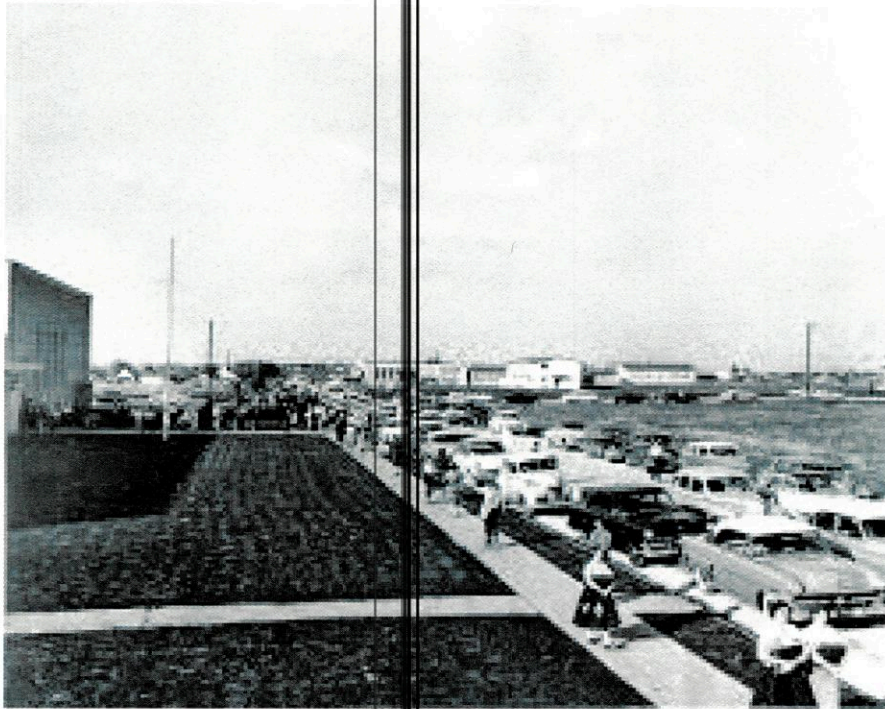


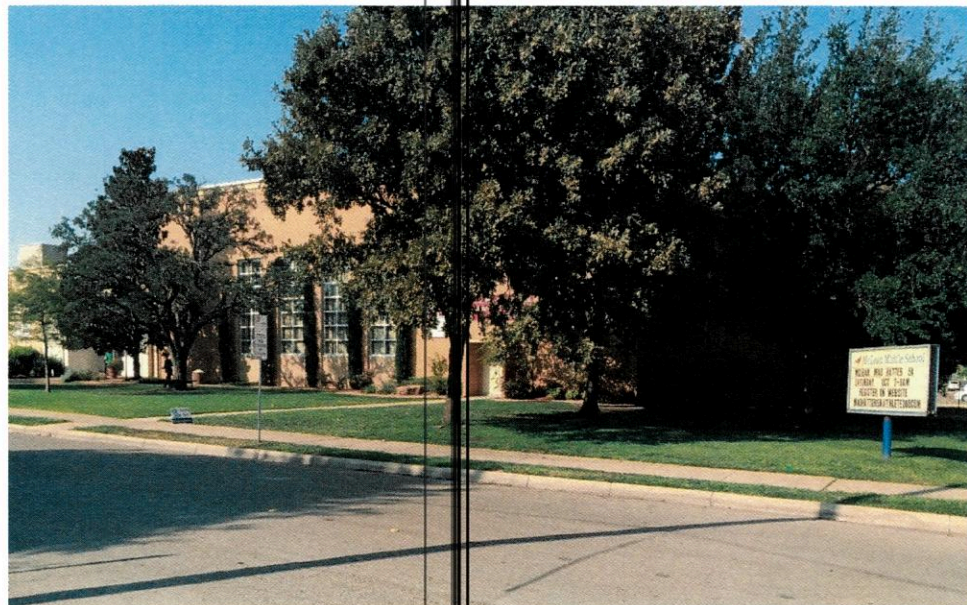


MC Lean Middle School Student Handbook 2019-2020



Mc Lean in 1954 just after it was built. looking from Stadium towards Dryden. Mc Lean 6th is in the background along with St. Andrews.

Same area in more modern times, looking across Stadium Dr. from Dryden towards Mc Lean.



