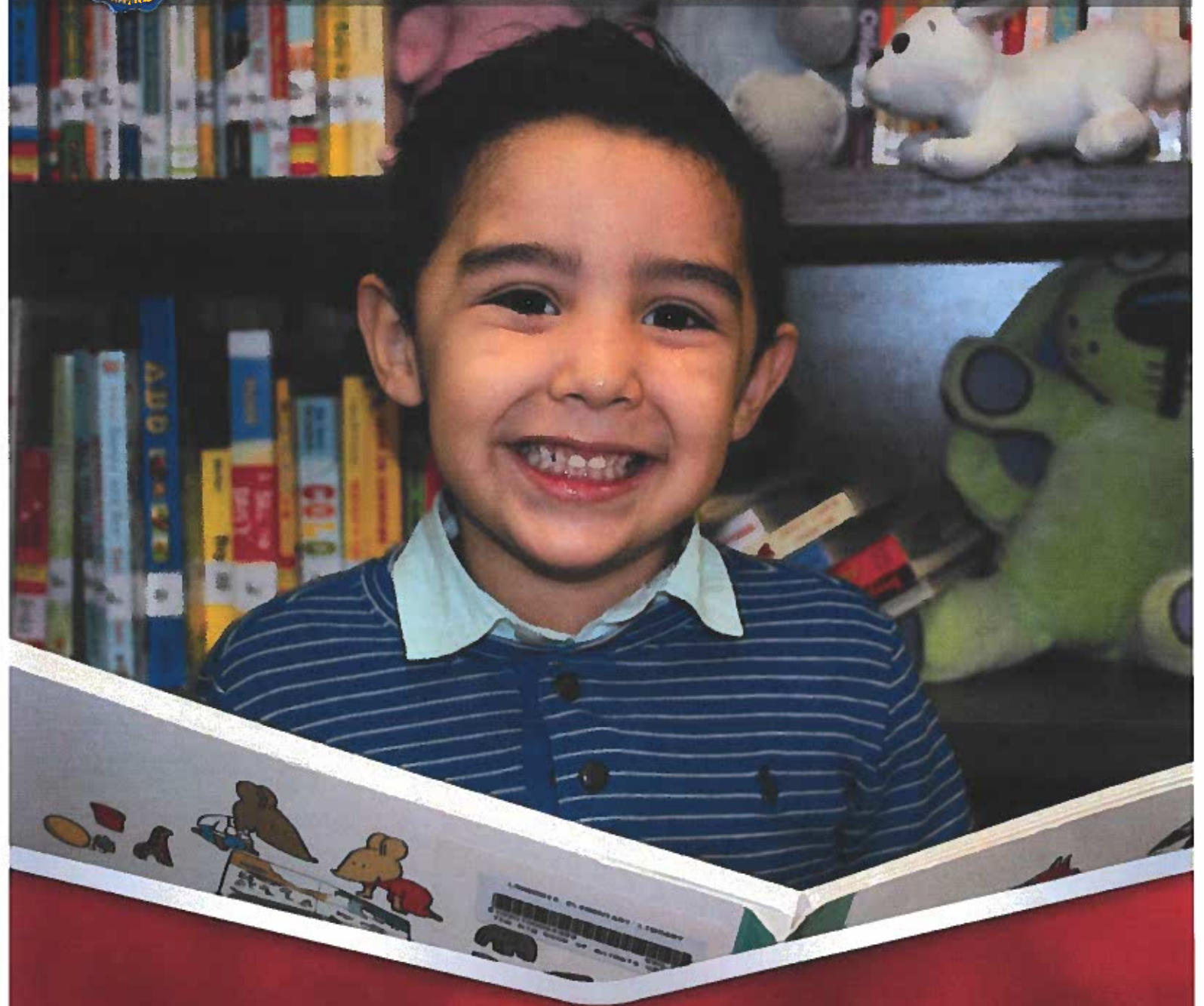


## Elementary Grading Procedures

<b>2018-2019 Current Language</b>	<b>2019-2020 Suggested Language</b>
<p>Pg. 5 Grading Scale for Kindergarten D= 84.5 - 100 SD= 0 – 84</p>	<p>Pg. 5 Updated Grading Scale for Kindergarten. D= 80 - 100 SD= 0 - 79</p>
<p>Pg. 6 Handwriting Statement 1. Cursive writing instruction may begin at either second or third grade based on a campus decision.</p>	<p>Pg. 6 Updated Handwriting Statement 1. Cursive writing instruction begins in second grade.</p>
<p>Pg. 7 Previous number of daily grades for health. A minimum of 3 daily grades per six weeks.</p>	<p>Pg. 7 Updated number of daily grades for Health. A minimum of 2 daily grades per six weeks.</p>
<p>Pg. 15 Previous Bilingual Status. Bilingual Status: Mark "B" for Beginner, "I" for Intermediate, "A" for Advanced, ESL, or M1 or M2 for Monitored (for PEIMS purposes (F) First Year and (S) Second Year).</p>	<p>Pg. 15 Updated Bilingual Status. Bilingual Status: Mark "B" for Beginner, "I" for Intermediate, "A" for Advanced, ESL, or M1, M2, M3, and M4 for Monitored (for PEIMS purposes (F) First Year, (S) Second Year, (3) Third Year, and (4) Fourth Year).</p>
<p>Pg. 58</p>	<p>Pg. 58 Students who receive instruction in LS/SFL settings will be taught prerequisite skills linked to enrolled grade TEKS as determined by the ARD Committee.</p>



Brownsville Independent School District  
Department of Curriculum and Instruction



# 2019-2020 Elementary Grading Procedures

Draft

*BISD does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or genetic information in employment or provision of services, programs or activities.  
BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.*

## **BISD EXPECTATIONS FOR THE GRADING AND REPORTING OF STUDENT PROGRESS**

### **Employee Acknowledgment Form**

BISD Board Policy EIA (**LOCAL**) mandates that the Superintendent or designee ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. EIA (Local) further requires that such guidelines make certain that grading reflects student achievement and that a sufficient number of grades are taken to support the grade average assigned. Equally important, this policy also requires that guidelines for grading to be clearly communicated to students and parents.

The BISD Expectations for the Grading and Reporting of Student Progress are written to provide direction and equity in the manner in which student academic performance is evaluated and communicated. The information and policies described in the Grading Expectations are necessarily subject to change, and I acknowledge that revisions may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing guidelines. Only the Superintendent's designee has the ability to adopt any revisions to the information in the Grading Expectations.

I understand that I should consult with my principal/department head regarding any questions I may have regarding the Grading Expectations. I further understand that it is my professional responsibility to read and comply with the policies and guidelines contained in the BISD Expectations for the Grading and Reporting of Student Progress (and any revisions made to it throughout the academic year).

*Please sign and return this form to your campus principal or department head.*

---

Employee's Signature

Date

---

Employee's Name (Typed or Printed)

Employee Number

**This acknowledgement form will be kept by the campus principal or department head**

**Electronic access to the Grading Procedures can be found at**

**<http://cnibisd.weebly.com/grading-procedures.html>**

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**GRADING PROCEDURES**  
**INTRODUCTION**  
**INSTRUCTIONAL GOALS AND OBJECTIVES**  
**EA (LOCAL)**  
**DATE ISSUED: 9/2/2002**

**Curriculum and Instruction**

The District will provide a well-balanced, perpetually challenging, standards-based curriculum and deliver effective instruction to all students enrolled, thereby preparing them to pursue a postsecondary education and/or career and to possess both independent and group learning and thinking skills in a multicultural, multilingual, and rapidly changing world.

**Curriculum Philosophy**

The District core competencies, skills needed to independently meet the challenges of living successfully in the United States in the 21st century, profile the District graduate as one who exceeds national and state norms in the following areas: reading and comprehension, oral and written language, social interactions, critical thinking skills, calculating and measuring, comparing, researching, negotiating and mediating, technological acuteness, environmental responsiveness, and physical and mental health.

The District shall provide all students with equal access and opportunities to progress through a curriculum of objectives that set high learning expectations for all in accordance with their strengths and aligned with their special needs. An individualized education plan (IEP) will delineate the least restrictive environment for special needs students.

The District's curriculum shall be standards-based and meet the national and state of Texas Essential Knowledge and Skills.

**District Curriculum Responsibility**

The District shall adhere to and comply with statutory mandates and Texas Education Agency guidelines and shall implement local policies in a manner consistent with the above stated philosophy.

A complete listing of all courses offered in the District shall be found in the course listing guide and grading procedures approved annually by the Board.

Curriculum shall be designed, developed, and delivered through the collaborative efforts of all District personnel. The District's three-year curriculum development plan shall address the following areas:

1. Aligned, written, taught, and assessed curriculum objectives;
2. Periodic review of curriculum objectives, scope and sequences, material resources, and assessments for all subjects/ courses;
3. Vertical Prekindergarten through grade twelve articulation and horizontal coordination;
4. Diversity of materials and resources aligned to curriculum objectives;
5. A staff training program that includes theory, demonstration, practice/feedback, mentoring/coaching, and monitoring of delivery;
6. Multi-faceted assessment systems;
7. Appropriate District and campus budgetary allocations;



8. Data-driven instructional decision-making processes;
9. Roles and responsibilities of staff members at the District, campus, and classroom levels;
10. Standard operating procedures for new initiatives; and
11. Action-research, study groups, and other collaborative models for campus curriculum planning.

District curriculum planning shall be coordinated and implemented to ensure an overt Prekindergarten through grade twelve alignment of courses, objectives, and learner core competencies.

### **Campus and Teacher Curriculum Responsibility**

It is the responsibility of the campus staff and the teachers to individualize the District’s curriculum according to data driven student and campus needs.

The teacher, as facilitator of learning, must plan instruction that ensures that curriculum objectives are taught, core competencies are mastered, student learning is assessed, and each child achieves his or her potential. A variety of instructional resources and assessment strategies aligned with multiple resources must be used to teach and measure success in terms of the District’s stated curriculum objectives.

Congruence between the written, taught, and assessed curriculum must be evident in the classrooms of the District and the teaching/learning situation must reflect current research, best practices, and technological advancements across all content areas and levels.

It is the responsibility of the campus based instructional leadership teams to ensure that each student is being provided the opportunity to master the required curriculum objectives, that the District’s curriculum is being implemented, and that authentic assessment reflects high levels of synthesis, analysis, and creating of new products in accordance with national and state standards. All modifications and accommodations must be followed in accordance with a student’s Individual Education Plan (IEP) or 504 plan. At campuses where migrant teachers are available, the migrant teacher can provide the migrant students with supplemental instructional support as needed to assure the migrant students’ academic success.

### **SITE-BASED DECISION-MAKING/CAMPUS NEEDS ASSESSMENT (CNA) PROCESS**

The District shall maintain current policies and procedures to ensure that effective planning and site-based-decision-making occur at each campus to direct and support the improvement of student performance for all students. Education Code 11.253(a) Brownsville ISD BQB (Legal) - Date Issued: 3/2/2010

The BISD Site-Based-Decision-Making Delineation and Decentralization Parameters for Curriculum allow for:

- A. deviations from the set curriculum;
- B. the construction/submission of curriculum waivers; and
- C. the selection and construction of evaluative measures.

The BISD Department of Curriculum and Instruction will work collaboratively with campus curriculum committees in all of the above areas. As campuses research, develop proposals, and come to consensus regarding waiver requests, these requests, approved by the SBDM and other stakeholders, must be submitted to the Department of Curriculum and Instruction. All waiver requests must include goals and objectives, activities, budgets, long and short range evaluative measures and checkpoints.

The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver (see BQB (Legal) preceding and BF).

Except as prohibited by law (see BF), a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

## GRADING GUIDELINES

The Brownville Independent School District (BISD) recognizes that the individual needs of each student should be fulfilled and that each student matures and develops according to his/her own unique growth pattern. Thus, BISD's teaching techniques are modeled so that each student receives instruction at the appropriate level of difficulty and complexity; the grading procedures reflect this as well.

District report cards reflect students' progress through a prescribed set of skills appropriate for performance and development levels and reflected in the Texas Essential Knowledge and Skills (TEKS) and in the English Language Proficiency Standards (ELPS). Each campus will develop a regular system of portfolios, letters sent home, and certificates of progress to supplement and support report card information for all students (i.e., special needs, at risk, G/T, etc.).

All students in Grades 1-5 will receive a report card on a six weeks/marketing period basis. At the end of the first three weeks of a grading period, the teacher will provide a notice of progress to the parent or guardian of a student whose grade average in any subject is lower than 70 or whose grade average is deemed borderline. Also, if a student's grade drops significantly (example: 95 to a 75), parents or guardians should be notified and given the opportunity to seek assistance for that student. Prekindergarten students (PK3/PK4) will receive a progress report/report card beginning the second six weeks/marketing period. Students in kindergarten will receive a report card each six weeks/marketing period.

Parent-teacher conferences will be held as a means of discussing and reviewing a student's strengths and weaknesses. **Parent-teacher conferences will be held at least twice annually, at the end of the second and fourth six weeks.**

### GRADES

In defining progress as movement toward mastery of the Texas Essential Knowledge and Skills (TEKS) as required by the laws of the state of Texas, the following grading scale applies:

#### GRADES 1 – 5

Senate Bill 2033/Sec. 28.0261 effective 9/1/09 states that a district policy must (1) require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment; (2) may not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and (3) may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. Campus administration may require proper documentation to support a yearly average of 69.

Instructional personnel are to utilize numerical grades (0-100) in grading papers, tests, and other assignments in the areas of Reading, English/ESL, Writing, Math, Social Studies, Science, and Physical Education. Numerical grades earned will then be recorded in the grade book.

