Entering Grades Procedures – Bell City Middle/High School

Bell City Middle and High School teachers will use the following procedures when entering grades into JCampus (WebPams):

Categories: Teachers will use the categories (Formative and Summative) to label assessments.

- ***Formative*** represents the student's effort in classwork
- ***Summative*** represents the student's mastery of the content

This information is represented in a pie chart in the Student Progress Center.

Suggested Assessment Ratio: 40 % Formative – 60% Summative

Grade Labeling Options

E – Excused –the student is excused from the assignment
- The missing score will not calculate into the student's average

I – Incomplete – the student misses an assignment due to extended illness
- The missing score will calculate as a 0 in the student's average

X – No Score – the student failed to complete the assignment but it can be made up
- The missing score calculates as a 0 until the makeup score is entered.
- The student may not receive full credit (teacher discretion)

0– Zero –the student earns a 0 and the assignment cannot be made up
- The score will calculate as a 0

Blank – No Score – grades not entered by teacher or no score on extra credit

When entering grades, teachers should enter a score or letter (E,I,X). Blanks should only be for items not graded yet.

Points Earned/Points Possible: High School students:

Student grades are calculated by points earned divided by points possible

Example 1:

Student A scores 5/10 on an assignment. The grade book reflects an F (50%) on that assignment.
Student B scores 0/10 on an assignment. The grade book reflects an F (0%) on that assignment.

- Student A has earned 5 pts that will calculate into his overall average.
- Student B earned 0 pts.

Example 2:

- Student B has several A's but earned 0 pts for 2 assignments. His average is 63 (D).
- Student A has a mixture of grades, but has earned pts for each assignment. His average is 83 (B).

***It is important for students to earn points on each assignment.**

Student A – HS			***Student B-HS***			***Student A-MS***		***Student B-MS***	
Pts Earned	*Pts Poss*	*Avg*	*Pts Earned*	*Pts Poss*	*Avg*	*Grade*	*Pts*	*Grade*	*Pts*
8	10	80 (B)	10/10 (A)	10	100 (A)	A	4	B	3
30	40	75 (C)	40/40 (A)	40	100 (A)	A	4	B	3
50	50	100 (A)	50/50 (A)	50	50 (A)	F	0	C	2
35	50	70 (C)	0/50 (F)	50	0 (F)	F	0	C	2
10	10	100 (A)	0/10 (F)	10	0 (F)	A	4	B	3
Total: 133	**Total: 160**	**133/160= 83 (B)**	**Total: 100**	**Total: 160**	**100/160= 63 (D)**	**Avg:12/5= 2.4=C**	**Total:12**	**Avg:13/5= 2.6=B**	**Total:13**

As per CPSB Grading Policy (page 92):

When a grade is recorded, the grade should be labeled with the date the grade was earned. (Ex. Record a test grade on the date on which the test was given, not the date on which it was graded). In addition all grades MUST be identified/labeled with what GLE/content/skill is being assessed.

Grading Regarding Absences (CPSB Policy)

- A student who is absent five (5) or more days in any 9-wk period shall receive an "I" at the end of 3wks, 6wks **and** each 9wk period.
- The student can make up the work during the **next** Nine Week Period.
- If he/she fails to do so, the incomplete grade (I) automatically becomes an "F."

It is the responsibility of the teacher to inform the student of the deadline for any makeup work.

- If a student is absent **less** than five (5) days, the student should be given a reasonable amount of time to complete the assignments.

A reasonable amount of time will be determined through the collaborative efforts of the principal, counselor, teacher, parent and student.