

DeSoto ISD

Grades PK-12
2015-2016

Grading Policies and Regulations



DeSoto Independent School District 2015-2016 CALENDAR

AUGUST 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	{ 24	25	26	27	28	29
30	31					

17-21 - Staff Dev. / Teacher Prep Days
24 - First Day of Instruction

SEPTEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day Holiday

OCTOBER 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 - State Fair Day - Staff Dev., No School
19-22 - TAKS Retesting
23 - Early Release / Parent Conferences

NOVEMBER 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23-27 - Thanksgiving Holiday

DECEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7-11 - STAAR Testing; 18 - Early Release
Dec. 21-31 - Winter Break

JANUARY 2016

S	M	T	W	T	F	S
					1	2
3	4	{ 5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - Winter Break; 4 - Teacher Prep Day
5 - School Resumes
18 - Martin Luther King, Jr. Holiday

FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

15 - Staff Development / President's Day Holiday for Students
26 - Early Release / Parent Conferences
29 - TAKS Retesting

MARCH 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-3 - TAKS Retesting; 14-18 - Spring Break;
25 - Good Friday; 29-31 STAAR Testing

APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-6; 9-12 STAAR Testing
30 - Memorial Day Holiday

JUNE 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 - Last Day of School; Early Release
6 - Teacher Prep; 21-22 - STAAR Retesting

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Independence Day Holiday
11-14 - TAKS Retesting
11-15 - STAAR/EOC Testing/Retesting

CALENDAR KEY : () Grading Period { } Semester ▲ New Teacher Orientation

- Holiday
- Staff Development Day (No school)
- Early Release
- ⬠ Teacher Preparation Day (No school)
- ★ STAAR Test
- TAKS Test (Details at desotoisd.org)

SNOW DAYS:
*Students: June 6, 7
(Staff: June 7, 8)

GRADING PERIODS - 178 days

Fall Semester (78 days): Aug. 24 - Oct. 16 (38 days); Oct. 19 - Dec. 18 (40 days)

Spring Semester (100 days): Jan. 5 - March 11 (47 days); March 21 - June 3 (53 days)



www.desotoisd.org

GRADING POLICIES AND REGULATIONS

CONTENTS

I. INTRODUCTION	4
II. CREDIT BY EXAM	
A. Exam for Acceleration	5
B. Exam for Acceleration Calendar	6
C. Exam for Placement	7
D. Exam for Placement Calendar	8
III. GRADE REPORTING	
A. Academic Dishonesty	9
B. Attendance	9-11
C. Credit for Summer School and Correspondence Course Credit	11
D. Grading Components	11
E. Grading Guidelines	12
F. Grading of Extra-curricular Activities	13
G. Guidelines for Make-up Work Due to Absences and Late Projects	14
H. Guidelines for Minimum Number of Grades	14-15
I. Guidelines for Grading Periods	15
J. Guidelines for Semester Exams-Secondary (6-12)	15
K. Semester Averages	15-16
L. Homebound Services	16
M. Homework Policy	16-18
N. Honor Roll	18
O. Reteaching/Regrading Guidelines	18
P. Timeline for Grade Reporting	19
Q. Timely Posting of Grades	19
R. Tutorials	20
S. UIL Eligibility	20-21
IV. GUIDELINES FOR STUDENTS IN SPECIAL POPULATIONS	
A. Dyslexic Students	22
B. Limited English Proficient (LEP) Students	22-23
C. Special Education Students	23-24
V. PARENT-TEACHER COMMUNICATION	25
VI. PROMOTION, RETENTION AND PLACEMENT	
A. Board Policy/Legal Requirements	26
B. Grade Level Requirements	26-27
C. Promotion/Retention Requirements	27-28
VII. UIL Calendar	29-30

DISCRIMINATION POLICY

No person in the United States shall, on the grounds of race, creed, color, sex, age or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

INTRODUCTION

The DeSoto ISD *Grading Policies and Regulations* are published for the following reasons:

- Law and policy require that we establish procedures to ensure that grades are reflections of essential knowledge and skills mastered.
- Grading must be as consistent as possible from teacher to teacher and from school to school within the district to assure fairness.
- Students and their parents have a right to know exactly how grades are determined.
- Grading has serious implications for individual students, for the school, and for the district and the community as a whole.
- Regulations are important support for teachers in the event a grade is challenged.

These guidelines, supported through Board policies, outline broad parameters that allow teachers enough flexibility to fit the needs of their particular course requirements. This applies to all teachers in all subject areas across the district. *Exceptions must be cleared through the building administration and kept on file in the principal's office.* Teachers must become familiar with the contents of this document to ensure fairness and standardization across the district. Parents will have access to these guidelines through the district internet site. Also, these guidelines should be discussed with students so they can understand exactly what the procedures are for determining the grades in any particular class **EIA (Local)**.

DESOTO INDEPENDENT SCHOOL DISTRICT
EXAMINATION FOR ACCELERATION
(No Prior Instruction)

What is Exam for Acceleration?

According to HB 2694/SB 1365, which amends Sections 24.092 and 28.023 of the Texas Education Code, a school district shall approve at least four examinations for acceleration or for credit for each academic subject. Each exam must satisfy SBOE guidelines, and the approved exams must include College Board AP exams and College-Level Examination Program. Board policy **EHDC (Legal)** addresses policies and procedures.

Who is Eligible for Exam for Acceleration?

Students entering grades 1 through 12 and currently enrolled in DeSoto ISD may take the Exam for Acceleration. Students entering kindergarten will notify the counselor during registration to request Exam for Acceleration to be administered during the first six weeks of school. **Students who did not pass any portion of most recent STAAR tests are not eligible to test for acceleration.**

What is Criteria for Acceleration?

- A district representative recommends students for grade level advancement.
- The student's parent or guardian gives written approval of the acceleration testing.
- Kindergarten students must enroll in the DeSoto ISD kindergarten program and apply for Exam for Acceleration with the counselor at the time of registration. Kindergarten students must score 80 percent or above on Language Arts and Math tests and demonstrate mastery of kindergarten readiness and social development skills per the district checklist.
- Grade 1-8 students must score 80 percent on each of the following tests: Language Arts, Math, Science and Social Studies, and complete forms for the campus Exam for Acceleration committee to review for acceleration to the next grade. Students must have received no prior instruction for the applicable grade.
- Grade 9 –12 students must score 80 percent or above on each semester examination for high school credit. Students must have received no prior instruction for the applicable courses.
- 3 or higher on an AP test.
- 60 or higher on a CLEP test.
- **Students who did not pass any portion of most recent STAAR tests are not eligible to test for acceleration.**

Committee Recommendations:

All data, testing, and forms must be completed before the Examination Committee convenes for recommendation of placement.

Where is the Exam for Acceleration Administered?

- Grade 1-12 tests will be administered annually at a facility determined by the Instructional Support Center on specified June, July, September and December dates. Grade 1-8 testing takes approximately two days. Grades 9-12 testing takes approximately two hours per test.
- Kindergarten will be tested at home campus after the first three weeks of school.
- Students must report to the testing site by 8:30 am on each day of testing.

