



Academic Achievement

CLASS RANKING HANDBOOK

APPROVED: April 12, 2021

ACADEMIC ACHIEVEMENT HANDBOOK

Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval:  4-12-2021

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INTRODUCTION

Philosophy

The Board values the development of all students' social and emotional learning and well-being. In addition, the Board values supporting the attainment of all seven Profile of a Graduate attributes. The Board also desires to honor and recognize graduates who have attained high academic excellence.

DEFINITIONS

The **Class of 2024 and beyond** are represented by any student entering the 9th grade in the 2020-2021 school year and after.

A **campus of residence** is the school within the attendance boundary zone in which the student lives during the school week.

A **campus of attendance** is the school in which the student attends class during the school day in person or virtually.

Grade Point Average (GPA) is calculated by multiplying each semester grade achieved, excluding GPA-exempt courses, by the number of credits the course was worth, calculating the sum of these values with any additional weights and dividing by the total number of credits that were attempted.

A student's **class rank** is a measure of how a student's GPA compares to that of other students in the same graduating class.

GPA-exempt courses shall not be included when calculating a student's GPA or class rank. GPA-exempt courses are specified third- and fourth-year elective courses that encourage special skills and interests. GPA-exempt courses as defined by Fort Bend ISD are located in the current District course guide.

A **one-time option** is a discretionary transfer for students that have attended a high school for at least two consecutive years or for a student's last year of elementary, middle, or high school.

Inter-District Transfers are defined as students that transfer from another district to Fort Bend ISD if this is permitted in policy and or by agreements with other districts.

Intra-District Transfers are defined as students that transfer from a Fort Bend ISD campus of residence to another Fort Bend ISD campus. This includes employee and special circumstances transfers.

A **Program of Choice** is defined as a program with specialized offerings for which students must apply and be accepted. This includes but is not limited to academy programs, Early College High School, etc.

A **semester** for honor graduate purposes (Valedictorian & Salutatorian) is considered only if it is a traditional semester. Traditional semesters only occur in the Fall or Spring of the school year. Summer is not considered a traditional semester.

CLASS RANK SYSTEM

The District records a weighted 100-point scale, weighted 4.0 scale, and the unweighted 4.0 *GPA* on student transcripts. All courses recorded on the academic achievement record (high school transcript), with the exception of courses taken on a *GPA-exempt* basis, shall count toward *GPA* and class rank using the grades received. These courses shall be weighted by category when calculating *GPA*. Any courses taken in fulfillment of an endorsement are not excluded from *GPA*.

Local graduate honors, such as Summa Cum Laude, Magna Cum Laude, and Cum Laude, do not supersede class rank for the purposes of the Top 10% state law.

CLASS RANK CALCULATION

Graduating Class of 2020, 2021, 2022, and 2023

The graduating classes of 2020-2023 shall have class ranks communicated by the District in the following manner: October of the 10th grade year, September of the 11th grade year, June following the 11th grade year, September of the 12th grade year, mid-term of the 12th grade year, and at the conclusion of high school. Graduating seniors shall have honor graduate recognition calculated at the end of the 3rd nine-week grading period for graduation ceremony purposes.

Graduating Class of 2024 and Beyond

Starting with the *Class of 2024*, class rank shall only be calculated for the Top 10% of each class for purposes of applications to institutions of higher education, as required by state law. The District shall provide to each student in the Top 10% notice of their class rank with a defined numerical rank out of the total specified class size, subject to the day the rank is run. All transcripts will have a DNR (Does Not Rank) on the transcript (see Exhibit C) as is recommended by TEA when not ranking students within a district; therefore, students will only receive their rank via a letter from the District (See Exhibit A). These notices shall be provided, January of the 11th grade year, June following the 11th grade year, September of the 12th grade year, and January of the 12th grade year. *Program of Choice* and Intra-district-Transfer campuses will work with all campuses in ensuring that *Program of Choice* and Intra-district-Transfer students are ranked with their zoned campus students. Graduating seniors shall have honor graduate recognition calculated at the end of the 3rd nine-week grading period for graduation ceremony purposes.

TOP TEN PERCENT RULE

Juniors and seniors with a class rank in the top ten percent will be notified of their qualification for automatic admissions as required by law no later than the 14th school day following the end of the 1st semester.

