

**Terrell County Independent School District**  
**Sanderson Schools**

**Safe Return to School**  
**Student/Parent Guidance**  
**2021-2022**



**Excellence Is Our Expectation**

**Terrell County Independent School District**  
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**Safe Return to School – Student/Parent Guidance**  
**2021-2022**

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*Board Reviewed and Approved – June 23, 2021*

*\*\*\*Information and procedures are subject to change. The district will follow the recommendations and directives from the Texas Education Agency and the local and state government. Any decisions and adjustments that the district makes to this plan will be made to ensure that the health safety of all students and staff comes first.\*\*\**

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<b>Student Public Health Procedures</b>	
<u>Enrollment/School Attendance Options</u>	<ul style="list-style-type: none"><li>• During the 2021-2022 school year, the district will <b>not</b> offer any remote learning options to students. If the need arises for a whole school remote learning option due to a COVID-19 outbreak or other concerns related to COVID-19, the administration and board of trustees will adjust the policy/options accordingly. Individual students/families will not have the option for remote learning during the 2021-2022 school year. TCISD will only offer in-person learning.</li></ul>
<u>Instructional Continuity</u>	<ul style="list-style-type: none"><li>• To ensure that gaps/lost learning are addressed and supported to improve student academic performance, the district will implement the following:<ul style="list-style-type: none"><li>○ Interventions, specially at PreK-6<sup>th</sup> grade, with a focus on reading and writing.</li><li>○ Tutorials – 3<sup>rd</sup> through 12<sup>th</sup> grade</li><li>○ Elementary reading intervention options with the reading interventionist.</li><li>○ Computer-based programs to support student learning in areas of concern – iStation Math and Reading, Exact Path, Study Island, Reading Eggs, Renaissance Learning (reading), Edmentum, BrainPop</li><li>○ Summer reading programs</li><li>○ Split the combined 1<sup>st</sup> and 2<sup>nd</sup> grade classroom to address academic needs.</li><li>○ Utilize a teacher assistant to support elementary teachers with interventions and targeted instruction.</li><li>○ Summer School options will be addressed during the Spring semester of 2022.</li></ul></li><li>• The district will offer in-person instruction. Due to a lack of staff, remote learning is not an option.<ul style="list-style-type: none"><li>○ Additional minutes/days have been built into the school calendar to ensure compliance with instructional minute requirements (75,600 minutes per year).</li></ul></li><li>• Professional Development will be focused and will target the instructional needs of the students.<ul style="list-style-type: none"><li>○ Literacy training</li><li>○ ESL training</li><li>○ Strategies</li><li>○ Closing Gaps</li></ul></li><li>• Social/Emotional/Mental Health Support<ul style="list-style-type: none"><li>○ TCISD will utilize SHAC for ideas and support in this area.</li><li>○ The school counselor will meet with each grade level a minimum of once per grading period, offering lessons</li></ul></li></ul>

