

# Elgin Independent School District



## Instructional, Grading, and Reporting Guidelines

2015-2016

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### **District Vision Statement**

Elgin ISD Changes Lives

### **District Mission Statement**

Elgin ISD ensures a high-quality education that guarantees a life-changing experience for all.

# EISD Instructional, Grading, and Reporting Procedures Table of Contents

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# **EISD Instructional, Grading, and Reporting Procedures**

## **EISD Curriculum and Instruction K-12**

### ***State and Local Curriculum***

#### **State Curriculum**

Curriculum content is prescribed by the Texas Education Agency through the Texas Essential Knowledge and Skills (TEKS). Local instructional plans are based upon this State's curriculum framework and recommended program standards. Curriculum content is not prescribed in detail by the Texas Education Agency but provides a framework to draw upon for the development of the district's scope and sequence.

#### **Local Curriculum (EIA Local)**

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

#### **EISD Curriculum Scope and Sequence**

The District uses CSCOPE as a curriculum management tool to align curricula PK-12 district-wide, develop a timeline of critical objectives for each six-weeks in each subject, and ensure coverage of the essential skills and concepts for each course as required by the state. Additionally, the District will regularly review and revise curriculum to reflect real-world needs, depth and complexity, rigor and relevance, and to meet the needs of all students.

The scope of the objectives taught reflects the TEKS and cannot be waived, altered, or portions eliminated, unless otherwise recommended by an Admission, Review, and Dismissal (ARD) Committee. The sequence of objectives may be altered to meet the needs of an individual class or student.

#### **Instructional Practices**

Instructional strategies and practices to ensure student success are based upon campus and teacher analysis of student needs, effective teaching practices, student learning styles, and demonstrated success through the assessment process.

Student academic achievement shall be based on the degree of mastery of the instructional objectives that reflect the Texas Education Agency TEKS and address the skills and concepts needed for successful performance in the current grade and in the next grade.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated TEKS. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Achievement grades should be fairly determined from a wide variety of information, which could include student performance on daily assignments/homework, tests, and/or special projects. The information used in grading should be appropriate to the grade level and subject being considered. Prior to instruction, students should be informed of the class or course expectations, and the teacher must be prepared to document and explain how grades are determined.

## ***Academic Achievement: Retention and Promotion***

### **Curriculum Mastery**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See *District Policy* EHBC]

### **Standards for Mastery**

Mastery shall be determined as follows:

- Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, six-week, and final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

#### **Kindergarten**

In Kindergarten, promotion to the next grade level shall be based on successful performance as documented on the report cards, meeting the District grade-level standards for Language Arts and Mathematics, and meeting the state minimum attendance requirements.

#### **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 (or a letter equivalent) based on state and District-level standards for all subject areas. In addition to an overall grade of 70 or above, a student shall have a minimum grade of 70 (or letter equivalent) in four of the following areas: Reading, Writing, Mathematics, Science, and Social Studies. Promotion to the next grade level shall also be based on meeting the state minimum attendance requirements.

In addition to local standards for mastery and promotion, students in grade 5 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade. In grades K-5, campus placement committees shall make recommendations for placement or retention of those students who do not meet minimum state and District standards.

#### **Grades 6 - 8**

In grades 6-8, 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 (TEKS) for all subject areas and a minimum grade of 70 in three of the following areas: Language Arts, Mathematics, Science, and Social Studies. Promotion to the next grade level shall also be based on meeting the state minimum attendance requirements.

In addition to local standards for mastery and promotion, students in grade 8 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade. In grades 6-8, campus placement committees shall make recommendations for placement or retention of those students who do not meet minimum state and District standards.

#### **Grades 9 -12**

Grade-level advancement for students in grades 9-12 shall be earned by course credits. For more information, you may refer to the High School Course Guide, located on the District's website at [www.elginisd.net](http://www.elginisd.net).

## ***Official Grade Reports***

### **Progress Reports**

The purpose of the Progress Report is to inform students, parents/guardians, and campus administrators regarding progress in a subject, in conduct, or in both. The Progress Report reflects both satisfactory and unsatisfactory student progress.