How Does a Student Enroll for Acceleration?

- Contact the campus counselor for enrollment forms and procedures for the June, July, September and December testing period. Completed forms must be returned to the campus counselor by the deadlines listed below.
- Apply with counselor at registration for kindergarten testing to be done during the first six weeks.

Registration Deadlines:

All applications for DeSoto ISD Examination for Acceleration by current students must be turned in to the campus counselor by the date determined by the Instructional Support Center for the June and July testing periods. Students who register and do not report for exam may forfeit future opportunities for testing.

Exam for Acceleration Calendar (No Prior Instruction)

Exam for Acceleration

(For students requesting course/grade acceleration) EHDC (Legal), EDHC (Local)

New Kindergarten: Apply for August/September Testing

K who enroll after school starts: Apply for June, September or December Testing

1 – 12: Apply for June, September or December Testing

(K-1 age requirements do not apply)

Students must pass all portions of current grade level STAAR

Students Entering Kindergarten and Students New to the District

Registration	Parents notify school of request for Exam for Acceleration.
August 3-21	Counselors collect paperwork for K and new students entering DeSoto.
August 24	Paperwork/test requests due to Assessment and Accountability.
August 31-September 4	Assessment and Accountability sends tests to campuses.
September 2	Paperwork/test requests of additional students due to Assessment and Accountability.
September 9-11	Assessment and Accountability sends tests to campuses. Students are tested within first three weeks. Assessment and Accountability scores most tests online with UT Austin. Students are placed as appropriate based on scores.
September 16 – May	Window for acceleration to the following grade has passed. Students may test in December for grades or courses in which they have not received prior instruction.

Current K – 12 Students

October – November	Parents request/apply for exam for acceleration. Paperwork/test requests due to Assessment and Accountability.
November 6	Deadline to request test for December testing.
December	Students are tested during the first week in December. Assessment and Accountability mails tests for scoring or online locally, depending on the test.
January	Student placements are in effect for 2 nd semester for locally scored tests.
March-May	Parents request/apply for exam for acceleration. Paperwork/test requests due to Assessment and Accountability.
May 20	Deadline to request tests for June testing.
May 24	Tests are ordered for June tests.
June and July	Student testing at central location. Assessment and Accountability mails tests for scoring. Students are placed as appropriate next school year per scores.
August	Student placements are in effect for the new school year.

DESOTO INDEPENDENT SCHOOL DISTRICT EXAMINATION FOR PLACEMENT

What is Exam for Placement?

Under School Board Policy FDA, transfer students from nonaccredited private schools/home schools are required to validate courses for credit by testing in those courses. *Valid home schooling exempts a student from compulsory attendance laws, but does not mean public schools shall accept home schooling curricula as meeting the state standards without verification through objective testing.*

In keeping with the Credit by Examination for Placement procedures of DeSoto I.S.D., the district will utilize these procedures for the awarding of limited credit. Exam for placement is not an option to student retention.

Who must take Exam for Placement?

Students enrolling in the DeSoto schools from a non-accredited private school or home school shall be required to take credit by exams obtained through the University of Texas or Texas Tech University at no cost to the student. Student's parent or guardian must complete paperwork for exam for placement and return paperwork to the counselor. **FD (Local), FD (Legal)**

What is Criteria for Grade Placement?

- Incoming grade 2 – 6 students will take and meet requirements on the reading/language arts, mathematics, science and social studies tests. In order to receive credit for the last year of nonaccredited private/home schooling and be enrolled in the next grade level, student must:
 - score 70% or higher on each of the following tests: Reading/Language Arts and Math, and
 - score an overall average of 70% or higher for the four tests as validated by campus Principal.
- Incoming grade 7 –8 students will take and meet requirements on the language arts, mathematics, science, and social studies tests. In order to receive credit for the last year of nonaccredited private/home schooling and be enrolled in the next grade level student must:
 - score 70% or higher on three of the four tests, and
 - score an overall average of 70% or higher for the four tests.
- Incoming grade 9 – 12 students must score 70% or higher on appropriate semester exams to receive credit for all courses taken outside of an accredited school.
- Grade 10 – 12 students must master the appropriate exit level STAAR/TAKS tests.
- Grade 9 – 12 grade students must complete a minimum of twelve (12) of the last eighteen (18) credits *in residency* before a diploma is issued from DeSoto High School

Students who are enrolled in a home school setting for less than a school year and who have most recently attended DeSoto schools may be placed by a committee of the campus principal, counselor, and other campus professional at an appropriate level and their progress assessed.

Where is the Exam for Placement Administered?

- Grade 2-12 tests will be administered at each home campus.
Grade 2-8 testing takes approximately two days. Grade 9-12 testing takes approximately two hours per test.

Placement Recommendations:

Incoming students will be placed in requested grade level per entrance records, pending exam for placement test results. Test data must indicate student learning of previous grade level TEKS as necessary for success in requested grade level. Students who do not meet placement criteria will be placed in grade level consistent with student performance rather than requested grade level.

Exam for Placement Calendar (Prior Instruction)

Exam for Placement (For Students New from Non-Accredited, Private, Parochial, Home School) (Exam for Placement is not an option to student retention)

K-12: August – May. Students enroll and test as soon as possible.
(K and 1 students must meet age requirements.)

New Students – Grades K – 1

August – May	K students who are 5 years old on or before September 1 are placed in K; no testing is required.
August – May	Grade 1 students who are 6 years old on or before September 1 are placed in grade 1; no testing is required.
August – May	Exception: Grade 1 student who is not 6 years old on or before September 1 but who has been enrolled in accredited, out-of-state school in grade 1 during the same year should be enrolled in grade 1 despite young age.

New Students – Grades 2 – 12 (From non-accredited, private, parochial, or home schools)

- *Students who enter DISD in first semester of school:*
Grades 2-9: place in current grade and do not test current grade; EFP test previous grade only.
Grades 10-12: place in current grade/courses and EFP test on all previous HS courses.
- *Students who enter DISD after first semester/in second semester:*
Grades 2-8: Place in current grade and EFP test for that grade at end of the year.
Grades 9-12: place in current grade/courses and EFP test on all previous HS courses.

Registration	Counselors collect paperwork for students entering DeSoto from non-accredited school settings.
August 25	Paperwork/test requests due to Assessment and Accountability.
September 3	Tests are ordered from UT.
September 5	Paperwork/test requests of additional students due to Assessment and Accountability.
September 8-9	Tests are ordered from UT.
August - September	Students are tested as soon as tests are received. Counselors send completed tests to Assessment and Accountability. Assessment and Accountability mails tests for scoring. Students are placed as appropriate upon score receipt.
September – May	Process continues as new students enroll.

New Students – Grades 1-12 (From Public/Accredited School out of state or in Texas)
No testing is necessary. Enroll student in current grade.

