



# UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

**TOPIC:** Administrative Regulations for Scheduling and Grading Procedures

**SUBMITTED BY:** Christina Uribe Flores, Director of Guidance & Counseling

**OF:** Curriculum & Instruction Department

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** July 19, 2017

## INFORMATIONAL REPORT:

To provide information regarding new regulations that will offer scheduling and grading protocol as it relates to administrators, counselors, teachers, and registrars who have access to records for any family members.



## ADMINISTRATIVE REGULATIONS FOR SCHEDULING AND GRADING PROCEDURES

## **Administrative Regulations for Scheduling and Grading Procedures**

The purpose of these regulations is to provide scheduling and grading protocol as it relates to administrators, counselors, teachers, and registrars who have access to records for any family members who attend the same campus where the administrator, counselor, teacher, or registrar is employed. In addition, these regulations are also applicable to all District employees who have District-wide access on Tyler SIS to student academic information.

The employee shall comply with standard practices and ethical conduct as presented in this manual. The employee shall demonstrate personal integrity and exemplify honesty when fulfilling his or her professional responsibilities at all times.

### **DEFINITIONS**

“Family member” shall mean any person related within the first degree by blood or marriage. For example, this includes, but is not limited to a son, daughter, brother, sister, stepson, stepdaughter, step-sister, step-brother, niece, or nephew.

### **SCHEDULING PROTOCOL**

#### **High School**

Due to the effect grade point averages have for high school students, all high school personnel will be given a Family Member Disclosure Form (Exhibit A) that must be completed and turned in to the principal at the beginning of every school year. If a counselor’s family member is assigned to that counselor because of alphabet and grade level, the alternate counselor for that grade level will assume responsibility for the family member. As per the American School Counselor Association, *“Counseling your own family member creates an unethical dual relationship.”*

If any employee has a family member who is attending the same school where the employee is employed, said employee will not have access to or authority over their child’s overall information on Tyler SIS, except through the parent portal and only when applicable. Unauthorized access to a family member’s overall information on Tyler SIS may subject an employee to disciplinary action, up to and including termination.

Employees shall not have direct access to or authority over the Scheduling Utility Administrator on Tyler SIS or any other academic history regarding any family member. Employees who want student information, academic history reports, schedule changes, class rank, grade point averages, or other pertinent data regarding any family member must request this information through the student’s respective counselor, or alternate counselor if applicable.

#### **High School Course Sequencing**

Counselors and teachers must adhere to the mandated course sequence and prerequisites as stated in *Chapter 74-Curriculum Requirements Subchapter B- Graduation Requirements*, Texas Essential Knowledge and Skills and/or administrative regulations. Internal audits will be conducted randomly by the Guidance and Counseling Department to verify that said sequences and prerequisites are being followed.

The Associate Superintendent of Curriculum and Instruction, Executive Directors, Directors and coordinators will conduct proper trainings for counselors, teachers and principals on course sequencing and prerequisites.

### **Magnet Schools**

When a student withdraws or is dismissed from a Magnet school/Early College or transfers from one Magnet school/Early College to another, the counselors at the campus the student withdrew from and the campus the student enrolled in must be notified. The counselors must acknowledge and sign the Magnet school/Early College Programs Withdrawal Form (Exhibit B), the Magnet Programs Dismissal Form (Exhibit C), or the Magnet Transfer Form (Exhibit D) as applicable. In addition, the student's folder and records must be transferred by the student's previous counselor to the newly designated counselor of record. A monthly report shall be submitted to the Director of Guidance and Counseling listing all withdrawals and transfers from any magnet and Early College. The Director of Guidance and Counseling will verify that students are reassigned to the correct counselor of record, in accordance with these regulations concerning family member counseling.

### **GRADING PROTOCOL**

#### **Grade Changes at the High School**

If a teacher must make a grade change for a student after grades are posted, a Grade Change Form (Exhibit E) must be completely filled out stating the reason for the change, and appropriate signatures must be gathered. Grade changes shall only be made to grades earned by a student during the current school year. Once the form is completed, it should be provided to the high school registrar to make the change. These forms must be scanned and added to the student's file on Papervision and kept for documentation purposes by the registrar. Any other grade changes for extenuating circumstances after the current school year is closed must be presented to the Associate Superintendent for Curriculum and Instruction and the Executive Director for Accountability for review and possible approval. Said grade changes requested after the school year is closed must include the teacher of record's explanation for the change.

#### **Grade Point Averages (GPAs)**

The Director of Guidance and Counseling and the Instructional PEIMS Coordinator shall issue official ranking reports for seniors in September, January and April (final rank). For all other grade levels, ranking reports will be issued annually.