- All students will receive a Progress Report at the mid-point of each 6-week period. For elementary students, reports are sent home in their weekly take-home folder. For secondary students, reports are mailed home.
- It is strongly suggested that parents be contacted by phone or in writing if the student is in danger of failing at the progress reporting period or if there is a significant drop in grades.

### **Report Cards**

The Report Card is a communication tool for parents/guardians and students. Report Cards provide information regarding academic progress as well as attendance information.

- Report Cards are computer generated for Grades 1-12.
- Report Cards are issued once at the end of each six-week grading period.
- Elementary Report Cards are sent home with the student, and Secondary Report Cards are mailed.
- Elementary student delivered report cards require a parent/guardian signature.

### **Online Records—Grade-book Portal**

- Parents/guardians may also access student progress information through the student/parent grade-book portal.
- The student/parent grade-book portal displays Progress Report averages, Report Card averages, and individual assignment grades in the teacher grade-book (if applicable).
- Teachers will export updated grades weekly to the student parent grade-book portal to keep students and parents informed of ongoing progress. Absent any extenuating circumstance, grades will be updated by Tuesday of each week.
- Parents may access the grade-book portal by logging on to [www.elginisd.net](http://www.elginisd.net), clicking on the “parent portal” link under Parent Information, and following the directions to apply/register for access.
- Parents/guardians may contact the school for additional access information.

### ***Academic Integrity***

Academic Integrity is a fundamental value of teaching, learning and scholarship. EISD has the primary responsibility for protecting and promoting the highest standards of academic integrity. Both students and faculty will thrive in an atmosphere where academic work is challenging, relevant and fair.

### **Academic Dishonesty**

#### **Academic Dishonesty as defined in the Elgin ISD Policy (EIA):**

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 of any kind, including the use of electronic media, 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 employee, taking into consideration written materials, observation, or information from students.

**Behaviors defined as cheating include, but are not limited to:**

- Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test or quiz.
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
- Use of unauthorized resources such as notes, cell phones, or other electronic devices during an exam.
- Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
- Copying work assigned to be done independently or letting others copy one's work.

**Behaviors defined as plagiarism include, but are not limited to:**

- Any misrepresentation of another's work as one's own, including the copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, electronic media, and other similar works.

**Academic Dishonesty will result in academic and/or behavioral consequences.**

- A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

# **Elementary (PK-5) Grading and Reporting Procedures**



**Elementary (PK-5) Grading and Reporting Procedures**

## ***Required Attendance***

In accordance with State law, a student must be in attendance for at least 90% of the days the class is offered.

## ***Homework***

Homework is work that is assigned to be completed at home. New concepts should not be included in homework. Regardless, students should be able to complete homework independently.

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the student's curriculum. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and directions for the assignment need to be clearly communicated and should be preceded by instruction that adequately prepares the student to do the task independently and successfully. Homework should be differentiated to meet the needs of the individual student.

Because students work at different paces, it may take some students more or less time to complete assignments. Teachers must use discretion about the amount and type of work given, so that homework does not consistently exceed identified time limits. If two or more teachers are working with a student, the homework should be coordinated to adhere to the identified time frame limit.

### **Grades K-1 – Homework Guidelines**

- Homework may be assigned not to exceed 15 minutes.
- Each student is expected to read, or be read to, 15 minutes each school night **in addition to** assigned homework.

### **Grades 2-3 – Homework Guidelines**

- Homework may be assigned not to exceed 20 minutes.
- Each student is expected to read, or be read to, 20 minutes each school night in addition to assigned homework.

### **Grades 4-5 – Homework Guidelines**

- Homework may be assigned not to exceed 20 minutes.
- Students are expected to complete all homework assignments.
- Each student is expected to read at least 30 minutes each school night in addition to assigned homework.

### **Grading Homework**

Homework may be graded in a variety of ways. At times, checking for completion is appropriate. At other times, a complete analysis of procedure, content, and/or correct answers is appropriate. Graded assignments should be returned to the student in a timely manner. Homework is counted as an academic grade.

## ***Calculating Six-Weeks Averages***

### **Weight of Grades (Grades 1-5)**

- All numeric averages reported on Progress Reports and Report Cards will be determined using a percentage grading system.

