

ACADEMIC ACHIEVEMENT
GRADING

EIA
(REGULATION)

COURSE Course credit in all curriculum areas, grades nine through twelve, (and for all high school credit courses regardless of grade level taken) will be granted in half-credit increments based on the following guidelines:

1. If the average of the two semesters is greater than or equal to 70, then one credit will be awarded.
2. If the average of the two semesters is less than 70, then ½ credit will be awarded for the semester passed.
3. If a student fails both semesters and attends summer school, the summer school grade will be averaged with the appropriate corresponding semester grade. Full credit will be awarded if this average is equal to or greater than 70. To be eligible for grade averaging, courses must be completed within the academic school year or summer school sessions following that school year.

Examples of possible grade combinations and the credit that would be awarded when both semesters are averaged together are:

<u>Semester 1</u>	<u>Semester 2</u>	<u>Average</u>	<u>Credit</u>
Pass	Pass	Pass	1
Pass	Fail	Pass	1
Fail	Pass	Pass	1
Pass	Fail	Fail	½
Fail	Pass	Fail	½
Fail	Fail	Fail	0

GRADE COMPUTATION Credit for full year course in sixth, seventh and/or eighth grade will be determined by the average of the two semesters. Grade determination for one semester course will be in accordance with the guidelines set forth in this regulation.

NINE WEEKS COMPUTATION (ELEMENTARY) To determine the nine-week average, teachers will average all grades earned by the student in whatever percentages (unit tests vs. daily work) they desire. A minimum of nine grades per nine weeks grading period shall be recorded in grade books used in computing grades for each subject area.

NINE WEEKS
COMPUTATION
(SECONDARY)

To determine the nine weeks average, teachers will average all grades earned by the student in whatever percentages (unit tests vs. daily work) they desire. A minimum of nine grades per nine weeks grading period shall be recorded in grade books used in computing grades.

SEMESTER GRADE
COMPUTATION
GRADES 9-12 AND
ALL COURSES
EARNING HS
CREDIT)

For any specific semester, the two nine-week averages will count 80% and the final examination 20% of the semester's grade.

The computer will automatically figure the semester average and award credit accordingly. This does not remove the responsibility of teachers to record the semester average in their grade books.

SEMESTER GRADE
COMPUTATION
GRADES 6-8

For any specific semester, the two nine-week averages will each count 50% of the semester's grade.

The computer will automatically figure the semester average and award credit accordingly. This does not remove the responsibility of teachers to record the semester average in their grade books.

DUAL CREDIT
CLASSES

Dual credit classes may be taught by college or university staff in person or online, or by embedded ECISD teachers who have been credentialed by the college/university. These courses may be offered as full semester (16-week) courses or as 8-week courses. The grading system used for all dual credit courses will be the grading system determined by the partnering college/university. Dual credit course grades will be factored into the student's GPA and class rank according to ECISD's designated weighting system.

GRADE REPORTING FOR DUAL CREDIT COURSES
CORRELATING TO 1 ECISD COURSE:

- These dual-credit courses will report progress grades for both interim progress reports and nine-week cycle grades for monitoring and UIL eligibility purposes only.
- Final grades provided by the embedded ECISD teachers, college or university staff will override all cycle, final exam and semester average grades and will determine credit awarded.

GRADE REPORTING FOR TWO OR MORE DUAL CREDIT
COURSES CORRELATING TO 1 ECISD COURSE:

- These dual-credit courses will report progress grades for interim progress reports for monitoring and UIL eligibility purposes only.
- 8 WEEK COURSES: Each dual credit course's final grade will be recorded as the nine-week grade which corresponds to the end of the dual credit course.
- 16 WEEK COURSES: These dual-credit course grades will be averaged together to report progress grades for both interim progress reports and nine-week cycle grades for monitoring and UIL eligibility purposes only.
- ECISD semester grades will be calculated as an average of all dual credit course grades associated with that ECISD course.
- Exam grades will be marked as Exempted as they are already incorporated into the final grades reported for each course.
- Final grades provided by the embedded ECISD teachers, college or university staff will override all cycle, final exam and semester average grades and will determine credit awarded.

PROGRESS
REPORTS TO
PARENTS

Parents will receive a written progress report of their child's academic performance at the end of each three-week evaluation period if the child is in danger of failing. The progress reports will be given to the students at prescribed dates set by the district to take home to their parents. The reports are to be signed by the parents and returned to the school.

NEED FOR
PARENT/TEACHER
CONFERENCE

If a student receives an unsatisfactory grade in any class or subject at the end of a grade evaluation period, a progress report will be sent requesting a parent/teacher conference. The progress report will contain the daily conference time of the teacher in order to schedule the conference. Additional times may be suggested for the parents' convenience.

PERMANENT
GRADES
(SECONDARY)

Courses failed will not be dropped from the student's record. Permanent records will reflect all coursework that the students have taken during the secondary school years.