**Release of Grade Point Averages (GPAs)**

Counselors shall direct students to obtain their GPAs and ranking through Parchment. If a student does not have access to Parchment, the counselor may provide the information to the individual student. Grade Point Averages and class rankings are extremely confidential.

Only the counselors of record should have access to their assigned class. *The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law. (Employee Standards of Conduct-DH Exhibit)*

The District does not discriminate on the basis of race, color, religion, sex, gender, national origin, disability or association with an individual with a disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups or any other basis prohibited by law.

[The remainder of this page is intentionally left blank]

### FAMILY MEMBER DISCLOSURE

1. Do you have any family member enrolled at this campus? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Name of student(s) and relationship:

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2. If yes, I understand and agree that I will not be able to counsel or schedule my own family member.
3. I understand and agree that I will not have access to or authority over my son's/daughter's overall information on Tyler SIS except through the parent portal.
4. I understand that I will not have direct access to or the authority over the Scheduling Utility Administrator or any other academic information on Tyler SIS regarding any family member. I further understand that I must formally request any student information, schedule changes, class rank, grade point averages, academic history reports or other pertinent data through the student's respective counselor or through Parchment.

I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. BY SIGNING BELOW I ACKNOWLEDGE THAT I WILL NOT BE AUTHORIZED OR MAY BE RESTRICTED FROM Tyler SIS ACCESS TO MY FAMILY'S INFORMATION.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

<p>Note: Principal acknowledges form and will ensure that employee will not have direct access to Tyler SIS.</p>			
_____ Printed Name	_____ Date	_____ Principal's Signature	_____ Date

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As of June 26, 2017

**UNITED ISD MAGNET/EARLY COLLEGE PROGRAMS  
WITHDRAWAL FORM**

Student: \_\_\_\_\_ ID# \_\_\_\_\_  
 Address: \_\_\_\_\_ Campus: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Counselor: \_\_\_\_\_ Grade: \_\_\_\_\_

I, \_\_\_\_\_ parent of \_\_\_\_\_  
*Printed Name of Parent or Legal Guardian      Date                      Printed Name of Student      Date*

have decided to withdraw my child from the \_\_\_\_\_  
*(Magnet/Early College School)*

Student's Attendance Zone \_\_\_\_\_

I am requesting that...

- My son/daughter attend his/hers assigned attendance zone school.      Approved  Yes  No
- My son/daughter remain enrolled in the same campus of attendance \_\_\_\_\_

*Principal's Signature needed*

\_\_\_\_\_  
*Parent/Legal Guardian Signature                      Date*

\_\_\_\_\_  
*Student Signature    Date*

\_\_\_\_\_  
*Director of Advanced Academic Signature                      Date*

\_\_\_\_\_  
*Dean of Magnet/Early College Signature                      Date*

\_\_\_\_\_  
*Principal Print Name    Date*

\_\_\_\_\_  
*Magnet/Early College Counselor Signature                      Date*

\_\_\_\_\_  
*Principal Signature    Date*

Student's New Counselor of Record \_\_\_\_\_

I acknowledge that I have received the student's name and academic records from the magnet counselor.

\_\_\_\_\_  
*Printed Name of Counselor                      Date*

\_\_\_\_\_  
*Counselor Signature                      Date*

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CC: Director of Advanced Academics  
 Director of Admissions  
 Director of Guidance and Counseling  
 Director of CTE

*As of June 26, 2017*



# Magnet Programs Dismissal Form

Exhibit C

Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Based on Magnet Guidelines stated below, Student is recommended for dismissal.

### X. REMOVAL FROM MAGNET

- 1) Qualified students may be removed if they are at-risk of not meeting the magnet graduation plan as stated on administrative policy EIF (REGULATIONS) (Documentation must support intervention efforts).
- 2) Qualified students may be removed from the magnet program for disciplinary purposes. Student disciplinary infractions are determined in accordance with the UISD SCOC.
- 3) Placement at an alternative education campus (STEP Academy or JJAEP) may result in the inability to complete magnet requirements in the event that advance course offerings are not available.
- 4) Policy FDB (LOCAL) Admissions Intradistrict Transfers will be enforced in the event that student cannot meet the criteria for the magnet program.