Web address for Accredited Non-Public Schools:

<http://www.tepsac.org/>
(Click on Search Texas Schools)

GRADE REPORTING

The District shall determine instructional objectives that relate to the Texas 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. *Reduction or threat of reduction, of grades or academic standing for disciplinary purposes may not be used.* **EIA (Local)**

ACADEMIC HONESTY

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. **EIA (Local)**

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Compulsory attendance age continues through a student’s 18th birthday.

A student absent from school shall provide a note (within five [5] days to the school attendance clerk) or parent telephone call, that describes the reason for absence. The note shall be signed by the student’s parent or guardian. When a student’s absence for personal illness exceeds five days, the student shall present a statement from a physician or health clinic verifying the illness or condition that caused the extended absence from school.

Students in grades K-12 cannot receive credit or final grade for a class unless they have been in attendance for at least 90% of the days that the classes were offered (HB5). For the current school year a student in the DeSoto ISD may not miss more than eight (7) days in the first semester and no more than nine (10) days in the second semester for courses computed on a semester basis or not more than 18 days in the school year for courses computed on a yearly basis.

Parents are responsible for keeping documentation and providing that information (within five [5] days to the school attendance clerk) to the school when a child is absent.

State law and Board policy permit certain absences, including:

- An extra-curricular activity or public performance, approved by the District’s Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Activities related to obtaining United State citizenship.
- Service as an elections clerk.

- A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- An approved visit to a college campus.

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee. The attendance committee shall review the student's entire attendance record and the reasons for absences, and shall determine whether to award credit.

Petitions for credit may be filed at any time the student receives notice, but in any event no later than 30 days after the last day of classes.

The attendance committee may review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements by the attendance committee. **FEC (Local)**

If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Guidelines on Extenuating Circumstances:

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose.
2. A transfer or migrant student incurs absences only after his or her enrollment in the District.
3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.
4. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.
5. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.
6. The committee shall consider whether the absences were for reasons out of the student's or parent's control.
7. The committee shall consider whether or not the student has completed assignments, mastered essential knowledge and skills, and maintained passing grades in the course or subject.
8. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

Imposing Conditions for Awarding Credit:

The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

1. Completing additional assignments, as specified by the committee or teacher.
2. Satisfying time-on-task requirements before and/or after school.
3. Attending tutorial sessions as scheduled.
4. Attending Saturday classes.
5. Maintaining the attendance standards for the rest of the semester.
6. Taking an examination to earn credit.

In all cases, the student must also earn a passing grade in order to receive credit.

Appeal Process:

A parent or student may appeal the decision of the attendance committee in accordance with **FEC(Local)** beginning at Level 3.

CREDIT FOR SUMMER SCHOOL AND CORRESPONDENCE COURSE CREDIT

Summer school and/or correspondence course credits earned in pre-approved summer school and/or correspondence courses may count toward the requirements for grade promotion and for eligibility for participation in extra-curricular activities. Prior to enrollment in correspondence courses, a student shall make a written request to the principal or designee for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. **EDHE(Local)**

All course work, including the final examination, must be completed prior to the first day of classes of the new school year in order for the credits to be counted. If this work was completed, but the grade report was not received prior to the first day of school, the student can begin participation when a school official receives either written or verbal notification that the student has passed and the credit has been awarded. Until that official word is obtained, the student is not eligible. A student may earn a maximum of two state required credits through correspondence courses and may be enrolled in only one correspondence course at a time.

GRADING COMPONENTS

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 Texas Essential Knowledge and Skills. The student's mastery level shall be a major factor in determining the grade for a subject or course. Teachers will assign a grade that reflects the student's relative mastery of an assignment.

These academic grading components include numerous data collected on each student. These items may include but are not limited to the following:

- Traditional essay examinations with general questions
- Essay examinations with definite questions
- Short-answer objective tests or quizzes
- Problem-situation tests
- Oral presentations
- Projects or independent study
- Analysis of creative products
- Compositions appropriate to the subject area
- Journals or learning logs
- Daily recitations or homework papers
- Demonstrated proficiency in English usage
- Skills demonstrations or performances
- Teacher observations of participation
- Oral testing, as appropriate

When assigning items that contain a high level of subjectivity for grading (i.e. book reports, projects, oral presentations, etc.), grading rubrics shall be developed and provided to the students at the time the assignment is given.

GRADING GUIDELINES EIA (Legal, Local)

Teachers will assign a grade that reflects the student's relative mastery of an assignment.

Every teacher must keep a record of grades and must submit grade information to the principal according to established deadlines for each grading period. Records of grades must be available for the principal's and/or his/her designee's review and must be turned in to the principal for filing at the end of the semester and/or school year. Teachers must carefully label each line of grades so that anyone who examines the record can easily determine how the grades were computed. Teachers may keep a printed copy of the computer grade report as a copy of the students' grades.

Numerical grades earned indicate the following levels of achievement:

A - 90-100*	Excellent
B - 80-89	Good
C - 70-79	Satisfactory
F - Below 70	Failing

*No grade over 100 may be recorded on the report card or on the academic achievement record.

Grades cannot be lowered for non academic reasons including but not limited to the following:

No name on paper, no header on paper, date missing, etc.

PK and Kindergarten:

The academic achievement and conduct of pre-kindergarten and kindergarten students shall be filed in each student's permanent school record.

Grades 1-5:

The academic achievement of students in grade levels 1-5, in all subjects, shall be recorded and reported to parents as numerical grades. Conduct grades and the number of absences and tardies shall be recorded and reported to parents at the end of each grading period. Physical education, music, and art grades will be reported as letter grades (E, S, N, U).

Grades 6-12:

The academic achievement of students in grades 6-12, in all subjects, shall be recorded and reported to parents as numerical grades. Conduct grades and the number of absences shall be recorded and reported to parents at the end of each grading period. *Academic achievement should never be changed because of marks in conduct.* The second grading period average in each semester should reflect the actual numerical grade earned. **EIA (Local)**

GRADING OF EXTRACURRICULAR ACTIVITIES

Extracurricular activities are defined in the TAC 76.1001(a) as “an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays and club activities, with the exception of some public performances.”

An activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria apply:

- the activity is competitive;
- the activity is held in conjunction with another activity that is considered to be extracurricular;
- the activity is held off campus, except in a case in which adequate facilities do not exist on campus;
- the general public is invited; or
- an admission is charged.

Ineligibility/Participation:

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance subject to the following requirements and limitations.

- Only the criterion listed in paragraph (1)(D) of TAC 76.1001(a) subsection applies to the performance.
- The requirement for student participation in public is stated in the essential knowledge and skills of the course.