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	<p>and support in the areas of social, emotional and mental health.</p> <ul style="list-style-type: none"><li>○ Programs will be brought into the district, providing students with presentations, lessons, and information in the areas of social/emotional/mental health.</li><li>○ TCISD will utilize the Family Crisis Center of the Big Bend, in Alpine, Texas for additional programs and supports to offer the students and families within the district.</li><li>○ The Life Center of Midland will work with the 4<sup>th</sup> -8<sup>th</sup> grade students, focusing on sex education and mental health.</li><li>○ The Terrell County ISD staff will engage in mental health training during the August professional development.</li><li>○ The Terrell County ISD staff will engage in health living activities to promote all forms of health: walking challenges, running challenges, water challenges, meditation opportunities.</li></ul>
<p><u>School Arrival</u></p> <p>*Refer to Appendix for Entrance/Exit Map*</p>	<ul style="list-style-type: none"><li>● Arrival and entrance times for students:<ul style="list-style-type: none"><li>○ PreK-4<sup>th</sup> grade 7:40 a.m.</li><li>○ 5<sup>th</sup> – 12<sup>th</sup> grade – 7: 45 a.m.</li></ul></li><li>● To limit social gatherings and to develop a procedure that allows for a safe return to school, the following entrances will be utilized by students each morning:<ul style="list-style-type: none"><li>○ PreK/Kinder – Band Hall</li><li>○ 1<sup>st</sup> – 4<sup>th</sup> grade – Front of Junior Building (Hackberry St)</li><li>○ 5<sup>th</sup> – 8<sup>th</sup> grade – JH side entrance along 2<sup>nd</sup> Street</li><li>○ 9<sup>th</sup> – 12<sup>th</sup> grade – High School entrance (2<sup>nd</sup> Street)</li></ul></li><li>● Parents must screen their children each morning. If a student exhibits any of the following symptoms, the student is not allowed to attend school on that day:<ul style="list-style-type: none"><li>○ COVID-19 Symptoms Checklist:<ul style="list-style-type: none"><li>▪ Feeling feverish or a measured temperature greater than or equal to 100.00 degrees Fahrenheit.</li><li>▪ Loss of taste or smell</li><li>▪ Cough</li><li>▪ Difficulty breathing</li><li>▪ Shortness of breath</li><li>▪ Headache</li><li>▪ Chills</li><li>▪ Sore Throat</li><li>▪ Shaking or exaggerated shivering</li><li>▪ Significant muscle pain or ache</li><li>▪ Diarrhea</li></ul></li></ul></li></ul>

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	<ul style="list-style-type: none"><li>• Temperature checks will NOT take place each morning unless an outbreak or COVID-19 concerns arise in the community or within the school. The district asks that parents/guardians prescreen their children prior to dropping them off at the school.</li><li>• When entering the building, students are asked to report to 1<sup>st</sup> period and sanitize their hands with the hand sanitizer provided.</li><li>• Masks are NOT required. Masks are recommended for any student ( 12 and older) who is not fully vaccinated. Masks will be available in all classrooms.</li><li>• Any students wishing to wear a mask will be allowed to do so.</li></ul>
<p><u>Mask &amp; Symptom Information and Requirements</u></p>	<ul style="list-style-type: none"><li>• Parents and students have a responsibility to make accurate and timely reports about their health to the district’s administration and nurse. This is critical for the protection of all staff members, students, and the community.</li><li>• Has the employee or student begun experiencing any of the following in a way that is NOT normal for them?<ul style="list-style-type: none"><li>○ COVID-19 Symptoms Checklist:<ul style="list-style-type: none"><li>▪ Feeling feverish or a measured temperature greater than or equal to 100.00 degrees Fahrenheit.</li><li>▪ Loss of taste or smell</li><li>▪ Cough</li><li>▪ Difficulty breathing</li><li>▪ Shortness of breath</li><li>▪ Headache</li><li>▪ Chills</li><li>▪ Sore Throat</li><li>▪ Shaking or exaggerated shivering</li><li>▪ Significant muscle pain or ache</li><li>▪ Diarrhea</li></ul></li></ul></li><li>• Failure to seek medical treatment or follow medical advice that impacts the health and well-being of others could result in consequences issued by the district.</li><li>• Masks will NOT be required, but are recommended for any student (12 years and older) who is not fully vaccinated.</li></ul>
<p><u>Close Contact</u></p>	<p>This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of “close contact” continues to evolve with new research of COVID-19 and individual scenarios should be determined by an appropriate health agency. In general, close contact is defined as:</p> <ul style="list-style-type: none"><li>○ Being directly exposed to infectious secretions (e.g., being coughed on; or</li></ul>

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	<ul style="list-style-type: none"><li>○ Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.</li></ul> <p>An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation (per CDC guidelines).</p>
<u>Return to School Guidelines</u>	<ul style="list-style-type: none"><li>● In the case of an employee or student who is diagnosed with COVID-19, the individual may return to work when all three criteria below are met:<ol style="list-style-type: none"><li>1. At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);</li><li>2. the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);</li><li>3. and at least 10 days have passed since symptoms first appeared (subject to change with guidance from TEA and the CDC).</li></ol></li><li>○ In the case of an employee or student who has symptoms that could be COVID-19, the individual is assumed to have COVID-19 and the individual may not return to work until the individual meets the same criteria listed above.</li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>○ If the employee or student has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.</li></ul> <p>An employee or student with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return to the building until the end of the CDC recommended quarantine period (7-14 days).</p>
<u>Classroom Procedures</u>	<ul style="list-style-type: none"><li>● Prior to the start of each class, the teacher will wipe down each desk/area used with the provided disinfectant.</li><li>● Before entering or exiting the classroom, the students must sanitize their hands with the hand sanitizer provided.</li><li>● Students are NOT required to wear masks; however, if a student chooses to wear a mask, he/she should be allowed without any fear of retaliation or teasing.</li><li>● Masks will be available for students in each classroom.</li></ul>

