



EIE (REGULATION):

ELEMENTARY

GRADING AND REPORTING

North East Independent School District
San Antonio, Texas

Updated August, 2011

NORTH EAST ISD BOARD OF TRUSTEES

Mrs. Beth PlummerPresident
Mrs. Susan GalindoVice President
Mrs. Sandy HugheySecretary
Mrs. Brigitte PerkinsMember
Mrs. Letti BresnahanMember
Mr. Edd WhiteMember
Mr. Randy BristowMember

ADMINISTRATION

Dr. Richard MiddletonSuperintendent
Dr. Alicia ThomasAssociate Superintendent/Chief Instructional Officer
Dr. Mark SchefflerAssociate Superintendent for Campus Support
Mr. Wess RobinsonChief Financial Officer
Dr. Brian GottardyAssociate Superintendent for Operations

In accordance with Title VI-Civil Rights Act of 1964; Title IX-Education Amendment of 1972; Section 504 - Rehabilitation Act of 1973; and Title II - Americans with Disabilities Act of 1992, the North East Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.

ELEMENTARY GRADING AND REPORTING 2009 - 2010
REVISION COMMITTEE

Elementary School Committee Members			
Bulverde Creek	Sally McBee, Principal Courtney Tarbox, Counselor	Northwood	June Sharrer, Principal Sandra Armstrong, Teacher
Camelot	Gloria Canada, Principal Diana Palacios, IIT	Oak Grove	Lola Folks, Principal Amy Dodge, Teacher
Canyon Ridge	Peggy Peterson, Principal Diadra Williams, Teacher	Oak Meadow	Judy Wells, Principal Scarlett Foster, Teacher
Castle Hills	Eric Wicker, Principal Sandra Nichols, Teacher	Olmos	Lesha Dalton, Principal Ashley Hallmark, Teacher
Cibolo Green	Ivonna Gonzales, Principal	Redland Oaks	Mary Longloy, Principal Kelly Winton, Teacher
Clear Spring	Adam Schwab, Principal Lisa Zamora, Teacher	Regency Place	Susan Del Toro, Principal Herminia Alarcon, Bilingual Specialist
Coker	Glennie Lecoche, Principal Kathleen Shelton, Teacher	Ridgeview	Lori Gerdin, Principal Kimberly Orihuela, Teacher
Colonial Hills	Diana Montemayor, Principal	Roan Forest	Ruth Wayne, Principal Holly May, IIT
Dellview	Martha Staufert, Principal Rose Stevens, Teacher	Royal Ridge	Comelia Black, Principal Pat Gellersen, IIT
East Terrell Hills	Christina Reck, Principal Jenni Pantuso, Teacher	Serna	Jeff Price, Principal Erin Cavanaugh, Teacher
El Dorado	Susan Perry, Principal Kelley Grams, Teacher	Stahl	Pita Canales, Principal Melissa Evans, Teacher
Encino Park	Colleen Bohrmann, Principal Darlene Alarcon, Teacher	Steubing Ranch	Laura Holson, Principal Susan Ellis, Teacher
Fox Run	John Hinds, Principal Amanda Wilder, Teacher	Stone Oak	Kristen Ray, Principal Kelli Terrell, Teacher
Hardy Oak	Sharon Newman, Principal Laura Rocha, Teacher	Thousand Oaks	Janet Dietel, Principal Kathleen Hinders, Teacher
Harmony Hills	Alan Rochkus, Principal May Ann Canedy, IIT	Tuscany Heights	Terri Chidgey, Principal
Hidden Forest	Tamara Van Cleave, Principal Carol Whitworth, Teacher	Walzem	Laura Huggins, Principal Angelica Gomes, Teacher
Huebner	Teresa Newman, Principal Jolene Hidalgo, Teacher	West Avenue	Victor Herrera, Principal Elizabeth Stanchak, Teacher
Jackson-Keller	Evelyn Kompier, Principal Marcello Estrada, Teacher	Wetmore	Wilbert Morgan, Principal Pamela Bagley, Counselor
Larkspur	Jerry Zapata, Principal Heather Camelio, Teacher	Wilderness Oak	Jane Jensen, Principal Jill Raver, Teacher
Longs Creek	Richard Cantrell, Principal Lisa Noll, Teacher	Wilshire	Carol Ketzle, Principal Melissa Salazar Nelson, Teacher
Montgomery	Walter Price Allen, Principal Jennifer Mitchell, Teacher	Windrest	Jeanie Weidenbach, Principal Michelle Sowa, Teacher
Northern Hills	Brent Brummet, Principal Helen Trimble, Teacher	Woodstone	James Huston, Principal Darci Lynn, Teacher