Dear Student Cardinal,

Welcome to Mc Lean Middle School. As you can see from the front cover, you are going to be a part of a school with a long history. Mc Lean used to be where Paschal is currently, which is why the courtyard area of that school still has blue and white tiles!

The faculty and staff are so please that you are here this year. We hope you make good friends, challenge yourself to do new things, find ways to learn as much as possible, and most of all- have fun! We are here to help you in whatever capacity you need.

In the pages that follow, you and your parent(s) will find the guidelines and rules to follow this school year. Most of this information is based on the FWISD student code of conduct, which is available online.

In general, the following are what is expected from our students:

- ❖ Students are expected to show proper respect to the school, its property, school administration and staff, and to each other
- ❖ Students are expected to follow individual classroom rules as defined and communicated by the classroom teacher.
- ❖ Students are expected to follow general school rules.

Students are expected to:

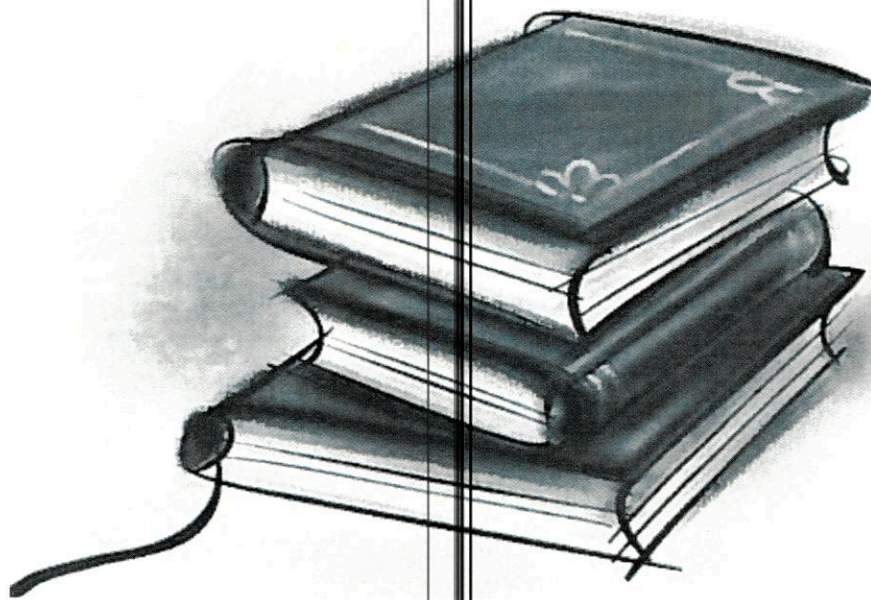
- ❖ Place backpacks in their assigned locker upon arrival at school.
- ❖ Adhere to the district dress code.
- ❖ Demonstrate self-respect.
- ❖ Respect others, their ideas, and their property.
- ❖ Arrive at classes on time, as defined by the bell schedule.
- ❖ Walk in an orderly manner upon arrival, between classes, and upon dismissal.

If you have questions, or if anything in this handbook seems strange, please do not hesitate to ask your teachers or any of the people listed below. We are here to be of service.

Have a wonderful school year, make good memories, study hard, and enjoy being a Cardinal!

Barbara Ozuna

Your Principal



SCHOOL OVERVIEW

Overview of the school

Mc Lean Middle School is organized by grade level. Seventh graders are housed mostly on the second floor, while eighth graders attend classes on the first floor.

Students rotate through an eight period day that begins at 9:15 and ends at 4:30. Lunch is also served by grade level: seventh graders will go to lunch, most days, around 12 while eighth graders will eat around 12:30.

Only students with passes are permitted in the school before 9:05. Students are dismissed at 4:30 and expected to walk home or be picked up by 4:35.

School buses pick up and drop off students at the front of the building. Please do not block bus lanes!

Administrators and counselors are divided alphabetically so that each child will stay with his/her counselor and assistant principal for both years he/she is at Mclean.

A student's second period class is considered his/her homeroom. Report cards, progress reports, and any other official school paperwork will be distributed and picked up through 2nd period.

Lockers will also be assigned on a first come-first-served basis beginning at orientation in August. We suggest that students pick a locker that is most convenient for their individual schedules. Please remember that lockers are school property and can be searched at any time. Students are responsible for the items put in their individual lockers.