90	-	100	Excellent
80	-	89	Good
75	-	79	Average
70	-	74	Needs Improvement
Below 70	-		Failing

The grading scale for Health, Theatre Arts, Art, Music, Technology Applications, Languages other than English, and Handwriting is:

E	-	Excellent
S	-	Satisfactory
I	-	Improving
NI	-	Needs Improvement

The Fine Arts grades consist of: Art, Music, and Theatre Arts.

All assignments (both daily work and major projects/assessments) must be posted and published within 5 school days after student submission.

### **ACADEMIC ACHIEVEMENT RETENTION AND PROMOTION EIE (LOCAL)**

#### **KINDERGARTEN**

As general practice, kindergarten students shall not be retained. Principals may retain a student due to developmental reasons, long-term illness, or other unforeseen factors. Grade designators in kindergarten shall be "D" for developed and "SD" for still developing.

#### **GRADES 1-5**

In grades 1-5, promotion to the next grade level shall be based on a yearly average of 70 or above in Reading, Language Arts, Mathematics, Science, and Social Studies. The Language Arts average shall be derived by averaging grades earned in English or ESL, Spelling, and Writing courses.

#### **SPECIAL EDUCATION**

Students in the Special Education Program will follow the BISD grading/retention procedures. Under exceptional circumstances, any necessary deviation needs to be presented and considered to the Admission Review and Dismissal (ARDC) by campus administration and documented in the student's individualized education program (IEP).

#### **PROCEDURES FOR**

#### **SIX WEEKS/MARKING PERIOD REPORT CARD GRADES**

Grades reflect the academic progress of a student. All grades are based on an alignment with the Texas Essential Knowledge and Skills (TEKS) and with the district's curriculum instructional framework.

Student behavior will not be reflected in the subject area grade, but rather in the section for conduct on the report card.

Grades must reflect accommodations and modifications according to a student's Individualized Education Plan (IEP) or 504 Plan.

#### **PREKINDERGARTEN**

Prekindergarten students, including PPCD students, will receive a Start of the Year (SOY) Letter for the 1st six weeks/marketing period. The students, including PPCD students, will receive a Prekindergarten progress report beginning the second six weeks and for each six weeks/marketing period as set forth in the annual district calendar approved by the Board of Trustees. The Prekindergarten progress report will be aligned to the TEA Prekindergarten Guidelines (update 2015). Grade designators shall be "D" for developed and "SD" for still developing. The Prekindergarten program will also implement the Center for Improving the Readiness of



Children for Learning and Education (CIRCLE) (C-PALLS) Progress Monitoring System (C-PMS) to measure the student's progress in the areas of literacy, math and science. The CIRCLE C-PALLS+ reporting of progress for Prekindergarten will occur at the beginning of the year (BOY), middle of the year (MOY) and end of year (EOY). The Prekindergarten curriculum frameworks will be aligned to the PK Guidelines and current state adopted system. The Prekindergarten/PPCD teachers will use a "grading scale" that will indicate student progress for each six weeks/marking period, starting with the second six weeks. The Prekindergarten progress reporting system is as follows:

D Developed       SD Still Developing

Please refer to pages 24 and 25 for the Prekindergarten reading program standards i.e., CIRCLE, CPMS, and Professional Development.

### KINDERGARTEN

Students in Kindergarten including PPCD students will receive a report card each six weeks/ marking period. The Kindergarten report card will be aligned to the TEA Kindergarten Texas Essential Knowledge and Skills (TEKS). The Kindergarten/PPCD teachers will use a grading scale that will indicate student progress for each six weeks / marking period.

D	= 80 - 100
SD	= 0 - 79

D Developed       SD Still Developing

Reporting of progress using the TPRI/Tejas Lee for Kindergarten will occur at the beginning of year (BOY), middle of year (MOY), and end of year (EOY). Kindergarten progress monitoring will also occur at least once each marking/grading period. Please refer to Appendix A pages 25-27 for the Kindergarten reading program standards i.e., TPRI/Tejas Lee, Response to Intervention, and Professional Development.

### First through Fifth Grading Subject Areas

Each teacher's grade book must contain a minimum of three test grades and two daily work grades for Reading, Language Arts, Math, Science and Social Studies per six weeks/marking period. Campus administration will present the board approved elementary grading procedures and campus grading expectations to the teachers during one of the campus staff development days.

#### I. Reading

- A. Each teacher's grade book must minimally contain three test grades per six weeks/marking period.
- B. Each teacher's grade book must minimally contain two daily work grades per six weeks/marking period.
- C. Reading will be weighted at 100%

#### II. Language Arts

- A. English-Spanish/English/ESL (40%)
  1. Beginners: Follow stipulated guidelines for grading for first and second grade. These grades are derived from ESL tests, both oral and written, drama, etc.

2. Intermediate, Advanced, ESL, Parental Denials, Monitored (M1 and M2) (for PEIMS purposes (F) First Year and (S) Second Year) and NON-LEPs: three test grades per six weeks/marking period.
3. Two daily grades per six weeks/marking period are also required. Assignments from the ESL or English book may be used as evaluative measures for report card purposes.

#### **B. Written Composition (40%)**

Writing compositions will focus on the writing process. Bilingual students must be provided Spanish writing and grammar skills, which will help them transfer to the second language.

- 1) Three test grades must minimally be derived from three written compositions which are scored holistically, according to the STAAR rubric (**Appendix A-7**), and taken to publishing.
- 2) Two daily grades per six weeks/marking period are also required.
- 3) Bilingual teachers of intermediate and advanced students must incorporate the use of ESL methodologies and instruction as their basis for assessment in English grammar, composition, etc.
- 4) Assignments and/or grades can be derived from brainstorming, writing the first draft, revising and editing, mini lessons, peer and/or teacher conferences, and teacher observation. Published work does not need to be typed.

#### **C. Spelling (20%)**

1. Each teacher's grade book must minimally contain three test grades per six weeks/marking period.
2. Each teacher's grade book must minimally contain two daily work grades per six weeks/marking period.
3. Spelling is an integral component of decoding, structural analysis, context clues, and vocabulary development.
4. Spelling is an integral component of the editing phase of the writing process.

#### **D. Handwriting**

1. Cursive writing instruction **begins in second grade**.
2. The teacher's gradebook must contain a minimum of 3 daily grades per six weeks/marking period; grading scale will convert from a numerical average to an alpha grade.

### **III. Math**

1. Each teacher's grade book must minimally contain three test grades per six weeks and two daily grades per six weeks/marking period.
2. At least 1/2 of each test grade must be derived from problem solving situations and performance tasks.
3. Math will be weighted at 100%.

### **IV. Science**

1. Each teacher's grade book must minimally contain three test grades per six weeks/marking period.
2. Each teacher's grade book must minimally contain two daily work grades per six weeks/marking period.
3. It is recommended by the TEA that up to 60 percent of the elementary science instruction be

hands-on activities; therefore, it is recommended that at least one of the test grades be based on a laboratory activity or experiment with clearly defined criteria, which is understood by the student prior to the project. Scoring rubrics should be agreed upon by the grade level, approved by the campus principal, and distributed to parents and students prior to the assignment of a classroom project.

4. Notebook writing has become a very strong part of the district's science program. Whether or not to include notebooks as part of the students' grades will be a campus decision.
5. Science will be weighted at 100%.

#### V. **Social Studies**

1. Each teacher's grade book must minimally contain three test grades per six weeks/marketing period.
2. Each teacher's grade book must minimally contain two daily work grades per six weeks/marketing period.
3. It is recommended that performance tasks be included as a test grade for Social Studies. Performance tasks must have clearly defined criteria, which are understood by the student prior to the project. Scoring rubrics should be agreed upon by the grade level, approved by the campus principal, and distributed to parents and students prior to the assignment of a classroom project.
4. Social Studies will be weighted at 100%.

#### **PROGRESS REPORTS**

By the end of the third week of the six weeks/marketing period, a minimum of 2 test grades and 1 daily work grade will be documented for each student who has been in attendance for at least 15 days of the six weeks period/marketing period.

#### VI. **Health and Physical Education**

##### A. **Health**

- 1) The teacher's gradebook must contain a minimum of 2 daily grades per six weeks/marketing period; grading scale will convert from a numerical average to an alpha grade.\*
- 2) Each individual classroom teacher is responsible for issuing health grades.

\*Daily grades may be derived written compositions on any health related topic, a health related science project, or a written song, poem or play with a CATCH message. They can also be derived from the student's CATCH worksheets and assignments where they can create and analyze healthy menus, read about the adventures of the CATCH characters, create recipes of healthy foods; know what the food guide pyramid is, as part of the implementation of the CATCH Program.

##### B. **Physical Education**

1. Each student will be graded on a 15 points per week grading system plus 10 points for a combination of skills, written texts, and/or participation.
2. Each student will receive a grade for performance.
3. Physical Activity Impact-Administering and/or withholding physical activity

as a form of punishment and/or behavior management is an inappropriate practice.

**VII. Technology Applications**

- A. Instruction and assessments must be TEKS based.
- B. The teacher’s gradebook must contain a minimum of 3 daily grades per six weeks/ marking period; grading scale will convert from a numerical average to an alpha grade.
- C. Campuses and/or grade levels, which have technology teachers, will report grades every marking period.
- D. Campuses and/or grade levels who do not have technology teachers will report grades on alternating reporting periods. (See sample below)

Sample:

	1 <sup>st</sup> Six Weeks	2 <sup>nd</sup> Six Weeks	3 <sup>rd</sup> Six Weeks	4 <sup>th</sup> Six Weeks	5 <sup>th</sup> Six Weeks	6 <sup>th</sup> Six Weeks
Technology Applications		X		X		X

**VIII. Fine Arts**

- A. Campuses and/or grade levels, who have art teachers, will record grades every reporting period, which includes the progress report and the six weeks report card.
- B. Campuses and/or grade levels, who have music teachers, will record music grades every reporting period, which includes the progress report and the six weeks report card.
- C. Campuses and/or grade levels, who have theatre arts teachers, will record theatre arts grades every reporting period, which includes the progress report and the six weeks report card.
- D. Campus and/or grade levels, who do not have art teachers, will record grades in art in alternating reporting periods so that grades in art will be assigned for three six week periods/markings period and in theatre arts for three six week periods/markings period.

Sample:

Fine Arts	1 <sup>st</sup> Six Weeks	2 <sup>nd</sup> Six Weeks	3 <sup>rd</sup> Six Weeks	4 <sup>th</sup> Six Weeks	5 <sup>th</sup> Six Weeks	6 <sup>th</sup> Six Weeks
Art	X		X		X	
Music		X		X		X
Theatre Arts		X		X		X

- E. Schools or grade levels, who do not have music, art, or theatre arts teachers, will record grades in music for two reporting periods, grades in art for two reporting periods, and grades in theatre arts for two reporting periods.

Sample:

Fine Arts	1 <sup>st</sup> Six Weeks	2 <sup>nd</sup> Six Weeks	3 <sup>rd</sup> Six Weeks	4 <sup>th</sup> Six Weeks	5 <sup>th</sup> Six Weeks	6 <sup>th</sup> Six Weeks
Art	X			X		
Music		X			X	
Theatre Arts			X			X

- F. Schools or grade levels that do not have music teachers will give grades in music for three reporting periods and grades in theatre arts for three reporting periods.

Sample:

Fine Arts	1 <sup>st</sup> Six Weeks	2 <sup>nd</sup> Six Weeks	3 <sup>rd</sup> Six Weeks	4 <sup>th</sup> Six Weeks	5 <sup>th</sup> Six Weeks	6 <sup>th</sup> Six Weeks
Art	X	X	X	X	X	X
Music	X		X		X	
Theatre Arts		X		X		X

- G. Schools or grade levels, who have music, art, and/or theatre arts teachers, will record grades in those areas of the fine arts every six weeks.
- H. The teacher's gradebook must contain a minimum of 3 daily grades per six weeks/ marking period; grading scale will convert from a numerical average to an alpha grade.
- I. All Fine Arts instruction must be TEKS based.

## GRADES 1 – 5

Students in grades 1 – 5 will receive report cards every six weeks/marking period as set forth in the annual District calendar approved by the Board of Trustees.

### THE FOLLOWING STATEMENTS APPLIES TO ALL GRADED AREAS

When a teacher adheres to three test grades and two daily grades, Weighting of grades is automatically built in (Appendix A-5). The following are exceptions:

#### 1) Language Arts Weights: First through Fifth Grade levels:

##### SAMPLE

The yearly language arts averages shall be weighted as follows:

#### A. Bilingual students (Beginner, Intermediate, Advanced, and ESL students):

Writing: 40%
ESL: 40%
Spelling: 20%

#### B. NonLEPs, Parental Denials, and Monitored (for PEIMS purposes (F) First Year and (S) Second Year) students:

Writing: 40%
English: 40%
Spelling: 20%

IX. Migrant students often enter late or withdraw early. The Texas Education Agency has advised Districts that minimum attendance for credit begins on the day the student enrolls in the district. The Agency further states that “a student should never be denied credit for a class that he could not have attended before enrollment into the District” and “under no circumstances should a migrant student due to migration be denied the opportunity to complete coursework for credit”. Therefore, migrant students should be allowed every opportunity to submit make-up work. Transfer grades if available must be used.

#### X. Performance Task

Performance tasks are learning activities or projects through which students apply what they have learned to real life situations. Projects of said nature, in any subject area, may count for one or two test grades. For example, a teacher may grade one project for process and use that as a test grade and then give the same project a product test grade. Performance tasks should target both process and content.