Central Office Committee Members

Curriculum Compliance	Don Dalton, Executive Director Garry Hardcastle, Director Debbie Callihan, Coordinator	Data Processing	Lou Hernandez, Director
Guidance Services	Barbara Dielmann, Director	School Improvement	Janna Hawkins, Executive Director Patti Castellano, Director Eric McGarrah, Assistant Director Lori Murach, Assistant Director Mary Poarch, Assistant Director Tonie Schwab, Assistant Director Arlene Williams, Coordinator
Special Education	Judith Moening, Executive Director Dolly Adams, Director Jan DeHaven, Director	Educational Technology	Derek Nichols, Assistant Director
Campus Support	Cindy Fairall, Executive Director	Pupil Personnel	Bruce Schneider, Executive Director

TABLE OF CONTENTS

Acceleration and Interventions.....	15
Grade Advancement Testing (GAT).....	15
Special Education	5
State Assessments.....	3
Student Mastery of Learning	3
Transferring Grades	8

FOREWORD

Grading is the process by which a teacher assesses student learning and progress towards mastery of course objectives as aligned with the [Texas Essential Knowledge and Skills \(TEKS\)](#). Grading is part of the teaching and learning process. This process must include establishing clear learning goals and setting standards and evaluative criteria which guide student learning so changes in instruction are based on assessment data. Additionally, the grading process should provide clear and consistent feedback to students to focus them to ultimately take responsibility for their own learning.

Reporting is the process by which the teacher communicates information to students and parents/guardians about student mastery of content and skills. The formal reporting process includes checklists, report cards and progress reports, and may also include a combination of anecdotal notes, emails, telephone conversations and conferences as appropriate.

The purpose of this manual is to provide a consistent set of grading and reporting regulations. The regulations adhere to the [Texas Education Code \(TEC\)](#), the [Texas Administrative Code \(TAC\)](#) and [North East ISD Board policies and regulations](#).

This manual

- describes the District's grading system which all teachers will implement;
- encourages a better understanding of grading, reporting and promotion by teachers, parents/guardians and students; and
- fosters consistency in grading and reporting student achievement and in promotion and retention practices across the District.

GRADING PHILOSOPHY

Teachers use grading as part of the intricate process of learning. Using the TEKS as the foundation of the curriculum, they begin by thoughtfully considering what the students already know and what they need to learn. Teachers

- construct assignments and tests that will both teach and assess students' learning;
- establish fair, clear standards and criteria and apply those criteria consistently to student work;
- use previously disclosed rubrics when assessing the students' skills;
- offer feedback to their students in the form of comments and grades;
- provide meaningful opportunities within the classroom setting for their students to assess their own work; and
- apply what they learn from the grading process to improve their teaching.

Standards-based tests and quizzes yielding numerical grades represent only one aspect of evaluating student learning. Complete grading calls for multiple assessment techniques, such as performances, portfolios, projects, presentations, learning logs, journals, surveys, interviews, simulations and role playing. Using many different evaluation strategies will elicit more opportunities for student success.

As lifelong learners, students must be prepared for college and the workforce. The teacher will create and sustain a learning environment by basing grades on the student's knowledge and skills as demonstrated by a wide variety of assessments.

In compliance with [Texas Education Code §28.0216](#), grading in NEISD

1. Must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment
2. May not require a classroom teacher to assign a minimum grade for an assignment without regard for a student's quality of work
3. Will allow a student a reasonable opportunity to makeup or re-do a class assignment or examination for which the student received a failing grade

In addition, grading should help the teacher

1. Communicate progress to the student and parent/guardian on the mastery of the TEKS
2. Appraise the effectiveness of teaching strategies and modes of instruction
3. Evaluate strengths and needs of each student
4. Determine if credit will be awarded

Grading should help the parents/guardians

1. Understand their child as a learner
2. Be knowledgeable about the student's mastery of the TEKS
3. Guide the student in making academic progress
4. Encourage the student to give maximum performance in academic areas

Grading should help the student

1. Evaluate and see personal progress on mastery of the TEKS
2. Recognize how work may be improved
3. Set his/her goals for future learning

STUDENT MASTERY OF LEARNING

As used in these regulations, the term *mastery* is the attainment and demonstration of knowledge and skills necessary for academic success. Grades earned reflect the degree to which students attain mastery in any given class.

To determine the content on which mastery is based, teachers will rely on the state TEKS as reflected in the District scope and sequences and curriculum guides. This mastery will be supported by research-based instructional practices, available technology, community resources and textbooks. Pulling from this vast range of resources, the teacher will create lessons that reflect the TEKS being targeted and include strategies appropriate for the learning of all students.

Teachers use a variety of formative and summative assessments to provide students with multiple opportunities to demonstrate mastery of content and skills being taught. Assessments may include but are not limited to student performances and projects, teacher observation of developmental skills, work samples, oral interviews and written assignments. Grading strategies will also differ depending on whether or not a teacher is instructing in skills, content, processes or products.