We are mindful that school is a community of learners. Therefore, we have instituted a four minute passing period so students have time to move from class to class but also have time to talk to each other and take care of personal needs.

In this age of digital technology, managing and modelling appropriate cell phone usage is critical. Cell phones are not permitted to be out during the school day other than at lunch. The cafeteria is a dedicated green zone where appropriate cell phone usage is permitted.

Please read the following pages. They are intended to offer a brief overview of our operating procedures. Our fervent hope is we work together to make it a great school year!

McLean Middle School #050
3816 Stadium Drive
Fort Worth, TX 76109
Main (817) 814-5300
Main Fax Number (817) 814-5350

Important people to know:

Attendance: Located in the front office across the hall from the library, the attendance clerk, MS Beatrice Hernandez is responsible for accurately accounting for each child in the building. She processes early dismissals as well as excused tardies. If a student is absent, excuse notes should be brought to the attendance clerk. Please remember that we cannot release a student for early dismissal to a person not on the emergency contact list in our student information system. Phone: 817-814-5380.

Counseling: The counseling suite is located on the second floor. If you need to speak to the counseling department, please make an appointment through Ms. Nayeli Lopez. Phone: 817-814-5330.

Counselors and assistant principals are assigned as follows:

Alpha group by last name:	Counselor	Assistant Principal
A-G	Martha Shaw	Jessica Leavitt
H-O	Ashley Stevenson	De Andrea Bivens
P-Z	Latrice Adkins	Tim Nors

Enrollment, address verifications, address changes: Located in the front office, MS Elicia Jarratt is responsible for keeping accurate student records. Please contact her should you need to change you address during the school year. Phone: 817- 814-5302.

Library: The library is located across the hall from the main office. Our Librarian, Francis Loving, is charged with helping students be lifelong readers, as well as teaching students how to use electronic resources in a responsible manner. Digital citizenship, on-line research, and maker spaces are all part of the wonderful things she does. Ms. Loving also serves as our technology liaison and updates the marquis out front. Phone: 817-814-5325.

Nurse: Elizabeth Scott is responsible for the well-being of our school community and a great resource for all things medical. Shot records showing accurate, up-to -date shots must be turned in to Nursie. All medications must also be given to her in its original bottle. Please contact her for further assistance. Phone: 817-814-5320.

Visiting: If you need come to the school during the day, please have your driver's license or state issued ID with you and check in with MS Elizabeth Estrada in the front office. Once your business at school is concluded, please check out with her by returning your visitor badge to her. Phone: 817-814-5395.



General Procedural Information



ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

District-wide procedures regarding "Letter Notification and Court Action"

- The school will generate a letter of notification to the parent(s) on the third unexcused absence.
- The school will request a warning letter from the Attendance Control Office be sent on the fifth unexcused absence. A copy of the letter will be kept on file.
- The school will file a request for court action on the tenth unexcused absence within a six-month period. This request will be filed on the fifth unexcused absence following the warning letter.
- Once the school requests that court action be taken by the Attendance Control Office, no changes can be made to alter the status of that student's attendance profile.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

The student should have a parent or guardian phone the school at **817-814-5300** and inform the attendance clerk of the absence, before 10:00a.m. on the day of the absence. Students who are 6 years of age or older and have not completed the academic year in which the 17th birthday occurs must be enrolled in school.

The student should have a parent or guardian write an excused note giving the student's name, date, day(s) of absence, reason for absence, and the parent's signature. An excused note **should be given to the Attendance Clerk on the first day the student returns to school. Any note brought after 5 business days of the last day of absence will be considered unexcused. Students shall not receive credit for a class if in attendance less than 90% of the instructional days offered unless there are extenuating circumstances.**

Only the following reasons are acceptable for excused absences:

1. Illness of the student
2. Illness or death in the family
3. Religious holiday (Note must be on file prior to absence)
4. Participation in school activities with principal's permission
5. Unusual situation recognized by the principal or the principal's designee.

BICYCLES

The safety of all students must be kept in mind when establishing rules for bicycles. Students who ride bicycles to school must park them upon arrival at school in the rack provided for that purpose on the plaza. Bicycle racks are located behind the school building on the plaza. Bicycles must be walked while on campus to insure the safety of others.

BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Whether verbal, physical, or "cyber," bullying will not be tolerated on campus. Bullying allegations will be investigated seriously.