Transfer Grades

When a student transfers with grades for properly documented and eligible courses, the District shall assign a weight to those grades based on the categories and grade weight system used by the District.

Early Graduation

Early graduates shall be ranked with the class with which they graduate. Calculations for *GPA* and class rank for three-year graduates shall be based upon the grade point scale and procedures for determining rank for the senior class with which they graduate. Students entering a *Program of Choice* in 9th grade during the 2020-21 school year shall be held to the same class ranking standards as the Graduating Class of 2024 and beyond, regardless of early graduate year.

Graduation Speakers

Graduation speakers shall be based on neutral criteria designed to select the students who best exhibit the attributes of the Profile of a Graduate. Please see Policy FMH (LOCAL) for more information.

BEGINNING WITH STUDENTS WHO ENTER A *PROGRAM OF CHOICE* IN 2020-21

A *Program of Choice* is defined as a program with specialized offerings for which students must apply and be accepted. If a student attends a campus other than their campus of residence, the campus the student attends shall be designated as the campus of accountability.

Specifically, students in a *Program of Choice* shall be ranked with the students at the high school within the attendance boundary in which they reside. Accountability will be with the campus the student attends as TEA Guidelines Apply.

Middle School Gifted and Talented Academy

Program of Choice reporting would begin with students entering 6th grade at the Gifted and Talented (GT) Academy during the 2020-21 school year and beyond. All GT Academy student state assessment data reporting will be to the *campus the student attends*. (Policy ED [LOCAL])

Residence Circumstances

If the student were to move residences during the school year and prior to the snapshot date, campus accountability would move to the new campus of attendance and class rank would report to the new campus of residence.

- From a district perspective: If the student were to move residences during the school year and after the snapshot date, accountability would not report; however, class rank would move to the new campus of residence; A student's accountability and attendance remains with the campus the student was attending on the snapshot date.
- From a student or parent perspective: If the student were to move residences during the school year and after the snapshot date, the class rank would report to the new campus of residence and their attendance, grades, and assessment data would be maintained by the campus they attend.

A student must reside within the same attendance boundary for their final four semesters of high school to qualify as valedictorian or salutatorian. To be eligible for top honors, valedictorian or salutatorian, a student must meet the additional eligibility requirements including completion of high school in no fewer than eight semesters, and continuous enrollment in the same high school in the District for the four semesters immediately preceding graduation.

Student Organizations/Clubs and UIL Participation

Each student club, organization, or UIL activity has different criteria for participation. For UIL athletics and fine arts, enrollment in the on-campus course is required. For students to participate in UIL activities, student organizations, and student clubs, students must be enrolled in courses made available. Students enrolled in a *Program of Choice* shall participate in UIL activities, student organizations, and clubs at the *Program of Choice* campus. (See FM [LOCAL]).

UIL participation includes academic, athletic, and fine arts participation and competition. Students enrolled in a *Program of Choice* shall take part in UIL participation and competition at the *Program of Choice* campus since this is the daily *campus of attendance*. Students enrolled in a *Program of Choice* different from their campus of residence will be ineligible from UIL varsity athletics for one calendar year.

Graduation & Transcripts

Students in a *Program of Choice* or on an *Intra-District Transfer* shall have a transcript that reflects or denotes the *campus of residence*. The transcript shall also reflect the *program of choice* enrollment. The student shall participate in commencement at the *Program of Choice* campus ceremony. Students in a *Program of Choice* shall receive a diploma from the campus of attendance that will also indicate the *program of choice* in which the student participated. (See Exhibit C)

Example: to see a sample transcript, please see Exhibit B

Student lives in Clements High School zone

- Attends academy at Hightower – Medical Science
- Transcript will be created by Hightower
 - o Academy will be noted on the transcript
- Student will be ranked at Clements
 - o Students will receive a letter from the campus if they are ranked in the top 10% of their graduating class. (See Exhibit B)

STUDENTS WHO ARE HOMELESS OR ON A TRANSFER

Beginning with the class of 2024, high school students granted a *one-time option* intra-district transfer would have their *class rank* reported to their *campus of residence*. Students on an *intra-district transfer* will have their accountability reported to their campus of attendance and they will be ranked with their *campus of residence*. Students on an *inter-district transfer* will have all student data reported to the *campus of attendance*.

