# BROOKS COUNTY ISD GRADING PROCEDURES

*Purpose for Grading Procedures:*

*Brooks County ISD recognizes that implementing district-wide grading procedures brings consistency in the assessment of the educational development, performance, and achievement of all students* attending our schools. Pursuant to Board Policy EIA (Local), these grading procedures outline (1) the number of grades teachers must take to support the grade average assigned, (2) the criteria for students to redo an assignment or retake a test, and (3) the opportunity students are provided to redo an assignment or retake a test.

Grading Procedures

1. Teachers will record a minimum of 2 minor grades per week, a minimum of 1 major grade every 2 weeks, and a minimum of 1 mini per 3 weeks in the DISTRICT ELECTRONIC GRADEBOOK.

2. Teachers will use the following in MARKING ASSIGNMENTS completed by students:

| Pre-K | K-12 |
|---|---|
| E (90-100)<br>S (80-89)<br>NI (70-79)<br>U (60-Below) | Numerical Grades |

3. To establish consistency in terminology, all subjects and all grades will use the grading categories of MAJOR ASSIGNMENT and MINOR ASSIGNMENT. These categories may be included but are not limited to the following assignments:

| | |
|---|---|
| **Major** | Tests<br>Quizzes<br>Projects/Presentations<br>Research Papers |
| **Minor** | Daily Classroom Assignments<br>Accelerated Reader<br>Binder Checks<br>Lab Work/Assignments<br>Essays |
| **Mini** | Attendance<br>Homework Assignments |

4. The following WEIGHTS will be used in determining a final grade average:

| | | |
|---|---|---|
| **Major Assignments** | **50%** | **3** |
| **Minor Assignments** | **40%** | **9** |
| **Mini** | **5% - Attendance**<br><br><br><br>**5% - Homework**<br>**10% - Total** | **0=100**<br>**1=90**<br>**2=80**<br>**3=70**<br>**4=65** |

Note on Minor Assignments: At least six grades or half of grades whichever is greater must be from skill based assignments.

5. Students with an EXCUSED ABSENCE from school (including off-campus suspension) will have the opportunity to make up missed work at the rate of one day for one day missed, with a maximum of five days. Student will receive a zero for any major or minor assignment not made up within the allotted time.

6. Students with an UNEXCUSED ABSENCE may not make up missed work; however, if the unexcused absence is determined to be caused by an extenuating circumstance, makeup work may be allowed. The grade for the makeup work will be no higher than a 70.

7. All students will be given up to 3 additional school days to redo a FAILING MAJOR ASSIGNMENT but the grade will be no higher than a 70. The teacher has the option of assigning an alternative major assignment and may require additional tutoring, assignments, etc., as appropriate. The teacher will indicate in the gradebook that the assignment was redone.

8. All students will be given 3 additional days to make up a LATE MAJOR ASSIGNMENT and may be required additional tutoring, assignments, etc., as appropriate (with a progressive grade penalty of 10 points per day).

9. If 50% OR MORE OF STUDENTS IN A CLASS FAIL a MAJOR ASSIGNMENT, the entire class will receive re-teaching of the content using a different instructional strategy from the original presentation. All students will be given an alternative major assignment. Students will receive the higher of the two grades earned. The teacher will indicate in the gradebook that the assignment was retaught.

10. A PROGRESS REPORT will be sent home at the end of the three-week period for all students and must include a minimum of 1 major assignment. A progress report may be sent home anytime in addition to the three-week period. However, parent contact must be attempted if a student has 1 zero on a major assignment or more than 3 zeros on minor assignments. Parents are strongly encouraged to monitor student progress online and/or schedule parent conferences with teachers to discuss their child's progress.

11. The cumulative average for the three reporting periods in high school will count as 80% of the final semester grade. SEMESTER EXAMS will count as 20% of the semester grade. Should the semester exam cause a student to fail the semester, the student has the option of retesting. The student must retest within 3 days, and the retest will be the sole responsibility of the student. The campus administrator may extend the retesting timeframe in extenuating circumstances. The retest grade will be no higher than a 70.