Extracurricular Grading Guidelines:

- The teacher may assign grades for student work completed in connection with an extracurricular activity if the lesson plans reflect the activity as an integral part of the instruction relating to the teaching of the essential knowledge and skills of the course.
- A teacher may require attendance for extracurricular activities as for a regularly scheduled class.
- A student absence from an extracurricular activity may be excused or unexcused according to the policy of the school district.
- Teachers must consider all factors in determining whether an absence should be considered excused or unexcused. The principal should be asked to assist with difficult cases.
- Since the performing experience cannot be reconstructed, the make-up work assigned should be appropriate in length and of educational value to the student.
- Students should be informed of outside extracurricular activities and performances as far in advance of the date as possible to facilitate family scheduling.

Before enrolling in a middle or senior high school varsity organization, students should be informed that the inability to participate in extracurricular activities could appreciably affect his/her grade in the course.

GUIDELINES FOR MAKE-UP WORK DUE TO ABSENCE AND LATE PROJECTS

Regular attendance is an academically-related factor that can affect the determination of a student's grade. Students shall be permitted to make up assignments and tests after absences according to Board policy **FEC (Local)** and the district grading policy.

Students shall receive credit for satisfactory make-up work after an absence but shall receive a zero for any assignment or test not made up within the allotted time. *There are no grade penalties for make-up work after a suspension.*

Grading guidelines do not affect work turned in late because of an absence. The district expects students to turn in assignments at the appropriate time. Grades in DeSoto ISD are based on mastery of The Texas Essential Knowledge and Skills (TEKS).

The major responsibility for making up work lies with the student. Upon return to school after an absence, the student shall be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

Grades K-8:

Students will be given one day for each day absent to make up work for an absence. Any extenuating circumstances, e.g. extended illnesses or accident, may be given individual consideration by the campus principal.

Grades 9-12:

Students have one day for each day absent to make up work for an absence with the following exceptions:

- Previously announced tests or work is due upon the student's return to school or specific class if on block schedule. Any extenuating circumstances, e.g. extended illnesses or accident, may be given individual consideration.
- Students absent for school-related activities are expected to make up or turn in all previously assigned work on the day they return to school or specific class if on block schedule. Coaches and sponsors of extra-curricular activities should make teachers aware of situations where students may be absent while representing the school.

Late Projects

- Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

GUIDELINES FOR MINIMUM NUMBER OF GRADES

A sufficient number of grades should be taken to accurately reflect the progress of each student. These grades could be given from among the following areas: tests, homework, in-class participation, class work, and performance grades. **EIA (Local)**

During each grading period, the following minimum number of grades need to be taken.

PK and Kindergarten:

Grades are not recorded in the kindergarten classes. PK and K report cards will be used which includes a checklist to document mastery of skills.

Grades 1-2:

In grades 1-2, all grades will be averaged and constitute the grading period. During each grading period, a minimum of 2 grades per week should be taken in all core areas.

Grades 3-5:

- In grades 3-5, during each grading period, there should be a minimum of 2 grades per week and 3 major grades per grading period in all core areas.
- Daily grades will be averaged and constitute 70 percent of the grading period grade. Major grades which may include any combination of the following: chapter tests, major skills tests, and other major projects (i.e. projects that require several days of independent work on the part of the student), such as multiple draft compositions, journals, research papers, models, and performance, etc., will constitute 30 percent of the grading period.
- Common Assessments and Benchmarks will count as a daily grade.

Grades 6-12:

- In grades 6-12, teachers should take a minimum of 2 grades per week per the grading period and 3 major grades per grading period.
- In grades 6-12, daily grades will be averaged and constitute 60 percent of a grading period grade. Major grades which may include any combination of the following: chapter tests, major skills tests, and other major projects (i.e. projects that require several days of independent work on the part of the student), such as multiple draft compositions, journals, research papers, models, and performance, etc., will constitute 40 percent of the grading period.
- Common Assessments will count as major grades. Benchmarks will count as daily grades.
- Common Assessment 2 will count as the semester exam for the first semester.

GUIDELINES FOR GRADING PERIODS**Grading Periods:**

- A school year shall consist of 4 grading periods. Two each semester.
- "Borrowing points" from a previous or future grading periods is absolutely forbidden for any student. All teachers have the responsibility to enforce this rule for all students.
- Assignments made in a particular grading periods will be averaged that grading period unless designated clearly by the teacher when the assignment is given.
- A grade becomes final on the last day of a grading period.
- Work received after the last day can only be used to remove from the record an "incomplete" caused by one or more absences.

GUIDELINES FOR SEMESTER EXAMS – SECONDARY (6-12)

Exams will be required at the end of the second and fourth grading period, except those exempted through Board policy as follows:

- Semester exams should be comprehensive. Common Assessment (CA2) will be the 1st semester exam for secondary. Any deviation from these guidelines must be approved in writing by the campus principal.

SEMESTER AVERAGES**Grades 1-5:**

The semester average should be the average of the first two or second two grading periods.

Grades 6-12:

The semester average will be comprised of the first two or second two grading periods and the semester test.

- Eighty percent is the average of the two grading periods.
 - Twenty percent is comprised of the semester exam grade.
- Any deviation from these guidelines must be approved in writing by the building principal.

Semester Exam Exemption Policy (Spring Only) EIAA (Local):

The policy allows students in grades 9-12 to be exempt from any spring semester exam in any class for the semester if they: (1) have five or fewer tardies in that class and (2) meet one of the following academic/average/absence criteria in that class.

- 95-100 semester grade average and no more than three (3) absences and five (5) or fewer tardies
- 90-94 semester grade average and no more than two (2) absences and five (5) or fewer tardies
- 85-89 semester grade average and no more than one (1) absence and five (5) or fewer tardies
- 80-84 semester grade average and no (0) absences and five (5) or fewer tardies
- 70 or higher semester grade average, passed the state-mandated assessment in the subject area, no more than four (4) absences, and five (5) or fewer tardies (Parental approval must be obtained for this option only.)

Missing class for the following reasons **does not count as an absence** from the class toward the semester exam exemption:

- College days, provided the proper paper work is turned in
- School-related field trips
- Testing
- ARD meetings
- UIL athletic, music and academic events
- Religious Holiday

Missing class for the reasons listed below **does count as an absence** from class toward the semester exam exemption:

Excused absences or unexcused absences including:

- doctor appointments,
- suspension/ in school suspension,
- illness,
- skipping,
- absent from AEP – excused or unexcused,
- death in the family,
- emergency removal,
- dress code violation – in office or sent home.

The above lists are not inclusive of all absences that could affect the semester exam exemption policy.

HOMEBOUND SERVICES

General education homebound services provide a certified teacher that serves as a liaison between the student and the student's teachers in order that academic progress will continue. The general education homebound teacher meets in the student's home/hospital room in a one-on-one setting. These services are available to students with medical conditions which require the student to be confined at home/hospital bedside for a minimum of four weeks. The medical condition must be documented by a licensed medical physician. This program is not for the students currently receiving Special Education Services or Pregnancy Related Services (PRS). Contact a counselor or principal for more information.

HOMEWORK POLICY

The DeSoto Independent School District recognizes the value and importance of homework in the reinforcement of skills taught in daily lessons in school. This guided practice activity provides for better retention and practice of skills taught.