CAFETERIA SERVICES

The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential.

Breakfast is served from 8:45-9:00am, lunches are according to the bell schedule located at the beginning of the handbook.

Parents may bring food at lunch time for their student only, not for their student's friends. Birthday cakes are not allowed due to Federal Guidelines. Pizza parties are prohibited, unless arranged by a teacher for their class.

CELLPHONES

Cell phones should not be seen nor heard during the school day except in the cafeteria during lunch. Violation of this policy could result in the confiscation of the phone and a 15 dollar fee for its return.

According to School Board Policy, an Authorized District employee may confiscate telecommunication devices, including mobile telephones, used in violation of District rules.

1. 1st offense: Warning
2. 2nd offense: phone call home to parent by teacher. Take phone up for the period at teacher's discretion.
3. 3rd offense: phone goes to the office along with an infraction. \$15.00 charge.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- DO WHAT THEY ARE ASKED THE FIRST TIME
- BE PREPARED TO LEARN
- DO THEIR JOB {Be on time & ready with supplies, work hard, use good manners and meet their deadlines}

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

If you break McLean's discipline rules, you may not be allowed to attend the next school-sponsored activity.



COUNSELING

The school counselors are available to assist students with a wide range of personal concerns, including such areas as academic, social, family, or emotional issues. The counselors may also make available information about community resources to address these concerns. You can reach our counseling office at 817-814-5330.

DANCES/AFTER SCHOOL ACTIVITIES

- Only currently enrolled McLean students can attend McLean dances.
- suspended students cannot attend a dance or any other after school activity during their suspension
 - Students must attend school for one full day following suspension before they are allowed to attend any school activity.
- Students who are left at school 20 minutes after the completion of an event may be barred from attending future events and after school activities.

DELIVERIES

Parents may bring food at lunch time for their student only, not for their student's friends. Birthday cakes are not allowed due to Federal Guidelines. Pizza parties are prohibited, unless arranged by a teacher for their class. No Outside deliveries such as Favor, Uber Eats, pizza delivery, etc. are allowed at school, for the safety and security of all students.



DIRECTORY INFORMATION

Certain information about district students is considered directory information and will be released to anyone who follows the school district's procedures for requesting it unless a parent objects, in writing, to the principal within ten (10) days after issuance of this notice. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized sports and other activities, date of attendance, awards received in

school, most recent previous school attended, and other similar information.

If you, as the parent or guardian of a minor student, object to the release of directory information concerning your child, you must notify the school, in writing, within ten (10) days. No response is required unless you refuse to allow this information to be made public.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should

follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. In the event of a real emergency, please do not come immediately to the school. We will secure the school immediately and provide directions to you on how to safely pick up your child.

EARLY DISMISSALS

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office.



GRADING GUIDELINES

A student must be present at least 90% of the instructional days in order to receive credit in each class for the semester. Grade reports for each six weeks are based on the following numerical breakdown:

100-90	A-Outstanding Progress
89-80	B-Good Progress
79-70	C-Satisfactory Progress
69 & Below	Failing

Report cards are issued through 2nd period classes after the end of each six weeks.

PROGRESS REPORTS

A written progress report will be given to all students after the third week of each six week reporting period. Students are expected to take their progress reports home and share them with their parents.

SEMESTER EXAMS

All teachers will give a semester exam at the end of each semester. Our test schedule will provide for a maximum of two major semester exams per day.



HARASSMENT

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, sex, disability, sexual orientation, age, gender identity and expression, and military/veteran status directed toward another student or adult.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop

these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

LATE ARRIVAL TO SCHOOL

If a student is tardy to school, but arrives before the end of 1st period, the student may go straight to class.

If the student is tardy to school during 2nd period or after, the student needs to check into the main office.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The librarian can be contacted at 817-814-5325 if you have any questions. A book is checked out for 14 days unless it is an overnight book. A fine is charged on overdue books. The book may be renewed for another fourteen-day period if another student does not need it. Fines are not reduced by absences and privileges can be taken away from students if fines are not paid.

LOCKERS

Each student is responsible for the neatness, contents, and care of his/her locker. Periodic checks will be made on lockers. Students must provide a combination lock. No locker will be issued until a combination is furnished to the school. Abuse of the locker privilege will result in loss of the locker for the remainder of the year. Lockers are a privilege not a right.