## **Reading, Writing, Mathematics, Science, Social Studies**

- The following percentages and assignment types will be used:

Classwork Grades	65%
Assessments (A minimum of 2 grades)	30%
Homework	5%

### **Maximum Weight of a Grade**

When calculating a six-week average, no single assignment/assessment grade may count more than 20% of the total average regardless of the grade category. It should be noted, however, that some major projects may comprise more than one assignment. Calculated averages reported on Progress Reports or Report Cards may not exceed 100%.

### **Minimum Number of Grades**

A minimum of one classwork grade per week will be given in each of the following areas: Reading, Mathematics, and Science/Social Studies during each six-week grading period. A minimum of **three** writing assignments during each grading period will be given. Teachers will have a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the TEKS. Benchmark tests may be considered as one daily grade in each core academic area, at the discretion of the campus.

### **Maximum/Minimum Grade Reported**

Grades for assignments will be based on relative mastery. Teachers are not required to give a minimum grade on an assignment that does not reflect the quality of the student's work.

### **Transfer Grades**

Students new to the District or who enroll in a school after the start of a grading period shall be treated fairly in awarding grades. Grades shall be computed using a combination of grades from the former school and grades earned for the time the student has been enrolled in the new school.

### ***Re-teach and Reassess for Mastery***

### **Mastery of Texas Essential Knowledge and Skills**

Elgin Independent School district has provided a well-balanced curriculum based on state prescribed Texas Essential Knowledge and Skills (TEKS). Students who participate in this curriculum will have the opportunity to master the knowledge, skills and competencies established by the district curriculum and the state standards.

EISD will utilize ongoing formative assessment to determine which students are in need intervention. The use of benchmark tests, unit tests, teacher-made tests, performance assessments, and teacher observations will help determine which students are not mastering instructional objectives.

- Teachers will monitor and identify students who need re-teaching.
- Teachers will provide interventions, including but not limited to, re-teaching as necessary.
- Students will be reevaluated after re-teaching has occurred.

- Either a grade of 70 or an average of the first assessment and reevaluation (**not to exceed a grade of 70**) may be recorded to designate the student’s mastery of the TEKS.

### Required Re-teach

- If 25% or more of the students in a single preparation per teacher do not demonstrate mastery of the TEKS on a classroom or unit test, the teacher will provide the opportunity for re-teaching. These opportunities will be provided during class time using different methods of instruction. Benchmark tests are excluded from re-evaluation.

### Required Retest/Reassess for Mastery

- The 25% or more of the students who do not demonstrate mastery are re-evaluated after they are re-taught or after activities are provided. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections and/or a formal test.

### Acceleration (Intervention)

Acceleration (Intervention) is an integral part of the elementary instructional program and is an ongoing process. Frequent evaluation, both formal and informal, will determine the need for acceleration.

- Provides frequent reinforcement and review so that a student does not “get too far behind”
- Occurs at the time the need is identified
- Allows the student to progress systematically through content without experiencing extended, frustrating periods of non-achievement
- Offers a variation in instructional approach – uses a new technique, strategies, materials, opportunity for review, and practice
- Includes, but is not limited to, targeted small-group instruction, tutorials, and summer school

### Late Work

- Late work is graded in the same manner in all classes at the elementary level. The table below represents the **maximum** penalty that may be imposed for turning in late work:

Days Late	Percent of Grade Received by Student	Example(s)
1-2 Days	80%	100 records as 80 (100 x 0.20 = 20 points off) 80 records as 64 (80 x 0.20 = 16 points off) 60 records as 48 (60 x 0.20 = 12 points off)
3-4 Days	60%	100 records as 60 (100 x 0.40 = 40 points off) 80 records as 48 (80 x 0.40 = 32 points off) 60 records as 36 (60 x 0.40 = 24 points off)
5 or more Days	0%	No credit given—grade of zero (0)

- Chronic abuse, more than three late assignments during any one six-weeks grading period, may result in additional

consequences.

### ***Make Up Work***

Students shall be permitted to make up assignments and tests following any absence.

All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension from school

A student will be given as many days as he/she was absent to make up tests and other missed assignments.

- If a student does not complete the work assigned after the allotted number of days has passed, the actual grade will be recorded in the grade book.
- Teachers are not required to provide assignments prior to an absence, unless the absence has been approved by the building principal with two weeks advanced notice.
- Students should not be required, on the day of returning to school to take a quiz or test that was announced during the student's absence.

