or the A/B Honor Roll. To receive the All A Honor Roll distinction, students must earn all A’s for their courses. To receive the A/B Honor Roll, students must earn a combination of A’s and B’s or all B’s for their courses.

**Late Work**

It is highly encouraged for students to be responsible for completing and turning in their work on time to achieve academic success. In the event of late work, please see the guidelines below:

- Elementary
  - For major and/or minor assignments, if a student does not turn in an assignment on time, a grade of “M” for missing will be placed in the gradebook which calculates as a zero in the average.
  - Late assignments will be accepted for two days only with the following penalties: if the assignment is submitted one day late, ten points will be deducted from the final mastery grade.
  - If the assignment is submitted two days late, twenty points will be deducted from the final mastery grade.
  - If a major grade is late resulting in the final grade being a 69 or below because of late penalties, the student will not be permitted to retest or redo the assignment. Those assignments falling below a 69 prior to the late penalties may be redone; however, late penalties will still be assessed on the final grade.

## ❑ Secondary

- ❑ For major and/or minor assignments, if a student does not turn in an assignment on time, a grade of “M” for missing will be placed in the gradebook which calculates as a zero in the average.
- ❑ Late assignments will be accepted for two days only with the following penalties: if the assignment is submitted one day late, fifteen points will be deducted from the final mastery grade.
- ❑ If the assignment is submitted two days late, thirty points will be deducted from the final mastery grade.
- ❑ If a major grade is late resulting in the final grade being a 69 or below because of late penalties, the student will not be permitted to retest or redo the assignment. Those assignments falling below a 69 prior to the late penalties may be redone; however, late penalties will still be assessed on the final grade.
- ❑ For Pre-AP and AP courses, refer to the teacher/course syllabus regarding late work policies.

## **Make-up Work**

Students shall be permitted to make up assignments and tests following any absence. Students are responsible for asking teachers for make-up work upon returning to class.

- A student will be given as many days as he/she was absent to make up any missed work. Extra time may be given at a teachers' discretion.
- Students shall be given credit for satisfactory make-up work after an absence. Any assignment not turned in within the allotted time falls within late work guidelines.
- Exceptions may be granted by the Administration for extenuating circumstances.
- Students should not be required, on the day of returning to school, to take a quiz or test that was announced during the students' absence.
- Students absent from class due to school sponsored activities are encouraged to confer with their classroom teacher(s) prior to the planned absence.

## **Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

## **Promotion and Retention**

Promotion and course credit shall be based on mastery of the curriculum.

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

- Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grades 1–8, 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 (essential knowledge and skills) for all subject areas and a grade of 70 or above in English language arts, mathematics, science, and social studies

## **High School Credit for Courses**

Grade-level advancement for students in grades 9–12 shall be earned by course credits.

1st Nine Week Average	42.5%	3rd Nine Week Average	42.5%
2nd Nine Week Average	42.5%	4th Nine Week Average	42.5%
Semester Exam	15%	Semester Exam	15%
<b>Semester Average</b>	<b>100%</b>	<b>Semester Average</b>	<b>100%</b>

When a student is exempt from a semester exam, the semester average will be the average of the two nine week grading periods each weighing 50%. The final course grade consists of averaging the two semesters.

### High School GPA/Grading Scale Info

Bellville High School's GPA and associated Class Rank are based on the core academic subjects only. Academic core subjects include English, mathematics, science, social studies, and foreign language courses. Extra weight is given to courses deemed more rigorous. The list below contains the names of courses offered at Bellville High School used in determining class rank and their corresponding weights. Students who transfer into Bellville Independent School District will earn grade points based on this system as well.

Regular	Academic	Advanced
4.0 Scale	4.5 Scale	5.0 Scale
English 1, 2, 3, 4		English 1, 2 PreAP*** AP English 3, 4*** Dual Credit English 4
Algebra 1 Geometry Mathematical Models Algebra 2	Pre-Calculus Ind Study #1-College Algebra Ind Study #1-Calculus	Geometry PreAP*** Algebra 2 PreAP*** Pre-Calculus PreAP*** AP Calculus*** AP Statistics***
IPC Biology Chemistry Principles of Technology Aquatic Science Environmental Systems	Physics Anatomy & Physiology Medical Microbiology Forensic Science	Biology PreAP*** Chemistry PreAP*** Physics PreAP*** AP Biology II*** AP Chemistry II*** AP Physics I***
World Geography World History US History US Government Economics		World History PreAP*** World Geography PreAP*** Dual Credit US History Dual Credit Government
Latin 1 Spanish 1	Latin 2 Spanish 2	Latin 3, Latin 4*** Spanish 3, Spanish 4***

\*\*\*If a student is assigned to DAEP, these courses will not receive weighting on the Academic scale.