Demonstrating mastery at one point in time does not ensure lifelong mastery, nor does it relieve teachers of the responsibility of reviewing content as part of ongoing instruction.

STATE ASSESSMENTS

The [Texas Primary Reading Inventory \(TPRI\)](#) or Tejas LEE are assessments for grades K, 1, 2 developed to provide teachers with a means of determining students' progress as readers.

The [State of Texas Assessments of Academic Readiness \(STAAR\)](#) is designed to measure the extent to which a student has learned and is able to apply the defined knowledge and skills at each tested grade level. A major component of the STAAR testing program is the grade advancement requirements of the Grade Advancement Testing, which ties performance on STAAR to grade advancement at grades 5 and 8 (waived for the 2011-12 school year).

Every STAAR test is directly aligned to the Texas Essential Knowledge and Skills (TEKS) and is administered at the following grade levels:

Grade	Test Administration
3 (English and Spanish)	mathematics and reading
4 (English and Spanish)	writing, mathematics and reading
5 (English and Spanish)	mathematics, reading and science

STAAR includes modified and alternative forms for students served by special education who meet the eligibility requirements as identified through the Admission Review Dismissal (ARD) committee. In addition, students served through Section 504 of the Rehabilitation Act of 1973 will receive accommodations that are used on a regular basis for instruction and/or assessment which are identified in the student's Section 504 plan. Students receiving Dyslexia Services will receive the accommodations used on a regular basis for instruction and assessment which have been identified through their Individual Education Plan (IEP), their Section 504 plan or their Dyslexia plan.

All Limited English Proficient (LEP) students, including parent denials, must participate in the [Texas English Language Proficiency Assessment System \(TELPAS\)](#). Each student must be rated in listening, speaking and writing. Students in K and 1 must also be rated in reading. Students in grades 2 - 12 must participate in TELPAS reading.

Participation in Linguistically [Accommodated Testing \(LAT\)](#) is required for [Adequate Yearly Progress \(AYP\)](#) for students who are LEP exempt from state accountability.

GRADING OVERVIEW

Grades will reflect a student's progress in a well-balanced, TEKS-based curriculum. Lessons may consist of oral, written and participatory activities that encompass higher order thinking skills. The foundation curriculum includes English language arts/reading, mathematics, science and social studies. The enrichment curriculum includes health, physical education, fine arts, technology integration and to the extent possible, languages other than English. The teachers will differentiate instruction to support students' mastery of the required content.

I. DETERMINING STUDENT GRADES

- A. The student's demonstration of mastery of the instructional expectations as aligned in the Texas Essential Knowledge and Skills (TEKS) for grade-level subjects or courses shall be the major factor in determining the student's grade for a subject or course. [\[Board Policy EIA \(LOCAL\)\]](#)
- B. The checklist (Pre-K, K) and report card (1st, 2nd, 3rd, 4th, 5th) reflect the student's individual growth and acquisition of the grade level TEKS.
- C. Grades in the foundation curriculum will be sufficient in number and category (daily assignments, quizzes, tests, etc.) to reflect an accurate measure of a student's progress and achievement. A minimum of nine grades will be recorded per nine weeks.
- D. For the foundation curriculum, no single grade will count more than 20% of the nine weeks average or the semester average.
- E. For the foundation curriculum, no "blanket" grades are to be issued for a grading period. A blanket grade is giving every student in the class the same grade for an assignment without regard to individual achievement.
- F. In order to obtain a grade average for a particular grading period that is a fair assessment of the student's achievement, when appropriate a teacher may employ one or more of the options listed below:
 1. Canceling the lowest grade in a category before averaging
 2. Allowing students the opportunity to do additional work within the grading period
 3. Giving bonus points for completing additional or optional assignments/projects evolving from the learning objectives
 4. Providing special opportunities for a student to respond orally
 5. Including a participation grade when appropriate to the learning objective

- G. The final numerical grade will be recorded in the student's permanent cumulative records for grades 1 - 5. [\[Board Policy EIA \(LOCAL\)\]](#).
- H. Cooperative learning structures may be used as an instructional strategy in order to encourage academic achievement in a team context. The rubric or grading standards for a cooperative activity or project will be shared with the students in advance indicating whether they will be graded for individual academic achievement, team academic achievement, or both.
- I. The responsibility for grading belongs with the teacher. While peer review, e.g. peer editing and marking, can be a valuable learning activity, students will not grade tests, quizzes or other major assignments. Peer marking of homework and/or other assignments is acceptable, but the teacher must review the work before assigning the final grades. Students must not have access to other students' grades.
- J. Grades which are identifiable by individual students must not be posted or announced publicly by teachers or students.
- K. A student's academic grades will not be affected by non-academic behavior or adherence to procedural rules, e.g. using the proper heading or using a certain color of ink or bringing certain supplies to class. Behavior and adherence to classroom rules will be evaluated under "Conduct Codes" on the report card for each subject.
- L. A student shall not be given credit for a class unless he/she is in attendance at least 90% of the days the class is offered. [\[Board Policy FEC \(LEGAL\)\]](#)
 - 1. Extenuating circumstances may be appealed to the attendance review committee.
 - 2. Absences due to suspensions shall not be counted against the minimum attendance policy as prescribed by law.
 - 3. If a student is suspended, the student will be allowed to make up the work when the student returns to school. [\[Board Policy EIAB \(LOCAL\)\]](#)
- M. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. [\[Board Policy EIA \(LOCAL\)\]](#)