### ***Extra Credit***

- All extra credit is to be academic.
- The intent of extra credit is for enrichment in a class, not to gain mastery of the TEKS.
- Extra credit may be offered at the discretion of the teacher.
- If extra credit is offered, it must be offered to all students in the class.
- Extra credit will not cause an excessive financial burden on the student or be given for bringing in basic school supplies.
- Extra credit awarded will not account for more than 5% of the six-week average.

# Secondary (6-12) Grading and Reporting Procedures



**Secondary (6-12) Grading and Reporting Procedures**

## *Awarding Class Credit*

### **Mastery of Objectives**

- Student academic achievement shall be based upon the degree of mastery of the objectives which reflect the Texas Essential Knowledge and Skills (TEKS).
- In order to be awarded a grade of “70” in a course or subject, a student must demonstrate 70% mastery of the TEKS in any recording period.

### **Required Attendance**

In accordance with State law, a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.

Students may have two college visit days their junior year and two their senior year. It is recommended that students obtain prior approval from their grade level counselor/administrator and a letter from the college or university verifying the visit.

### **Homework**

Homework provides opportunities for students to apply knowledge, skills, and processes from previous learning to display their understanding. Homework should be considered extended learning opportunities for students to demonstrate mastery of concepts taught. Homework can be a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents/guardians to become aware of the instructional program and their student’s educational program.

In order to ensure that homework practices are efficient and effective, consideration for the amount of time per night an average student should expect to spend on homework for all subjects combined, based on the research, should include the following:

- Homework should not exceed 8 hours per week for grades 6-8
- Homework should not exceed 10 hours per week in grades 9-12.
- Homework should never be a disciplinary measure, but should be used to enrich and strengthen classroom experiences.
- Exceptions may apply for special projects and advanced academics. (i.e. If a student chooses to participate in 3 or more AP classes, additional homework time may be required.)

### **Grading Homework**

- Homework may be graded in a variety of ways. At times, checking for completion is appropriate. At other times, a complete analysis of procedure, content, and/or correct answers is appropriate. Graded assignments should be returned to the student in a timely manner.
- Peer grading is appropriate for revising and editing work.

### **Quizzes**

Quizzes are short assessments, intended to take no more than 20 minutes to complete, and designed to evaluate a student’s level of understanding and progress towards instructional objectives. Quizzes do not have to be scheduled in advance.

## **Semester/Final Exam (Secondary Courses)**

- Semester/Final Exams are administered in all secondary courses at the end of the fall and spring semesters.
- Semester/Final Exams must be representative of the work of all prior instruction.
- Any exceptions to this policy for the administration of Semester/Final Exams must be made at the department level with principal approval.

## **Extra Credit**

- All extra credit is to be academic and relevant to the course.
- The intent of extra credit is for enrichment in a class, not to gain mastery of the TEKS.
- Extra credit may be offered at the discretion of the teacher.
- If extra credit is offered, it must be offered to all students in the class.
- Extra credit will not cause an excessive financial burden on the student or be given for bringing in basic school supplies.

## ***Calculation of Six-Week Averages***

### **Weight of Grades**

All six-week averages shall be calculated on a percentage system for each type (category) of assignment.

#### **Major Grades**

- Major Grades will comprise approximately 40% of the six-week average in all courses.
- Major Grades include: Alternative Assessments, Examinations/Tests, Projects, Labs, Term Papers, Compositions, Benchmarks, Six-Week Tests, and other similar assignments.
- Six-week tests/curriculum-based assessments (department or district-developed) in core content areas may be given at the end of each six-week period in middle and high school. These assessments will count the same as all other class tests/benchmarks/assessments.
- For students in a Career and Technology Education (CTE) program requiring employment, 45% of the six-week average may reflect employer evaluation.

#### **Daily Grades**

- Daily Grades will comprise approximately 60% of the six-week average in all courses.
- Daily Grades include: Class Work, Notebooks, Labs, Quizzes, Homework and other similar assignments.
- Quizzes count as two (2) daily grades.