Please note:

- Entering ninth grade students in 2020-21 and beyond will not have foreign language courses included in GPA calculation.
- World Geography PreAP will only be included for GPA calculation with the entering ninth grade class of 2020-21 and beyond.

## Grade Weighting Table

Numerical Grade	Advanced	Academic	Regular
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
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



For modified content and Life Skills, please see a high school counselor for Grade Weighting Table.

## High School Semester Exams

Students will be administered final exams during both fall and spring semesters. The exams will count as 15% of the student's semester grade and will be administered during the final week of the semester. The schedule for exams will be at the discretion of school administration.

Final exam exemption criteria:

The student must report to class for attendance accounting and check out requirements at the start of the first period each exam day to be exempt from taking any exam. Failure to report to the first period class each exam day will result in a zero as the grade for the examination. If the student has a pass for an excused absence, he/she will be allowed to take the make-up examination on the scheduled date. Extra-curricular, Co-curricular, College Visits, Approved Medical, and Funeral/Bereavement absences will not count for exemption purposes.

Seniors and Juniors:

- 1) May exempt up to four exams in the Fall and all exams in the Spring
- 2) Must have 3 or less absences for the semester in the class which they choose to exempt\*\*\*
- 3) 90+ semester grade and no more than 3 absences in the class student is exempting or 85-89 semester grade and no more than 2 absences in the class student is exempting or 80-84 semester grade and no more than 1 absence in the class student is exempting\*\*\*
- 4) No major infractions resulting in IBS, Saturday School, Out of School Suspension, or DAEP placement
- 5) If a student takes an AP exam in the class they may automatically exempt the spring semester exam for that class
- 6) A student may not exempt a final exam for a course that has a STAAR/EOC exam.

Sophomores and Freshmen:

- 1) May exempt up to two exams in the Fall and up to four exams in the Spring
- 2) Must have 3 or less absences for the semester in the class which they choose to exempt\*\*\*
- 3) 90+ semester grade and no more than 3 absences in the class student is exempting or 85-89 semester grade and no more than 2 absences in the class student is exempting or 80-84 semester grade and no more than 1 absence in the class student is exempting\*\*\*
- 4) No major infractions resulting in IBS, Saturday School, Out of School Suspension, or DAEP placement
- 5) A student may not exempt a final exam for a course that has a STAAR/EOC exam.

Weighted Courses:

For final exam exemptions, the following courses will use their weighted grades. For example, if a student is in Calculus and has a grade of 75, the weighted grade of 85 will be used to determine exemption eligibility.

+10 points - All Pre-AP and AP courses, Blinn Dual-Credit Classes, Spanish III, Latin III

+5 points - Calculus, Pre-Calculus, Physics, Anatomy & Physiology, Ind. Study - College Algebra, Forensic Science, Medical Microbiology

**\*\*\*For the 2020-21 school year only, attendance will not be used as stated above due to COVID-19. In lieu of the attendance requirement, students must not have any zeroes, missing work, or incomplete work for the class in which they are exempting. The minimum grade to be eligible for exemption for each class will be 80.**

## Extracurricular Activities and UIL Eligibility

Teachers, coaches, directors, and sponsors should refer to Texas Education Code 76.1 for definition of extracurricular activities. Sponsors of extracurricular clubs and groups are responsible for ensuring that participating students are eligible for activities and contests.

The following table outlines when students can gain and/or lose eligibility.

End of 3 Week Grading Period	End of 6 Week Grading Period	End of 9 Week Grading Period
9/4/2020	9/25/2020 Gain/Lose 10/2/2020	10/16/2020 Gain/Lose 10/23/2020
11/6/2020 Regain 11/13/2020	12/4/2020 Regain 12/11/2020	12/18/2020 Gain/Lose 1/13/2021
1/25/2021 Regain 2/1/2021	2/16/2021 Regain 2/23/2021	3/12/2021 Gain/Lose 3/29/2021
4/9/2021 Regain 4/16/2021	4/30/2021 Regain 5/7/2021	5/26/2021 (Last Day of School)

Students will lose or regain eligibility at the end of the school day on the dates listed above.