MAKE-UP WORK

For any class missed, the teacher may assign the student make-up work based on the instructional objectives. It is the student's responsibility to request make-up work.

If the student will be absent for 3 days or more Parents may request make-up work through the office. Teachers need to be given 24 hour notice in order to assemble assignments.



MEDICAL INFORMATION MEDICATION

ALL Medication, including over the counter medications must be turned in to the nurse's office. Prescriptions and over the counter medications must be accompanied by a note from the physician or dentist. Medication brought to school must be in a labeled container and delivered to the school nurse. It will be kept in a locked cabinet for the school year and must be picked up by the last

day of school.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

COMMUNICABLE DISEASES/ CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

[Further information may be found at policy FFAD.]

METAL DETECTORS

Mclean is equipped with metal detectors and will use them as required and as events may warrant. Random use is required by FWISD school policy.

NOTICE OF NON-DISCRIMINATION

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, gender identity and expression, and military/veteran status in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Yasmine Lee, Title IX Coordinator
Executive Director, T, A, D

June Davis, ADA/Section 504 Coordinator Cynthia Rincon, Title VII Coordinator
Director of Special Programs Chief, Human Capital Management

100 North University Drive
Fort Worth, TX 76107
817-814-2727

100 North University Drive
Fort Worth, TX 76107
817-814-2875

100 North University Drive
Fort Worth, TX 76107
817-814-2721

PERSONAL ITEMS/

School is a place for learning; all items not related to learning are discouraged. Mclean MS and FWISD are not responsible for lost or stolen items. Students are discouraged from carrying large amounts of money or expensive items. **Students are also discouraged from bringing expensive items into the locker room for either P.E. or Athletics.**

Picture ID CARDS

For safety purposes, we feel strongly that students wear their IDs. To that end, ID's will be worn at all times. Bathroom pass privileges will be tied to IDs and IDs will be required to come to after-school activities. If a student loses his/her ID, replacements can be made for \$3.00.

SCHOOL FACILITIES

School begins at 9:15am and dismisses at 4:30pm daily. The main office is open from 8:30am to 5pm. Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 8:45 a.m. Students are not allowed to be dropped off before this time.

- The Plaza (area behind school by the gym)
- Cafeteria for those eating breakfast

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately. All students should be picked up no later than 10 minutes after the school day ends or after a school activity. Students left longer than 20 minutes may be suspended from future school activities.



SCHOOL UNIFORM

One of the responsibilities of the middle school is to assist students in developing knowledge of good grooming practices and appropriate ways of dressing. At school, we want to adhere to standards that are conducive to classroom learning and safety. All students in attendance will be required to follow following Standards of Dress:

- Shoes: - Closed-toe and open-toe shoe styles are acceptable - All shoes must have a strap around the back (no slides, flip-flops, or shower shoes)
- Bottoms: - ALL bottoms must be in one of the following solid colors: Khaki, navy, black, blue, gray, or white. Acceptable styles include Pants, shorts, skirts, which fit at the natural waist, and show no visible undergarments. Garments must cover to at least mid-thigh. Distressed jeans are acceptable, as long as there are no excessive holes or tears and there is no exposed skin or undergarments above mid-thigh - Leggings are acceptable as long as they are covered down to mid-thigh by skirt or long shirt
- Tops: - ALL tops (including sweatshirts/hoodies) must be in one of the following solid colors: Navy, gray, black, or white - Shirts or blouses must have a collar, and shoulders must be covered. Sweatshirts/hoodies may have logos, but hoods may not be worn indoors. Only McLean T-shirts are acceptable other than on designated Fridays.
- Students are prohibited from wearing tops that are half-length, tank top, strapless, backless, cut-off, halter, bare-midriff, or knotted/tied, or that depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images and/or insults to race, religion, gender, sexual orientation, or ethnicity or other emblems or writing that may cause a material or substantial disruption or interference with normal school operations.
- Except for verified religious clothing, head gear such as hats, caps, scarves, bandanas, do-rags, wave caps, or shower caps are not acceptable - No active-wear such as sweat pants, wind shorts, warm-ups,

or other athletic gear is acceptable - No sheer or see-through garments are permitted unless paired with a garment that meets dress code guidelines.