II. GRADING IN SPECIAL PROGRAMS

A. Special Education Programs

- 1. Any variations in District grading procedures should be related to the student's specific disability, which shall be determined by the Admission, Review and Dismissal (ARD) committee and included in the student's individual education plan (IEP).
- 2. Grades for students in special education will be based on performance that demonstrates progress toward mastery of the TEKS following the application of the ARD recommended accommodations and/or modifications intended to increase the potential for successful student learning.
- 3. The level of instruction in the TEKS and content expectations should be clearly articulated in a student's IEP, along with accommodations and/or modifications related to measuring mastery.

This information is critical for teachers to develop appropriate classroom evaluations and to make decisions regarding statewide assessments.

4. The report card may not contain statements of accommodations and/or modifications provided to students. Such accommodations are intended to provide a floor of access for students with disabilities and to level the playing field so that they can compete with students without disabilities. The student's grade is reported on the report card in the same way as grades are reported for all students.
 5. Report card grades can be reported by the special education teacher, the general education teacher or a combination of both as determined by the ARD committee.
 6. In addition to the report card, all students in special education receive a 9 weeks progress report which describes their progress on specific IEP goals and/or objectives. This report is completed by special education staff with input as appropriate from general education teachers.
- B. Students in Special Education who have Significant Cognitive Impairments and who are served through Specialized Support Classes, Resource classes and classes in general education are graded through teacher observations of progress and collection of data supporting IEP objectives. (Students included in this grading guideline are either assessed using STAAR-Alternative or anticipated to be assessed using STAAR-Alt).
1. Federal and state laws pertaining to the education of students in special education address the following points.
 - a. All students will have access to the content standards (TEKS) for their appropriate grade level.
 - b. Students with significant cognitive disabilities may access the grade level standards using the TEA developed Vertical Alignment Document and Essence Statement for all grade levels and subjects.
 - c. The student's level of independence in completing tasks and the degree to which a student can generalize skills to a variety of settings is a required aspect of the STAAR-Alternative system.
 2. When the ARD committee determines that a student with a significant cognitive disability cannot attain mastery of the grade level TEKS, even with accommodations and modifications, it will be appropriate for the committee to measure the student's progress using the Student's individual IEP Goals and Objectives, rather than letter or number grades. This will be done in two formats.
 - a. Format I - Progress on individual goals and objectives will be individually reported for each student using the IEP progress report process documented through Special Education Manager each 9 weeks. This is a legal requirement.
 - b. Format II - Progress on goals and objectives which are linked to the grade level standards will be reported on a report card as indicated on the attached document. Both progress reporting formats should be discussed with parents at the annual ARD meeting.
 3. The degree of independence and areas for generalization will also be addressed in this manner. This format will serve to align instruction for these students with the grade level TEKS and will also provide teachers with more documentation for the STAAR-Alternative system.

C. Students Identified for Section 504 and Dyslexia Programs

1. Students identified for dyslexia programs which are served through special education will be graded under the guidelines described in Section A above.
2. Students identified for dyslexia programs which are served through Section 504 or other students identified as Section 504 will be graded as all other general education students with appropriate accommodations identified through their individual Dyslexia plans.

D. Bilingual and English as a Second Language (ESL) Programs

1. English Language Learners (ELL) students should not have failing grades based only on their inability to speak English.
2. ELL students are not exempt from grades.
In order for ELL students to meet grade-level learning expectations across the foundation and the enrichment curriculum, all instruction delivered in English must be linguistically accommodated. The accommodations must be commensurate with the student's level of English language proficiency.
3. A campus Language Proficiency Assessment Committee (LPAC) representative must review teacher documentation of routinely utilized accommodations a minimum of once every grading period.
4. The LPAC must make recommendations for additional appropriate instructional and assessment accommodations if necessary.
5. All ELL students participating in a bilingual or ESL program must receive grades based on grade level expectations and English Language Proficiency Standards. Teachers should consider the content being assessed, the linguistics accommodations checklist and the appropriate proficiency level descriptors.