Students participating in a *Program of Choice* who become homeless during high school shall have their accountability, *class rank*, and state assessments stay with the *campus of attendance* at the time of homeless designation. Students who are no longer designated under McKinney Vento homeless status return to the aforementioned *Program of Choice* rank structure.

STUDENTS WHO ARE REDIRECTED TO A SPECIFIC CAMPUS DUE TO CAP AND OVERFLOW FROM AN OVER-UTILIZED CAMPUS

Students impacted by Cap and Overflow of their currently zoned High School are not considered as students enrolling in a *Program of Choice* or on an intra-district transfer. These students will be ranked with students at the Cap and Overflow school if they attend the school as juniors and seniors. Once boundary lines are drawn, students will be ranked with the students with whom they will eventually graduate.

GRADE WEIGHTING BEGINNING WITH STUDENTS WHO ENTERED GRADE 9 in the 2019-20 SCHOOL YEAR

Any student entering 9th grade in 2019-20 shall have all courses weighted as follows:

Grade range	AP, Beyond AP, Dual Credit, IB, and Dual Enrollment	AAC/Pre-AP, Pre-IB, and Honors	On-level course (not weighted)
90–100+	5	4.5	4
80–89	4	3.5	3
70–79	3	2.5	2
Below 70	0	0	0

Beginning with the school year 2021-22, Pre-AP will be known as Advanced Academic Course (AAC). When a college or scholarship application requires the 100-point scale, the cumulative *GPA* shall be converted to a 4-point scale. The following is the conversion used for the weighted 4-point scale:

Category	Weight
AP Level, Beyond AP, Dual Credit, IB, and Dual Enrollment	+10 points to the semester
AAC/Pre-AP level, Pre-IB, Honors	+5 points to the semester
Regular/On-level courses	Not weighted

HONOR GRADUATES BEGINNING WITH STUDENTS WHO ENTERED GRADE 9 IN THE 2015-16 SCHOOL YEAR

Any student considered to be an honor graduate shall meet all graduation requirements and shall complete either the distinguished level of achievement under the foundation program or the foundation program with at least one endorsement.

Cumulative *GPA* is used in designating honor graduates and shall be calculated at the end of the third nine-week grading period of the senior year. The eligible student with the highest-*class rank* shall be named valedictorian; the eligible student with the second-highest rank in class shall be named salutatorian. In the instance of a Weighted *GPA* tie after calculation to four decimal places, the District shall recognize all students involved in the tie as sharing the honor and title of honor graduates.

Honor	Criterion
Valedictorian	Highest Cumulative <i>GPA</i>
Salutatorian	Second-Highest Cumulative <i>GPA</i>
Summa Cum Laude	Cumulative <i>GPA</i> = 97 or higher
Magna Cum Laude	Cumulative <i>GPA</i> = 96-93
Cum Laude	Cumulative <i>GPA</i> = 92-90

For students in the graduating class of 2020-23 in a *Program of Choice* or on an intra-district transfer, students are eligible to be named valedictorian or salutatorian if the following are true:

- The student did not withdraw from a campus where the student attended on a transfer and enrolled at the student's campus of primary residence within the four consecutive semesters immediately preceding graduation.
- The student did not transfer from the campus of primary residence to another campus within the four consecutive semesters immediately preceding graduation.
- The student met additional requirements for valedictorian and salutatorian by completing no fewer than eight semesters. The student must also be continuously enrolled in the same Fort Bend ISD high school for the four semesters immediately preceding graduation.

Exhibit A: Sample Notification Letter to Top 10% Students

Letter to send to Junior students for the first notification in January of the second semester of their Junior Year. **The following letter is an example letter for campuses to send.**

Dear Parent or Guardian and student:

Fort Bend ISD is a non-ranking district; however, the state of Texas requires high school campuses to report the rank for the top ten percent of the graduating class. As a non-ranking school district, student transcripts will include DNR (does not rank); therefore, this letter will allow students the ability to report to the colleges of their choice.

We want to acknowledge that this achievement represents incredible dedication and hard work throughout your education thus far. We congratulate you on reaching this level of success and look forward to all your achievements in the future.

STATEMENT OF RANK AND GRADE POINT AVERAGE

PURSUANT TO Texas Education Code Section 51.803, {Campus Name} is required to rank the top ten percent of the graduation class. Rank shall be reported as a specific number of the total class size.

