



# **Grading and Reporting Handbook**

## **Elementary**

### **2023 -2024**

**Revised May 30, 2023**

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## **Skyward Family Access**

Judson ISD utilizes a parent portal, Skyward Family Access, which houses student official daily grades, including progress reports and report cards. Parents/Guardians can access their Family Access Account through Skyward.

## **General Information**

The purpose of this handbook is to delineate uniform grading and reporting guidelines for teachers and administrators. The guidelines outlined in this handbook adhere to the requirements of the Texas Education Code (TEC), the Texas Administrative Code (TAC), and Judson Independent School District (JISD) policies and regulations.

Grading is the process by which teachers assess student learning and progress towards mastering the Texas Essential Knowledge and Skills (TEKS). Reporting is the process by which teachers communicate information to parents/guardians about student mastery of taught subject matter and skills.

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## **Grading Guidelines**

### **Modifications and Accommodations**

Teachers must provide all modifications and accommodations outlined in a student's IEP, 504, and/or EL Plans. Those accommodations and modifications are to be documented in the grade book to reflect that the grade was achieved through their use. Teachers will utilize this opportunity to document the effectiveness of accommodations.

### **Participation grades**

Participation grades may be given only for courses requiring this category (i.e., band, fine arts, speech, PE). In this case, the participation grade will be recorded only as a daily assignment grade. Only one participation grade may count for the minimum two grades per week requirement.

### **Teachers of Pass/Fail courses**

The Pass/Fail determination will be made by the student information system and not the individual teacher. Teachers are required to keep grades as in any other course. These courses will not be included in the student's transcript and will not be used in calculating the student's GPA or class ranking.

### **Zero vs. Missing**

To maintain accurate records, teachers will only use a "zero" for assignments which the students turned in and earned the grade of zero. Teachers will use the "missing" classification for assignments not turned in by a student. Both a "zero" and "missing" assignment will average as a zero into the student's average.

### **Conduct grades**

Conduct grades are to be an evaluation of a student's attitude and behavior. It should not change the grade in the academic area. State law requires that academic grades reflect relative content mastery. Behaviors such as turning in work late, not writing name on paper, or other academic behavior concerns should be reflected in the conduct grade, as with other concerns of this nature.

### **Changing Courses**

**Make-Up Work for Absences**

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero





2. When less than 30% of a class has failed any major examination, individual students must be provided the opportunity to make-up or redo the assessment for which the student received a failing grade. The teacher will provide an opportunity for re-teaching prior to retesting. A student shall receive no higher than a 70 if mastery is demonstrated.
3. A teacher will allow individual students to make-up or redo any assignments they have failed within three days of the date the failing grade is entered in the electronic grade book or the end of the nine weeks, whichever is sooner. The student will be required to participate in tutorials, redo/revise the assignment, complete an alternate assignment or any other reasonable assignment during the school day or virtually. A student shall receive no higher than a 70 if mastery is demonstrated.

### Grading Symbols/Comments

#### Grades 2-5 Grading Scale

Symbol	JISD Standard
A	Grades from 90% to 100%
B	Grades from 80% to 89%
C	Grades from 70% to 79%
F	Grades 69% and below
I	Incomplete
NG	No grade: If a student has not been enrolled in school for a sufficient length of time or due to other extenuating circumstances

**\*Note: Students are not to receive an Incomplete in the fourth nine weeks.**

#### Art, Music, and Physical Education Grading Scale

Symbol	JISD Standard	Clarifying Statement
E 90%-100%	Excellent Achievement	Indicates mastery of grade-level content above that normally expected of a student at the same instructional level. Advanced Development
S 80%-89%	Satisfactory Achievement	Indicates mastery of grade-level content normally expected for the student's instructional level. Developing as Expected
N 70%-79%	Achievement Needs Improvement	Student does not yet meet expectations for mastery of grade-level content in one or more areas. The teacher must include a comment that best describes the area of concern. More Development Needed
U 69% and below	Unsatisfactory Achievement	Indicates failure to perform at the expected instructional level. The teacher must include a comment that best describes the area of concern. –

### Citizenship (Conduct) Grading Scale

Symbol	JISD Standard	Clarifying Statement
E	Excellent Conduct	Student always follows class rules, never disruptive in class, always tries their best, has a positive attitude in class, always on task, and always follows grading



helps parents stay informed about their child's academic progress. Parent contact or attempt to contact parents by phone, conference, or e-mail should be kept on file by the teacher. Records should include the date, student name, parent name, phone number, and notes concerning the contents and results of the conversation. For more information, contact your campus administrator.