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	<ul style="list-style-type: none"><li>• Sign-in and sign-out forms must be utilized at all times. If a student leaves the classroom for any reason (other than whole group transitions), the student must sign-out, and indicate where he/she is going. Upon returning to the classroom, the student must sign back in. This is a requirement for contact tracing and to limit mobility within the school.</li><li>• Lockers will be assigned; however, if an outbreak occurs, locker use may be temporarily suspended. When available, lockers should be spaced out accordingly to minimize group gatherings.</li><li>• Community classroom supplies should be limited, not only for COVID concerns, but to prevent other illnesses that are easily contractable.</li><li>• When possible, staff members should open windows to improve air flow by allowing outside air to circulate in the building.</li><li>• On the first day of school, teachers and staff MUST provide instruction to students on appropriate hygiene practices consistent with the mitigation practices adopted.</li><li>• Classrooms will be provided door stops for “no touch” the entrance and exit into the classroom.</li></ul>
<u>Outdoor Instruction</u>	<ul style="list-style-type: none"><li>• When appropriate and when space is available, teachers may take a class or classes outside to engage in a lesson.</li></ul>
<u>Lockers</u>	<ul style="list-style-type: none"><li>• Lockers will be assigned; however, if an outbreak occurs, locker use may be temporarily suspended. When available, lockers should be spaced out accordingly to minimize group gatherings.</li></ul>
<u>Physical Education</u>	<p><b><u>ELEMENTARY</u></b></p> <ul style="list-style-type: none"><li>• Physical Education is important for all students. Students will engage in various activities during their PE class. The PE areas will allow for adequate social distancing.</li><li>• When appropriate, PE classes will be held outside to provide additional safety measures for the students and staff.</li><li>• Any equipment used will be sanitized after each use.</li><li>• When available, additional personnel will be utilized to support the PE classes.</li></ul> <p><b><u>SECONDARY</u></b></p> <ul style="list-style-type: none"><li>• Physical Education/Athletics will occur for students. The appropriate social distancing will be put into place and the sanitizing of equipment will occur, per UIL and CDC regulations.</li><li>• When appropriate, PE/Athletics will be held outside to provide additional safety measures for the students and staff.</li><li>• The district will comply and follow the recommendations established through UIL, TEA and the CDC.</li></ul>
<u>Library</u>	<p><b><u>ELEMENTARY</u></b></p> <ul style="list-style-type: none"><li>• Elementary students will continue to utilize the library as they have in previous years.</li></ul>