#### XI. Section 504 Committee

The Section 504/Dyslexia Committee determines, on an individual basis, the need for instructional



accommodations. Section 504/Dyslexia guidelines for accommodations will be followed. Monitoring of these guidelines is the responsibility of the regular education teacher, dyslexia teacher (if applicable), campus administrators, and Campus Section 504 Coordinators. If a student's grade is derived without following the required accommodations outlined in his/her Student Service Plan (SSP), the grade is invalid and a new grade must be determined after accommodations are implemented.

## SCORING FLUENCY

For report card purposes, the teacher will use the Monday “Cold Reading” score.

### CALCULATING ACCURACY FLUENCY RATE

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Reading comprehension depends on the ability to identify words correctly. Reading accuracy entails the ability to automatically decode and identify words. To determine the accuracy fluency rate, the teacher begins the timer when the student reads the first word of the given passage and discreetly marks the errors or miscues on their copy of the text as the student is reading. Teacher then stops at one minute. (Note: If the student completed the passage within the one minute period, then they begin to read again from the beginning.) Subtract any errors or miscues from the total words read. This results in the Words Correct Per Minute (WCPM) Score. For example: The passage has 60 words total and the student reads 56 words in one minute and has 8 errors or miscues. Subtract 8 from 56 and the WCPM/Cold Reading Score is 48. After determining the total number of words read correctly (WCPM – see above), divide that number by the total number of words read from the passage. The answer is the accuracy rate for the student’s reading.

Sample Monday “cold read”

Passage: 60 words total

Student reads: 56 words in one minute Errors: 8

Words Read Correct Per Minute: 48 WCPM

Note: The Words Read Correct Per Minute is the fluency rate that is noted on the report card.

Accuracy Percentage Rate:  $48 / 56 = 86 \%$

The Accuracy Score is another tool that can assist the teacher in guiding a student in the right direction as noted in the chart “Accuracy Score for Classroom Use”.

### ACCURACY SCORE FOR CLASSROOM USE

PERCENTAGE	ACCURACY LEVEL	GRADE LEVEL DETERMINANT
94-100%	INDEPENDENT	<ul style="list-style-type: none"> <li>☐ ABLE TO READ GRADE LEVEL PASSAGES INDEPENDENTLY</li> <li>☐ ON GRADE LEVEL</li> </ul>
89-93%	INSTRUCTIONAL	<ul style="list-style-type: none"> <li>☐ NEEDS HELP READING GRADE LEVEL PASSAGES</li> <li>☐ ABLE TO READ CURRENT GRADE LEVEL WITH ASSISTANCE</li> </ul>
0-88%	FRUSTRATIONAL	<ul style="list-style-type: none"> <li>☐ UNABLE TO READ GRADE LEVEL PASSAGES</li> <li>☐ READING 1-2 GRADE LEVELS BELOW CURRENT GRADE LEVEL</li> </ul>

### **RETEACHING/RETESTING GUIDELINES**

If a test grade is below 70, reteaching is required. Reteaching is a continuous process; retesting must only be done one time. Reteaching should focus on those objectives of the test that the student did not master. The level of difficulty of the retest must be comparable to that of the original test. Retesting, after reteaching, will take place only for those students who scored below 70% on the initial evaluation. The maximum grade for retesting is 70%. When retesting is done, the initial non-passing test grade will be replaced by the retest grade, which is no more than 70%.

Since reteaching is an integral part of the lesson cycle, it must be documented in the lesson plan book.

### **ACADEMIC DISHONESTY/CHEATING EIA (LOCAL)**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

### **MAKE-UP WORK GUIDELINES**

- A. No student will be refused an opportunity to make up work if he/she is absent (EIAB Local).
- B. The teacher will make arrangements for make-up work on the day he/she returns to school.
- C. Students absent only on a known test day will be expected to take a test upon return. If any student has been absent the day prior to an announced test and no new content has been covered, the student will be expected to take the test at the regularly scheduled time. If the student has been absent two or more days, the teacher will immediately make arrangements with the student to schedule for the make-up tests.
- D. The teacher will make arrangements for make-up of work with any student missing work due to participation in extracurricular activities.
- E. If a student has been sent to "in school suspension" (ISS), he/she is to receive credit for assigned work completed while in attendance.

**ELEMENTARY HOMEWORK GUIDELINES**  
**Core Curriculum for All Students Bilingual, Gifted and Talented, Special Education**

Homework is an essential part of the educational process. Its purpose is twofold:

- 1) to practice and reinforce skills that have been previously learned in the classroom; and
- 2) to develop responsibility and positive work habits.

Several principles of learning are involved in the teacher's planning for homework. Homework tasks should be such that pupils:

- ▯ learn the task and perceive the task as important to learn;
- ▯ are able to perform the task; and
- ▯ obtain success from completing the task.

It is important to distinguish between "homework" and "work sent home because students have failed to complete work for which ample time in class was provided." These guidelines are not concerned with the latter.

The following homework guidelines apply to all elementary students and classrooms (i.e., Gifted and Talented, Bilingual, etc.)

- 1) Homework is to be well planned and purposeful. Homework is not "busy work." It should help transfer classroom learning to the home environment.
- 2) Homework assignments relate to class work and are an integral part of or an extension of the total lesson.
- 3) Students should know the assignment's purpose and should receive adequate instruction, directions, and help prior to taking the work home.
- 4) Homework can include a variety of activities and skills:
  - ▯ reading to find answers to a specific question
  - ▯ brief drills in math or spelling
  - ▯ practice reading fluency
  - ▯ collecting information
  - ▯ review and maintenance of prior learning
  - ▯ sharing ideas with parents
  - ▯ situations in which students engage in creative thought
  - ▯ explaining what is read or seen, classifying information, comparing and relating ideas, analyzing and applying principles, and experimenting with new concepts.
- 5) Homework should at times, also, involve students in home or community projects.
- 6) Homework assignments are not assigned for a grade.

The suggested amounts of time for homework per grade level are:

<u>Grade</u>	<u>Daily*</u>
PreK	5-10 Minutes
K	5-15 Minutes
1	15-25 Minutes
2	20-35 Minutes
3	30-45 Minutes
4	30-45 Minutes
5	30-55 Minutes

Homework assignments for Prekindergarten and Kindergarten students may include simply requiring students to take books home to read and return the following day, or bringing an item for “show and tell”. By so doing, students are learning to be responsible for following through on assigned tasks. Campuses that choose to deviate from above recommendations must notify parents of the change prior to the beginning of the school year.

- 7) Homework assignments should be reviewed promptly and remediation provided if needed. Classroom assignments taken as homework will be graded promptly.
- 8) Vacations and weekends are to be left free of homework so that students have opportunities to more fully participate in the social life of the family and the community. Weekend library book(s) or other similar reading assignments are acceptable in so far as they contribute to the concept of leisure and lifetime learning.
- 9) When students have more than one teacher, the amount of homework by teacher per day should be in proportion to the percent of time spent with that teacher.
- 10) Due dates on long term homework assignments, research papers and projects must also adhere to the above guidelines with the understanding that a student is provided the equivalent of a minimum of five homework days to complete the assignment. Long term homework assignments may extend over a weekend provided that a minimum of five days are available prior to the assignment’s due date.
- 11) Homework is not to be given as punishment.

**Quality, not quantity, is the guiding factor determining appropriate homework assignments for all students.**

#### **REPORT CARD GUIDELINES**

A student’s report card is a permanent record of a school year and should be prepared carefully and professionally as follows:

Electronic Report Cards:

Electronic Report Cards will be printed from eSchool Plus.

- 1) All fields required must be completed reflecting (student’s legal name, ID #, Principal, etc).
- 2) All grades on the report card must come from the electronic gradebook. Handwritten grades are not to be posted onto the report card.
- 3) Check ✓ whether student is Non-LEP or a Parental Denial (PD).
- 4) Bilingual Status: Mark “B” for Beginner, “I” for Intermediate, “A” for Advanced, ESL, or M1, M2, M3, and M4 for Monitored (for PEIMS purposes (F) First Year, (S) Second Year, (3) Third Year, and (4) Fourth Year).
- 5) If a student transfers to/from another school, information can be downloaded from eSchool Plus.

- 6) Follow the eSchool Plus procedures for setting up courses and schedules at your campus.
- 7) If a student has not been in attendance in a Brownsville School for at least half a six (Rule of Thumb = 15 days) weeks/marking period, grades generated will reflect progress to date. Print report card, stamp it "Does Not Reflect Six Week Grades" and mark attendance. Should the child be withdrawing, attach stamped report card to electronic withdrawal form. Receiving campus will enter said grades as "Daily Grades" to be averaged with the student's present work.
- 8) Should a student transfer from a campus other than a Brownsville ISD campus, draw a slash through the six weeks/marking period that the student was not in attendance in BISD. If the student transfers in the middle of a six weeks/marking, the student's grades will be averaged as "Daily Grades" along with the student's present work.  
NOTE: Grades from both schools will be used to determine final yearly averages for the permanent record card. The teacher will schedule the student for the missing six weeks/marking period and enter the grades from his report card as an assignment for that six weeks/marking period. The grade will be averaged in with the other six weeks/marking period.
- 9) Comments on report cards should be objective and based on fact. Major concerns should be dealt with by means of parent/teacher conferences.
- 10) Hard copies with parent's signature should be kept on file.

**Hard Copies:**

- 1) All writing must be in black ink.
- 2) Information on the report card must reflect the student's legal name, teacher's name, etc. and will be typed or printed.
- 3) Once information has been recorded on the report card, correction fluid (liquid paper) may not be used. Corrections should be neatly crossed through and the correct information recorded. Initial all corrections as you would when completing legal documents (i.e., attendance sheets, etc.). Please use black ink when recording information.
- 4) Mark "E" for English or "S" for Spanish as the language of instruction. (Please refer to the Board approved Bilingual/ ESL Education Program Instructional Model).
- 5) Check [V] whether student is Non-LEP or a Parental Denial (PD).
- 6) On Bilingual Status, mark "B" for Beginner, "I" for Intermediate, "A" for Advanced, ESL for English as a Second Language and "M1" or "M2" for Monitored (for PEIMS purposes (F) First Year and (S) Second Year).  
7) If a student transfers from one Brownsville campus to another during the year, the original card will continue to be used; new information will be typed or printed after the original information.

Example:	Student:	Maria Tamez
	School:	Perez/Longoria
	Teacher:	J. Cabrera/D. Treviño
	Principal:	M. Moreno/M. Garza



If a student has not been in attendance in a Brownsville school for at least half of a six week or marking period (Rule of Thumb=15 days), grades will not be marked for that grading period. Instead, write on the report card that the student has not been in attendance long enough to receive grades for that period and post the number of days of attendance.

- 8) Draw a straight line through any area in which a child is not receiving grades and through periods during which a student was not in attendance in Brownsville ISD. For example, if a student comes to Brownsville from another district in January, draw lines through the first three grading periods. The student's entry date should be recorded on the card.

**Note:** Grades from both schools shall be averaged to determine final yearly averages for the permanent record card.

- 9) Comments on report cards should be objective and based on fact. Major concerns should be dealt with by means of conferences.
- 10) If a student has been in attendance 15 days of the six weeks/marketing period, he/she shall be issued a report card.
- 11) In first through fifth grade, promotion to the next grade level shall be based on a yearly average of 70 or above in each of the following: Reading, Language Arts, Mathematics, Science, and Social Studies. The Language Arts average shall be derived from averaging the English or ESL, Spelling, and Writing grades EIE (Local).

**Note:** Please refer to the Board approved Bilingual/ESL Education Program Instructional Model.

#### **ELECTRONIC STATE WITHDRAWAL FORM GUIDELINES**

The electronic withdrawal form will be generated from eSchool PLUS by the Data Entry Clerk when a student withdraws from a Brownsville ISD campus. Before a student is officially withdrawn, the teacher must enter all grades on the report card or progress report. The electronic report card will be generated by the data entry clerk and the grades will reflect progress to date; said report card will be attached to the electronic withdrawal form.

- 1) A copy of the withdrawal form and report card are to be placed in the Permanent Record Folder (PRF) until the end of the year.
- 2) Reporting of Grades:
  - A. Grades reported on the report card will represent grades in progress.
  - B. All grades on the report card must come from the electronic gradebook. Handwritten grades are not to be posted onto the report card.
  - C. DO NOT record grades (even in pencil) on the Permanent Record Card (PRC).
  - D. The Receiving teacher will average incoming grades from the Electronic Report Card or Progress Report with his/her grades by entering said grades from the receiving campus as daily grades. The teacher then adds the days of attendance from both and issues a report card.

E. Signatures are required for Principal, Librarian, Counselor, and Nurse.

F. A copy of the electronic withdrawal form must be retained by the sending campus. This will provide a backup in the event that documentation is lost in transit.

G. At the end of the school year, the principal will meet with the teacher(s) and parents to discuss the student's academic progress based on the available six weeks grades on the report card. As a campus committee, a decision will be made whether a student will pass or fail based on the posted six weeks grades, as well as, other pertinent academic information that the committee may have on the student. The campus committee will have the written documentation on file for their decision.

H. For PEIMS purposes, the state requires that all students have a pass or fail for course completion at the end of the school year. For students who are missing grades, the campus data entry clerk will manually input pass or fail for every course completion at the end of the school year.

#### **Lesson Plans DLB (Legal)**

A classroom teacher may not be required to prepare any written information other than a unit or weekly lesson plan that outlines, in a brief and general manner, the information to be presented during each period at the secondary level or in each subject or topic at the elementary level and other additional reports listed in DLB (Legal).