Student: John Doe

Rank in Class:

This certifies that **John Doe** is ranked **1** out of **658** in the Class of 2021

Grade Point Average:

This is to certify that John Doe's cumulative grade point average is 113.24 on a weighted scale

Michael Smith

Michael Smith

Lead Counselor

Email address

281-555-5555

Signed (DATE)

Exhibit B: Sample Diploma

John Foster Dulles High School

Fort Bend Independent School District



has satisfactorily completed the Course of Study recommended by the State of Texas and prescribed by the Board of Trustees, and is hereby awarded this

Diploma

May 29, 2020

communications will create a seal for each academy

Jason M. Bordin
President
David B. Rosenthal
Secretary



[Signature]
Superintendent
[Signature]
Principal

Exhibit C: Sample Transcript

Fort Bend ISD is a non-ranking district; however, the state of Texas requires high school campuses to report the rank for the top ten percent of the graduating class. As a non-ranking school district, student transcripts will include DNR (does not rank); therefore, this letter will allow students the ability to report to the colleges of their choice

Student Name and Address

[REDACTED]

FBISD Student ID: [REDACTED]

Gender: MALE

Date of Birth: [REDACTED]

Program of Choice:
Digital Media Academy

State of Texas Achievement Record

Fort Bend ISD

HIGHTOWER H S
3333 HURRICANE LN
MISSOURI CITY TX 77459-6353

School Phone: (281) 634-5240

District #: 079907 College Board: 446788

Parent/Guardian: DAVID BECK

Grade Level:09	Grad. Year: 2024	Grad. Date:	GPA Type	GPA
Ethnicity/Federal Race: Non-Hispanic, Black			100 PT Weighted:	0.0000
Graduation Program: FOUNDATION HIGH SCHOOL PROGRAM			4.0 Unweighted:	3.6364
Distinguished Level of Achievement (Pursued)			4.0 Weighted:	3.9091

DNR: Does Not Rank

FHSP Speech Req Date Met: **FASFA:**

CPR Instruction Date Met:10/25/2018

Peace Officer Interaction Date Met:

Academic Record

Year	Service ID	Course: Type	S1	S2	AVG	Credits
LANGUAGE ARTS						
2021	03220100	ENG 1:Q	92			0.500
MATHEMATICS						
2020	03100500	ALG 1:JQ	90	86	89	1.000
2021	03100700	GEOM:Q	89			0.500
SCIENCE						
2021	03010200	BIO:Q	97			0.500
SOCIAL STUDIES						
2021	03320100	W GEO:Q	94			0.500
OTHER LANGUAGE						
2021	03440100	SPAN 1	100			0.500
FINE ARTS						
2021	03150100	MUS1BAND	94			0.500
TECH APPLICATIONS						
2020	03580140	TAFCS:J	88	87	88	1.000
CAREER/TECH ED						
2021	13020200	PRINHLSC	95			0.500

* The placement of FASFA and the Program of Choice may move slightly depending how the SIS team is able to place it on the transcript and pull information from Skyward

DNR (Does Not Rank) will be added to the key later. Academic Achievement Record recommended that we put **DNR** if we are a non ranking district.

Schools Awarding Credit:
2020 079907048/079907048
2021 079907008/

State Credits: 5.50

Local Credits: .00

Total Credits: 5.50

Course Type Codes:
A: Articulated Tech Prep
C: Correspondence
D: College Dual Credit
E: CSE with No Prior Instruction
H: Honors
I: IB Course
J: HS Course Compl. Prior to Gr. 9
L: Local Credit

Grade Codes:
P = Pass (70 and above) F = Fail
A = 100-90, B = 89-80, C = 79-70, D = 69-60
* Credit denied due to absences
(dot) Course averaged

P: AP Course
Q: Pre AP Course
R: Summer School/Night School
T: CSE with Prior Instruction
Z: Distance Learning
3: Completed outside of TX public school system
7: TEKS Course for FHSP PE Requirement
8: LOTE substitution

COVID SY2020: AVG = S1 x 67% + S2 x 33%
S1 = (T1 x 42.5%) + (T2 x 42.5%) + (SE x 15%)
S2 = T3
#3rd Not Meet T4 = Credit Denial S2

Print Date: 03/04/2021

*Transcript is unofficial unless embossed and signed by the Registrar.

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