Rationale:

- Homework supplements and reinforces skills and information learned in class.
- Homework helps students develop self-discipline, responsibility, and organizational skills.
- Homework prepares students for upcoming class topics or studies while providing opportunities to identify and use resources such as the library, internet, reference books, and other community resources.
- Homework establishes good study habits while easing time constraints.
- Homework gives parents an opportunity to observe assigned lessons and express positive attitudes toward achievement.

Amount and Frequency of Homework:

- The National Education Association and National Parent Teacher Association suggest a 10 minute per grade rule for assigning homework as follows:
 - Elementary: K-2 = 10 to 20 minutes per day
3-5 = 30 to 60 minutes per day
 - Secondary: 6-8 = 70 to 80 minutes per day
9-12 = 90 to 120 minutes per day; no more than two hours per night unless students are taking AP or honors class which will require more time
- Kindergarten students are not required to receive homework assignments.
- First through fifth grade students should have a schedule of homework of reasonable duration designed to develop responsibility, reinforcement, and organizational skills.
- In grades six through twelve, homework should be of reasonable length, and consideration should be given as to the purpose of the assignment, number of teachers, and number of subjects each student has.

Teacher Responsibility:

- Use as part of the learning process and to assess student understanding
- Give clearly defined instructions and return promptly with evaluation
- Choose a variety of activities and accommodate different learning styles
- Coordinate with other teachers to avoid a homework overload
- Be family-friendly when assigning assignments over weekends/holidays
- Homework, tests and projects are not to be assigned during state mandated assessments

Student Responsibility:

- Write down assignment
- Understand the requirements before leaving the classroom
- Complete assignments on time and make up missed work
- Seek help from school resources if needed

Parent Responsibility:

- Provide appropriate levels of supervision
- Actively communicate with the school
- Assist with establishing a work environment conducive to learning and encourage the development of time management skills
- Encourage student to keep homework, assignment sheets, and notes organized

School Resources for Assistance with Homework:

- Seek help from individual teachers before or after school
- Contact the counseling center
- Check with websites and e-mail
- Attend tutoring

Grading of Homework:

Students will be advised when grades will be taken and the weight of an assignment or project which will be included in the grade book. Because the DeSoto ISD values student learning, students will be required to complete all assignments. Assignments turned in late will receive academic penalties.

Completion of Assignments and Procedures for Grades K-5:

- Assignments turned in one day after due date will receive a maximum grade of 80.
- Assignments turned in two days after due date will receive a maximum grade of 70.
- Assignments not received in two days will automatically receive a grade of zero.
- Intervention techniques will be consistently used to promote learning, to involve parents, and to develop responsibility in students for required work. Teachers will notify parents if a second zero occurs.

Completion of Assignments and Procedures for Grades 6-12:

- Assignments turned in one day after due date will receive a maximum grade of 70.
- Assignments turned in two days after due date will receive a maximum grade of 60.
- Assignments not received in two days will automatically receive a grade of zero.
- Provisions will be made to allow students the opportunity to make up two zeros in each subject per grading period. Each teacher will provide two alternate assignments per grading period. These must be provided to students prior to the last week of each grading period. Makeup work must be completed within that specific grading period. The maximum grade for the two alternate makeup assignments will be 50.
- Intervention techniques will be consistently used to promote learning, to involve parents, and to develop responsibility in students for required work. Teachers will notify parents if a second zero occurs.

HONOR ROLLS

“A” Honor Roll:

- All grading period grades must be “A’s.”
- Grades are not weighted or averaged.
 - A - 90-100

“AB” Honor Roll:

- All grading period grades must be either an “A” or a “B.”
- Grades are not weighted or averaged.
 - A – 90-100
 - B – 80-89

RETEACHING/REGRAIDING GUIDELINES

Reteaching is defined as another presentation of content, usually to provide an additional opportunity for a student to learn. Reteaching may vary from subject to subject or from class to class, even from student to student. It may be as simple as repeating the concept. If the student still does not understand the concept, the teacher might use different materials or modalities to present the concept again. If the initial instruction was primarily visual, the reteach activity might be manipulative. If the teacher used the deductive approach initially, the reteach activity might use the inductive approach. In this way the student will gain a new perspective on the task.

Procedures:

- When a student fails (earns below 70) any mastery test, the teacher has the responsibility to reteach the essential knowledge and skills not mastered.
- Reteaching and reassessment may be of a formal or informal nature and should be an on-going process during the direct instruction and guided practice portions of any lesson.
- With the exception of a grading period (9 weeks exam) or mid-term exam, students must be given the opportunity to retest in either the original or a rewritten format. The

original grade must be changed for a grade up to 70.

TIMELINE FOR GRADE REPORTING

Grade Reports:

1. All teachers must post grades by 3:00 on the last day of grading period – with the exception of the 4th grading period.
2. After the grades are posted by the teacher, the grades will be processed by the TEAMS campus grade book manager.
3. Verification grade reports will be printed on each campus by 12:00 noon on Tuesday.
4. The TEAMS Gradebook Manager will hand out the verification reports to the teachers for verification.
5. Teachers will make any corrections in their TEAMS Gradebook and repost the corrected class files.
6. The TEAMS Grade book Manager will reprocess all grade changes. All grade corrections must be done by Wednesday.
7. Report cards are then printed by the TEAMS Grade book Manager, but no later than 12:00 noon on Thursday. Report cards are to be handed out to students to take home on Thursday afternoon.

Grading Period	Grade Reporting (#1-#6)	Report Cards (#7)
1 st Aug. 24-Oct.16	Oct.16-Oct. 21	Oct. 22 (Thurs.)
2 nd Oct. 19-Dec. 18	Dec. 18-6	Jan. 7 (Thurs.)
3 rd Jan. 5 – Mar 11	Mar. 11-23	Mar. 24 (Thurs.)
4 th Mar. 21 – June 3	May 27-June 1**	May 31-June2***

***Report card schedule TBA

** The school year ends on June 3. The above schedule (which indicates grade reporting procedures beginning May 27) will be observed in an effort to allow professional and support staff adequate time to properly complete end of year processes. All grades (excluding semester exam grades) for the 4th grading period should be entered by May 27 and verified by June 1. Semester exam grades will then be added the week of May 31-June 3.

Progress Reports:

To generate Progress Reports, teachers **must** have all grades properly entered into the TEAMSGradebook Program before the end of the day on the Friday of the third and sixth week of each grading period. Progress Reports will go home with students on the following Thursday. See exception for Jan. 25 and Jan. 29

	Grades entered into TEAMS Gradebook no later than:	Progress Reports go home:
1 st Grading Period	Friday, Sept. 11 Friday, Oct 2	Thursday, Sept. 17 Thursday, Oct. 8
2 nd Grading Period	Friday, Nov. 6 Friday, Dec. 4	Thursday, Nov. 12 Thursday, Dec.10
3 rd Grading Period	Monday, Jan. 25 Friday, Feb. 12	Friday, Jan. 29 Thursday, Feb. 18
4 th Grading Period	Friday, April 8 Friday, April 29	Thursday, April 14 Thursday, May 5

TIMELY POSTING OF GRADES

Teachers are required to post grades in their grade book in a timely manner; therefore, grades must be posted every week. Any exception must be approved in advance by the principal. Parents will have the opportunity to view their student(s)' grades via the TEAMS Parent Portal district program.