E. Gifted and Talented (GT) Program

1. GT students are not required to complete lessons/activities that take place in their homeroom when they are attending their GT class; however, GT students will be responsible for all content assessments.
2. GT students may be required to complete homework assignments on the day they attend their GT class if they have been provided with the necessary instruction prior to the day of the assignment and their classmates were not given the opportunity to begin the assignment in class.
3. GT students should not be kept from attending their GT class in order to complete any assignment/activity required by their homeroom teacher.
4. Field trips and assemblies will be coordinated between the GT teacher and the general classroom teacher.

III. TRANSFERRING NUMBER GRADES FROM ONE CAMPUS TO ANOTHER WITHIN THE DISTRICT AND STUDENTS TRANSFERRING FROM OUT-OF-DISTRICT

In the case of a transfer student, grades accepted shall be based on the intent of the sending school. Numerical grades earned from an accredited school shall be accepted. Alpha grades shall be recorded as follows: [\[Board Policy EIC \(LOCAL\)\]](#)

CONVERSION SCALE

- A and E = 95
- B and S = 85
- C = 77
- D and N = 72
- F and U = 68

For all other conversions, counselors should consult sending school district for conversion scale.

If a student transfers during a nine-week grading period, the grade average for each transfer course will be counted proportionate to the number of weeks in the grading period that the grade covers. For example, a student transfers during week five of the nine weeks with an 80 average in math. The 80 will be counted five times and the average the student receives (75, for example) in the receiving school’s math course will be counted four times. The total will be divided by nine to get the average. For calculating a nine week average, utilize the following formula:

Student’s transferring course average	X	Number of weeks in sending school	+	Student’s earned course average at receiving school	X	Number of weeks in receiving school	÷	9	=	Current nine week average
[(80	X	5)	+	(75	X	4)]	÷	9	=	78

IV. GRADING SYMBOLS AND CODES

A. Pre-K and Kindergarten Symbols

Symbol	NEISD Standards	Clarifying Statement
+	Consistent and Independent Performance	The student has mastered the knowledge and skills necessary for independent performance.
/	Developing Skill / Concepts	The student has demonstrated ability, but has not shown consistency or independent performance.
-	Below Expectation	The concept or skill has been taught. The student has not shown sufficient evidence of necessary knowledge and skills.
	Has Not Been Evaluated	The concept or skill has not been evaluated this grading period.

B. Independent Reading Level Codes for Guided Reading

A	Kinder	J	Second Grade
B	Kinder/First Grade	K	Second Grade
C	Kinder/First Grade	L	Second Grade/Third Grade
D	First Grade	M	Second Grade/Third Grade
E	First Grade	N	Third Grade
F	First Grade	O	Third Grade/Fourth Grade
G	First Grade	P	Third Grade/Fourth Grade
H	First Grade/Second Grade	Q	Fourth Grade
I	First Grade/Second Grade	R	Fourth Grade

C. Alpha and numeric grade equivalents for 1st, 2nd, 3rd, 4th and 5th grade

A	Grades from 90 to 100
B	Grades from 80 to 89
C	Grades from 75 to 79
D	Grades from 70 to 74
F	Grades 69 and below
NG	No Grade if student has not been enrolled in school for a sufficient length of time – or other extenuating circumstances

D. Comment Codes for the enrichment curriculum: Art, Health, Music, Physical Education and Theater Arts

E	Indicates that achievement is Excellent
S	Indicates that achievement is Satisfactory
N	Indicates that achievement Needs Improvement
U	Indicates that achievement is Unsatisfactory

E. Comment Codes for conduct: The conduct grade is an evaluation of the student's behavior and attitudes for a nine-week period of time and is based on a systematic discipline plan. Although academic grades may not be altered due to conduct, conduct is significant to academic achievement.

E	Indicates the student's behavior is Excellent
S	Indicates the student's behavior is Satisfactory
N	Indicates the student's behavior Needs Improvement
U	Indicates the student's behavior is Unsatisfactory

- F. Work Habits/Social Behaviors – Teacher comment codes are placed on the report cards for use as appropriate.

Comment Codes:

A = Achievement is outstanding
B = Effort is commendable
C = Attitude is positive
D = Participation is exceptional
E = Has shown improvement
G = Tutoring recommended
H = Conference requested
= Is working below grade level

Your Student Needs Improvement In:

I = Listening attentively	W = Exercising self-control
J = Using time wisely	X = Talking excessively
K = Following directions	Y = Taking care of school property
L = Showing consistent effort	
M = Working independently	
N = Practicing neatness	
O = Bringing proper materials	
P = Keeping desk/materials in order	
Q = Completing assignments on time	
R = Returning homework on time	
S = Participating in class	
T = Respecting authority	
U = Respecting rights/opinions of others	
V = Accepting responsibility for actions	

Note: The letter “F” was purposely left off this list so as not to confuse the letter with failing.