#### **Secondary Alternative Grading System**

Advanced Placement and Dual Credit Courses may require an alternate grading system due to the rigor of the course and the established requirements as noted through Dual Credit articulation agreements or College Board approved syllabi.

## **Maximum Weight of a Grade**

When calculating a six-week average, no single assignment/assessment grade may count more than 20% of the total average regardless of the grade category. It should be noted, however, that some major projects may comprise more than one assignment. Calculated averages reported on Progress Reports or Report Cards may not exceed 100%.

## **Minimum Number of Grades**

- Teachers are encouraged to provide a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the TEKS.
- Teachers are required to take a minimum of eight (8) daily grades for each six-week period.
- In addition, teachers must take a minimum of two (2) Major Grades per six-week grading period (this includes the six-week test/assessment).

## **Minimum/Maximum Grade Reported**

Grades for assignments will be based on relative mastery. Teachers are not required to give a minimum grade on an assignment that does not reflect the quality of the student's work. The teacher will record in their grade book actual grades earned by the student.

The actual grade earned on any assignment may exceed 100%; however, the calculated average on a Progress Report and/or Report Card may not exceed 100%.

## **Incomplete Grades**

A student receiving an incomplete and/or a zero for a missed Semester/Final Exam has one (1) week to convert the incomplete grade to an earned grade.

In unusual cases, where the student has missed a large quantity of work, the time may be extended.

The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work (UIL required).

## **Schedule Changes**

Schedule changes can have a significant impact on the calculation of the six-weeks average.

Schedule changes will be considered for the following reasons only:

- The student is a senior not scheduled in a course needed for graduation.
- The student has already earned credit for a course in which he/she is currently scheduled.
- The student does not have the prerequisite(s) for a class listed on his/her schedule.
- The student has previously failed this course under the same teacher.
- The student has been dismissed from a program for which approval must be granted for placement.
- The student does not have a full schedule.
- There is a data entry error (no lunch, class listed twice, free period, etc.).
- Course level change (see below)
- Other as approved by building administrator or designee.

## **Course Level Changes**

Course level changes may be considered at the end of the first six-weeks of each course. To be eligible for a course

level change, a student must be misplaced in the current course. Course level change options and grading considerations for such changes include the following:

1. To transfer to a lower level class, the student must have made a sincere effort to succeed, as determined by the campus, by completing work and attending tutorials. If these conditions are met and the student is earning less than a grade of 70, that student will be considered for a change. A student who transfers to a lower level class after the first six-weeks are not eligible to earn weighted points for the semester. A student who transfers to a lower level class after the 1<sup>st</sup> semester will receive weighted points for that semester only. A transfer grade will come from the sending teacher. Final approval will depend upon space availability in the receiving class.
2. A student who transfers to a higher level class after the first six-weeks is not eligible to earn weighted points for the first semester. In order to receive weighted points at the semester for an AP or Pre-AP course, the student must be enrolled in the advanced course **for the entire semester** and fulfill **all** requirements for the course. Students enrolled in an AP course are **required** to take the corresponding AP examination in order to fulfill the requirements of the course to earn weighted points.

### **Emergency Situations**

Students who miss a significant amount of school for unavoidable emergency reasons may request consideration to drop a class with no academic repercussions through the General Intervention Support Team (GIST) or Admissions, Review, Dismissal (ARD) process.

## ***Calculation of Semester Average***

All secondary courses will calculate and report a semester average. Calculated averages reported on Progress Reports or Report Cards may not exceed 100%. Grades recorded in a grade-book represent a confidential record for assessment of student performance.

The semester average is determined using the six-week averages and the Semester/Final Exam.

1st Six-Week Average	28%
2nd Six-Week Average	28%
3 <sup>rd</sup> Six-Week Average	28%
Semester/Final Exam	16%

## ***Calculation of Year-long Average***

### **Middle School Course Work**

Middle school courses that are a full year in length will calculate a year-long average. This year-long average (with required attendance) will determine credit for retention and promotion. The average will be determined using the semester averages.

1st Semester	50%
2nd Semester	50%

### **Semester Averaging-High School Course Work**

For a two-semester course in which both semesters are completed in the same school year, each semester's grade stands on its own; however, a full credit will be awarded if the average of both semesters is at least 70.