PASS/FAIL
OPTION

A student may choose to take a course on a pass/fail basis, if the course is beyond District graduation requirements in that subject area and cannot be used to satisfy the elective credit requirement

for the graduation plan that the student has declared. Students requesting to take a course as a pass/fail must:

- Be classified as a Junior or Senior
- Have the required number of credits within the requested subject area and
- Have the required number of elective credits for the graduation plan that the student has declared, prior to and or concurrently enrolled requesting the pass/fail option

If the student meets the criteria, the following steps should be taken:

1. The student must complete the pass/fail application by the tenth day the student is enrolled in the class.
2. The application must be signed by the parent and student.
3. The application must be submitted to the counselor who will verify eligibility for the pass/fail option.
4. Pass/Fail applications must be submitted each semester for a full year course.
5. Once a student enrolls in a course on a pass/fail basis, the decision cannot be changed.

Pass/Fail courses shall be excluded in the computation of grade-point averages and a numerical grade will not be recorded on the student's transcript. Students who have a grade average of 70 or above in such courses, however, will be awarded credit.

CHANGING
GRADES

If, at the time of graduation, it is determined by a counselor or principal that the pass/fail credit is needed to meet graduation requirements, the numerical course grade from the teacher of record will replace the pass/fail grade. The grade will then be calculated into the student's grade point average and the credit will be used to satisfy graduation plan requirements.

INCOMPLETE
GRADES

Grade changes are permitted when errors in computation or marking a report card occur or the teacher's grading procedure violated either local policy, state law, or SBOE rule and the student would have received a passing grade if the correct procedure had been followed. Grade changes for failing grades for any other reason are prohibited.

LATE WORK

Students who have not completed the required work prior to the end of the nine weeks due to an excused absence or illness or other acceptable reason should not be given a failing grade. Instead, they should receive an "incomplete" and be allowed a reasonable time to complete the work.

ELIGIBILITY

Under no circumstances will "incomplete" grades be given as permanent grades. The building principal or designee will change an incomplete grade within a reasonable length of time (preferably five days after the student returns to school) to a numeric grade. All work not completed shall be counted as a zero in averaging the grades.

If a teacher accepts "late work" from the previous nine weeks, re-averages the student's nine weeks grade, and finds it to be passing, the student remains ineligible. The changed nine weeks grade may be appropriately averaged with other grades in determining the semester average.

A student in an Advanced Placement (AP) course, an International Baccalaureate (IB) course, or an honors course in English, language arts, mathematics, science, social studies, economics, or a language other than English, shall be exempt from no pass, no play provisions if the student maintains at least a 60 grade average in the course. This provision shall include dual credit courses, including dual credit elective courses, when the student maintains at least a 60 average in the course.

The evaluation periods for eligibility shall be as follows:

1. Grades of all students shall be checked at the end of the first six weeks of school. Students failing the six-week grade check will lose eligibility.
2. Grades of all students shall be checked at the end of each nine-week grading period. Students who had previously been ineligible can regain eligibility with the nine-week grade check. Students failing the nine-week grade check will lose eligibility.

ACADEMIC ACHIEVEMENT
GRADING

EIA
(REGULATION)

ELIGIBILITY
(CONTINUED)

3. three-week basis following the first nine weeks of school.
4. Student eligibility status shall become effective seven days after the end of the grade evaluation period. The same rule shall apply if an incomplete ("I") is on record. Students with an incomplete shall regain their eligibility when the "I" is replaced with a passing grade in the records office or the appropriate school personnel are notified.

PARENT
COMMUNICATION

For any student that is failing at the nine-week period, the instructor will contact his/her parent. Documentation will be maintained by the instructor. This process will assist in the review of Intervention For Students.

GRADE
CONVERSIONS
(FOR TRANSFER
GRADES)

When there is a need to convert alpha grades to numeric values, the following scale will be used:

A+ = 98	A = 95	A- = 92
B+ = 88	B = 85	B- = 82
C+ = 78	C = 75	C- = 72
D+ = 68	D = 65	D- = 62
		F = 55

INCOMING
TRANSCRIPTS

Transcripts or report cards from out-of-district schools should be interpreted as follows:

1. Any grading scale included as a part of the transcript or report card, or as an explanation, will be accepted exactly as the sending school intended, whether in alpha or numeric form.
2. Out-of-state transcripts or report cards with grades less than 70 should be verified as passing with the sending school.
3. When incoming transcripts carry grades with no interpretive scale and/or grade, then the grade conversion scale of the District will be used for awarding credit.

