



**District – Wide Educational Improvement Council  
Grading Guidelines Sub-Committee  
Minutes**

**September 20, 2017**

**4:15 p.m.**

Members Present:

Betancourt, Gloria  
Francis, Anne  
Harris, Leslie  
Hernandez, Debbie  
Holland, Ana  
Valdez, Nora

Members Absent:

Flores, Nancy  
Garcia, Nora  
Pena, Cecilia

Others Present:

Gonzalez, Nancy  
Ramirez, Kirstie  
Roach, William  
Torres, Josie

Others Absent:

I. Welcome

Mrs. Holland welcomed all the committee members to the meeting and reviewed the objectives and agenda.

II. Review of EIA (LEGAL/LOCAL) Academic Achievement: Grading/Progress Reports to Parents

Mrs. Holland explained that EIA (LEGAL) included state mandated components; therefore, eliminating the capability of altering the document. After reviewing EIA (LEGAL) the only area of concern was the requirement of attaining a signature from the parent for progress reports. Anne Francis shared that Summit Learning had a progress report, which could be printed and sent out. The progress report had changed from last year and now only included one subject, which would require each teacher to print each student's progress report. Mrs. Gonzalez was going to check with Summit Learning about a progress report with all subjects. Mrs. Holland checked on the possibility of sending an electronic notification to parents about viewing their child's grades online; however, this will require the parent to confirm receipt of the notification and have access to electronic notifications. Currently, the Summit Learning progress report does not include a signature line for parents; therefore, students/teachers would need to denote an area for parent's signature. EIA (LOCAL) did not pose any issues for the committee members.

A brief discussion about UIL requirements concluded with the requirement of an actual grade for the six weeks and quarter reports for eligibility. However, the grade extraction can come directly from Tableau, the Summit Learning platform.

Mrs. Hernandez, District PEIMS and Testing Director, explained PEIMS submission requires a final grade to denote course completion. While PEIMS does not require a number grade for course completion, a numeric grade is necessary for class rank.

### III. Review and Recommendations for Secondary Grading Guidelines

Due to the members in attendance, the elementary guidelines remained the same with only minimal changes, which overlapped with secondary recommendations.

Adjustments to the secondary grading guidelines include:

- Revisions to the introduction – elimination of bullets and inclusion of a statement about Summit Learning Grading Guidelines
- Removal of second paragraph under Academic Dishonesty
- Addition of Summit Learning statements to grading requirements and test and daily grade weights
- Adjustment of grade levels for grading requirements, make-up assignments, and test and daily grade weights
- Removal of EIAB (LEGAL/LOCAL) references throughout the grading guidelines due to the removal of EIAB from Board policies

Elementary grading guidelines adjustments aligned with secondary grading guidelines revisions except for those, which referenced Summit Learning.

Attached are drafted elementary and secondary grading guidelines.

### IV. Adjournment

Mrs. Gonzalez forwarded the Summit Learning Grading Guidelines to Mrs. Holland, as well as other Summit Learning documents to review.