The following interventions were given to the student:

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<i>Parent/Guardian Printed Name</i>	<i>Date</i>	<i>Student Printed Name</i>	<i>Date</i>
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<i>Parent/Guardian Signature</i>	<i>Date</i>	<i>Student Signature</i>	<i>Date</i>
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As per admission agreement to a magnet school signed by parent/guardian:  
(See attached copy)

**Magnet Criteria Requirements:**

- ❖ A student may be dismissed from the magnet program if he/she is unable to meet magnet graduation requirements.
- ❖ A student who withdraws from the magnet school will return to his/her home school, except during his/her graduating year.
- ❖ A student who withdraws from the magnet school and returns to his/her home campus will lose one of the four UIL (athletic) eligibility years at his/her campus.

<i>Magnet Dean's Printed Name</i>	<i>Date</i>	<i>Principal's Printed Name</i>	<i>Date</i>
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<i>Magnet Dean's Signature</i>	<i>Date</i>	<i>Principal's Signature</i>	<i>Date</i>
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<i>Counselor's Printed Name</i>	<i>Date</i>	<i>Counselor's Signature</i>	<i>Date</i>
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cc: Director of Advanced Academics  
Director of Admissions  
Director of Guidance and Counseling





APPLICATION FOR MAGNET STUDENT TRANSFER  
ADVANCED ACADEMICS DEPARTMENT

Exhibit D

NEW  OTHER

Date: \_\_\_\_\_ ID#: \_\_\_\_\_

Student Name (Last, First, Middle Initial) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_  
 Male  Female

Student Address \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Is Parent/Guardian an UISD employee?  Yes  No If yes, give location: \_\_\_\_\_

Transfer Request for current year?  or next school year  Grade for school year of Application: \_\_\_\_\_  
School student would attend based on district campus boundaries: \_\_\_\_\_

Magnet school last attended: \_\_\_\_\_ School Year: \_\_\_\_\_

Did student request a transfer last semester?  Yes  No If yes, to which magnet school? \_\_\_\_\_

To which magnet school is the transfer requested? \_\_\_\_\_  
Reason for Transfer: \_\_\_\_\_

Signature below certifies that all the information above is true and accurate to the best of my knowledge. If a transfer is granted on false information, it is subject to revocation. I understand Magnet students accepted into a UISD magnet program may transfer into another magnet program within the district if the following guidelines are met:  
a) Qualified applicants may be accepted only if applicant is able to complete the graduation plan as stated on Administrative Policy EIF (REGULATION).  
b) The qualified applicant must score within the appropriate composite score range based no the rankings of the original applicant pool.

Printed Name of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent of Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Receiving Magnet Dean's Recommendation  Granted  Denied

Printed Name of Receiving Magnet Dean \_\_\_\_\_ Date \_\_\_\_\_ Signature of Receiving Magnet Dean \_\_\_\_\_ Date \_\_\_\_\_

Printed Receiving Principal's Name \_\_\_\_\_ Date \_\_\_\_\_ Signature of Receiving Principal \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Receiving Magnet Counselor \_\_\_\_\_ Date \_\_\_\_\_ Signature of Receiving Magnet Counselor \_\_\_\_\_ Date \_\_\_\_\_

**ADVANCED ACADEMICS DEPARTMENT USE ONLY - DON NOT WRITE BELOW THIS LINE**

Application  Granted  Denied Reason Denied: \_\_\_\_\_

Signature of Advanced Academic Director \_\_\_\_\_ Date \_\_\_\_\_

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High School Grade Change Form

20\_\_ - 20\_\_

ID # \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Course: \_\_\_\_\_ Period: \_\_\_\_\_ Year: \_\_\_\_\_

Fall Semester						Fall Semester					
Quarter 1						Quarter 2					
Previous Grade			New Grade			Previous Grade			New Grade		
PEG 1	Exam 1	Final	PEG 1	Exam 1	Final	PEG 2	Exam 2	Final	PEG 2	Exam 2	Final

Spring Semester						Spring Semester					
Quarter 3						Quarter 4					
Previous Grade			New Grade			Previous Grade			New Grade		
PEG 3	Exam 3	Final	PEG 3	Exam 3	Final	PEG 4	Exam 4	Final	PEG 4	Exam 4	Final

REASON FOR CHANGE

- Error in Posting Grade
- Absent for Assignment/Test
- Computer Error in Average
- Grade Recovery Plan Completion (e.g. Summer School Now)

\_\_\_\_\_  
Teacher's Name  
(PRINT)

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Name  
(PRINT)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's  
Signature

\_\_\_\_\_  
Date of Correction

Registrar is responsible for ensuring the student's counselor receives a copy of this grade change immediately after posting on Tyler.

\_\_\_\_\_  
Counselor's Name (PRINT)

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date Received

EIA Legal - Finality of Grade: An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the District grading policy applicable to the grade, as determined by the Board.