TUTORIALS

Tutorials shall be provided for students desiring extra help in all subjects. The tutorials will be conducted Monday-Thursday before or after school. Students who wish to participate in this program need to meet with their teacher for time and location. Occasionally, there will be exceptions and different arrangements will need to be made with individual teachers.

UIL ELIGIBILITY – See pages 30-31 for UIL Eligibility Dates

Eligibility for UIL Participants for the First Grading Period:

State law for eligibility applies to all grade levels for extracurricular activities. UIL participants are eligible to participate in contests during the first grading period of the school year provided the following standards have been met:

- Students beginning grades nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months proceeding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months proceeding the first day of the current school year.

Eligibility for all Extracurricular Participants After the First Grading Period:

A student who receives, at the end of any grading period (not including the first 6 weeks of the school year) a grade below 70 in any class (other than an identified advanced 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 three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the 3 or 6 school weeks evaluation period (progress report) when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are advanced.

All schools must check grades for all participants at the end of the first six weeks (even if on 9 week grading periods) of the school year. From that point, grades are checked at the end of grading period whether it is six, nine, or twelve weeks in length. 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.

Students lose eligibility for a three school week period. For purposes of the law, “three school weeks” is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday

period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the initial first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period. • Note: When computing eligibility calendars, it is helpful to remember that the seven day grace period after the grading period also contains school week one of the three school week evaluation period. Also, a seven calendar day grace and waiting period is always applicable after grading periods and evaluation periods. Example: School week

Section 5 (b) of the UIL Constitution and Contest Rules defines calendar week as 12:01 am on Sunday through midnight on Saturday.

19 TAC § 76.1001 (b) states: The school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

Grade Changes and Incompletes:

A student with an “Incomplete” grade is ineligible at the end of the seven day grace period unless the “Incomplete” was replaced with a passing grade prior to the end of the seven day grade period. Students with an “Incomplete” grade either within or beyond the end of the seven day grace period may regain eligibility if the work is made up in accordance with district policy in regard to time allowed for make-up work and the conditions under which make-up work are allowed.

After a failing grade has been recorded, the situations in which a student’s grade may be changed to passing and eligibility restored are only as follows: (a) an examination of course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with school district grading policy, as determined by the board of trustees. The board’s decision may not be appealed.

Extra credit work or work (including re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student’s eligibility for extracurricular activities except in the case of an “Incomplete” grade discussed above.

Age Requirements

A birth certificate attested by the appropriate official is the best evidence of the day of birth. If this evidence is not available, other credible evidence of the date of birth may be considered.

A student who is nineteen or older on September 1 preceding the contest, and who initially enrolled in the ninth grade no more than four calendar years ago, and who prior to the end of his or her fourth consecutive year of eligibility was in special education, under the auspices of an ARD committee, or identified as a 504 student by a 504 committee, is eligible to participate in a League varsity athletic contest as a representative of a participant school if:

- (A) the student has or had a disability which delayed his or her education for a year or more; and
- (B) the student is currently in special education and under the auspices of an ARD committee or had been identified as a 504 student by a 504 committee, and
- (C) the student has not already participated one extra year under this exception.

Seventh or eighth grade students who were not promoted from one grade level to the next, are ineligible for the first six weeks of the following school year.

GUIDELINES FOR STUDENTS IN SPECIAL POPULATIONS

DYSLEXIA STUDENTS

Grading guidelines that apply for all students include students receiving dyslexia services through regular education and the Language Science program. Any exception in grading standards for a student receiving Language Science support must be determined individually by the Instructional Intervention Committee.

Accommodations:

Based on the Instructional Intervention Committee decision, each student in Language Science must be allowed to benefit from targeted accommodations listed on their *Accommodations* sheet. Classroom accommodations are changes that are made in method of instruction, format, pacing, materials, quantity, and emphasis to assure the student an opportunity to achieve mastery of the essential knowledge and skills. Language Science teachers are responsible for providing all regular education teachers with a copy of the accommodation sheet required on each of their students. The regular education teacher will participate in the Instructional Intervention Committee process to determine appropriate accommodations for a student or to recommend changes in targeted accommodations.

STUDENTS IN GRADES 9-12

For the 9th through 12th grade level, a credit course. There are no pull-outs at the high school level. The course is available all four years, if needed, as an elective credit counting towards graduation.

Grades:

Students receiving Language Science services are to be graded for academic achievement, as are all students. Similarly, students receiving Language Science services, or participating in the classroom, shall be recognized for academic achievement, i.e. honor roll and S.O.A.R.

The Language Science grade can be used in the following manner: (1) as a grade to be averaged with grades for the class being missed or (2) as the grade for the class being missed and/or as a grade to be averaged with the reading/language arts grade when appropriate.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

In assessing students of limited English proficiency for mastery of the Texas Essential Knowledge and Skills, the District shall make every effort to allow them to demonstrate knowledge or competency independent of their English language skills. These efforts shall include but not be limited to assessment in the primary language, assessment using ESL methodologies, and nonverbal assessment with multiple varied instruments.

Grading guidelines that apply for all students include students receiving English as a second language services. Any exception in grading standards for a student receiving support must be determined individually by the Language Proficiency Advisory Committee (LPAC).

EIE (Local)

Accommodations:

Based on LPAC decision, each student in the ESL program must be allowed to benefit from targeted accommodations listed in their *Accommodations* form. Classroom accommodations are changes that are made in method of instruction, pacing, materials, quantity, and testing procedures to assure the

student an opportunity to achieve mastery of the Texas Essential Knowledge and Skills. Accommodations by the LPAC might also address limited changes in course content, learner objectives, or grading standards based on language proficiency of the non-English speaker. The ESL teacher is responsible for providing all regular education teachers with a copy of the accommodations form and recommended strategies. The regular education teacher is encouraged to participate in the

LPAC process to determine appropriate accommodations for a student or to recommend changes in targeted accommodations.

Grades:

Students receiving ESL services are to be graded for academic achievement, as are all students. Similarly, students in the ESL program shall be recognized, i.e. honor roll and S.O.A.R.

Beginning Level Students:

If a limited-English-proficient student is unable to read the textbook, every effort should be exerted to assist the student in achieving mastery of the subject area and grade level essential knowledge and skills. The ESL specialist will consult with the regular education teacher to assist in the determination of assessment and grades. Accommodations for objectives, instructional strategies, and materials for these students will be made as required by law.

SPECIAL EDUCATION STUDENTS

Variations in procedures and academic achievement level expectation for awarding grades to students with disabilities shall be determined by the ARD committee and included in the student's IEP.