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	<ul style="list-style-type: none"><li>• The tables, chairs and seating areas will be arranged to ensure that social distancing occurs (minimum of 3 feet).</li><li>• Books, tables, bookmarks, and computers will be disinfected throughout the day.</li><li>• Community supplies will be limited and sanitized when used.</li></ul> <p><b><u>SECONDARY</u></b></p> <ul style="list-style-type: none"><li>• Secondary students will have access to the library.</li><li>• The secondary teachers must make arrangements with the library personnel to determine when students can go to the library and how many students they can accommodate during the requested time.</li></ul>
<p><b><u>Computer Labs and Chromebooks</u></b></p>	<ul style="list-style-type: none"><li>• All students in grades 3-12 will be assigned a Chromebook. Students will be allowed to take their devices home, with a signed agreement from the parent/s. This ensures that only the student assigned to the Chromebook is touching and using that device. The computer labs will be closed for non-computer-based courses. The only classes that will utilize the JH and/or HS computer labs will be the students enrolled in courses specifically taught in those labs. For special projects, classroom teachers may make arrangements with the computer lab teachers to utilize the lab. With the issuing of individual technology devices, the need for computer lab visits is reduced because the equipment travels with the student throughout the day.</li><li>• PreK and Kindergarten students will utilize iPads. The iPads will remain on campus; however, they will be issued out for home use if the need for a school closure arises.</li></ul>
<p><b><u>Nurse Visits</u></b></p>	<ul style="list-style-type: none"><li>• Students will need to visit the nurse for issues not related to COVID-19. Before sending a student to the nurse’s office, staff members must call the nurse to ensure that she is available. We must limit the number of students within the nurse’s office. We must also ensure that any student in the office who might be experiencing COVID-19 symptoms is isolated.<ul style="list-style-type: none"><li>○ For elementary students (PreK-4), the nurse will be making daily rounds to the different rooms to offer medical support. If a student needs to visit with the nurse during the day, please contact her and she will either visit the student in the hall outside your classroom or request that the student be sent to her office.</li><li>○ Secondary students (5-12) will not be allowed to just “drop by” the nurse’s office. If a student is ill, they will be sent to the nurse’s office when she is available, after a staff member has contacted the nurse.</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>• Due to the close contact that is required when examining a student in the nurse’s office, a student may be asked to wear a mask during an examination.</li><li>• A log will be kept by the nurse, of all students seen and the symptoms experienced by the student. These detailed logs will assist with any contact tracing that might be required.</li></ul>
<p><u>Grading Policy</u></p> <p>***Refer to Appendix B</p>	<ul style="list-style-type: none"><li>• The grading policy that was adopted during the 2020-2021 school year will remain in effect. The grading policy will NOT be modified.</li></ul>
<p><u>Homeroom</u></p>	<ul style="list-style-type: none"><li>• Homeroom will not resume during the 2021-2022 school year. The class periods will remain extended to accommodate this change.<ul style="list-style-type: none"><li>○ 1<sup>st</sup> 7:55 – 8:50</li><li>○ Break 8:53 – 9:08</li><li>○ 2<sup>nd</sup> 9:11 – 10:06</li><li>○ 3<sup>rd</sup> 10:09 – 11:04</li><li>○ 4<sup>th</sup> 11:07 – 12:00</li><li>○ Lunch 12:00 – 12:40</li><li>○ 5<sup>th</sup> 12:43 – 1:38</li><li>○ 6<sup>th</sup> 1:41 – 2:34</li><li>○ 7<sup>th</sup> 2:37 – 3:25</li></ul></li></ul>
<p><u>Break/Breakfast</u></p>	<p><b><u>SECONDARY STUDENTS (5-12)</u></b></p> <ul style="list-style-type: none"><li>• At the end of 1<sup>st</sup> period, secondary students will report to the HS foyer if they are going to eat breakfast.</li><li>• After students pick-up their breakfast, they will report to their 2<sup>nd</sup> period class where they will eat their breakfast prior to the start of the class period.</li></ul> <p><b><u>ELEMENTARY STUDENTS (PreK-6<sup>th</sup>)</u></b></p> <ul style="list-style-type: none"><li>• Upon arriving at school, elementary students, grades PreK-4, will receive their breakfast. The students will eat their breakfast in their classroom prior to the start of the school day.</li></ul>
<p><u>Lunch/Recess</u></p>	<p><b><u>LUNCH</u></b></p> <ul style="list-style-type: none"><li>• During the 2021-2022 school year, the students will have the option of going home for lunch or bringing a sack lunch to eat at the school during the lunch period.</li><li>• The district will not have a lunch program during the 2021-2022 school year; however, students may remain on campus and eat their sack lunch.</li><li>• Elementary students who bring a sack lunch will report to the cafeteria during the lunch period. Secondary students who bring a sack lunch will report to the HS foyer for their lunch period.</li></ul>