**Kindergarten**

The State of Texas allows individual districts the discretion to establish a policy for retaining students in kindergarten (19 TAC §75.195(j), 1992 Supplement). In JISD, retention policy begins in the first grade. If a campus feels that retention would benefit a student in kindergarten, parental approval must be acquired and documented. If a parent disagrees with retention, the campus is to place that student in first grade and put a grade placement plan in place to help ensure the student is receiving the interventions necessary to be successful.

**Grade 1**

## Appendix A

### JISD Expectations for Grading and Reporting of Student Progress

#### Employee Acknowledgement Form

Judson ISD Board Policy EIA (LOCAL) mandates that the Superintendent or designee shall ensure that each campus or instructional leader adheres to the published guidelines for teachers to follow in determining grades for students. These District guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents and made available online via the District Grading Handbook. The Grading Handbook is updated yearly based on recommendations from the Grading Handbook Committee.

The Judson ISD Elementary School Grading and Reporting Handbook is written to provide direction and equity in the evaluation and communication of student academic performance. The information and policies in the Handbook are subject to change, and I acknowledge that revisions may occur. All changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing guidelines. Only the Superintendent or the Superintendent's designee has the ability to adopt any revisions to the information in the Handbook.

I understand that I should consult my principal regarding any questions I have regarding the Grading Handbook. I further understand that it is my professional responsibility to read and comply with the policies and guidelines contained in the JISD Elementary School Grading and Reporting Handbook and any revisions made to it during the academic year. I am aware that the Grading and Reporting Handbook is available to me on-line at the district's website located at [www.judsonisd.org](http://www.judsonisd.org) and on the Intranet under Student Information -Grading Handbooks.

