1. Secondary Grading and Reporting Procedures
   a. Official grade reports
      i. Report Cards
         1. Six-Weeks grade reporting periods
         2. Type and weight of assignments, including percent of final grade followed on:
            a. Major grades/projects/assessments: 60%
            b. Minor grades/homework/quizzes: 40%
            c. No grade in the gradebook below a 50 (excluding AP classes)
            d. Extra credit-
               i. must be for additional work that is academic in nature in the course assigned
               ii. must be equally available to all students
               iii. may not be given for non-academic reasons
               iv. total reward of extra-credit may not exceed 10 pts towards 6 weeks average
               v. is offered at the discretion of the teacher
         3. Teachers may use the latest assessment score as the most recent evidence of mastery and replace prior assessment scores and averages that cover similar content
      4. At a minimum, one grade per week will be entered into the grade book
      5. At least two major grades will be entered per six weeks

6. Late Work
   a. Students may be allowed to turn in assignments, as long as the specific unit of instruction has not been assessed and the class guidelines permit it.
   b. After each assessment, the teachers may use that assessment grade as evidence of mastery of the skill missed on the previous assignment within that unit.

ii. Progress Reports
   1. Progress report grades will be submitted the 3rd Friday of each six-weeks. These reports will then be made available through Skyward to students and parents the following week.
      a. Progress reports must be used to rule an ineligible student eligible for UIL purposes, if that student is now passing (70%) every class at the progress reporting period.

iii. Incompletes
   1. If a student has missing assignments at the end of a grade reporting period, a teacher may choose to give the student a grade of incomplete on the report card
   2. The student has one week to make up the incomplete on the report card, unless extenuating circumstances are identified. At that time, the grade in the grade book will be changed to reflect the new grade.

b. Credit attainment
   i. Courses taken for HS credit at BHS will follow the grade reporting policy the HS has set for those classes (Advanced courses will be subject to guidelines set forth in the course syllabus)
1. Calculating semester grades and final course grades
   a. End-of-course (EOC) exams
      i. Students will be required to take an EOC exam in accordance with state graduation requirements for the core curriculum classes of math, science, English, and social studies.
   b. Semester and Final grades
      i. In order for a BHS student to receive HS credit for their coursework, they must have a yearly average at or above 70 for full year courses and a semester average at or above 70 for semester courses.

c. Homework
   i. Homework will be used to enrich or reinforce topics covered in class and should satisfy one of the following objectives:
      1. To provide a drill to help students practice the basic skills of a subject
      2. To provide practice and extension of concepts learned in class
      3. To extend learning beyond the material that can be covered in class
      4. To develop effective study habits
      5. To help the student prepare for class work
      6. To allow the student to make up work for an absence
      7. To provide a means of re-teaching essential concepts
   ii. Homework will not be assigned as a punishment
   iii. The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of essential knowledge and skills

d. Makeup work
   i. Students who are absent will be given the number of days they were absent to make up their assigned work. When determining the time frame allowed for completion of the missed work, the teacher will take into account the number of days the student missed and whether the absences were excused or unexcused.
   ii. An absence for extracurricular events is not an excuse for turning in an assignment past its original due date. (Students are expected to take any tests missed or scheduled on the day they return from an extracurricular event)

e. Re-teaching and re-assessing for mastery
   i. Re-taking a test
      1. BHS allows students to re-take tests for which the student scores below a 70 (excluding semester exams). This is per District Policy EIA (Local)
         a. Regarding assessments: In order for a student to re-test, they must meet criteria as set forth by the teacher in the course syllabus. These criteria must reflect that the student has taken steps to prepare to improve on the re-test. These tasks, and the re-test, may be written or verbal and will be completed at a time set forth by the teacher.
         b. Student work done at home will not be subject to this policy and students cannot request a redo for homework.

f. Suspension
   i. The school will not impose a grade penalty for makeup work after an absence because of suspension.