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	<p>The district’s goal is to keep this lunch option available throughout the 2021-2022 school year; however, if an outbreak occurs, students may be required to go home for lunch until further notice.</p> <p><b>RECESS</b></p> <ul style="list-style-type: none"><li>Elementary students will be provided a brief recess period. The recess period will allow students to run and play immediately after lunch. Recess will be accommodated as long as there are no health concerns due to a COVID-19 outbreak or other illness concerns.</li></ul>
<u>Snacks/Parties/Etc.</u>	<ul style="list-style-type: none"><li>Due to the restrictions in place for shared food, the following will NOT be allowed:<ul style="list-style-type: none"><li>School Parties</li><li>Birthday cupcakes/treats</li><li>Snack time</li></ul></li><li>For PreK and Kindergarten ONLY- Snack time can only occur when a student brings his/her own snack or when prepackaged snacks are provided.</li></ul> <p><b>***Some accommodations can be made on an individual basis, per teacher request from the superintendent.</b></p>
<u>Water Fountains</u>	<ul style="list-style-type: none"><li>All water fountains will remain turned off and will not be in use.</li><li>Students should bring a clear water bottle if they wish to have water throughout the day.<ul style="list-style-type: none"><li>Yeti tumblers or any other containers that are not clear will not be permitted for students.</li></ul></li></ul>
<u>Classroom Spacing</u>	<ul style="list-style-type: none"><li>Group work and collaborative assignments may occur; however, teachers and students must respect other’s space and wear masks if they feel more comfortable doing so. Research indicates that group and collaborative work is one of the most effective teaching strategies. As a district we must reintroduce this strategy to the classrooms, and attempt to close achievement gaps.</li><li>Desks should be at least 3 feet apart, providing students with a comfortable and risk-free work environment.</li></ul>
<u>Student Dismissal</u>	<ul style="list-style-type: none"><li>Prekindergarten students will be dismissed at 12:00 pm.</li><li>K-12<sup>th</sup> grade students will be dismissed at 3:25 each day.</li><li>Prekindergarten students will be picked up in front of the old gym at 12:00 pm.</li></ul>

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	<ul style="list-style-type: none"><li>• Kindergarten students will be picked up at the Band Hall.</li><li>• 1<sup>st</sup> – 5<sup>th</sup> grade students will be picked-up along Hackberry, entrance/exit 1 on the map located in the appendix.</li><li>• 6<sup>th</sup> – 8<sup>th</sup> grade students will be picked-up along second street, entrance/exit 3.</li></ul> <p>9<sup>th</sup> – 12<sup>th</sup> grade students should be picked-up at the field house or gym, depending on their sport. Students not in athletics should be picked-up at entrance/exit 3, along 2<sup>nd</sup> Street.</p>
<u>Visitors</u>	<ul style="list-style-type: none"><li>• Visitors will be allowed on campus.</li><li>• Masks will not be required; however, they are highly recommended for non-vaccinated individuals.</li></ul>