#### **Lesson Plans and Grade Books**

1) Daily lesson plans are required for several reasons:

A. To assist the teacher in planning for instruction.

B. To document that instruction has included state, district, and campus objectives reflecting required TEKS.

C. To provide for continued instruction when substitute teachers are necessary.

2) Lesson Plan Procedures

A. Lesson plans should be turned in on a weekly basis prior to actual use.

B. A copy of required accommodations for special education/Section 504 students must be given to the classroom teacher and maintained in a confidential file.

3) Lesson plans and grade books must reflect the extensive data collected on each student using Instruments, such as, the following:

A. Problem-situations;

B. Oral presentations;

C. Projects or independent study;

D. Analysis of creative products;

E. Skills demonstrations or performances;

F. Essay examinations with definite questions;

G. Traditional essay examinations with general questions;

H. Compositions appropriate to the subject;

I. Daily recitations or papers;

- J. Short-answer objective tests or quizzes;
- K. Teacher observation;
- L. Portfolio assessment;
- M. Homework;
- N. Notebooks/Journals; and/or
- O. Student Performance Record
- P. Language/Content Objective

- 4) Supplemental reading materials to be distributed to students by teachers must be approved by principals. These include videos, books, pamphlets, etc. Materials found in school libraries and purchased through District funding sources have prior approval of the principal by virtue of his/her **approval** on the Purchase Order.
  
- 5) Lesson plans must reflect accommodations/modifications as implemented for students with an individualized education plan (IEP)/504 plan. Documentation in the lesson plan books should be in accordance with FERPA requirements in which no clearly identifiable student identity is documented. Grades must reflect accommodations and modifications according to a student's individualized Education Plan (IEP) **or** 504 plan.



# Student Withdrawal Record Transfer Form

District Name:  
County/District  
Campus :

Campus Name:  
Campus Phone Number:

**LEGAL NAME**

First:  
Middle:  
Last:  
Gen:  
Hispanic/Latino:

Date of Birth:  
Sex:  
Curr Grade:  
Cohort Year:  
Ethnicity:

**ID NUMBERS**

State ID:  
SSN:  
Local ID:  
Unique ID:

**Family Contact**

**Marks**

Per Course		Sem Prev		Cur		Teacher		ASS		Notes
------------	--	----------	--	-----	--	---------	--	-----	--	-------

\_\_\_\_\_  
School Personnel Signature                      Date

\_\_\_\_\_  
Campus Administrator Signature                      Date

According to TEC §25.002(a 1), all information concerning student records will be provided within 10 days

\_\_\_\_\_  
District Administrator Signature                      Date

**PARENT/GUARDIAN USE**

I CERTIFY THAT MY CHILD IS WITHDRAWING AND WILL ENROLL IN A TEXAS PUBLIC OR CHARTER SCHOOL

I CERTIFY THAT MY CHILD IS WITHDRAWING AND WILL ENROLL IN A TEXAS PRIVATE SCHOOL OR OTHER STATE APPROVED PROGRAM. I CERTIFY THAT MY CHILD IS WITHDRAWING AND WILL ENROLL IN A PUBLIC OR PRIVATE SCHOOL OUT OF TEXAS.

I CERTIFY THAT MY CHILD IS RETURNING TO HOME COUNTRY. COUNTRY: \_\_\_\_\_

I CERTIFY THAT MY CHILD IS WITHDRAWING FOR THE FOLLOWING REASON: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian or Student if older than 18                      Date

Transferring to: \_\_\_\_\_

School/School District: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

# **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT**



## **READING PROGRAM STANDARD OPERATING PROCEDURES (SOP)**



## PHILOSOPHY

Brownsville Independent School District's reading program is a scientifically based research reading (SBRR) program that is founded on the understanding that the formal learning system is a continuum from birth to preschool to primary school to secondary education to higher education to college graduation and beyond. Each step depends on the successful completion of the prior step in order to prepare a child to meet the challenges of advancement. The BISD Program brings together the five components of a SBRR program. These components are supported by research based cognitive science and effective systematic focused instructional methodologies implemented as part of a balanced reading program. The five components are:

- ▮ **Phonemic Awareness (PA)** – The knowledge and manipulation of sounds in spoken words.
- ▮ **Phonics (P)**– The relationship between written and spoken letters and sounds.
- ▮ **Reading Fluency (RF)**, Including Oral Reading Skills – The ability to read with accuracy and with appropriate rate, expression, and phrasing.
- ▮ **Vocabulary Development (VD)**– The knowledge of words, their definitions, and context.
- ▮ **Reading Comprehension Strategies** – The understanding of meaning in text.
  - Must be based on scientifically based research (SBR)
  - Must include classroom-based screening and instructional diagnostic reading assessments.
  - Should provide ongoing, high-quality professional development focused on essential elements of reading.

The National Institute of Child Health and Human Development's major findings which are at the foundation of this philosophy are as follows:

- ▮ Reading disabilities affect at least 10 million children or approximately one child out of every five
- ▮ As many girls as boys are affected by reading disabilities
- ▮ 74% of all students who are reading disabled in the third grade remain disabled in the ninth grade
- ▮ The ability to read and comprehend depends on rapid and automatic recognition of single words; slow and inaccurate decoding are the best predictors of difficulty in reading comprehension
- ▮ Learning to read is not a natural process. Most children require systematic and explicit instruction
- ▮ Early identification and intervention is essential to successfully treat students who are at risk for reading failure. There are accurate and reliable identification procedures that are linked to prevention programs
- ▮ Instruction by expert teachers with proper training and skills can prevent Reading failure by emphasizing early development of Phonological Awareness. Intensive, direct instruction over a sufficient duration can remediate deficient decoding and word recognition skills. Children with the most severe impairments, however, respond more slowly

Systemic reform in the area of reading is the responsibility of the entire Brownsville community. The district, university, private schools, business leaders, medical community, and parents are all accountable for our community's children and their ability to read.

Exposure to a print-rich environment and complex elaborated sentence patterns are part of the required experiential background for BISD's first and second language learners. Excellent language models are critical for BISD's students' success in reading and learning.

BISD rejects retention and/or social promotion at any grade level as a solution when students are not

reading on level. Early tertiary Intervention based on the 3-Tier Reading Model/Response to Intervention (RtI) and acceleration strategies based on early and regular assessments are mandated. BISD mandates the proactive and preventive rather than reactive and remedial, wait-to-fail approach to the teaching of reading. In short, it is critical that students be proficient and on-level readers by the end of the second grade and remain on-level readers of content area material and literary selections throughout their academic careers.

The BISD SBRR program is aligned with research in bilingualism and English as a Second Language methodology. BISD students will be taught to read in their first language while simultaneously receiving structured, systematic, multisensory ESL listening, speaking, reading, and writing instruction as a preparation for transfer into English reading as outlined in the Board approved Bilingual/ESL Education Instructional Model that all campuses must follow. Although BISD respects the philosophy that it takes five to seven years to learn a language, the reality is that students who enter the district after the age of five will not have that gift of time needed for second language acquisition. Thus, it is the responsibility of the curriculum and instruction offered to such students, to accelerate teaching and learning in a way that will maximize opportunities to learn the nature and structure of the English language and translate that learning into production through reading and writing. The goal of the program is graduation of all students proficient in two languages with on-level English reading and writing as non-negotiable.

The program standards which follow bring together reading components supported by research from cognitive science and the effective practices of successful teachers in a balanced approach to reading instruction (Adams, Treiman, and Pressley) (Fletcher and Lyon, 2005) (Texas Reading Initiative, 1999). Balance is defined, not as the mindless eclecticism or rejection of scientific inquiry, but rather as the intelligent approach to reading practice supported by scientific research and the combining of skills involving phonological awareness and literature-rich activities.

The BISD's informed approach to the teaching of reading is appropriate for children from all language, cultural, and social backgrounds and the same quality of instruction must be equitably provided for all groups of children. The National Institute of Child Health and Human Development (NICHD) and Dr. Reid Lyon's research indicates that reading failure is a serious national problem and cannot be attributed to poverty, immigration, or the learning of English as a second language.

This is further supported by the Texas State Literacy Plan and the Texas Literacy goals.

1. Increase the oral language and preliteracy skills of participating preschool children.
2. Improve the performance of participating K-2 students on early reading assessments.
3. Increase the percentage of participating students who meet or exceed proficiency on the state English language arts assessments in grades 3 through 12.
4. Increase the use of data and data analysis to inform all decision making in participating districts, campuses, classrooms, and early learning settings.
5. Increase the implementation of effective literacy instruction through Literacy Lines.

## **PROGRAM STANDARDS**

### **Elementary Education**

BISD bilingual education program students entering the district in Kindergarten will be proficient Spanish readers by the end of second grade and transfer into English reading in grade three. Accordingly, bilingual education students entering BISD schools in first grade will be proficient Spanish readers by the end of third grade and will transfer into English reading in grade four. Similar timelines (2 years) apply to students entering the district's program in Grade 5 must be provided additional English instruction, support, and acceleration systems as a preparation for the district's middle school ESL program as outlined in the Board approved Bilingual/ESL Education Instructional Model that all campuses will follow. Language Proficiency Assessment Committees (LPAC) have the final responsibility for monitoring, supervising, and making recommendations regarding program placement/reclassification, etc. LPACs must carefully monitor and hold campuses and programs accountable for students who are not making normal progress in learning English.

#### **PREKINDERGARTEN**

Four-year-olds develop vocabulary, extend language skills, and acquire knowledge of the world around them through interactions with responsive adults and peers in language and print-rich environments. They will best develop complex sentence patterns, listening comprehension, phonological awareness, an understanding of the everyday functions of print and motivation to read through activities that are integrated across different developmental areas and that respond to their primary/home language.

#### **Instructional Program**

- 1) Center for Improving the Readiness of Children for Learning and Education (CIRCLE) *Preschool Early Language and Literacy Training* by UT-Health Science Center at Houston and *Lenguaje y Lectura* (bilingual) by Dr. Elsa Cardenas Hagan are the core of the BISD's Prekindergarten phonological awareness program.
- 2) State-adopted programs embedded in the Texas Prekindergarten Curriculum Guidelines will complete the language arts, mathematics, science, and social studies curriculum.
- 3) Approximately 2/3 of each instructional day will be devoted to oral language and early literacy development which integrates social studies, science, art, music, gross motor and other enrichment areas. EA (Local) Prekindergarten first and second language strategies will include best practices for social and emotional development, the development of phonological awareness, written expression, and language, book and print awareness, read alouds, and letter knowledge.

#### **Assessment**

- 1) Progress in phonological awareness, written expression and language development along with book and print awareness and letter knowledge will be assessed through the CIRCLE Progress Monitoring System (C-PMS) Assessment and the Prekindergarten Progress Report to Parents document beginning with the second six weeks of each school year.
- 2) Bilingual students demonstrating a lack of proficiency at the end of the school year will be afforded extended year opportunities through the bilingual program.

#### **Intervention/Acceleration Strategies**

- 1) Prekindergarten students who are not exhibiting behaviors consistent with the skills delineated on the CIRCLE Progress Monitoring System (C-PMS) Assessment and the *Prekindergarten Progress Report to Parents* should be closely monitored and afforded during-school or extended day/week additional small group and/or individualized opportunities to acquire the skills.
- 2) A bilingual summer academic program is also available and provides students the gift of additional instructional time along with support in acquiring phonological awareness, written expression, language and letter knowledge skills.

## **Professional Development**

- 1) All prekindergarten teachers will receive professional development on the district's instructional framework, the Center for Improving the Readiness of Children for Learning and Education (CIRCLE) and Scott Foresman's Opening the World of Learning (OWL) the district's state adopted programs which are aligned to the Texas Essential Knowledge and Skills (TEKS), as well as training on the Texas Prekindergarten Guidelines (update 2015). As part of the CIRCLE training, teachers will also be trained on the Positive Beginnings materials for classroom management and routines including setting up the classroom environment and the daily schedule.
- 2) In addition, teachers will also receive training on Lenguaje y Lectura (Bilingual) and Language and Literacy, core prekindergarten phonological awareness programs.
- 3) All prekindergarten teachers will receive training on the CIRCLE Progress Monitoring System (C-PMS) software.
- 4) Teachers will also receive training on the Texas Literacy Initiative instructional routines and strategies.  
These include for example, the PA (Phonological Awareness) all Day and Fonología Todo el Día, Vocabulary Development, Using Letter Walls, and other strategies and routines.

## **Kindergarten**

All Kindergarten students will be provided direct, multisensory, explicit, systematic, sequential, and cumulative instruction in the five components: phonemic awareness, phonics, \*fluency, vocabulary and \*\*comprehension of a scientifically based research reading program (SBRR) program. Early tertiary Intervention through Response to Intervention (RtI)/3-Tier Reading Model and acceleration strategies based on early and regular assessments are non-negotiable.

\* Oral \*\* listening while transitioning to oral reading

## **Instructional Program**

1. *Reading Readiness* by Neuhaus Education Center, *Esperanza* by Dr. Elsa Cardenas Hagan, and the Kindergarten Teachers' Reading Academies Strategies form the core of the BISD Kindergarten phonological awareness program.
2. The Kindergarten district curriculum instructional framework for Language Arts (English or Spanish) will be the core curriculum.
3. State-adopted materials embedded in the Texas Essentials Knowledge and Skills (TEKS) will complete the language arts curriculum.
4. A minimum of 90 uninterrupted minutes will be devoted to language arts (listening, speaking, reading, and writing) instruction with an additional 30 minutes minimally for Tier II and Tier III interventions. The 90 minute uninterrupted language arts block and the 30 minutes (minimum) of intervention will be devoted to instruction in the district's curriculum instructional framework curriculum and SBRR program.