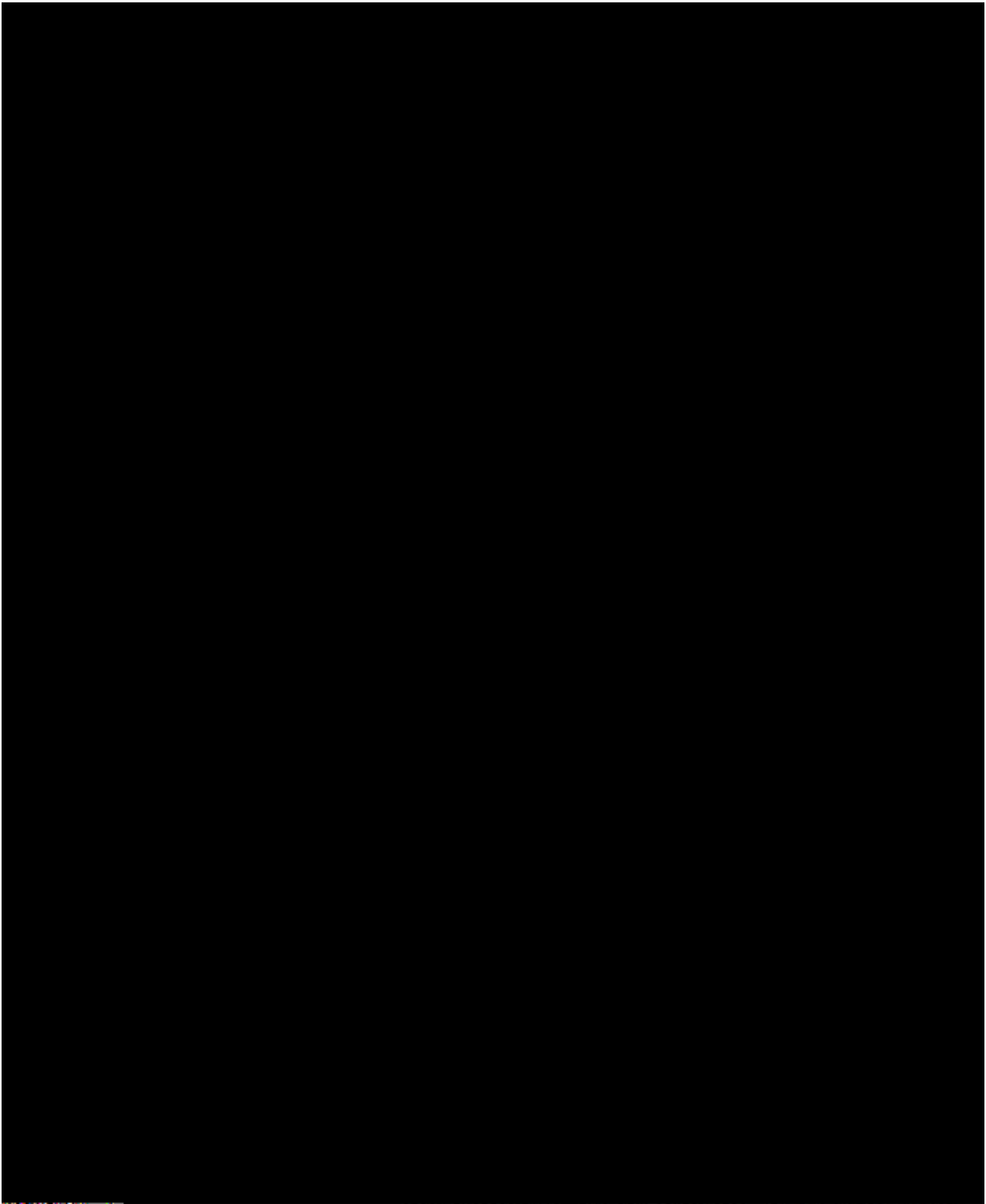
Employee's Signature

Date

Employee's Printed Name

Employee ID

**Appendix B**  
**Kindergarten Retention Letter**



It is the policy of Union-Independent Senior District No. 10 to discriminate on the basis of age, race, religion, color, sex, marital status, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended. Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended, in addition to the following policies have been adopted to handle inquiries regarding the non-discrimination policies: Chief Human Resources Officer, 8012 Shin Oak, Live Oak, Texas, 78233. (210) 945-5101.



# Appendix C

## Grade 1 Retention Letter



Judson Independent School District  
 2015-2016 2nd and 3rd Grade Retention Letter

Grade 1

Dear Parent/Guardian,

Based on mastery of the curriculum, a student must be promoted by the state of Texas and the Judson Independent School District in order to advance to the next grade level. We would like to discuss a plan of action and support for your

Promotion from one grade level to another shall be successful if the student successfully meets grade level standards established by the state of Texas and the Judson Independent School District. Please contact your child's teacher to set up a conference.

Student Name	Grade	DOB	Student ID
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Promotion/Retention Factors	Yes	No	Comments
Language Arts skills and standards (Writing, Reading, Speaking, Listening, Thinking, and Problem Solving)			
Math skills and standards (Number Sense, Operations, and Problem Solving)			
Attendance (In session, Absences, Tardies)			In attendance 90% of the days school was in session.
Other factors (e.g., behavior, social skills, etc.)			
Recommendation (Promote, Retain, or Other)			Composite of all factors above grade level to promote or retain.
Reason for retention (if applicable)			Retention due to:
			Previously retained
			Other:

Plan of Action and Support for parent/guardian	

campus.

Parent/Guardian Signature	Grade Teacher Signature

Judson Independent School District is an equal opportunity institution. It does not discriminate on the basis of race, color, sex, religion, national origin, or ancestry in its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended. It also does not discriminate on the basis of sex, religion, national origin, or ancestry in its programs, services, or activities as required by Title VII of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. For more information regarding the following policies, please contact the following person: Chief Human Resources Officer, 8012 Shin Oak, Live Oak, Texas, 78233. (210) 945-5101.

# Appendix D

## Grades 2 – 5 Retention Letter

Overall average score of 70 or below for non and math

Other Pertinent Information Factors

Other Pertinent Information Factors	Yes	No
Score of 70 or above grade level on reading universal screener		
Math universal screener		

Performing on or above grade level on reading universal screener	
Previously retained	
Other:	

Plan of Action and Support for your child	Plan of Action and Support for your child

I understand that at this time my child is in danger of being retained. Please sign and return to your child's campus.

I understand that at this time my child is in danger of being retained. Please sign and return to your child's campus.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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With our policy of nondiscrimination, we do not discriminate on the basis of race, color, sex, religion, national origin, disability, or other legally protected status in its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended.

For more information, please contact the Chief Human Resources Officer at (210) 945-5101.