- Clothing normally considered as pajamas is not acceptable

In the event that a student is not following the dress code, the administrator/staff member will address the student directly to come up with a solution using the following guidelines:

- Student is given the opportunity to remove the items that do not conform to dress code.
- Student is allowed to get another clothing item from his/her locker to change.
- Student is referred to administration to find another clothing item that can be substituted for inappropriate apparel.

Consequences for not following dress code:

1st Offense: Student receives a Warning -

2nd Offense: Teacher makes a phone call home -

3rd+ Offense: Student receives an infraction and will be placed in ISS for the remainder of the day

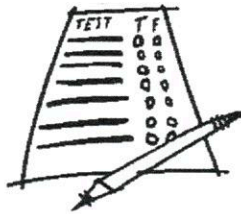
****All dress code violations must be fixed at the time they are identified****

SCHOOL UNIFORM VIOLATIONS

When a student is out of dress code, the Office will assist the student in contacting the parent so that a change of clothing can be brought to school. Progressive discipline will be used for repeated uniform violations.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.



STATE ASSESSMENT

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

Grade 7: Math, Reading, and Writing

Grade 8: Math, Reading, Science, and Social Studies

High School EOC exams: Algebra, English I, Biology

Test results will be reported to students and parents.

STUDENT OR PARENT CONCERNS/COMPLIMENTS

Usually student or parent concerns can be addressed simply, by a phone call or a conference with the teacher. If the concern or complaint is not resolved please contact your student's administrator. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. The administration at Mclean believes in ensuring a positive, safe learning environment for students and staff. In keeping with that belief, please pass on compliments of students and staff to the administration.



STUDENT ORGANIZATIONS AND AWARDS

LEADERSHIP

The Leadership is an honor organization dedicated to bringing closer understanding between the student body and the faculty. By personal influence and group work, Leadership strives to help students to be better citizens. Students are elected by the student body in the fall and work on projects throughout the year.

NATIONAL JUNIOR HONOR SOCIETY

Membership guidelines are as follows:

- Scholarship is the most important consideration. Other qualifications are character, leadership, citizenship and service.
- The eligibility requirements for 7th grade are: honor roll every six weeks of grade 6 and the first four six weeks of grade 7 and all E's and S's in citizenship. The student will not be allowed to have a grade below 85.
- The eligibility requirements for 8th grade are: honor roll every six weeks of grade 7 and the first four six weeks of grade 8 and all E's and S's in citizenship. The student will not be allowed to have a grade below 85.
- Members of the NJHS must maintain these standards. Once you are a member one probation period will be allowed for a grade between 70 and 84 or one N in citizenship. No probation is allowed for a failing grade, a U in citizenship or a severe infraction.

- Transferred grades may be included; however, the student needs to have been in attendance at McLean for at least four six weeks of either seventh or eighth grade.
- Students' grades are reviewed after the fourth six weeks. The names of those qualifying are submitted to a faculty committee for a final check. Students and parents receive an invitation to join in April.

SPECIAL ACADEMIC AND ATHLETIC AWARDS are given to students on the basis of specific criteria and are decided upon by members of the faculty, staff and community.

LETTER "M" SERVICE AND ATHLETIC AWARD is a mark of distinction and honor, which is awarded to any eighth grade student who has earned points by participation in school sponsored activities, clubs, athletics, etc.



STUDENT RECORDS

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents-whether married, separated, or divorced-unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

TARDY TO CLASS

Students are expected to be in class on time, in their seat and ready to work.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be treated with care. A student who is issued a damaged book should report the damage to the Assistant Principal immediately. Students and their parents are responsible for these books until they are returned to the Assistant Principal. Parents are responsible for the full price of a lost book, and full or partial payment on a damaged book. Students who owe money for textbooks will not be issued textbooks until that fee is cleared. Other privileges may also be taken away from students who owe money for textbooks.



TRANSPORTATION

SCHOOL SPONSORED

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent with advanced notice.

BUSES

When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw

objects within or out of the bus.

- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by a parent. The school requests notice from the parent at least 1 day in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the main office.



Instructional Information

Grading Philosophy

Given the premise that all children can continue to learn and increase their achievement, we believe that grading and reporting should focus on student growth and learning in a climate of high expectations. Instructional emphasis will be placed on the accomplishment of defined District goals. Grading and reporting are both formative and summative in nature and should utilize both formal and informal processes. Schools are accountable for structuring learning experiences, teaching processes, planning and evaluation, and utilization of materials, resources, and time to result in optimum student learning. Grading should provide clear and consistent feedback to students.