## **Assessment**

1. The Texas Primary Reading Inventory (TPRI) and Tejas LEE are the district's assessment tools for monitoring progress and making informed instructional and professional development decisions. These screening and diagnostic inventories are administered in the beginning, middle and end of year with Progress Monitoring every two weeks (struggling students); the goal is that less than 20% of the students will score Still Developing/Necesita Intervención-Nivel Esperado on each TPRI and Tejas LEE Task. Kindergarten Reading Instructional Plans will be developed after each assessment window.
2. Major assessments will be utilized to monitor progress early six weeks/marking period.

Category		Spanish	English
K	Beginner	BOY/MOY/EOY	
	Intermediate	BOY/MOY/EOY	BOY/MOY/EOY
	ESL		BOY/MOY/EOY
	P. Denial		BOY/MOY/EOY
	Non-LEP		BOY/MOY/EOY

\*Beginning of Year (BOY)/Middle of Year (MOY)/End of Year (EOY)

Each student’s screening, inventory, progress monitoring, and the major assessment results must be carefully analyzed, used to plan instruction, intervention activities, and reported to parents.

3. The *BISD Kindergarten Progress Report* provides another source of information to parents regarding students’ acquisition of reading readiness skills.
4. TPRI/Tejas LEE and the *BISD Kindergarten Progress Report* are aligned and meet the requirements of 76th Texas Legislature’s Accelerated Reading Program.
5. The Texas English Language Proficiency Assessment System (TELPAS) is administered during the spring semester and is another assessment tool used in the district for monitoring progress and making informed instructional decisions in reading for English Language Learners (EL). Students should score Intermediate or higher in the spring of their kindergarten year.

Intervention/Acceleration Strategies

1. Intervention and acceleration strategies based on the TPRI/Tejas LEE inventory and Progress Monitoring, Six Weeks Assessment, and the TELPAS results must be planned and implemented with students who are not experiencing success in reading readiness.
2. All Kindergarten teachers, having been trained through Kindergarten Teachers’ Reading Academies (KTRA), are equipped with research-based information and strategies to meet the needs of students in small group and individualized instructional settings.
3. The 76th Texas Legislature further requires that intervention plans be developed in conjunction with parents and progress subsequently monitored with the appropriate adjustments as necessary. Reading instruction via the Rtl framework will assist in the development of the intervention plans.
4. Extended day/week and summer instructional programs/ opportunities must be available as additional time for students to acquire reading and language skills. These instructional opportunities must aligned to students’ needs as per assessment results, including bi-weekly and/or six weeks progress monitoring data.

Professional Development

1. All kindergarten teachers will receive professional development on the district’s curriculum framework, the district’s state adopted reading programs which are aligned to the Texas Essential Knowledge and Skills (TEKS). Teachers will also be trained on the Sheltered Instruction.
2. In addition, teachers will also receive training Reading Readiness from Neuhaus and Preparación Para La Lectura program from Esperanza which are both scientifically based instructional programs for developing oral language, print awareness, letter recognition, the alphabetic principle and other readiness and literacy skills.
3. Teachers will receive training on the TPRI / Tejas LEE assessment procedures and the Intervention manuals aimed at supporting students in need of additional instruction as evidenced by BOY, MOY, EOY and Progress Monitoring Assessments. In addition, teachers will receive training on other interventions that are correlated to the TPRI / Tejas LEE assessed skills, such as, the Florida Center for

- Reading Research Student Activities (FCRR) that help support students in need of intervention.
- Teachers will also receive training on the Texas Literacy Initiative instructional routines and strategies. These include for example, the PA (Phonological Awareness) ALL Day and Fonología Todo el Día, Vocabulary Development, Maximizing Small Group Instruction and other strategies and routines.

### **First Grade**

All first grade students will be provided direct, multisensory, explicit, systematic, sequential, and cumulative instruction in the five components: \*phonemic awareness, phonics, fluency, vocabulary and comprehension of a scientifically based research reading program (SBRR). Early tertiary Intervention through Response to Intervention (RtI)/3-Tier Reading Model and acceleration strategies based on early and regular assessments are mandated.

\* focus on the higher levels (onset blending & segmenting, blending & segmenting individual phonemes, and phoneme deletion and manipulation) and ensure students (80+ %) are at 'Developed/Desarrollado' stages by the end of the fall semester.

### **Instructional Program**

- The First Grade district curriculum instructional framework for Language Arts (English or Spanish) along with *Year 1 Language Enrichment by the Neuhaus Education Center* and *Esperanza* by Dr. Elsa Cardenas Hagan form the core of the BISD first grade reading program.
- State-adopted materials embedded in the Texas Essential Knowledge and Skills (TEKS) will complete the research-based language.
- The *Scientific Spelling* by Neuhaus Education Center is the district's first grade spelling program. BISD does not teach spelling words in isolation or as memorized lists. Words for which students are held accountable must be grade appropriate. Students must have the appropriate verbal background for the terms being studied and a variety of assessments (editing, sentence dictation, and content area words/terms) must comprise the evaluation.
- A minimum of 90 uninterrupted minutes will be devoted to language arts (listening, speaking, reading, and writing) instruction with an additional 30 minutes minimally for Tier II/Tier III interventions. The 90 minute uninterrupted language arts block and the 30 minutes (minimum) of intervention will be devoted to instruction in the district's curriculum instructional framework and SBRR program.
- While in bilingual education, Spanish Language Arts must not be dropped from the student's instructional program.

### **Assessment**

- The Texas Primary Reading Inventory (TPRI) and Tejas LEE are the district's assessment tools for monitoring progress and making informed instructional and professional development decisions. These screening and diagnostic inventories are administered in the beginning, middle and end of year with Progress Monitoring every two weeks for struggling students and each six weeks for all students; the goal is that less than 20% of the students will score Still Developing/Necesita Intervención-Nivel Esperado on each TPRI and Tejas LEE Task. Grade 1 Reading Instructional Plans will be developed after each assessment window.
- Six Weeks Assessments, as well as, AWARE/TANGO Trends assessments and state adopted unit tests, will be utilized to monitor progress each six weeks.
- Each student's screening, inventory, progress monitoring, and Six Weeks Assessment results must be carefully analyzed, used to plan instruction, intervention activities, and reported to parents. The Oral Language Proficiency Tests, Norm Reference Tests and the \*\*Texas English Language Proficiency Assessment System (TELPAS) are outcome assessment tools used by the district for determining progress and making informed instructional decisions in reading for all students including English



Language Learners (EL).

\*Students scoring 40+% can score on grade level reading (Commended Performance) on Grade 3 STAAR Reading. \*\* Students must improve the minimum of one category from the start of the school year (Example: Intermediate to Advanced).

#### Intervention/Acceleration Strategies

1. Intervention and acceleration activities and strategies based on the TPRI/Tejas LEE inventory and Progress Monitoring, Six Weeks Assessment, and TELPAS results must be planned.
2. All first grade teachers, having been trained through First Grade Teachers' Reading Academies (1TRA), are equipped with research-based information and strategies to meet the needs of students in small group and individualized instructional settings.
3. The 76th Texas Legislature further requires that Intervention Plans be developed in conjunction with parents and progress subsequently monitored with the appropriate adjustments as necessary. Reading instruction via the Rtl framework will assist in the development of the intervention plans.
4. Extended day/week and summer instructional programs must be available as additional time for students to acquire reading and language skills. These instructional opportunities must be aligned to students' needs as per assessment results, including bi-weekly and/or six weeks progress monitoring data.
5. Close monitoring of each student's progress also dictates the need for further assessments for dyslexia and/or other related special reading needs.

#### Professional Development

1. All first grade teachers including special education will receive professional development on the district's curriculum frameworks, the district's state adopted materials which are aligned to the Texas Essential Knowledge and Skills (TEKS). Teachers will also be trained on Sheltered Instruction.
2. In addition, teachers will also receive training on Language Enrichment from Neuhaus and the Esperanza program which are both scientifically based instructional programs for developing the alphabetic principal, and the structure of language systems such as phonology, morphology, graphophonemic knowledge, fluency, encoding and decoding of the written language.
3. Teachers will receive training on the TPRI / Tejas LEE assessment procedures and the Intervention manuals aimed at supporting students in need of additional instruction as evidenced by BOY, MOY, EOY and Progress Monitoring Assessments. In addition, teachers will receive training on other interventions that are correlated to the TPRI / Tejas LEE assessed skills, such as, the Florida Center for Reading Research Student Activities (FCRR) that help support students in need of intervention.

#### **Second Grade**

All second grade students will be provided direct, multisensory, explicit, systematic, sequential, and cumulative instruction in the five components: \*phonemic awareness, \*\*phonics, fluency, vocabulary and comprehension of a scientifically based research reading program (SBRR). Early tertiary intervention through Response to Intervention (Rtl)/3-Tier Reading Model and acceleration strategies based on early and regular assessments are mandated.\* as per students' needs \*\* advanced Graphophonemic knowledge (GK)/spelling instruction - ensure students (80+ %) are at 'Developed/Desarrollado' stages by the end of the fall semester.

#### Instructional Program

1. The Second Grade district curriculum instructional framework for Language Arts (English or

- Spanish) along with *Year 2 Language Enrichment by the Neuhaus Education Center* and *Esperanza* by Dr. Elsa Cardenas Hagan form the core of the BISD second grade reading program.
2. State-adopted materials embedded in the Texas Essential Knowledge and Skills (TEKS) will complete the second grade research-based reading and language arts.
  3. The *Scientific Spelling* by Neuhaus Education Center is the district's second grade spelling program. BISD does not teach spelling words in isolation or as memorized lists. Words for which students are held accountable must be grade appropriate and used in context. Students must have appropriate verbal background for the terms being studied and a variety of assessments (editing, sentence dictation, and content area words/terms) must comprise the assessment.
  4. A minimum of 90 uninterrupted minutes will be devoted to language arts (listening, speaking, reading, and writing) instruction with an additional 30 minutes (minimum) for Tier II/Tier III interventions. The 90- minute uninterrupted language arts block and the 30 minutes (minimum) of intervention will be devoted to instruction in the district's curriculum instructional framework curriculum and SBRR programs.
  5. While in bilingual education, Spanish Language Arts must not be dropped from the student's instructional program.

#### Assessment

1. The Texas Primary Reading Inventory (TPRI) and Tejas LEE are the district's assessment tools for monitoring progress and making informed instructional and professional development decisions. These screening and diagnostic inventories are administered in the beginning, middle and end of year with Progress Monitoring every two weeks for struggling students and each six weeks for all students; the goal is that less than 20% of the students will score Still Developing/Necesita Intervención-Nivel Esperado on each TPRI and Tejas LEE Task. Grade 2 Reading Instructional Plans will be developed after each assessment window.
2. Six Weeks Assessments, as well as, AWARE/TANGO Trends assessments and state adopted unit tests, will be utilized to monitor progress each six weeks.
3. Each student's screening, inventory, progress monitoring, and the district curriculum instructional framework Six Weeks Assessment results must be carefully analyzed, used to plan instruction, intervention activities, and reported to parents.
4. The Oral Language Proficiency Tests, Norm Reference Tests and the \*\*Texas English Language Proficiency Assessment System (TELPAS) are outcome assessment tools used by the district for determining progress and making informed instructional decisions in reading for all students including English Language Learners (ELL).

\*Students scoring 40+%, or close to 40%, should score on-grade-level reading (Commended Performance) on Grade 3 STAAR Reading. \*\* Students must improve the minimum of one language category from the start of the school year (Example: Intermediate to Advanced).

#### Intervention/Acceleration Strategies

1. Intervention and acceleration activities and strategies based on the TPRI/Tejas LEE inventory and Progress Monitoring, Six Weeks Assessments, and the TELPAS results must be planned. Fluency and accuracy along with Graphophonemic Knowledge must be closely monitored. Intervention and acceleration activities and strategies based on the TPRI/Tejas LEE inventory and TELPAS results must be planned.
2. Extended day/week and summer instructional programs must be available as additional time for students to acquire reading and language skills. These instructional opportunities must be aligned to

students' needs as per assessment results, including bi-weekly and/or six weeks progress monitoring data.

3. Close monitoring of each student's progress also dictates the need for further assessments for dyslexia and/or other related special reading needs.

### Professional Development

All second grade teachers including special education will receive professional development on the district's curriculum frameworks, the district's state adopted reading programs which are aligned to the Texas Essential Knowledge and Skills (TEKS). Teachers will also be trained on Sheltered Instruction.

1. In addition, teachers will also receive training on Language Enrichment from Neuhaus and the Esperanza program which are both scientifically based instructional programs for developing the alphabetic principal, and the structure of language systems such as phonology, morphology, graphophonemic knowledge, fluency, encoding and decoding of the written language.
2. Teachers will receive training on the TPRI / Tejas LEE assessment procedures and the Intervention manuals aimed at supporting students in need of additional instruction as evidenced by BOY, MOY, EOY and Progress Monitoring Assessments. In addition, teachers will receive training on other interventions that are correlated to the TPRI / Tejas LEE assessed skills such as the Florida Center for Reading Research Student Activities (FCRR) that help support students in need of intervention.
3. Teachers will also receive training on the Texas Literacy Initiative instructional routines and strategies. These include for example, Think, Turn, Talk (TTT), Setting a Purpose for Reading and Comprehension Purpose Questions (CPOs), and additional strategies and routines that the teachers receive training on an ongoing basis.

### **Third Grade**

All third grade students will be provided multisensory, explicit, systematic, sequential, and cumulative reading instruction in the five components: \*phonemic awareness, \*\*phonics, fluency, vocabulary and comprehension of a scientifically based research reading program (SBRR). Early tertiary Intervention based on Response to Intervention (RtI)/3-Tier Reading Model and acceleration strategies based on early and regular assessments are mandated.