V. RE-TEACHING, RE-TESTING AND RE-ASSESSMENT

The District’s goal is for every student to master all the TEKS specified for each grade level at a minimum level of 70%. Each student will be provided instruction that allows for application and practice of the concepts and skills mandated in the TEKS and then assessed for mastery. If a student does not receive a passing grade on the concepts and skills specified in the TEKS and necessary for future learning, re-teaching, re-doing assignments, re-testing and/or re-assessment will be provided for the student.

- A. Teachers will monitor and identify students who need re-teaching.
- B. Teachers will provide re-teaching when necessary allowing students a reasonable opportunity to make-up or re-do a class assignment or assessment for which the student received a failing grade.
- C. A maximum grade of 70% will be recorded when re-doing, re-testing and/or re-assessing for a failed grade.
- D. Re-teaching will employ instructional strategies different from the original instruction.
- E. Re-teaching, re-testing and/or re-assessment may include, but is not limited to oral examination, additional practice activities, an essay or paper, a report or presentation, test corrections, revision of a paper or project, or a formal test.

VI. HOMEWORK POLICY

- A. Research reveals that homework, when carefully designed, implemented and evaluated, is an effective tool for improving understanding, enriching learning, encouraging personal connections, reinforcing concepts, and providing opportunities to pursue special interests. Therefore, homework will not be graded but will be reflected in the Work Habits section of the report card.
- B. Homework may be guided or independent practice designed to help the student master the content and to extend student learning, and may include written work, studying, preparing for class and/or assessments and other activities related to classroom work, but assigned to be done at home.
- C. In elementary, homework should include reading every night.
- D. Homework assignments should be reviewed regularly to give students feedback on their learning.
- E. Homework is one means of teaching the necessary skills of independent study and learning outside the classroom without immediate teacher supervision.
- F. Long-term, extended assignments and projects, such as book reports and science fair projects, may require work to be completed outside the classroom and will be considered part of the extended assignment, not homework.
- G. Campuses will set grade level guidelines for the length of time for homework.
- H. Assigning homework/projects over extended holidays within the school year that are due on the first class upon returning will be avoided.
- I. Students should complete homework with a minimum amount of parental help.

VII. MAKE-UP WORK FOR ABSENCES

The District distinguishes absences as excused and unexcused and students are expected to make up assignments and assessments missed.

- A. For excused extended absences, make-up assignments shall be made available to students after two consecutive days. [\[Board Policy EIAB \(LOCAL\)\]](#)
- B. Students shall be permitted to take classroom assessments administered in any class missed because of absence. [\[Board Policy EIAB \(LOCAL\)\]](#)
- C. The teacher may assign the student makeup work based on the instructional objectives for the subject and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject requirements. [\[Board Policy EIAB \(LOCAL\)\]](#)
- D. Students will have one day to complete make-up work for each day of absence, with exceptions made due to severe or prolonged illness.
- E. After a prolonged absence, the teacher has the right to exempt a student from some assignments if the teacher determines that doing so will not have a negative impact on the student's ability to master the content or unfairly bias his/her grade.
- F. The District shall not impose a grade penalty for make-up work after an absence because of suspension. [\[Board Policy EIAB \(LOCAL\)\]](#)

VIII. LATE WORK

- A. Late work is defined as any assignment that is not submitted on the due date and/or time, with the exception of make-up work due to absences.
- B. Each grade level will develop consistent practices for assigning a late work penalty.
- C. Teachers may deduct up to 20% from the total grade earned as a late penalty for any assignment turned in after the due date in accordance with District published regulations disseminated to students. [\[Board Policy EIAB \(LOCAL\)\]](#)

- D. Late work will be accepted until the material has been assessed summatively.
- E. Extensive late work will be reflected using the comment codes section of the report card.
- F. Failing grades due to the application of a late work penalty will not constitute the need for re-teaching.

IX. DIAGNOSTIC AND COMMON BENCHMARK TESTS

- A. Campuses will follow the District benchmark administration guidelines.
- B. Benchmark tests are designed to diagnose students' strengths and weaknesses, determine instructional effectiveness, guide instructional decisions and identify programmatic strengths and weaknesses.
- C. Diagnostic benchmarks are STAAR-formatted and strive to provide data on TEKS mastery toward STAAR preparation and to provide data needed to determine differentiated interventions that meet student needs. Diagnostic benchmark scores may not be used in calculating student grades.
- D. Scope and sequence and/or common assessment benchmarks for which instruction has been provided may be used in calculating student grades.
- E. All Special Education students who take either the STAAR or STAAR-M (Modified) will participate in benchmark testing. These students will also receive the testing accommodations that are used on a regular basis as identified by the ARD committee.
- F. All English Language Learners will receive testing accommodations that are used on a regular basis as identified by the LPAC committee.
- G. Dyslexia and Section 504 students will receive accommodations that are used on a regular basis as identified in their Section 504 plan.
- H. Feedback from benchmark tests should be shared with students and parents/guardians on campus in order to debrief the activity and the learning.