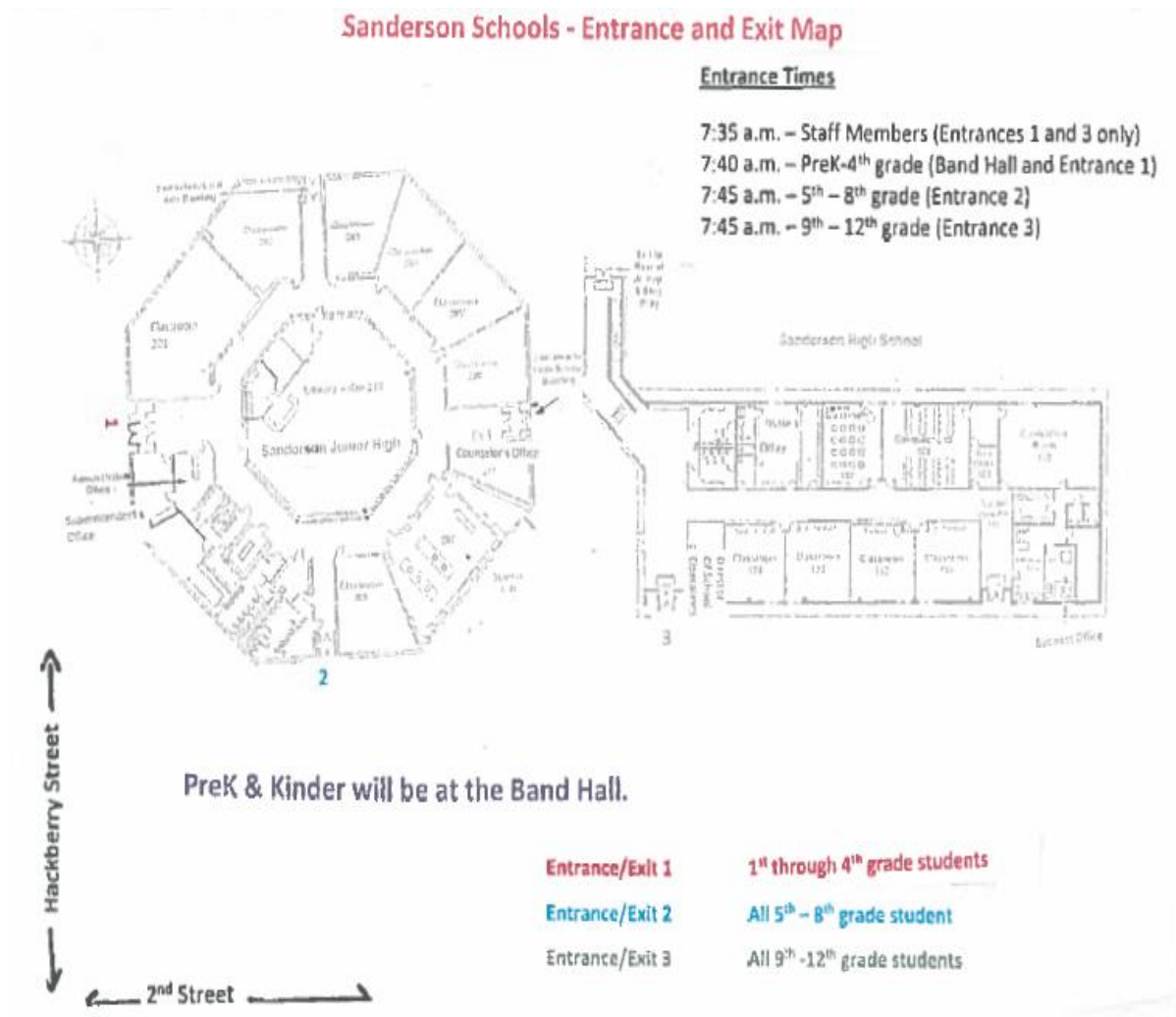
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### APPENDIX A – School Map



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#### **APPENDIX B – Grading Policy**

##### **NOTE:**

Procedural guidelines give specific suggestions and district expectations for the implementation of a district policy. This set of guidelines is intended to provide guidance for teachers to follow in determining grades for students. Many of the following procedures are already contained in various district curriculum guides as developed by teachers and coordinators and others have been sent in the form of memos to administrators through the years.

The rationale for this set of guidelines is to achieve fair, accurate, and consistent assessment of student achievement based on standards as established by the State of Texas, and to ensure students and parents receive feedback related to academic progress.

##### **REPORTING ASSESSMENT**

Teachers will report assessments to students in a timely manner. The following guidelines should be observed:

A. Students will receive minor assignment feedback within three to five school days.

(Minor assignments include, but are not limited to: daily work, group work, homework, and AR reading. If AR reading is used within the minor category, it cannot exceed 10% of the minor category.)

B. Major assignments such as research projects, group projects, and research papers or other long-term projects shall receive a final cumulative grade within ten school days. However, the teacher shall award interim minor assessment grades for individual steps in the process within the guidelines stated previously.

(Major assignments include, but are not limited to: quizzes, unit tests, six-week tests, project-based learning, research papers, labs, etc. A minimum of three grades is required in this category.)

C. Student grades are confidential and will be treated accordingly. (Practices such as oral group disclosure, students grading other students' work where a grade is placed on the assignment or posting of grades by name will not occur.)

D. Interim progress reports with assignments listed will be issued to every student at the midpoint of the grading period. Notice of a student's consistent unsatisfactory performance will be issued in accordance with EIA (Local). According to this policy, unsatisfactory performance will be defined as a failing grade, achievement that has dropped two or more letter grades, and/or conduct that is unsatisfactory and/or would receive a grade of U.