All Academically Eligible:

- Thanksgiving Break 11/20-28/2020 (after school on 11/20/2020)
- Christmas Break 12/18/2020-1/5/2021 (after school on 12/18/2020)
- Spring Break 3/12-20/2021 (after school on 3/12/2021)

### Progress Report and Report Card Schedule 2020-21

PROGRESS REPORTS					
Grading Period Ends	Computer Submission by 8:00 AM	Progress Reports Issued/Sent Home	Grading Period Ends	Computer Submission by 8:00 AM	Progress Reports Issued/Sent Home
9/4/2020 (Fri)	9/8/2020 (Tues)	9/9/2020 (Wed)	9/25/2020 (Fri)	9/28/2020 (Mon)	9/29/2020 (Tues)
11/6/2020 (Fri)	11/9/2020 (Mon)	11/10/2020 (Tues)	12/4/2020 (Fri)	12/7/2020 (Mon)	12/8/2020 (Tues)
1/25/2021 (Mon)	1/26/2021 (Tues)	1/27/2021 (Wed)	2/16/2021 (Tues)	2/17/2021 (Wed)	2/18/2021 (Thurs)
4/9/2021 (Fri)	4/12/2021 (Mon)	4/13/2021 (Tues)	4/30/2021 (Fri)	5/3/2021 (Mon)	5/4/2021 (Tues)
REPORT CARDS					
Grading Period Ends	Computer Submission by 8:00 AM	Report Cards Issued/Sent Home			
10/16/2020 (Fri)	10/19/2020 (Mon)	10/23/2020 (Fri)			
12/18/2020 (Fri)	1/5/2021 (Tues)	1/8/2021 (Fri)			
3/12/2021 (Fri)	3/22/2021 (Mon)	3/26/2021 (Fri)			
5/26/2021 (Wed)	K-8...5/21/2021 (Fri)	K-5...5/26/2021 (Wed) sent home with student and 6-8 mailed home on 5/28/2021			
	9-12...5/27/2021 (Thurs) by 4:00 PM	9-12...6/4/2021 (Fri) Mailed Home			

## Roles and Responsibilities

- ❑ Student
  - ❑ To give full effort in class daily and in completion of all assignments.
  - ❑ To complete assigned work on time and return it to the teacher.
  - ❑ To plan time on task effectively while completing long-term assignments/projects to ensure they will be completed and turned in on time.
  - ❑ To communicate with the teacher when he/she does not understand concepts and/or is experiencing difficulty with an assignment prior to the due date.
  - ❑ Maintain academic integrity and honesty.
- ❑ Parent/Guardian
  - ❑ To establish a specific time, place, and manner for homework to be completed.
  - ❑ To provide the supplies and materials necessary to complete homework.
  - ❑ To monitor as needed, but do not do homework for the student.
  - ❑ To assist the student in planning a time on task schedule for long-term assignments/projects.
  - ❑ To monitor the Ascend Parent Portal and initiate communication with the teacher as concerns arise.
- ❑ Teacher
  - ❑ To provide meaningful tasks that enrich and supplement work introduced in class.
  - ❑ To provide feedback during class and on assignments and assessments as a best practice and important teaching tool.
  - ❑ To communicate homework assignments, both regular and long-range, in an appropriate framework.
  - ❑ To provide effective instruction prior to assignments that will be completed individually as well as homework to adequately prepare the student to complete the task independently and successfully.
  - ❑ To provide course requirements and expectations at the beginning of each grading period to students and parents.
  - ❑ To consider available resources, materials, and home situations when assigning a task.
  - ❑ To review and return completed work to students in a timely manner.
  - ❑ Teachers are required to update their electronic gradebook on a weekly basis by Monday @ 8:00 AM. Grades WILL NOT be held to be entered all at once prior to the conclusion of each 3, 6, or 9 week grading period.
  - ❑ It is an expectation that teachers will reteach and reassess content in which students are not understanding in order to promote mastery of learning objectives.
  - ❑ When giving individual tasks/questions on a graded assignment, teachers will ensure the assignment will consist of at least ten questions so that no task/question will count more than ten points.
- ❑ Administrator
  - ❑ Ensure all teachers are aware of and understand the Instructional, Grading, and Reporting Guidelines and sign the Teacher Acknowledgement in Appendix B.
  - ❑ Distribute and review the Eligibility and Grade Reporting calendar.
  - ❑ Monitor and support the implementation of the Instructional, Grading, and Reporting Guidelines.
  - ❑ Provide feedback to teachers concerning practices relating to Instructional, Grading, and Reporting Guidelines.

## Appendix B: Teacher Acknowledgement

### Bellville Independent School District Instructional, Grading, and Reporting Guidelines Teacher Acknowledgement Form

My signature acknowledges that I have read the 2020-21 Bellville ISD Instructional, Grading, and Reporting Guidelines and will abide by the standards, policies and procedures defined or referenced herein. I am aware that the Instructional, Grading, and Reporting Guidelines will be available to me online at the district's website at [www.bellvilleisd.org](http://www.bellvilleisd.org) and will be communicated with and available to all students and their families.

I understand that changes in District policies may supercede, modify, or eliminate the information summarized in this regulation. As Bellville ISD provides updated policy or procedures information, I accept responsibility for reading and abiding by the changes.

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Print Name

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Signature

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Campus/Department

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Date