## ***Grade Points for High School Credit Course Work***

A total grade point average (GPA) and rank is calculated for each student. The un-weighted GPA is a cumulative average of all semester grades of all courses taken, and the rank represents a weighted calculation of certain courses that fall under the weighted system. For further detailed information on GPA and rank please refer to the Elgin ISD Middle and High School Course Guides.

## ***Re-teach and Retest/Reassess for Mastery***

### **Mastery of Texas Essential Knowledge and Skills**

Elgin ISD provides a well-balanced curriculum based on state prescribed Texas Essential Knowledge and Skills (TEKS). Students who participate in this curriculum will have the opportunity to master the knowledge, skills and competencies established by the district curriculum and the state standards.

EISD will utilize ongoing formative assessment to determine which students are in need of remediation (re-teaching and acceleration). The use of benchmark tests, teacher-made tests, performance assessments, and teacher observations will help determine which students are not mastering instructional objectives.

### **Required Re-teach**

- If 25% or more of the students in a single preparation per teacher do not demonstrate mastery of the TEKS on a classroom test, the teacher will provide the opportunity for re-teaching. These opportunities will be provided during class time using different methods of instruction. (Six-Week Tests, Benchmark Tests, and Semester/Final Exams are excluded).

### **Required Retest/Reassess for Mastery**

- The 25% or more of the students who do not demonstrate mastery are re-evaluated after they are re-taught or after activities are provided. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections and/or a formal test.
- **Middle School:** In grades 6-8, if the student passes the retest, the average of the two grades is recorded unless the average is still below a 70%. In such a case, a 70% will be awarded because the student passed the retest. In the event the student fails both, the higher of the two will be recorded. Procedures for retesting for courses taken at the middle school level for high school credit will follow the procedure outlined for grades 9-12. The original grade will be recorded if the student fails to take advantage of reassessment opportunity.
- **High School:** In grades 9-12, if the student passes the retest, a maximum grade of 70% is recorded. In the event the student fails both, the higher of the two will be recorded. The original grade will be recorded if the student fails to take advantage of reassessment opportunity.
  - **Exception:** Due to the volume of skills and content that must be covered in Pre AP/AP classes, class time is not always available for re-teaching and retesting. Students must stay current in their assignments. Students should always come in for tutoring, however, when they do not master the material the first time around.

## Other Opportunities for Re-teach and Retest/Reassess

- If less than 25% of all the students in a single preparation per teacher do not demonstrate mastery, the teacher is not obligated to re-teach and retest during class time. Tutorial time will be used for re-teaching/retesting/reassessing.

## Late Work

- The table below represents the **maximum** penalty that may be imposed for turning in late work:

Days Late	Percent of Grade Received by Student	Example(s)
1-2 Calendar Days*	80%	100 records as 80 (100 x 0.20 = 20 points off) 80 records as 64 (80 x 0.20 = 16 points off) 60 records as 48 (60 x 0.20 = 12 points off)
3-4 Calendar Days*	60%	100 records as 60 (100 x 0.40 = 40 points off) 80 records as 48 (80 x 0.40 = 32 points off) 60 records as 36 (60 x 0.40 = 24 points off)
5 or more Calendar Days*	0%	No credit given—grade of zero (0)

\*Calendar days do not include Saturdays and Sundays

- Chronic abuse, more than three late assignments during any one six-weeks grading period, may result in additional consequences.
- Extenuating circumstances may occur that are out of the control of the student and which prevent him/her from completing and returning homework assignments. The student is to inform the teacher of any such circumstances that prevented the completion of the homework. Teachers may grant exceptions to this policy, as necessary.
- The late work policy may not apply to projects and term papers that are scheduled in advance and can be turned in prior to an absence.

## Makeup Work

In order to provide the total assessment "picture" of a student's academic progress for a course, any student missing classroom instruction should be given the opportunity to make up the missing assigned work. This will ensure instructional continuity and place importance upon consistent attendance and daily study. Students shall be permitted to make up assignments and tests following any absence.

## Makeup Work Guidelines

- Makeup work is available to all students. Students are responsible for asking teachers for the makeup work upon returning to class. Students shall receive credit for satisfactory makeup work after an absence, but may receive a zero for any test not made up within the allotted time. Any assignment not turned in within

the allotted time falls within the late work guidelines.