ACHIEVEMENT
STANDARDS

In assessing grades, the teacher will keep in mind these standards:

1. Preparation
 - a. Diligent daily preparation

- b. Promptness and regularity in handling assigned work
 - c. Accuracy, neatness, legibility
 - d. Acceptable form, correctness of spelling and expression, and thoroughness in all work
 - e. Book and class materials for daily work always in readiness
2. Knowledge of subject
- a. Consistent contributions to class discussion
 - b. Ability to apply facts and principles pertinent to the subject
 - c. Ability to maintain a high degree of quality and accuracy on all written work
 - d. Ability to develop concepts, ideas and form generalizations
3. General
- a. Ability to maintain a high degree of self-discipline
 - b. Ability to analyze and critically evaluate materials and information
 - c. Ability to work in a team setting and independently
 - d. Ability to demonstrate academic integrity and honesty
 - e. Proper and correct use of the English language in both oral and written communication

UNSATISFACTORY
ACHIEVEMENT

Unsatisfactory achievement is earned by students who by reason of inability or weak foundation, habitual neglect, failure to grasp (0-69) subject matter, or excessive absences and in the judgment of the teacher should not receive a passing grade.

GUIDELINES FOR
GRADING

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 will 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 grading guidelines, teachers shall implement a policy regarding the re-doing of an assignment or test that resulted in a failing grade. Those policies will allow a student the opportunity to re-take tests or re-do assignments that resulted in a failing grade after initial completion of the assignment or test. An assignment must be turned in by the original due date to be considered "completed." A grade of zero for failing to turn in an assignment is not considered a failing grade for purposes of this re-do section. Assignments or tests missed due to absence are covered in the Student Handbook under Makeup Work. The policy shall be instituted as follows:

ELEMENTARY
SCHOOLS

- Teachers shall allow a student up to three class days to re-do a failed assignment or re-take a failed test/exam. The classroom teacher has discretion on the exact number of days to allow in a particular instance even if it exceeds the original three-day window.
- Students shall be allowed one opportunity to re-do this work.
- Re-do work shall receive a maximum grade of 75.

SECONDARY
SCHOOLS

- Students shall be given up to three class days to re-do a failed assignment or re-take a failed exam.
- Students shall be allowed one opportunity to re-do this work. It is the student's responsibility to establish the makeup date and time with the teacher within the original three-day window; in the event of a scheduling conflict it is the responsibility of the teacher to work with the student to set up a mutually agreed upon date and time for the work to be done even if that scheduled time exceeds the original three-day window. Re-done work shall receive a maximum grade of 75.
- This re-take policy does not apply to semester and/or final exams; nor does it apply to dual credit or concurrent courses being taken off-site.

- At teacher discretion an alternate assignment or alternate test may be given in place of the failed assignment or test.
- The time period to re-do an assignment or re-take a test begins when the test or assignment is returned to the student.
- If the student fails the re-test/re-take the higher of the two grades will be taken.

FINAL EXAM
EXEMPTIONS
(GRADES 9-
12)

Exemptions are a privilege to be earned by students attending ECISD high schools. A student may earn exemption status for one or more spring final exams in accordance with this policy.

- Seniors are eligible to be exempt from all exams
- Juniors are allowed up to four exemptions
- Sophomores are allowed up to three exemptions
- Freshmen are allowed up to two exemptions.

The following guidelines apply to determine eligibility for a spring final exam exemption:

- Course average of 90 - 100 with no more than four absences (excused and unexcused)
- Course average of 85 - 89 with no more than three absences (excused and unexcused)
- Course average of 80 - 84 with no more than two absences (excused and unexcused)
- Each course is independent. Attendance and grade requirements must be met for the course or courses for which a student is requesting an exemption.
- Students must be in attendance on the day of the final exam or they forfeit their exemption.
- submission deadlines and verification procedures for securing their exemptions.
- Students are encouraged to monitor their attendance throughout the school year.
- Absences will be counted from the second semester.

FINAL EXAM
EXEMPTIONS
(GRADES 9-12
CONTINUED)

- Students who meet the exemption criteria still have an opportunity to take their final exam to increase their overall average.

The following types of absences do not count against attendance for exemption purposes:

- Religious Holy Days
- School related / extracurricular activities
- College Visits - Junior or Seniors only (up to two days per year)
- Career Investigation - Junior or Seniors only (up to two days per year)
- Pursuing enlistment in the US military (must be at least 17 years old)
- Religious holy days
- Required court appearances
- Activities related to obtaining U.S. citizenship
- Serving as an election clerk or early voting clerk (up to 2 days per year)
- Sounding "Taps" at a military honors funeral for a deceased veteran
- Obtain a learner's permit (one day) or driver's license (one day)
- Documented health-care appointments if the student returns to school on the same day of the appointment and brings a note from the health-care provider
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician

FINAL EXAM
EXEMPTIONS
(GRADES 9-12
CONTINUED)

For children of military families,

- absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments

For students in the conservatorship of the state:

- An activity required under a court-ordered service plan;
- Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Final Exam Exemption Policy for Advanced Courses:

- A student must take the AP/IB exam in order to exempt a teacher's final exam.
- If the student does not sit for the AP/IB exam, then he/she must take the teacher's final exam for the class.
- If a student does take the AP/IB exam and wishes to exempt the corresponding final exam, then he/she must still meet all the same grade and attendance requirements that are in effect for non-AP classes.
- No final exam exemptions allowed for Online or Dual Credit Courses.