\* as per students' needs \*\* advanced Graphophonemic knowledge (GK)/spelling instruction - ensure students (80+ %) are at 'Developed/Desarrollado' stages by the end of the fall semester.

### Instructional Program

1. The Third Grade district curriculum instructional framework for Language Arts (English or Spanish) along with *Year 3 Language Enrichment (by the Neuhaus Education Center)* form the core of the BISD third grade reading program. Teachers will also be trained on Sheltered Instruction.
2. State-adopted materials, *Scientific Spelling, Multisensory Grammar, Fluency and Accuracy*, and comprehension strategies embedded in the Texas Essential Knowledge and Skills (TEKS) complete the third grade language arts and reading program.
3. A minimum of 90 uninterrupted minutes will be devoted to language arts (listening, speaking, reading, and writing) instruction with an additional 30 minutes (minimum) for Tier II/Tier III interventions. The 90- minute uninterrupted language arts block and the 30 minutes (minimum) of intervention will be devoted to instruction in the district's instructional framework curriculum and SBRR programs.

### Assessment

1. Six Weeks Assessments, as well as, AWARE/TANGO Trends assessments and state adopted unit tests, will be utilized to monitor progress each six weeks.
2. \*State of Texas Assessment of Academic Readiness (STAAR) Reading and Texas English Language

Proficiency Assessment System (TELPAS) are the district's outcome assessment tools for monitoring progress and making informed instructional decisions in reading.

3. Second, fourth, and sixth six weeks fluency, accuracy, and comprehension monitoring and strategies are part of the district's on-going assessment and must also be used to make informed instructional decisions.

\*Students scoring 40+%, or close to 40%, on a Norm Referenced Test should score 'Advanced Performance on Grade 3 STAAR Reading. District goal on Grade 3 STAAR Reading is 50+% on grade level (Commended Performance) reading.

#### Intervention/Acceleration Strategies

1. Intervention and acceleration activities and strategies based on the TPRI/Tejas LEE inventory and Progress Monitoring, Six Weeks Assessment, Norm Reference Tests and the TELPAS results must be planned. Fluency and accuracy along with Graphophonemic Knowledge must be closely monitored. Intervention and acceleration activities and strategies based on the TPRI/Tejas LEE inventory and TELPAS results must be planned.
2. Extended day/week and summer instructional programs must be available as additional time for students to acquire reading and language skills. These instructional opportunities must be aligned to students' needs as per assessment results, including bi-weekly and/or six weeks progress monitoring data.
3. Close monitoring of each student's progress also dictates the need for further assessments for dyslexia and/or other related special reading needs.

#### Professional Development

All third grade teachers including special education will receive professional development on the district's curriculum frameworks, the district's state adopted reading programs which are aligned to the Texas Essential Knowledge and Skills (TEKS). Teachers will also be trained on Sheltered Instruction.

1. In addition, teachers will also receive training on Language Enrichment from Neuhaus and the Esperanza program which are both scientifically based instructional programs for developing the structure of language including decoding and encoding of the written language.
2. Teachers will receive training on the STAAR and the TPRI / Tejas LEE assessment procedures and the Intervention manuals and materials aimed at supporting students in need of additional instruction as evidenced by BOY, MOY, EOY, Benchmark Data and Progress Monitoring Assessments. Teachers will also receive training on other interventions that are correlated to the TPRI / Tejas LEE assessed skills, such as, the Florida Center for Reading Research Student Activities (FCRR) that help support students in need of intervention. In addition, teachers will also receive training and support for using Tango Trends and Eduphoria's AWARE databases for accessing and analyzing assessment data.
3. Teachers will also receive training on the Texas Literacy Initiative Grant instructional routines and strategies. These include, for example, Making Inferences and Predictions, Determining Importance, Summarizing and other strategies and routines from TLI.

### **Grades Four and Five**

All four and five grade students will be provided multisensory, explicit, systematic, sequential, and cumulative reading instruction in the history of the English/Spanish language, reading, fluency and accuracy, comprehension, advanced patterns/concepts, morphology, writing conventions and reading to learn. Early tertiary Intervention based on Response to Intervention (RtI)/3-Tier Reading Model and acceleration strategies based on early and regular assessments are mandated.

#### **Instructional Program**

1. The Fourth Grade district's instructional framework for Language Arts (English or Spanish) along with a comprehensive review of the structure of the English and Spanish language through the review of the 29 advanced concepts *Year 3 Language Enrichment by the Neuhaus Education Center* and *Year 2 Esperanza* by Dr. Elsa Cardenas Hagan form the core of the BISD third grade reading program.
2. State-adopted materials, *Scientific Spelling*, *Multisensory Grammar*, *Word Detective*, fluency and accuracy, and comprehension strategies embedded in the Texas Essential Knowledge and Skills (TEKS) complete the grades four and five research-based reading and language arts program.
3. A minimum of 90 uninterrupted minutes will be devoted to language arts (listening, speaking, reading, and writing) instruction with an additional 30 minutes (minimum) for Tier II/Tier III interventions. The 90-minute uninterrupted language arts block and the 30 minutes (minimum) of intervention will be devoted to instruction in the district's instructional framework curriculum and SBRR programs.

#### **Assessment**

1. State of Texas Assessment of Academic Readiness (STAAR) and Texas English Language Proficiency Assessment System (TELPAS) are the district's outcome assessment tools for monitoring progress and making informed instructional decisions in reading.
2. Previous year's state's criterion-referenced test will be analyzed to determine instructional goals and objectives for the start of the new school year. RtI instruction will be determined based on progress monitoring using the end-of-unit assessments embedded in the state- adopted reading and language arts programs.
3. Six Weeks Assessments, as well as, TANGO Trends/AWARE assessments and state adopted unit tests, will be utilized to monitor progress each six weeks.
4. Second, fourth, and sixth six weeks fluency, accuracy, and comprehension monitoring and strategies are part of the district's on-going assessment and must also be used to make informed instructional decisions.
5. Migrant students in fifth grade may be eligible to take the STAAR test out of state through the Texas Migrant Interstate Program (TMIP). Coordination can take place by informing the Migrant Education Program.

\*Students who score on-grade-level, Advanced Level III, on Grade 3 STAAR Reading should score Advanced Level III on Grade 4 and beyond in reading.

#### **Intervention/Acceleration Strategies**

1. \*Grade 3 STAAR Reading and EOY TPRI/Tejas LEE along with TELPAS results is the BOY data that will be utilized to determine instructional (Intervention and acceleration activities and strategies) and professional development opportunities.
2. A variety of summer and extended day/week instructional opportunities must be available and provide students with additional time along with support in acquiring reading fluency, written language, and comprehension skills.
3. Close monitoring of each student's progress also dictates the need for further assessments for

dyslexia and/or other related special reading needs.

### Professional Development

1. All fourth, fifth and Special Education teachers will receive professional development on the district's curriculum frameworks, the district's state adopted reading programs which are aligned to the Texas Essential Knowledge and Skills (TEKS). Teachers will also be trained on Sheltered Instruction. Fourth grade teachers will be trained on the Writers Academy.
2. In addition, teachers will also receive training on Response to Intervention (RtI) and strategies for differentiating instruction in order to support diverse needs of students in need of intervention. Teachers will receive training on the STAAR assessment and procedures and Interventions aligned to the district's curriculum aimed at supporting students in need of additional instruction as evidenced by Benchmark Data and Progress Monitoring Assessments. In addition, teachers will also receive training and support for using TANGO Trends and Eduphoria's AWARE databases for accessing and analyzing assessment data.
3. Teachers will also receive sustainability training on the Texas Literacy Initiative Grant routines and strategies. These include, for example, Making Inferences and Predictions, Determining Importance and Summarizing.

## **LANGUAGE ARTS AND THE CONTENT AREAS**

All content area courses (Math, Science, Social Studies, and related fields) will incorporate the Sheltered Instruction Observation Protocol (SIOP) Model in their teaching of reading strategies, study skills, organizational skills, and the use of research and reference materials into the daily instructional process. They will provide systematic, direct instruction on the writing process as it applies to technical writing, and other, varied writing experiences (observation journals, note-taking, article writing, procedures, direction, etc.), organization, and elaboration within the subject matter of the content area. The District will move towards implementing an Interdisciplinary Curriculum Design in Prekindergarten through fifth grade classrooms. The design integrates the contribution of several disciplines to help students understand the relationship of interdependent parts of knowledge. Teachers in Kindergarten through third grade will implement the 3-Tier Model for reading instruction. All Kindergarten through fifth grade classroom teachers and campus administrators will study and review their appropriate grade level content from Kindergarten through fourth grade Teacher Reading Academies that will be available on line and on CD.

All content area courses through the use of the SIOP Model will support students with multiple writing strategies which develop the ability to write in the content area at a level of proficiency commensurate with the grade level. Content area courses will provide students with role models, literary selections, and in depth understandings of the culture of the Hispanic southwest and the lower Rio Grande Valley as well as other cultures around the globe.

## **INSTRUCTIONAL LEADERSHIP**

Elementary principals, assistant principals, and deans of instruction shall fulfill 12 continuing professional education (CPE) hours in reading annually. Elementary assistant principals shall fulfill 6 continuing professional education (CPE) hours in reading annually. All administrators must demonstrate knowledge of research-based, standards-based reading instruction as evidenced through indicators on annual evaluation instruments and prior to contract renewal timelines.

Deans of instruction shall be assigned 100% of each instructional and professional development day to support, monitor, mentor, and evaluate the BISD campus instructional program and provide documentation for said training to the Department of Curriculum and Instruction.

All Prekindergarten through twelfth ESL, Reading, and English classroom teachers will be monitored for adherence to Reading Program Standard Operating Procedures (SOP) every six weeks through:

1. Classroom observations,
2. Walkthroughs,
3. Student progress conferences, and
4. STAAR, NRT, TELPAS, CPM, TPRI and TEJAS LEE (in grades tested) results.

Prekindergarten through third and secondary ESL teachers trained in the corresponding instructional programs *CIRCLE Preschool Early Language and Literacy, Esperanza, Reading Readiness, Elementary Language Enrichment or secondary Language Enrichment*, and/or *LANGUAGE*) WILL NOT BE REASSIGNED TO OTHER GRADE LEVELS/SUBJECTS ON CAMPUS UNLESS INDIVIDUALS WITH MATCHED TRAINING ARE AVAILABLE TO REPLACE THEM. All training will be documented in the Electronic Registrar Online (ERO) district system for CPE hours. (Reference DMA Local)

## TEACHER TRAINING AND PRE-SERVICE



### A FOCUS ON COMPREHENSION AGE 0- PREK

Age 0 - 2	Age 3 - Prek
<ul style="list-style-type: none"> <li>✓ Supporting Infant and Toddler Language Development</li> <li>✓ Supporting Infant and Toddler Literacy</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listening Comprehension and Fluency</li> </ul>
<ul style="list-style-type: none"> <li>✓ Infant/Toddler Guidelines</li> <li>✓ Language Building Strategies</li> <li>✓ Connecting with Parents 0-3</li> </ul>	<ul style="list-style-type: none"> <li>✓ Building Language and Vocabulary Through Thematic Connecting</li> <li>✓ Using Data to Guide Instruction</li> <li>✓ Maximizing Small Group Instruction</li> <li>✓ Developing Vocabulary Using a Letter Wall</li> </ul>
<ul style="list-style-type: none"> <li>• Best Practices for Supporting Infants and Toddlers Part 1</li> <li>• Best Practices for Supporting Infants and Toddlers Part 2</li> </ul>	<ul style="list-style-type: none"> <li>• Writing Throughout the Day</li> <li>• Overall Literacy Growth and Vocabulary Development</li> </ul>
<p>✓ <b>TRAINING PROVIDED</b> • <b>TRAINING PENDING</b></p>	<ul style="list-style-type: none"> <li>• Increasing Literacy Acquisition through Intentional Lesson Planning</li> </ul>



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### A FOCUS ON COMPREHENSION K-12

Instructional Routines	Cognitive Strategy Instruction
<ul style="list-style-type: none"> <li>✓ READING WITH PURPOSE (K-12)</li> <li>✓ THINK-TURN-TALK (K-12)</li> <li>✓ READING WITH PURPOSE AND THINK-TURN-TALK Follow-up &amp; Planning (K-12)</li> <li>✓ COGNITIVE STRATEGY ROUTINE (K-12)</li> <li>✓ VOCABULARY ROUTINE (K-12)</li> <li>✓ FLUENCY (K-3)</li> <li>✓ GRAPHOPHONEMIC KNOWLEDGE PARTS 1, 2, 3 &amp; 4 (K-2)</li> <li>✓ PHONOLOGICAL AWARENESS (PK-1)</li> <li>✓ LISTENING COMPREHENSION (PK-1)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Making Connections (K-12)</li> <li>• Making Connections Follow-up &amp; Planning (K-12)</li> <li>✓ Creating Mental Images (K-5)</li> <li>• Creating Mental Images Follow-up &amp; Planning (K-5)</li> <li>• Making Inferences &amp; Predictions (K-2)</li> <li>✓ Making Inferences &amp; Predictions (3-5)</li> <li>✓ Making Inferences &amp; Predictions Part 1 (6-12)</li> <li>✓ Making Inferences &amp; Predictions Part 2 (6-12)</li> <li>• Making Inferences &amp; Predictions Follow-up &amp; Planning (K-12)</li> <li>✓ Determining Importance &amp; Summarizing Informational Text Part 1 (3-12)</li> <li>✓ Determining Importance &amp; Summarizing Informational Text Part 1 Follow-up &amp; Planning (3-12)</li> <li>• Determining Importance &amp; Summarizing Informational Text Part 2 (3-12)</li> <li>• Determining Importance &amp; Summarizing Informational Text Part 2 Follow-up &amp; Planning (3-12)</li> <li>• Determining Importance &amp; Summarizing Literary Text Part 3 (3-12)</li> <li>• Determining Importance &amp; Summarizing Literary Text Part 4 (3-12)</li> <li>• Determining Importance &amp; Summarizing Literary Text Follow-up &amp; Planning (3-12)</li> <li>• Asking &amp; Answering Questions (K-12)</li> <li>• Monitoring &amp; Clarifying (Multiple Strategy Use) (K-12)</li> </ul>
<p>✓ <b>TRAINING PROVIDED</b> • <b>TRAINING PENDING</b></p>	