- Exceptions may be granted by the Administration in extenuating circumstances.
- The number of class days allowed for makeup work to be completed for full credit will be equal to the number of times a class was missed. Extra time may be given at the teacher's discretion.
- A student should not, on the day of returning to school, be required to take a quiz or test that was announced during his/her absence.
- Makeup work, including tests, may be of an altered version to assess what the student has learned.
- Teachers may assign alternate work to assure that students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine makeup work.

## **Suspension**

A student suspended from his /her regular classes is to request makeup work when he/she returns to school. The student is expected to satisfactorily complete the assignments for the period of suspension within the time designated by the makeup work policy.

## ***University Interscholastic League (UIL) Eligibility***

(Refer to UIL website <http://www.utexas.edu/admin/uil/admin/side/acad.html>)

- A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any academic class or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he/she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three school weeks of ineligibility.
- All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of each six-week grading period. Students who pass remain eligible until the end of the next grading period.
- All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three school week evaluation periods for ineligible students.

## **Exemptions for No Pass No Play for AP and Dual Credit Courses**

The current list of courses approved for exemption for the 2014-2015 is as follows:

English III, AP or Dual Credit	AP Biology
English IV, AP or Dual Credit	AP Chemistry
Spanish III, Dual Credit	AP Physics
Spanish IV, AP or Dual Credit	US History, AP or Dual Credit
Calculus AB, AP or Dual Credit	U.S. Government, AP or Dual Credit
AP Statistics	Economics, Dual Credit
Algebra II, Dual Credit	AP World History
AP Computer Science	AP Microeconomics
Engineer Your World, Dual Credit	Sociology, Dual Credit
AP Human Geography	Psychology, Dual Credit

\* Students wishing to apply the exemption waiver may submit the Grade Exemption Waiver form in Appendix A to the campus UIL Coordinator.

*Appendix A*

Elgin Independent School District  
Grade Exemption Wavier

Name: \_\_\_\_\_

Grading Period  
(Circle One)

- 1<sup>st</sup> Six Weeks
- 2<sup>nd</sup> Six Weeks
- 3<sup>rd</sup> Six Weeks
- 4<sup>th</sup> Six Weeks
- 5<sup>th</sup> Six Weeks
- 6<sup>th</sup> Six Weeks

Student ID: \_\_\_\_\_

Grade (Circle one)      9<sup>th</sup>      10<sup>th</sup>      11<sup>th</sup>      12<sup>th</sup>

UIL Activities: \_\_\_\_\_

**USE POLICY:** Students will be permitted to use this waiver form for one course each semester. Waiver forms can only be used for grades(s) of 60 or above.

Circle the class you would like to “waive” and include the grade you earned.

**COURSE**

**GRADE**

- English III and IV, AP or Dual Credit
- Spanish III, Dual Credit
- Spanish IV, AP or Dual Credit
- Calculus AB, AP or Dual Credit
- AP Statistics
- Algebra II, Dual Credit
- AP Computer Science
- AP Biology
- AP Chemistry
- AP Physics
- US History, AP or Dual Credit
- U.S. Government, AP or Dual Credit
- Economics, Dual Credit
- AP World History
- AP Microeconomics
- Engineer Your World, Dual Credit
- AP Human Geography
- Psychology, Dual Credit
- Sociology, Dual Credit

**Approved** \_\_\_\_\_

**Denied** \_\_\_\_\_

\_\_\_\_\_  
Student Signature/Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

*Appendix B: Teacher Acknowledgement*

**Elgin Independent School District  
Instructional, Grading, and Reporting Procedures  
Teacher Acknowledgement Form**

My signature acknowledges receipt of my personal copy of the Instructional, Grading, and Reporting Procedures. I agree to read the document and abide by the standards, policies, and procedures defined or referenced herein. I am aware that the Instructional, Grading, and Reporting Procedures manual is available to me on-line at the District's website located at [www.elginisd.net](http://www.elginisd.net).

I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this manual. As the District provides updated policy or procedures information, I accept responsibility for reading and abiding by the changes.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Date

**Signed Forms are due to your campus principal on or before September 4, 2015.**

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