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Teachers are expected to use a variety of types of student work performance to assess student achievement. The teacher should choose those which are most appropriate to the class, the students, and the TEKS/SEs under study.

#### **BASIS FOR EVALUATION**

The summative evaluation of a student's program during a recording period will be based on sufficient data. Teachers will utilize a variety of assessments appropriate to the class, the students, and the TEKS/SEs under study. Regular and periodic assessment of student progress should be made using the following specific procedures:

The following percentages shall determine the cumulative grade for each reporting period.

#### **Kindergarten**

The summative evaluation of a student's program during a recording period will be based on sufficient data. Teachers will utilize a variety of assessments, observations, and keep accurate documentation of a student's progress during a recording period.

The teachers will use S (Satisfactory), N (Needs Improvement) and – (Not tested) to indicate a student's progress on the Kindergarten Standards Performance Report. A 'Satisfactory' grade may also include a '+' or a '-' beside it. A '+' indicates better than satisfactory, while a '-' indicates room for improvement. Kindergarten students will be evaluated on Reading Readiness, Phonological Awareness, Writing/Language Skills, Math Readiness, all based on the required Kindergarten TEKS.

#### **Grades 1-2**

Minor grades: 80%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 20%

(A minimum of two grades is required in this grading category)

**Special Note:** Social Studies and Science grades will not be placed in specific grading categories. All grades in Social Studies and Science will be weighted the same. The minor and major grade categories only apply to Reading, ELAR, and Math.

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#### **Grades 3-6:**

Minor grades: 70%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 30%

(A minimum of two grades is required in this grading category)

**Special Note:** Social Studies and Science grades will not be placed in specific grading categories. All grades in Social Studies and Science will be weighted the same. The minor and major grade categories only apply to Reading, ELAR, and Math.

#### **Grades 7-8:**

Minor grades: 60%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 40%

(A minimum of three grades is required in this grading category)

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

Minor grades: 40% - Homework and other forms of formative assessment should be utilized as a method of ongoing assessment of student achievement. Homework is best used as independent practice of material taught and practiced under the teacher's direction. It should not be used to introduce concepts or skills learning. It is appropriate to use for extension, enrichment, and application. In the determination of a six weeks grade, no single grade should constitute more than 30% of the student's six weeks average.

Major grades: 60% - In the determination of a six weeks grade, no single grade should constitute more than 30% of the student's six weeks average. If long-term projects are used, the teacher should award grades for individual steps in the process with periodic assessments of progress being made. In this way, a teacher is aware of progress throughout the grading period and can issue interim progress reports with accuracy.

(A minimum of three grades is required in this grading category)

\*\*\*Teachers are encouraged not to leave semester or six-week grades on a "9" (Example: 59, 69, 79, and 89).

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#### **FACTORS NOT TO BE USED IN GRADING**

- A. A teacher may not deduct points from a student’s academic grade because of disciplinary infractions other than academic dishonesty.
- B. When a student fails to clear a record on textbooks, library books, or other school owned equipment, the academic grade may not be lowered.
- C. A teacher may not award points or deduct points for bringing supplies to class. The course grades should reflect knowledge learned from the required TEKS.

#### **REDO/RETAKE**

Upon notification of an unsatisfactory **major grade**, a student will be provided supplemental instruction and given an opportunity for reassessment within five days of the original assignment/test. A retest/redo may include corrections. If corrections are used as the redo/retake, they must require a student to justify the new answers and provide the student with the opportunity to reflect on his/her errors. Redo/retakes are not limited to failing grades; however, any student completing a redo/retake assessment may only earn half the points lost on the original assessment (example – if a student’s original score was a 65, the student is eligible to earn half of the 35 points not earned [17.5] allowing the student to increase his/her score to 83). All redo/retake grades must be completed one week prior to the end of the grading period. These guidelines do not apply to late work.