### Teacher Training

All teachers teaching the grade levels/courses listed below must be trained as follows:

Prekindergarten	C-PMS, PK Guidelines (update 2015), Opening the World of Learning (OWL) State-Adopted Program, Center for Improving the Readiness of Children for Learning and Education (CIRCLE) Preschool Early Language and Literacy and <i>Lenguaje y lectura (Bilingual)</i>
Kindergarten	<i>The district's curriculum instructional framework for Language Arts, State-Adopted Program, Esperanza, Readiness (Bilingual) and/or Neuhaus Reading Readiness</i>
Grades 1-2	<i>The district's curriculum instructional framework for Language Arts, State-Adopted Program, Neuhaus *Language Enrichment and Esperanza (Bilingual)</i>
Grades 3	<i>The district's curriculum instructional framework for Language Arts, State-Adopted Program, Neuhaus *Language Enrichment, LEER MAS</i>
Grades 4-5	<i>The district's curriculum instructional framework for Language Arts, State-Adopted Program, Neuhaus Multisensory Grammar &amp; Scientific Spelling, Word Detective, LE (Yr 3) Advanced Concepts, Sheltered Instruction fluency/accuracy strategies and monitoring, Developing Metacognitive Skills (DMS)</i>
Middle School ESL	<i>The district's curriculum instructional framework for Language Arts, State-Adopted Program, Neuhaus Language Enrichment, Sheltered Instruction, Texas Middle School Fluency Assessment (TMSFA)</i>
High School ESL	The district's curriculum instructional framework for Language Arts, State-Adopted Program, Hampton Brown Edge, NGELPS, LANGUAGE!, Sheltered Instruction
Secondary Reading	Fluency and accuracy strategies and monitoring, comprehension, and analysis of multiple texts for themes and concepts, <i>Sheltered Instruction, and Text Structures</i>
Secondary English	Text Structures, Writing strategies, <i>Sheltered Instruction</i>

\* Language Enrichment Years 1-3 program includes Scientific Spelling, Multisensory Grammar, Fluency Practice, and History of the English Language

All Prekindergarten through fifth grade classrooms, ESL, secondary Reading, secondary English, and special education/special programs reading teachers must be trained in varied methods of monitoring students' success.

All Prekindergarten through fifth grade classrooms, ESL, secondary Reading, secondary English, and special education/special programs (dyslexia, content mastery, etc.) reading teachers will be required to attend 9 hours of research-based reading and related language arts training annually. Said trainings will include an assessment of language teaching proficiencies consistent with the needs of populations being served, clinical practicums, and peer review strategies.

### Pre-Service

Pre-service candidates for hire in Prekindergarten through fifth grade, Special Education, Dyslexia, ESL, secondary Reading, and secondary English will be required to demonstrate language proficiency and knowledge of the structured, sequential teaching of reading and writing. University programs preparing candidates for employment in the BISD system will be provided the district's reading standards so that said programs can align bachelors, masters, bilingual, educational administration, and school of education programs with the BISD philosophy.

## GLOSSARY

<b>Accuracy:</b>	Accurate decoding of words in text.
<b>Alphabetic Awareness:</b>	The ability to demonstrate proficiency in alphabetic writing systems.
<b>Alphabetic Knowledge:</b>	Refers to the student's knowledge of symbols used to write (Eng or Span). Such Includes letter names, alphabetic order, visual recognition of both lower and upper cases, written production of both lower and upper cases, and lower case and upper case correspondences.
<b>Alphabetic Principle:</b>	The relationship between letters and sounds that is known as the alphabetic principle. The understanding that the sequence of letters in written words represents the sequence of sounds (or phonemes) in spoken words. Developing insight into the alphabetic principle is the key to learning to read in a language that is represented by an alphabet, such as English and Spanish.
<b>Admission, Review and Dismissal Committee (ARDC):</b>	The Admission Review and Dismissal Committee
<b>Automaticity:</b>	The ability to translate letters-to-sounds-to-words fluently, effortlessly.
<b>Balanced Approach to Literacy Instruction:</b>	The intelligent approach to reading practice informed by scientific research. Balance involves a program that combines skills involving phonological awareness and decoding with language and literature-rich activities. An informed approach to reading instruction begins in pre-kindergarten and continues as long as necessary until the child is a fluent reader. Essential components of effective literacy instruction are phonological awareness, print awareness, alphabetic and orthographic awareness, comprehension strategies, fluency, accuracy, and reading practice.
<b>Blend:</b>	A blend is the union of sounds as ( <i>br</i> ) to ( <i>ing</i> ) in bring.
<b>Center for Improving the Readiness of Children for Learning and Education (CIRCLE):</b>	CIRCLE at The University of Texas Health Science Center at Houston (UTHSC-H) incorporates a large number of research and training staff and child development faculty. Currently the center is actively involved in numerous research projects, community programs and training activities related to the goal of promoting quality learning environments for young children.
<b>College and Career Readiness Standards (CCRS):</b>	The College and Career Readiness Standards define what students should know and be able to accomplish in order to succeed in entry-level college courses or workforce opportunities upon graduation from high school
<b>Comprehension:</b>	Deriving meaning from text.
<b>Comprehension Strategies:</b>	Conscious plans (Inferential and evaluative thinking) or procedures that good readers use. Students need to know how and when to use these strategies when they read.
<b>Contextual:</b>	The part or parts of a written or spoken passage preceding or following a specific word which sheds light upon its meaning.
<b>Conventions:</b>	Conventions includes skills such as: writes legible letters, writes spoken sounds with letters to write messages, writes from left to right, spaces, capitalizes, punctuates, uses grammar correctly, writes in complete sentences, and spells accurately.

**CIRCLE Progress Monitoring System (C-PMS):**

This is an effective method to evaluate many of the early skills required for later reading success. It is the measure used for progress monitoring.

<b>the district's curriculum instructional framework</b>	The district's curriculum instructional framework is a comprehensive, customizable, user-friendly curriculum management system that is TEKS based and built on the most current research-based practices in the field.
<b>Decoding:</b>	Converting from code to ordinary language.
<b>Digraph:</b>	A single speech sound represented by two consonant letters placed together (ch, gh, ph).
<b>Differentiated Instruction:</b>	To recognize students' varying background knowledge, readiness, language, preferences in learning, and interests and react responsively. Differentiated instruction is a process to approach teaching and learning for students differing abilities in the same class. The intent of differentiated instruction is to maximize each student's growth and individual success by meeting each student where he or she is and assisting in the learning process.
<b>Diphthong:</b>	The slurring of two letters. (oi, oy, ou, ow)
<b>Disabilities:</b>	Challenges
<b>English Language Proficiency Standards (ELPS):</b>	The English language proficiency standards (ELPS) outline English language proficiency level descriptors and student expectations for English language learners (ELLs). School districts shall implement this section as an integral part of each subject in the required curriculum.
<b>Evaluative:</b>	Rate/Appraise
<b>Explicit/Direct Instruction:</b>	Instruction that is systematic (structured), sequential, and cumulative. Instruction is organized and presented in a way that follows a logical sequential plan, fits the nature of language (alphabetic principle) with no assumption of prior skills or language knowledge, and maximizes student engagement.
<b>Fluency:</b>	Fluency (automaticity) is reading words with no noticeable cognitive or mental effort. It is having mastered word recognition skills to the point of over learning. Fundamental skills are so "automatic" that they do not require conscious attention.
<b>Genre:</b>	A category of artistic, musical, or literary composition (e.g., narrative, expository, etc.) characterized by a particular style, form, or content.
<b>Grapheme:</b>	A symbol or a letter that represents a sound.
<b>Graphophonemic Knowledge (GK) /Phonics Instruction:</b>	Instruction that takes advantage of the letter-sound plan in which words that carry meaning are made of sounds, and sounds are written with letters in the right order. Students with this understanding can blend sounds associated with letters into words and can separate words into component sounds for spelling and writing.
<b>I/We/You Do Routine:</b>	An instructional routine for providing explicit instruction that involves 3 steps. The 3 steps ensure that students use strategies independently over time. The steps are: 1) During ' <i>I Do</i> ' where the teacher verbally (model/think aloud) processes the task. The teacher's responsibility is the greatest. 2) The ' <i>We Do</i> ' phase, students either do the task in small steps at the same time as the teacher or are guided through each step in the strategy. 3) During ' <i>You Do</i> ', students are able to complete the task completely on their own without the teacher's aid or oral prompting. (For more information, consult the Texas Adolescent Literacy Academy on the TEA website)
<b>Inferential:</b>	Process of reasoning: deducing.

<b>Intervention:</b>	Additional targeted and intensive reading instruction provided to students who continue to struggle with learning to read and write despite conventional or intensified instruction.
<b>Language Proficiency:</b>	The level of skill in a language. Language proficiency is composed of oral (listening and speaking) and written (reading and writing) components as well as academic and non-academic language.
<b>Language Structure:</b>	Instruction that encompasses morphology, semantics, syntax, and pragmatics.
<b>Letter Sound Awareness:</b>	The ability to relate the correspondences of the letter code to the spoken segments as distinct from the meaning of the written language.
<b>Multisensory Learning:</b>	Instruction that incorporates the simultaneous use of two or more sensory pathways (auditory, visual, kinesthetic, tactile) during teacher presentation and student practice.
<b>Morpheme:</b>	A meaningful linguistic unit that cannot be divided into smaller meaningful elements, as the word <i>book</i> . A morpheme is also a component of a word; as <i>s</i> in <i>books</i> .
<b>Morphology:</b>	The study of the structure and form of words in a language, including inflection, derivation, and formation of compounds. Knowledge of morphemes facilitates decoding, spelling, and vocabulary development.
<b>Narrative:</b>	A story.
<b>Orthographic Awareness:</b>	The ability to attend to the writing conventions of the language. This ability begins with familiarity with the written symbols – letters and clusters of letters – and progresses to such complexities as when to double final consonants when adding inflectional endings that represent speech sounds.
<b>Orthographic Knowledge:</b>	The method of representing the sounds of a language by written or printed symbols: correct spelling. The knowledge of how the sounds (phonemes) of a language are mapped to the symbols (letters) of that language for use in reading and writing. Prerequisites for English orthographic knowledge are alphabetic knowledge and knowledge of sounds (phonemes) used in English. Orthographic knowledge begins with the most basic mapping of letters to represent the 44 English phonemes.
<b>Orthography:</b>	Examines the way a language is written (encoded).
<b>Partner Reading:</b>	Allows students to both practice and hear oral reading with less risk than if they were to read impromptu in front the whole class. It allows teachers to monitor students' reading progress and to provide support, as necessary.
<b>Partner Reading Routine:</b>	Step 1) Student 1 (usually the higher-level reader) reads the first paragraph. Step 2) Student 2 (usually the lower-level reader) reads the next paragraph while the partner follows along. Step 3) Partners stop to discuss what they just read by retelling what happened. Step 4) Repeat steps 1-3 until passage is complete. Methods for assigning partner reading are 1) Rank students according to achievement level. 2) Divide the list in half. 3) Pair the highest child from each half. 4) Make adjustments.
<b>Phoneme:</b>	The smallest unit of sound (a single unit of sound) or individual sound units of the language. The smallest unit of speech in any given language that distinguishes one

sound (utterance) from another in a spoken word and makes a difference to meaning. The pronunciation of an individual phoneme is influenced by its neighbors in a phenomenon called co-articulation.

<b>Phonemic Awareness:</b>	The insight that spoken words can be conceived as a sequence of sounds; the ability to manipulate the sounds within words (e.g., segmenting or blending).
<b>Phonetics:</b>	The science of speech sounds. The study of the way in which speech sounds are articulated; also the systematic classification of the inventory of speech sounds in a language.
<b>Phonics:</b>	Instructional practices that emphasize how spelling is related to speech sounds in systematic ways; explicit instruction in letter sound correspondences. The goal of phonics is to help children understand the alphabetic principle.
<b>Phonological Skills:</b>	Of or relating to the science of speech sounds.
<b>Phonological Processing:</b>	The sensitivity to segments in the speech stream which is demonstrated by the ability to produce and recognize rhymes, to alliterate, and to segment and blend words into syllables.
<b>Phonological Awareness:</b>	A term that refers to an awareness of words within sentences, rhyming units within words, beginning and ending sounds within words, syllables within words, phonemes within words (phonemic awareness).
<b>Phonology:</b>	The sound structure of speech and in particular the perception, representation, and production of speech sounds.
<b>Pragmatics:</b>	A branch of semiotics that deals with the relation between signs or linguistic expressions and their users.
<b>Prefix:</b>	A meaningful beginning syllable which modifies the meaning of the root word to which it is attached.
<b>Prekindergarten Guidelines:</b>	Offer detailed descriptions of expected behaviors across multiple skill domains that should be observed in 4- to 5-year-old children by the end of their Pre-Kindergarten experience. The PK Guidelines also offer suggestions on ways to deliver developmentally appropriate experiences for the learning needs of all children to help ensure an effective, efficient Pre-Kindergarten year. The guidelines provide information on responsive teaching practices, the physical arrangement of a Pre-Kindergarten classroom, professional development as the key to high-quality preschool programs, the involvement of families for better readiness of children for school, and methods of monitoring children's progress.
<b>Print Awareness/Concepts:</b>	Refers to the conventions and formats used in written English: Directionality: left to right, top to bottom, front to back, shapes of letters and production of letters Significance of spacing: within the word, no space between letters, a space between words, empty line between paragraphs or indentation or paragraphs titles and captions: as set apart from text Punctuation and capitalization: as separating thoughts Parts of a book (e.g., title page of contents, chapters, index, glossary)Format of different genres (e.g., stanzas for poetic form).
<b>Proficiency:</b>	Advancement toward the attainment of a high degree of knowledge or skill.
<b>Progress Monitoring:</b>	A scientifically based practice used to assess students' academic progress

and/or performance and evaluate the effectiveness of instruction. Progress monitoring can be implemented with individual students or an entire class. Progress monitoring is a quick (less than five minutes) probe that is done frequently (weekly or biweekly) in order to make instructional changes in a timely fashion.