X. REPORTING GRADES

A. Assignments

1. The electronic grade book is the legal repository and is an accurate record of each student's work and achievement; it is electronically archived at the District level.
2. To inform parents/guardians and students, major assignments, assessments and projects will be posted prior to the due date. The Campus Improvement Council (CIC) will determine the most appropriate method to communicate this information: the Parent Portal, and/or teacher web pages.
3. In order to maintain current information for parents/guardians, teachers are directed to grade and post assignments within seven calendar days from the due date.

B. Grading and the Recording of Grades

1. Teachers will verify and edit student grades prior to the exporting of grades so that the student's accurate average is printed on the progress report or report card.
2. Teachers will also verify and edit grades in both Gradespeed and the mainframe.
3. After report cards have been printed, grade changes must be documented and entered by the Data Processor, and the teacher must update the electronic grade book.
4. Teachers will update "Incomplete" grades within three weeks after the end of the grading period.
5. Grades in the mainframe override grades in the electronic grade book when paper documentation is in the student's cumulative folder.

C. Parent Portal

1. Parents/Guardians may use the portal to email teachers, check grades, view records for attendance and discipline, check cafeteria charges and balances, or check their student's library account.
2. The Parent Portal contains data extracted from the District's electronic grading program and allows parents/guardians with Internet access to view recorded grades for the student at any time during the school year.
3. Teachers will update grades in the electronic grade book so that parents/guardians have an accurate understanding of the student's progress in each class.
4. In order to maintain current information for parents/guardians, teachers in grades 1 - 5 are directed to grade and post assignments within seven calendar days from the due date.

D. Progress Reports

1. Progress reports must be issued to parents/guardians during the 3rd week of a nine-week grading period if the student has an average below 70 in any subject area (1st-5th) or is not meeting grade level expectations (Pre-K - K).
2. Progress reports must be issued to all parents/guardians during the 6th week of the nine-week grading period.
3. A parent signature is required on the progress report and shall be sent back to the student's teacher to ascertain receipt of the report. If the signed report is not returned for a student who is failing or at-risk of failing, the teacher should contact the parent/guardian.
4. Progress reports can be distributed at any other time as determined by the student's teacher.
5. When a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will communicate directly with the parents/guardians and maintain ongoing dialogue and documentation of the communications.
6. Teachers will utilize the "Comments" feature of the progress report as an additional communication tool.
7. Distribution dates of progress reports are announced in District publications and posted on the North East web site.

E. Checklist (Pre-K, K) and Report Cards (1st-5th)

1. Checklists or Report Cards will be sent to parents/guardians at the end of every nine-week grading period. The progress of prekindergarten and kindergarten students will be documented on a checklist format, while the progress of first through fifth grade students will be documented on a report card.
2. The checklist and report card cover six general areas: academic progress, conduct, social behaviors, work habits, attendance and notification of grade placement for the next school year.
3. A parent signature is required on the checklist or report card envelope to ascertain receipt of the report and shall be sent back to the student's teacher. If the signed report is not returned for a student who is failing or at-risk of failing, the teacher should contact the parent/guardian.
4. Report cards indicate academic progress, the student's level of reading instruction (1st through 5th) conduct symbol/grade, comments about social behaviors and work habits and attendance.
5. When a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will communicate directly with the parents/guardians and maintain ongoing dialogue and documentation of the communications.
6. Teachers will utilize the "Comments" feature of the report card as an additional communication tool.

7. Distribution dates of report cards are announced in District publications and posted on the North East web site.

XI. PROMOTION AND RETENTION OF STUDENTS

- A. Board Policy EIE (LEGAL) states the following:
A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Education Code 28.021(a) [See EI] In determining promotion, the District shall consider:
 1. The recommendation of the student's teacher;
 2. The student's grade in each subject or course;
 3. The student's score on an assessment instrument administered under Education Code 39.023(a), (b), or (l); and
 4. Any other necessary academic information, as determined by the District.
- B. Furthermore, EIE (LOCAL) Board Policy states that promotion, acceleration and grade-level advancement shall be based on mastery of the grade level standards.
- C. The classroom teacher shall monitor and evaluate the progress of a student and shall exert every effort to ensure the student's progress.
- D. For first and second grade students, when there is the rare occasion where a student has demonstrated mastery of the curriculum based on the grades earned, and the parents/guardians request that their child be retained, the parent/guardian must submit a written request to the campus principal containing a detailed explanation of the basis for the requested retention. A Grade Placement Committee (GPC) comprised of the parent/guardian, teacher and principal will review the requested retention, along with all available relevant information concerning the student, and make a recommendation. The GPC recommendation must be unanimous in order for retention to occur. If the GPC is not unanimous, the principal will have final authority for the decision to promote or retain the student.
- E. In addition to state minimum attendance requirements, the following North East ISD guidelines should be considered in making the determination of retention or promotion.
 1. Grade K
Students are promoted from Kindergarten to 1st grade based on assessments including, but not limited to:
 - Skills Checklist (70% mastery of the knowledge and skills recommended for independent performance)
 - If a teacher recommends retention, and if the Kindergarten parent does not agree with retention, the parent must sign the Parent Request of Acceleration From Kinder to First Grade form. A signed form allows the student to be promoted to 1st grade, and a copy of the form will be placed in the student's CUM folder.
 2. Grades 1-5
In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for language arts/reading, mathematics, social studies, and science, and a grade of 70 or above in both language arts/reading and mathematics. **Board Policy EIE(LOCAL)**
 3. Additional Requirements at Grade 5
Students in grade 5 must meet Grade Advancement Testing requirements in order to be promoted to grade 6. Under this initiative, students are required to pass the Grade 5 STAAR reading and mathematics tests to be promoted to the sixth grade. (Waived for 2011-12.)