Grading guidelines that apply for all students include students receiving special education services. These services may include regular education, content mastery, resource, speech, or self-contained class placement. Any exception in grading standards for a student receiving special education support must be determined individually by the Admission, Review, and Dismissal (ARD) committee.

Modifications:

Based on an ARD committee decision, each student in special education must be allowed to benefit from targeted modifications listed in their Individual Education Plan (IEP) on the *Modifications* page. Classroom modifications are changes that are made in:

- method of instruction,
- format,
- pacing,
- materials,
- quantity, and/or
- emphasis.

Modifications assure the student an opportunity to achieve mastery of the course essential knowledge and skills. Modifications by the ARD committee may also address changes in course content, learner objectives or grading standards by listing in the student's IEP alternative objectives to be mastered along with the criteria for mastery. Content mastery teachers are responsible for providing all regular education teachers with a copy of the modification page required on each of their students in special education. The regular education teacher shall participate in the ARD process to determine appropriate modifications for a student or to recommend changes in targeted modifications. The DeSoto Independent School District *Modification Handbook* should be used as a reference for suggested modifications.

Grading:

Students receiving special education services are to be graded for academic achievement, according

to guidelines set for all students. Any exception is determined by the ARD committee. Similarly, students in special education shall be recognized for academic achievement, i.e. honor roll and S.O.A.R.

Grades 1-5:

If the ARD committee determines that the subject content is to be modified, whether through participation in a regular education or special education class, the ARD committee will write IEP objectives.

Grades 6-12:

If the ARD committee determines that a student receive instruction in special education or in regular education with content modification, IEP objectives will be written. The ARD committee may recommend that both the regular education and special education (content mastery) teachers cooperatively determine the student's grade.

Failing Grades:

If a student in special education receives a failing grade in a subject/course for two consecutive grading periods, an ARD meeting addressing any need for IEP or placement revisions may be needed. In grades 1-6, the teacher(s) giving the failing grade are asked to attend this ARD. In grades 7-12, the teacher(s) giving the failing grade must attend or provide written input to the ARD committee.

PARENT-TEACHER COMMUNICATION

Board Policy/Legal Requirements:

The Board shall adopt a policy that provides for a conference between parents and teachers and requires the district, at least once every 12 weeks, to give written notice to a parent of a student's performance in each class or subject. The notice must provide for the signature of the student's parent and be returned to the campus; however, these requirements do not apply to married students, emancipated minors, or an adult living alone. "Parent" includes a guardian, conservator, or other person having lawful control of a student. The report shall include the number of times the student has been absent. For students in alternative programs [see **EIE (LEGAL)**], the report shall clearly specify the instructional level at which the student is functioning.

DeSoto ISD teachers shall send out written notice to parents every at the end of every grading period of a student's performance in each class or subject. Teachers shall advise parents whether students are recommended to attend tutorials in the subsequent grading period. The grade notice shall provide for the parent's signature and must be returned to the campus. If the notice is not returned to the campus, the teacher/campus shall take appropriate measures to inform the parents of the student's progress including phone calls, email, or mailed notice.

Conferences may be scheduled at the request of a teacher or a parent. In attempting to schedule a conference between a teacher and parent, the campus shall give the parent at least two alternative dates for the conference.

Reporting to Parents – Three-Weeks Reports: EIA (Local)

At the end of the first three weeks of a grading period, at the end of the first 6 weeks of the grading period and at the end of each grading period, the campus shall provide notice of progress to the parent or guardian of a student whose grade average in any class is lower than 70 or whose grade average is deemed borderline.

The campus shall make such information available to sponsors of extra-curricular activities in which the student participates.

DeSoto ISD Regulation:

The three-week and six-week progress reports shall be given to the students to take to their parents or mailed no later than four days after the end of the first three weeks or second three weeks of the grading period. Progress reports are given to those students whose average falls below 70.

Teachers should make every effort to:

- communicate their grading procedures to parents and students in a verbal or written format in a timely manner.
- communicate a significant drop in achievement to parents in a timely manner.

PROMOTION, RETENTION AND PLACEMENT

BOARD POLICY/LEGAL REQUIREMENTS

Board Policy EIE (Legal):

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)*

An award of credit for a course affirms that a student has satisfactorily met all state and local requirements. Course credit shall be awarded according to this policy. *19TAX74.26(a)*

A course may be considered completed and credit may be awarded if the student has demonstrated achievement by meeting standard requirements of the course, including demonstrated proficiency in the subject matter, regardless of the time the student has received instruction in the course or the grade level at which proficiency is attained. The academic record (transcript) shall reflect that students have satisfactorily completed courses at earlier grade levels than grades 9-12 and have been awarded state graduation credits. *19TAC 74.26(b)*

A student does not have a property interest in promotion. *Education Code 28.0211(e)*

Board Policy EIE (Local):

The promotion or retention of a student is an important decision that must be made at the end of each school term. When the school staff is considering retaining a student at grade level, conferences with the student's parents shall be held, and all aspects of the student's progress shall be discussed.

This conference should include the classroom teachers, the principal, the counselor and a parent. Teacher-given grades, standardized test scores, STAAR/TAKS scores, past school history, social development and all other pertinent data shall be considered. The final decision upon promotion, retention, or placement shall be made by the school administration and staff according to Board policies and state law.

GRADE LEVEL REQUIREMENTS EIE (Local)

PK-Kindergarten:

Unless a parent requests retention, students are promoted to the next grade (PK to K, K to Grade 1). Written documentation of that request shall be placed in the cumulative folder.

Dual Language Students Grades 1-4:

- A student must attain an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading or mathematics.
- For students who have been in the dual language program less than three years, the reading grade in their native language will be used.
- For students who have been in the dual language program for three or more years, the reading grades from both languages will be used.
- Math, science and social studies grades from both dual language teachers shall be averaged for each subject.
- ELA grades from both dual language teachers shall stand alone.

Grade Levels 1-4:

For students in grades 1-4 who are not meeting the established standards for promotion, acceleration and/or compensatory strategies may be considered. These strategies include, but are not limited to tutorials and summer school.

- A student must attain an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading or mathematics.
- A campus promotion/retention committee composed of the principal, counselor, and teacher shall determine, on the basis of students' individual strengths and weaknesses, the remedial and compensatory strategies to be used for students who fail to be promoted.

Grade 5:

- A student must attain an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in two of the following areas: reading, mathematics, and science.

Grade Levels 6-8:

To be promoted from one grade level to the next, students shall attain an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and an average of 70 or above in three of the following subjects:

- Language Arts (including reading improvement, if required to be taken).
- Mathematics
- Social Studies
- Science

Campus assignment shall be at the discretion of the building administration in the event the student passes some, but not all, courses in the eighth grade.

Grade Levels 9-12/Graduation Requirements:

Graduation requirements and grade level classification are listed in the DeSoto High School course catalog. Current Board Policy EIF (Legal) outlines graduation requirements.