Tests and quizzes yielding numerical grades are not the only way to evaluate student learning. Complete grading requires multiple assessment techniques, such as performances, portfolios, projects, presentations, teacher observation of developmental skills, work samples, learning logs, journals, surveys, interviews, simulations and role-playing. Use of a variety of evaluation strategies will elicit greater opportunities for students to demonstrate mastery.

Purposes of Grading

Grading serves the following purposes or functions:

1. Information: to inform parents and students regularly of the student's success in learning and mastery of local objectives and the Texas Essential Knowledge and Skills.
2. Guidance: to promote and maintain desirable patterns of behavior and achievement and to identify areas of special ability as a basis for realistic student self-appraisal and for future educational and occupational planning.
3. Motivation: to encourage the student towards maximum achievement and realistic self-appraisal for future educational and occupational planning.
4. Administration: to provide data for use in educational planning and decision-making

Communicating with Parents

Progress Reports

All students will receive a progress report at each of the required reporting periods and in the following instances:

- A student's grade has dropped more than 10 points since the last grade report or progress report; if the teacher fails to notify the parent of the drop in grade, the student shall be afforded the opportunity to make up the work.
- A student has excessive absences
- A student's conduct is "N" Needs Improvement, or "U", unsatisfactory.

Teacher Syllabus

Before the end of the first **week** of attendance, teachers must provide students with a written course syllabus. At a minimum, the Syllabus must contain:

- The weighting of categories that make up the total grade, as approved by the principal
- Procedures for making up work when a student is absent

- Procedures for redoing an assignment or retaking a test
- Attendance policies

Determining Grades

Calculation of Six-Week Grades

- Grades are calculated based on weights established by the teacher and approved by the principal.
- There should be a minimum of eight grades documented each six weeks. There must be at least four grades given each three weeks. This does not include the six-week test or the semester exam.
- Homework cannot count more than 10% of the six-week grade.
- No one assignment can count more than 20% of the six-week grade.

Calculation of Semester Grades

Middle school students enrolled in high school courses, except World Language courses, will be required to take a semester exam or complete a culminating activity. The semester exam or culminating activity will be worth 1/7 of the semester grade. The grade the student receives on the semester examination or culminating activity will be used to determine the semester grade for the course.

The semester grade for students will be calculated as follows:

- 1st Six Week grade 2/7 of semester grade (28.5%)
- 2nd Six Week grade 2/7 of semester grade (28.5%)
- 3rd Six Week grade 2/7 of Semester Grade (28.5%)
- Semester Exam 1/7 of semester grade (14.5%)

Recording of Grades in Focus

Teachers must post grades to FOCUS and provide feedback to students within five school days from the day a student turns in an assignment. The date the student turns in an assignment is day 0. Complex assignments, essays, or assignments that require extensive teacher feedback may require up to seven school days to return to students and post in the online grade book. Any deviation from this procedure requires principal approval and notification to students.

Explanation of Academic and Conduct Grades

Numerical grades for all students are:

- 90-100 Above Average to Outstanding Progress
- 80-89 Satisfactory to Above Average Progress
- 70-79 Limited to Average Progress
- 0-69 Failing
- I. Incomplete/Failing*

*The I is not an academic grade, but indicates Incomplete work or required numbers of grades not complete, or a grade of 69 or below; therefore, students with an "I" are ineligible for extracurricular activities ITEC 33.0811

The letters E, S, N and U will be used for conduct grades.

- **E** Excellent- observes rules consistently
- **S** Satisfactory- Observes rules frequently
- **N** Needs Improvement- Observes rules infrequently
- **U** Unsatisfactory- Observes rules almost never.

Reporting Periods

1 st six weeks	August 19-September 27, 2019
2 nd Six Weeks	September 30-November 1, 2019
3 rd Six Weeks	November 4- December 20, 2019
4 th Six Weeks	January 7-February 14, 2020
5 th Six Weeks	February 15- April 9, 2020
6 th Six Weeks	April 14-May 28, 2019

Progress Report Dates

September 11, 2019
October 16, 2019
December 4, 2019
January 29, 2020
March 18, 2020
May 6, 2020