#### **INCOMPLETE GRADES**

A report card grade for six weeks is a report to parents of the student’s achievement at that time. Even though a unit of study may not be a completed or any area of study may be in progress, a grade must be reported:

- A. A grade of incomplete should be given to a student for a grading period only if:
  - 1. The student had excused or school absences during the final days of the grading period and still had allowable days (1 per each day of absence) in which to complete make-up work or
  - 2. The student had excused absences which extended beyond the end of the grading period and had not yet returned to school when the grading period ended.
- B. Each teacher must submit to the Superintendent written explanation for any “I” given prior to verifying grades (forms will be available for this written explanation).
- C. A grade of incomplete should not be given to a student for any grading period if the student has simply failed to complete work. Late work may certainly be accepted during the grading



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period as teachers attempt to move students to mastery levels, but students should understand that only illness or school related absences can extend any grading period.

D. According to UIL rules of extracurricular eligibility, grades of “I” are treated as a failing grade until they are changed to a passing numerical grade.

E. All incomplete grades must be converted to a numerical assessment of the student’s actual achievement level for that grading period within two weeks of the end of the grading period or of the student’s return to classes.

#### **AWARD CREDIT**

A student’s semester grades in a full-year course will be averaged for award of credit purposes. If the average of the two semester grades is 70 or above, the student shall be awarded credit for the full-year course. If the average of the two semester grades is below 70, the student shall be required to successfully earn a passing grade (70 or above) in the next upcoming, current summer school session to make-up the semester failed. However, if the student does not attend summer school immediately after the course was failed to earn a 70, then the entire course (both semesters) must be repeated during the long term. This rule does not apply to new students transferring to the District with prior failed semesters on their transcripts.

#### **MONITORING OF GRADEBOOKS**

A teacher’s gradebook or computerized grading program is an auditable, legal document. Therefore, the district is responsible for monitoring gradebooks to ensure that the recording of student assessment is accurate. During any formal observation for T-TESS, the gradebook may be examined to determine if policy is being followed and that timely and periodic assessments of student achievement are being made. A minimum of one grade should be recorded in the gradebook per week, per subject area.

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#### **HOMEWORK PURPOSE AND OBJECTIVES**

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

1. To provide a drill that helps the student practice the basic skills of a subject.
2. To give the student practice and extension of concepts learned in class.
3. To extend learning beyond the material that can be covered in class.
4. To develop effective study methods.
5. To help the student prepare for classroom work.
6. To allow the student to make up work after an absence.
7. To provide a means of reteaching essential knowledge and skills.

#### **SEMESTER EXAMS/GRADES**

Semester exams are required for all graded courses in grades 7-12. Students may earn exemptions from courses according to the exemption criteria.

The semester grade will be determined by the following percentages:

6 weeks grades = 80%

Semester exam grade = 20%

#### **SECONDARY SEMESTER TEST EXEMPTIONS (GRADES 7-12)**

Students who meet certain grade and attendance criteria may be exempt from semester exams.

In grades 7-9, students may be eligible to be exempt from one exam per semester; however, they cannot be exempt from the same exam each semester (within the same school year).

In grade 10, students may be eligible to be exempt from two exams per semester.

In grades 11-12, students may be eligible to be exempt from all exams, with the exception of one core subject (Science, English, Math, History) exam, even if exemptions are granted in every class.

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The semester test that will be taken will be the class with the student's lowest average. The cumulative average for exemptions will be calculated at the end of the fifth week of the third six weeks of the semester.

Students who earn exemptions must be exempted from the exam. Teachers do not have the discretion to allow or disallow exemptions in their classrooms. Students will be eligible for exemptions in core content subjects and electives. All graded courses require a semester exam.

Students enrolled in Dual Credit or TXVSN courses that require semester exams may use these courses for their required semester exams in grades 10-12.

Students are subject to loss of exemptions for disciplinary infractions. Placement in ISS or DAEP automatically prohibits text exemptions.

#### **Exemption Criteria**

- 95–100 average, 3 or fewer excused absences or tardies (combined)
- 90-94 average, 2 or fewer absences or tardies (combined)
- Dual Credit students must have a 90 or above average to be exempt from attending school on the scheduled high school exam day for that class period.

**Student MUST have passed the STAAR test for the subject the previous year.**