PROMOTION/RETENTION REQUIREMENTS**Performance on Assessments: EIE (Local)**

In addition to promotion standards according to Board policy, a student may not be promoted to:

- The sixth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the fifth grade mathematics and reading assessment instruments; or
- The ninth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the eighth grade mathematics and reading assessment instruments. *Education Code 28.0211(a)*

Accelerated Instruction:

Each time a student fails to perform satisfactorily on an assessment instrument listed at PERFORMANCE ON ASSESSMENTS REQUIRED, the District shall provide the student with accelerated instruction in the applicable area, including reading instruction for a student who fails to perform satisfactorily on a reading assessment instrument. A group-administered accelerated instruction may not have a ratio of more than ten students for each teacher.

Notice to Parents of Performance and Accelerated Instruction:

In addition to providing the accelerated instruction, the District shall notify the student's parent or guardian of:

- The student's failure to perform satisfactorily on the assessment instrument;
- The accelerated instruction program to which the student is assigned; and
- The possibility that the student might be retained at the same grade level for the next school year.

Whenever the District is required to notify a parent or guardian about the requirements related to promotion and accelerated instruction, the District shall make a good-faith effort to ensure that the notice is provided either in person or by regular mail, is clear and easy to understand, and is written in English or in the parent or guardian's native language.

First Failure:

The District shall provide to a student who initially fails to perform satisfactorily on one of the assessment instruments listed at *Performance on Assessments Required* at least two additional

opportunities to take the assessment instrument. A student may be promoted if the student performs at grade level on an alternate assessment instrument that is appropriate for the student's grade level and approved by the Commissioner.

Second Failure – Grade Placement Committee:

After a student fails to perform satisfactorily on an assessment instrument a second time, a grade placement committee shall be established to prescribe the accelerated instruction the student is to receive before the assessment instrument is administered the third time. The grade placement committee shall be composed of the principal or the principal's designee, the student's parent or guardian, and the teacher of the subject of the assessment instrument in which the student failed to perform satisfactorily. The district shall notify the parent or guardian of the time and place for convening the grade placement committee and the purpose of the committee.

Accelerated Instruction Plan and Monitoring After Two Failures:

The District shall provide accelerated instruction plan to a student who, after two attempts, has failed to perform satisfactorily on an assessment listed at *Performance on Assessments Required*. The accelerated instruction plan shall be provided during the summer according to the student's grade placement committee. The District shall provide the instruction prior to the third administration of the assessment.

Third Failure – Retention and/or Appeal:

A student who fails to perform satisfactorily after three attempts on one of the assessment instruments listed at *Performance on Assessments Required* shall be retained at the same grade level for the next school year. The District shall give the parent or guardian written notice of the opportunity to appeal. The student's parent or guardian may appeal the student's retention by submitting a request to the grade placement committee. The grade placement committee may decide in favor of promotion only if the committee concludes, using standards adopted by the Board, that if promoted and given accelerated instruction, the student is likely to perform at grade level. A student may not be promoted unless the committee's decision is unanimous. The Commissioner shall by rule establish a time line for making the placement determination. The committee's decision regarding placement is final and may not be appealed.

Accelerated Instruction Plan and Monitoring After Three Failures:

The District shall provide accelerated instruction to a student who, after three attempts, has failed to perform satisfactorily on an assessment listed at *Performance on Assessments Required*. The accelerated instruction plan shall be provided during the next school year according to the student's grade placement committee. The District shall provide the instruction regardless of whether the student has been promoted or retained. The accelerated instruction plan shall be designed to enable the student to continue to perform at the appropriate grade level by the conclusion of the school year. During the school year, the student shall be monitored to ensure the student is progressing in accordance with the plan. The District shall administer to the student the assessment instrument for the grade level in which the student is placed at the time the District regularly administers the assessment instrument for that school year.

The District is not precluded from retaining a student who performs satisfactorily on an assessment instrument specified at *Performance on Assessments Required*.

Special Education Students:

The Admission, Review, and Dismissal (ARD) committee of a student who participates in the District's special education program and who does not perform satisfactorily on an assessment instrument listed at *Performance on Assessments Required* shall determine the manner in which the student will participate in an accelerated instruction plan and whether the student will be promoted or retained after the second or third administration for STAAR-M/TAKS-M students.

UIL ELIGIBILITY DATES – 2015-2016

Friday- October 2, 2015– End of 6 weeks for anyone who started the year ineligible (7 day grace period begins today- ends October 9 at regular close of instruction)

Friday - October 9, 2015 – End of grace period - students may regain eligibility at close of instruction if started year ineligible

Friday – October 16, 2015 – End of 1st 9-week grading period –7 day grace period begins today -ends at close of regular instruction on Friday October 23.

Friday- October 23, 2015 – End of grace period. Students gain eligibility if passing all courses or lose eligibility if failing any courses at close of regular instruction.

Friday, November 6, 2015 – end of 3 week period for progress reports – 7 day grace period begins today – ends Nov 13 at close of regular instruction

Friday, November 13, 2015 – End of grace period. Students regain eligibility from first grading period if passing all courses at close of regular instruction

November 20-29 – all students eligible due to school holiday rule.

Friday, December 4, 2015 – End of 6 week period for progress reports – 7 day grace period begins today – ends December 11.

Friday, December 11, 2015 – End of grace period. Students may regain eligibility from first grading period if passing all classes

Friday, December 18, 2015 – End of 2nd 9-week grading period – 7 day grace period begins **Tuesday January 5** and ends **Tuesday, January 12**.

December 18 – January 4 - all students eligible due to school holiday rule.

Tuesday, January 12, 2016 – End of grace period. Students regain or lose eligibility at close of regular instruction.

Monday, January 25, 2016 – end of 3 week period for progress reports. 7 day grace period begins today and ends Monday February 1, 2016.

Monday, February 1, 2016 – students regain eligibility from 2nd grading period if passing all courses

Friday, February 12, 2016 – end of 6 week period for progress reports. 7 day grace period begins today and ends Feb. 19

Friday, February 19, 2016 – end of grace period – students may regain eligibility from 2nd grading period if passing all courses

Friday, March 11, 2016 – End of 3rd 9-week grading period. 7 day grace period begins Monday March 21 and ends **Monday March 28**)

March 11 – March 20 – all students eligible due to holiday rule

Monday, March 28, 2016 – End of grace period – students regain or lose eligibility from 3rd grading period at close of regular instruction.

Friday, April 8, 2016 – end of 3 week period for progress reports. 7 day grace period begins today and ends Friday April 15

Friday, April 15, 2016 – end of grace period – students may regain eligibility from 3rd 6 weeks if passing all courses

Friday, April 29, 2016 – end of 6 weeks for progress reports. 7 day grace period begins today and ends Friday, May 6

Friday, May 6, 2016 – end of grade period – student may regain eligibility from 3rd 6 weeks if passing all courses

*****Please remember that nothing changes during the 7 day grace period. Students do not regain eligibility or lose it at this time.**