

# **BUNA INDEPENDENT SCHOOL DISTRICT**

## **GRADING AND PROMOTION HANDBOOK**



***BUNA ISD: WHERE STUDENTS COME FIRST!***

# **BUNA ISD GRADING AND PROMOTION**

## **CURRICULUM**

The Texas Essential Knowledge and Skills (TEKS) guidelines shall be the basis of the curriculum taught in each subject and each subject level. Teachers are encouraged and expected to use a variety of teaching strategies and techniques to motivate students and to generate learning. Students' learning styles and emphasis on a multi-sensory approach to teaching should be used when addressing objectives and skills necessary for academic growth. Ongoing collaboration with colleagues, the campus administration, and the District's administration for Curriculum & Instruction are crucial in attaining student success.

## **GRADING: PURPOSES AND WEIGHTS**

The assignment of a grade should demonstrate a mastery of the Texas Essential Knowledge and Skills sufficient for successful performance in the next subject or grade level as a prerequisite to a grade of 70 or above.

### **PRE-K -Kindergarten**

Pre-K students shall be graded through teacher observation of students' mastery of the Texas Essential Knowledge and Skills. Grades will be recorded as:

E	Excellent	90 – 100
S	Satisfactory	80 – 89
N	Needs Improvement	70 – 79
U	Unsatisfactory	69 and below

### **GRADES 1 - 5:**

In grades 1 – 3 student achievement shall be determined using a numerical score on a scale of 0 – 100.

A	90 – 100
B	80 – 89
C	75 – 79
D	70 – 74
F	69 – Below

The Language Arts grade will consist of:

Reading – 75%
Language/Composition/Spelling – 25%

E, S, N, U, will be used for P.E., Fine Arts and Citizenship.

E	Excellent	90 – 100
S	Satisfactory	80 – 89
N	Needs Improvement	70 – 79
U	Unsatisfactory	69 and below

### **GRADES 6 – 12:**

In grades 6 – 12 student achievement shall be determined using a numerical

score on a scale of 0 – 100.

A	90 – 100
B	80 – 89
C	75 – 79
D	70 – 74
F	69 and below

Students in grades 6 – 12 shall be assigned six weeks grades based on the following:

50% of the grade shall be based on tests

50% of the grade shall be based on daily work

In grades 6 and 7 the Language Arts grade will consist of:

Reading – 50%
English (Language/Composition/Spelling) – 50%

E, S, N, U will be used for Citizenship

E	90 – 100
S	80 – 89
N	70 – 79
U	69 and below

**SEMESTER AVERAGE FOR ONE SEMESTER COURSES (ONE-HALF CREDIT):**

In computing the semester average, grades are averaged based on the 50% - 50% grade ratio. If a semester test is given it will count 25%.

**FINAL AVERAGE FOR YEAR-LONG (TWO SEMESTER) COURSES (ONE CREDIT):**

For year-long classes the final average is determined by averaging the first and second semester grades.

A final average of 70 or above earns full credit.

Example 1:

1<sup>st</sup> Semester – 75  
2<sup>nd</sup> Semester – 65  
Final Average – 70 (Full Credit)

Example 2

1<sup>st</sup> Semester – 75  
2<sup>nd</sup> Semester – 55  
Final Average – 65 (Half Credit)

Example 3 Example 4

1<sup>st</sup> Semester – 65  
2<sup>nd</sup> Semester – 75  
Final Average – 70 (Full Credit)

1<sup>st</sup> Semester – 55  
2<sup>nd</sup> Semester – 75  
Final Average – 65 (Half Credit)

**EXEMPTIONS for GRADES 9 – 12:**

The high school may grant exemptions from semester exams. Whenever semester exams are scheduled, they must be the last two days of the semester.

\*In the event that a student has earned an exemption from a semester exam, that student may choose to take the exam in an effort to improve his/her final average. The exam grade will be averaged.

## **ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION (EIE LOCAL)**

### **C URRICULUM MASTERY**

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services.

### **STANDARDS FOR MASTERY**

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

1. 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.
2. 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 examinations or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

### **GRADES 1-5**

In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics and in either science or social studies.

### **GRADES 6-8**

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

### **GRADES 9-12**

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

### **STUDENTS WITH DISABILITIES**

Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee.

### **LIMITED ENGLISH PROFICIENT STUDENTS**

In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in the primary language.
2. Assessment using ESL methodologies.
3. Assessment with multiple varied instruments.

## **ACADEMIC ACHIEVEMENT GRADING/PROGRESS REPORTS TO PARENTS (EIA LOCAL)**

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

### **GUIDELINES FOR GRADING**

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. Teachers are to have their online gradebook updated by the Tuesday of each week.

In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

Students and parents should not receive "surprises" when report cards are disseminated at the end of a six-week period. Grades shall reflect mastery of the Texas Essential Knowledge and Skills. A sufficient number of grades (ongoing and periodic) should be used to substantiate any six-week or final grade in each subject. A minimum of **ten** grades per six-weeks shall be recorded. A minimum of **seven** shall be ongoing (daily) evaluation grades (homework, class work, and pop tests), and a minimum of **three** shall be periodic mastery (chapter tests, unit tests benchmark tests, book reports, projects, compositions, notebooks, reports, lab work etc.). The six-week grade for a subject shall be determined by the following: 50% ongoing evaluation and 50% periodic mastery. The minimum number of grades for a three-week grading period is **four** ongoing evaluation grades and **one** period mastery grade. Policies for grading shall be clearly communicated to students and parents. Teachers shall not use grades for disciplinary purposes other than as permitted by District policy regarding suspensions, academic dishonesty, and unexcused absences.

Minimum mastery level is a mastery of 70 percent of the essential knowledge and skills. A minimum course or subject-passing grade of 70 cannot be given until 70 percent of the Texas essential knowledge and skills are mastered. Students may retest only after participating in tutoring. A retest must cover the same essential knowledge and skills and must be of the same difficulty as the original test.

Discretion and professionalism should be used in the number of items on tests and ongoing mastery work (daily) to adequately designate the student's ability in the objective measured. Grades reported in grade books shall document the mastery or non-mastery of TEKS—not behavior.

## **REPORT CARDS**

Grade reports shall be issued every six weeks.

The District shall operate on a six-week grading period. Report cards will be issued on the Thursday, following the end of the marking period. The grades the student earns shall be recorded in the teacher's gradebook. These grades shall be used in counseling students and parents. Teachers shall keep an example of each test or exercise for which a grade is taken in order to document essential knowledge and skills coverage.

Numerical grades are reported to parents every six weeks. Grades are reported numerically. The following conversion table applies to grades:

90 - 100	A
80 - 89	B
75 - 79	C
70 - 74	D
69 and Below	F

## **PROGRESS REPORTS**

Interim progress reports will be issued at the teacher's discretion; however, notice of a student's consistent unsatisfactory performance shall be issued in accordance with law. In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

Teachers are required to send unsatisfactory/failing progress report home on the Tuesday following the third week of each marking period if the student's grades are 75 or below.

Principals should help parents understand that failure to receive an unsatisfactory report does not guarantee a passing grade since a teacher cannot always foresee failing work that might occur at the end of the reporting period.

## **ACADEMIC DISHONESTY**

Students 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.

## **GRADING/PROGRESS REPORTS TO PARENTS MAKEUP WORK (EIAB LOCAL)**

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

## **TESTS**

Students shall 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 shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

### **LATE PENALTIES**

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.

### **UNEXCUSED ABSENCES**

The District shall not impose a grade penalty for make-up work after an unexcused absence.

### **SUSPENSION**

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