



**Huntsville Independent  
School District**

**Elementary  
Grading  
& Reporting  
Handbook**

**2018-19**

# Table of Contents

<b>Grades</b>	<b>2</b>
<b>Instructional Practice</b>	<b>2</b>
<b>Academic Achievement</b>	<b>2</b>
<b>Homework</b>	<b>3</b>
<b>Reassessment</b>	<b>3</b>
<b>Late Work/Makeup Work</b>	<b>4</b>
<b>Minimum Number of Grades</b>	<b>5</b>
<b>Grading Scales</b>	<b>5</b>
Numerical grades	5
Grade K	5
<b>Report Card and/or Progress Report Average</b>	<b>6</b>
<b>PK-6 Program of Studies</b>	<b>7</b>
<b>Promotion/Retention</b>	<b>8</b>

## **Grades**

Grades are a reflection of a student's achievement of learning standards.

## **Instructional Practice**

When a student learns new material, he or she goes through a time of wrestling with the material before eventually mastering the information or skills. It is expected that a student will make some mistakes during this learning process. Any work done during this learning period is considered *Instructional Practice*. The purpose of *Instructional Practice* is not to evaluate a student's final achievement of a topic, but to determine where he or she is in the learning process, diagnose any problems, and aid in getting the help needed to learn the material. *Instructional Practice* could consist of different types of assessments including, but not limited to:

- Rubric graded notebooks and journals based on TEKS
- Teacher observations
- Formative assessments
- Learning centers/stations
- Writing Processes

## **Academic Achievement**

The purpose of *Academic Achievement* is to evaluate how well a student is meeting the learning standards. Some student work for *Academic Achievement* may take place outside of the classroom. *Academic Achievement* could consist of many different types of assessments including, but not limited to:

- Tests
- Presentations
- Research projects
- Performance assessments
- Special projects related to the TEKS

## Homework

*Homework* is for the purposes of independent practice, extension, and enrichment of topics covered in class to reinforce previously taught basic skills. Assignments must be related to state and /or local curriculum standards. While students should be able to complete homework assignments independently, parents are encouraged to oversee the assignments. *Homework* will not be assigned (created) as a consequence for misbehavior.

<b>Elementary Homework Guidelines</b>		
	<b>PK-1st</b>	<b>2nd-4th</b>
<b>Time</b>	<ul style="list-style-type: none"> <li>• Maximum- 15 minutes per night total.</li> <li>• Students works until homework is complete OR until maximum time--whichever comes first.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum- 30 minutes per night total.</li> <li>• Students works until homework is complete OR until maximum time--whichever comes first.</li> </ul>
<b>Grade</b>	<ul style="list-style-type: none"> <li>• No academic grade.</li> <li>• No negative consequences should be tied to homework.</li> </ul>	<ul style="list-style-type: none"> <li>• No academic grade.</li> <li>• No negative consequences should be tied to homework.</li> </ul>
<b>School Holidays/Weekends</b>	<ul style="list-style-type: none"> <li>• No homework</li> </ul>	<ul style="list-style-type: none"> <li>• No homework</li> </ul>
<b>Type</b>	<ul style="list-style-type: none"> <li>• Differentiated and meaningful homework tied to TEKS.</li> <li>• Emphasis on process not product.</li> <li>• Emphasis on reading/writing and math concepts to reinforce previously taught basic skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Differentiated and meaningful homework tied to TEKS.</li> <li>• Emphasis on process not product.</li> <li>• Homework primarily consists of reading, practice in mathematics, application of writing skills, and beginning research.</li> </ul>

## Reteaching/Reassessment

Reteaching should be an integral part of instruction in all grades and in all subjects whenever the teacher determines that the mastery of the TEKS has not been accomplished. At elementary, teachers will provide reasonable opportunity to reassess mastery of TEKS when a student fails to master the content and receives a failing grade (below 70%) on an Academic Achievement assessment (tests and/or in-class projects). The reassessment may be paper/pencil, observation, or demonstration. The reassessment must occur prior to the next test and within the same nine weeks. (Academic Achievement assessment). Only one reassessment may be taken per failing test grade.

## **Late Work/Make-up Work**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, 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. In the event absences do occur, then any makeup work incurred during the student’s absence will be due to the teacher **within 7 days** after the student returns to school.

Make-up work should be graded in a manner similar to the grading of the original assignment. Some make-up work may need to be completed at school. The teacher has the option to alter assignments and grading, but should be consistent with all students. Students will not be given make-up work ahead of time when parents remove their children for trips during school days. Make-up work will be assigned and completed once the student returns to school.

## **Minimum Number of Grades**

For each report card period, the minimum number of grades to be used in calculating the average for each core subject and/or course is as follows:

Grade K-1 - Standards-based grading and authentic assessment will document student's current level of proficiency per nine weeks.

Grades 2-4 - A minimum of nine grades per subject per nine weeks (reading, language arts, and math) will be recorded. A minimum of five grades will be recorded for science and social studies. At least 50% of the science grades must be from the classroom and lab investigations. Teachers should evenly distribute the graded assignments throughout the grading period.  
**Actual academic grades should reflect mastery of skills--not work habits.**

Grades K-4 - In Art, Music, and PE, participation and performance is the objective. This will be reported on report cards with an E,S,N,U.