- F. The campus principal will ultimately be responsible for the final decision regarding student promotion or retention.

XII. ACCELERATION AND INTERVENTIONS

A. Grade Retention and Acceleration

1. Accelerated instruction promotes student success by:
 - a. Providing frequent reinforcement and review
 - b. Implementing the support at the time the need is identified
 - c. Allowing the student to progress systematically through content
 - d. Offering a variation in instructional approach.
2. An instructional plan must be created for any student that is retained or placed in the next grade level. This plan should be maintained and monitored using the district's student information system, Compass, Personal Graduation Plan (PGP) feature.
3. The Response to Intervention (RtI) process should continue to be used for screening and monitoring students who have been identified as non-responders to intervention. Data related to ongoing intervention will be used as the basis for decision making concerning referral for evaluation of a suspected disability.
4. According to the Texas Education Code, accelerated instruction must be provided to a student who does not meet the passing standard of the 5th grade reading STAAR test or the 5th grade math STAAR test. Accelerated instruction must continue until the student has demonstrated proficiency on these grade advancement tests. If a student is placed in 6th grade, the receiving principal and counselor of the receiving school should receive a copy of the student's Acceleration Instructional Plan.
5. The North East Independent School District's accelerated instruction programs are called the Reading Accelerated Program (RAP) in grades K - 5 and the Mathematics Accelerated Program (MAP) in grades 2 - 5.

B. Texas Grade Advancement Testing

1. Grade Advancement Testing (GAT) ensures that all students receive the instruction and support they need to be academically successful in reading and mathematics. Under this initiative, students are required to pass the Grade 5 STAAR reading and mathematics tests to be promoted to the sixth grade. Students in grade 5 have three opportunities to pass these tests. If a student does not pass the required tests, s/he will be given additional instructional support after each testing opportunity. However, for the 2011-12 school year only, the requirement to pass the Grade 5 STAAR reading and mathematics tests has been put on hold. Promotion/retention will be based on student mastery of the grade 5 Texas Essential Knowledge and Skills.
2. As specified by the Grade Advancement Testing requirements, a student may advance to 6th grade only by passing these tests or by the unanimous decision of his or her Grade Placement Committee (GPC) made up of the student's principal, teacher and parent. The GPC must unanimously agree that the student is likely to successfully perform at the next grade level.

C. Grade Advancement Testing Progress Reports

Progress reports will be issued in September and January to the parents/guardians of students who did not pass the reading and/or math STAAR tests in grade five. Students who were either retained in grade five or placed in grade six via GPC will have a copy of the Progress Report placed in their CUM folder.

XIII. COMMUNICATION WITH PARENTS/GUARDIANS

- A. The parent/teacher conference is a valuable source of information for both the parent/guardian and the teacher. The conference provides the opportunity for parents/guardians and the teacher to become better acquainted and to combine efforts in the interest of the student. The conference also allows the student to understand that the school and the home are working together for his/her benefit.
- B. Teachers are expected to conference with parents/guardians, especially those whose students are experiencing difficulties. To facilitate such conferencing, the district provides six early dismissal days each year, three in the fall and three in the spring.
- C. Whenever a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will communicate directly with the parents/guardians and maintain ongoing dialogue and documentation of the communications.
- D. Teachers or parents/guardians may request conferences at any time. However, when a personal conference cannot be scheduled, a telephone conference or email may be used as an alternate form of communication.
- E. The conference should occur for a specific time period and in a place that will assure privacy.
- F. When a parent/guardian requests a conference, the teacher should be given at least 48 hours advance notice.
- G. Since teacher web pages are communication tools for parents/guardians, teachers should maintain a current web page with all appropriate information as determined by the CIC.
- H. Informational meetings for parents/guardians and students may be scheduled when appropriate for program orientation and review.