## **Grading Scales**

Grades may be calculated on Instructional Practice and Academic Achievement in one of the following methods:

### **PreK Assessment and Reporting**

PreK students will be assessed in three assessment waves throughout the school year using the CIRCLE assessment from the Children's Learning Institute (CLI). This information will be sent home to parents three times throughout the year. This information is aligned to the Texas PreKindergarten Guidelines. Parents will not view the academic competencies in the Home Access Center.

### **Grades K-1**

In grades K and 1, no weight will be assigned in reporting progress. Standards based grading and authentic assessment will contribute to determining a student's progress in reading, language arts, math, science, and social studies.

- E Exceeding the grade level expectations; working consistently and independently
- S Satisfactorily working at grade level expectations
- N Needs improvement to consistently meet grade level expectations
- U Consistently performing below expected grade level expectations

E,S,N,U are used to report conduct as well as Art, Music, and PE participation/performance.

### **Numerical grades (2nd-4th)**

A 100 is the highest grade that can be recorded. The lowest passing grade is a 70. The grading scale is:

**A=** 90-100

**B=** 80-89

**C=** 75-79

**D=**70-74

**F=** 69 and below (Failing)

## **Report Card and/or Progress Report Average**

In grades K and 1, no weight will be assigned in reporting progress. Kindergarten and 1st grade teachers will use the district's electronic grade book to report progress four times a year using (E,S,N,U). Teachers are to follow district assessment directions to determine mastery of academic skills in reading, language arts, math, science, and social studies. Parents will not view the academic competencies in the Home Access Center.

**E=** Excellent (100-90) indicates outstanding and exceptional achievement

1. Consistently demonstrates active participation in class activities.
2. Masters skills being taught.
3. Masters concepts and knowledge related to skills taught.

**S=** Satisfactory (89-75) indicates expected/average achievement; applies to majority of students

1. Participates in class activities while maintaining a positive attitude
2. Attempts to master skills being taught.
3. Attempts to master concepts and knowledge related to skills taught.

**N=** Needs Improvement (74-70) indicates passing but improvement needed. Student is capable of better work.

**U=** Unsatisfactory (69 and below) indicates unacceptable and below-average achievement in one or more of the following statements.

1. Makes little or no attempt to participate in class activities.
2. Makes little or no attempt to master skills or concepts taught.

In grades 2-4, each nine-weeks grade (including class work, projects, and tests) is considered equally when the grade is computed.

Citizenship and work habit skills are to be graded each grading period on the report card for grades K-4 using (E,S,N,U).

Interim progress reports are not given to prekindergarten students.

Interim progress reports are given to students in grades K-4. Grades K and 1 come from the district C&I office. Grades 2-4 are generated through eSchool.

Grades received from other districts may be included in determining yearly averages.

**2018-2019 PROGRAM OF STUDIES: PK-6**

PREKINDERGARTEN	
Circle Time (Conscious Discipline)	Beginning of every day
Circle Time Small or Whole Group	Daily
Read Aloud	3 times a day
PE/Recess	Daily
Centers: Math/Science, Pretend and Learn, Construction, Writing, Creation, ABC, Listening, Library, etc.	Daily 45-60 minutes
Writing (shared and individual)	Daily
Small Group (ELA, Math)	Daily
Learning/Technology Labs (academic-skill specific)	Daily
Science/Social Studies is integrated into all areas.	Daily

KINDERGARTEN—FOURTH GRADE						
		K	1	2	3	4
Language Arts	Daily	135	135	135	135	135
Mathematics	Daily	90	90	90	90	90
Social Studies	Weekly	150 minutes per week				
Science	Weekly	150 minutes per week				
Technology	Weekly	30	30	30	30	30
Physical Education/Health	135 Minutes Per Week Minimum					
Art/Music	On a Rotation Basis					
Intervention or Enrichment	Daily	Embedded within the content areas				

HUNTSVILLE INTERMEDIATE – GRADE 5 AND 6					
ENGLISH LANGUAGE ARTS	MATHEMATICS	SCIENCE	SOCIAL STUDIES	PHYSICAL EDUCATION & HEALTH	ELECTIVES
90 MINUTES DAILY	90 MINUTES DAILY	45 MINUTES DAILY	45 MINUTES DAILY	45 MINUTES DAILY	45 MINUTES DAILY
ELECTIVES	ART				
	BEGINNING BAND				
	MUSIC/CHOIR				
	TECHNOLOGY				

Curriculum/Program of Studies/2018-2019

**HISD teachers are expected to use Forethought for weekly lesson planning. Campus protocols should be followed regarding lesson plan collaboration, timelines, lesson plan format and administrative review.**

## **Promotion/Retention**

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

## **Standards for Mastery**

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.

### **Grades K and 1**

In grades K and 1, promotion to the next grade level shall be based on meeting minimum performance standards in language arts and math.

### **Grades 2–8**

In grades 2–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.