<b>Reading:</b>	Getting meaning from print autonomously through a functional understanding of how the local writing system (and orthography) works to represent language.
<b>Reading Problem:</b>	Refers to low achievement in reading or some key component of reading.
<b>Research Based:</b>	As a descriptor for educational studies should mean that the research meets rigorous scientific methods, including: long-term duration, adequate sampling procedures, control for researcher bias, standardized measures of progress, control of confounding factors, match of control or comparison group, and peer review.
<b>Response to Intervention (Rti)/3-Tier Reading Model:</b>	A multistep, or tiered, approach to providing services and interventions at increasing levels of intensity to students who struggle with learning. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research- based instruction and/or intervention in general education, in specialized instructional settings, or both.
<b>Semantics:</b>	Semantics is the study of meaning. It includes not only the literal meanings of words, but also the myriad idioms and collocations of English. It includes the way that words are organized to vary meaning. It includes figurative language and other non-literal language which many students don't grasp without direct instruction.
<b>Sound-Symbol Relationships:</b>	Phonological awareness and print awareness.
<b>Scientifically Based Reading Research:</b>	Research that applies rigorous, systematic and objective procedures to obtain valid knowledge relevant to reading development, reading instruction, and reading difficulties.
<b>Spelling Patterns:</b>	Inflectional endings to base words Double final consonant Dropping final e Changing y to i.
<b>Structure/Structure of Language (English/Spanish):</b>	Organization/Construction/Arrangement

**Suffix:** A meaningful ending which modifies the meaning of the root word to which it is attached.

**Syllables:** Each separate vowel phoneme creates a separate syllable. A syllable is a unit of speech with one vowel sound which may form a complete word or a part of a word.

**Syntax:** Sentence structure. It examines the various ways that words combine to create meaning. It includes the grammar of English.

**Texas English Language Proficiency Assessment System (TELPAS):**

TELPAS is designed to assess the progress that limited English proficient (LEP) students make in learning the English language.

**Texas Essential Knowledge and Skills (TEKS):**

Texas curriculum standards for each subject and for each grade level.

**Texas Primary Reading Inventory (TPRI):**

The TPRI is a valid and reliable assessment tool that provides a comprehensive picture of a student's reading/language arts development. Designed to be used with students in Kindergarten, Grade 1, Grade 2, and Grade 3 the TPRI offers a balanced and reliable approach to reading instruction.

**El Inventario de Lectura en Español de Tejas (Tejas LEE):**

A valid and reliable assessment tool that measures a student's reading and comprehension skills in Spanish. Tejas LEE is Designed for use with students in Kindergarten through Grade 3 who receive primary instruction in Spanish.

**Tier I:** Core reading instruction for all students, assessment of student progress three times per year.

**Tier II:** Intervention (additional reading instruction) and frequent progress monitoring (e.g., every 2 weeks) for students struggling with reading concepts.

**Tier III:** More intensive intervention and frequent progress monitoring (e.g., every 2 weeks) for students with extreme reading difficulties after not making adequate progress in Tiers I and II.

**Vocabulary:** Refers to the words we must know to communicate effectively. In general, vocabulary is divided into oral vocabulary and reading vocabulary. Oral vocabulary refers to words that we use in speaking or recognize in listening. Reading vocabulary refers to words we recognize or use in print.

**Writing (Written Expression):** Writing, a component of a comprehensive reading program, requires students to construct meaning as they express their thoughts and ideas in written form.



# **Components of a Scientifically Based Research Reading (SBRR) Programs**

Twelve essential components of research-based programs for beginning reading instruction are outlined in the TEA publication, *Beginning Reading Instruction: Components and Features of Research-based Programs* (Revised 2002). These components are:

- ▮ Children have opportunities to expand their use and appreciation of oral language. Children’s comprehension of written language depends in large part upon their effective use and understanding of oral language. Language experiences are a central component of good reading instruction.
- ▮ Children have opportunities to expand their use and appreciation of printed language. Children’s appreciation and understanding of the purposes and functions of written language are essential to their motivation for learning to read. Children must become aware that printed language is all around them on signs, billboards, labels, books, magazines, and newspapers, and that print serves many different purposes.
- ▮ Children have opportunities to hear good stories and informational books read aloud daily. Listening to and talking about books on a regular basis provides children with demonstrations of the benefits and pleasures of reading. Story reading introduces children to new words, new sentences, new places, and new ideas.
- ▮ Children have opportunities to understand and manipulate the building blocks of spoken language. Children’s ability to think about individual words as a sequence of sounds (phonemes) is important to their learning how to read an alphabetic language. Toward that understanding, children learn that sentences are made up of groups of separate words, and that words are made up of separate sounds.
- ▮ Children have opportunities to learn about and manipulate the building blocks of written language. Children must also become expert users of the building blocks of written language. Knowledge of letters (graphemes) leads to success with learning to read. This includes the use, purpose, and function of letters.
- ▮ Children have opportunities to learn the relationship between the sounds of spoken language and the letters of written language. Increasing children’s awareness of the sounds of spoken language and their familiarity with the letters of written language prepares them to understand the alphabetic principle—that written words are composed of patterns of letters that represent the sounds of spoken words. Effective instruction provides children with explicit and systematic teaching of sound-letter relationships in a sequence that permits the children to assimilate and apply what they are learning.
- ▮ Children have opportunities to learn decoding strategies. Efficient decoding strategies permit readers to quickly and automatically translate the letters or spelling patterns of written words into speech sounds so that they can identify words and gain rapid access to their meanings.
- ▮ Children have opportunities to write and relate their writing to spelling and reading. As children learn to read and write, they become aware of how these words are spelled. Increasing children’s awareness of spelling patterns hastens their progress in both reading and writing.
- ▮ Children have opportunities to practice accurate and fluent reading in decodable stories. The words in decodable stories emphasize the sound-letter relationships the children are learning.
- ▮ Children have opportunities to read and comprehend a wide assortment of books and other texts. As children develop effective decoding strategies and become fluent readers, they read books and other texts that are less controlled in their vocabulary and sentence structure.

0 Children have opportunities to develop and comprehend new vocabulary through wide reading and direct

vocabulary instruction.

- ▮ Written language places greater demands on children's vocabulary knowledge than does their everyday spoken language.
- ▮ In fact, many of the new words children learn are learned from being read to, and as they read on their own.
- ▮ Children have opportunities to learn and apply comprehension strategies as they reflect upon and think critically about what they read.
- ▮ Written language is not just speech written down. Instead, written language offers new vocabulary, new language patterns, new thoughts, and new ways of thinking. Comprehension depends on the ability to identify familiar words quickly and automatically, which includes fluent reading, as well as the ability to figure out new words.

## **Accelerated Instruction for Grades 3 -8 (EIE) Local**

According to TEC, 28.006, districts shall implement an “accelerated reading instruction program” for students who, based on the results of the early reading instruments in grades in K-2, are determined to be at risk for reading failure. This accelerated instruction is designed to provide immediate intervention upon identification of student need in order to prevent reading failure. Based on current reading research, it is recommended that this preventive intervention be provided in small-group settings of three to four students.

TEC 39.025 (b-1) requires school districts to provide accelerated instruction to each student who fails to perform satisfactory on an EOC assessment (i.e. who does not achieve Level II: Satisfactory Academic Performance). Likewise, TEC 28.0211 (a-1) requires districts to provide accelerated instruction in the applicable subject area each time a student fails to perform satisfactorily (Level II) on an assessment administered in grades 3-8.

If a student in grades 3-8 fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of GRADE ADVANCEMENT TESTING.

### **Student Success Initiative (SSI) Grade 5 and 8 (EIE Local)**

In addition to local standards for mastery and promotion, starting in 1999 students in grades 5 and 8 must meet the passing standard on the STAAR Reading and Math, as applicable required under state law in order to be promoted to the next grade. For migrant students who leave the district before testing, in any testing grade, but especially in grades 5 and 8, the Migrant Education Program (MEP) can coordinate with the Texas Migrant Interstate Program (TMIP) to ensure that the child gets tested in the receiving State whenever possible. Contact the Migrant Education Program.

#### **Sec. 28.006.READING DIAGNOSIS.**

(a) The commissioner shall develop recommendations for school districts for:

- (1) Administering reading instruments to diagnose student reading development and comprehension;
- (2) Training educators in administering the reading instruments; and
- (3) Applying the results of the reading instruments to the instructional program.

(b) The commissioner shall adopt a list of reading instruments that a school district may use To diagnose student reading development and comprehension. A district-level committee established under Subchapter F, Chapter 11, may adopt a list of reading instruments for use in the district in addition to the reading instruments on the commissioner's list. Each reading instrument adopted by the commissioner or a district-level committee must be based on scientific research concerning reading skills development and reading comprehension. A list of reading instruments adopted under

this subsection must provide for diagnosing the reading development and comprehension of students participating in a program under Subchapter B, Chapter 29.

(c) Each school district shall administer, at the kindergarten and first and second grade levels, a reading instrument on the list adopted by the commissioner or by the district-level committee. The district shall administer the reading instrument in accordance with the commissioner's recommendations under Subsection (a)(1).

(d-1) The agency shall contract with the State Center for Early Childhood Development to received and use scores under Subsection (d)(3) on behalf of the agency.

- (d) The results of reading instruments administered under this section may not be used for purposes of appraisals and incentives under Chapter 21 or accountability under Chapter 39.
- (e) This section may be implemented only if funds are appropriated for administering the reading instruments.  
Funds, other than local funds, may be used to pay the cost of administering a reading instrument only if the instrument is on the list adopted by the commissioner.
- (f) A school district shall notify the parent or guardian of each student in kindergarten or first or second grade who is determined, on the basis of reading instrument results, to be at risk for dyslexia or other reading difficulties. The district shall implement an accelerated reading instruction program that provides reading instruction that addresses reading deficiencies to those students and shall determine the form, content, and timing of that program. The admission, review, and dismissal committee of a student who participates in a district's special education program under Subchapter B, Chapter 29, and who does not perform satisfactorily on a reading instrument under this section shall determine the manner in which the student will participate in an accelerated reading instruction program under this subsection.
  - (i) The commissioner shall certify, not later than July 1 of each school year or as soon as practicable thereafter, whether sufficient funds have been appropriated statewide for the purposes of this section. A determination by the commissioner is final and may not be appealed. For purposes of certification, the commissioner may not consider Foundation School Program funds.
  - (j) No more than 15 percent of the funds certified by the commissioner under Subsection (i) may be spent on indirect costs. The commissioner shall evaluate the programs that fail to meet the standard of performance under Section 39.301(c)(5) and may implement interventions or sanctions under Subchapter E, Chapter 39. The commissioner may audit the expenditures of funds appropriated for purposes of this section. The use of the funds appropriated for purposes of this section shall be verified as part of the district audit under Section 44.008.
  - (k) The provisions of this section relating to parental notification of a student's results on the reading instrument and to implementation of an accelerated reading instruction program may be implemented only if the commissioner certifies that funds have been appropriated during a school year for administering the accelerated reading instruction program specified under this section.
  - (l), (m) Expired.

**Sec. 28.021. STUDENT ADVANCEMENT.**

- (a) A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.
- (b) In measuring the academic achievement or proficiency of a student who is dyslexic, the student's potential for achievement or proficiency in the area must be considered.
- (c) In determining promotion under Subsection (a), a school district shall consider:
  - (1) the recommendation of the student's teacher;
  - (2) the student's grade in each subject or course;
  - (3) the student's score on an assessment instrument administered under Section 39.023(a), (b), or (l); and
  - (4) any other necessary academic information, as determined by the district.

- (d) By the start of the school year, a district shall make public the requirements for student advancement under this section.
- (e) The commissioner shall provide guidelines to districts based on best practices that a district may use when considering factors for promotion.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 895, Sec. 28, eff. June 19, 2009.

**Sec. 28.0211.SATISFACTORY PERFORMANCE ON ASSESSMENT INSTRUMENTS REQUIRED; ACCELERATED INSTRUCTION.**

- (a) Except as provided by Subsection (b) or (e), a student may not be promoted to:
  - (1) the sixth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the fifth grade mathematics and reading assessment instruments under Section 39.023; or
  - (2) the ninth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the eighth grade mathematics and reading assessment instruments under Section 39.023.
- (a-1) Each time a student fails to perform satisfactorily on an assessment instrument administered under Section 39.023(a) in the third, fourth, fifth, sixth, seventh, or eighth grade, the school district in which the student attends school shall provide to the student accelerated instruction in the applicable subject area. Accelerated instruction may require participation of the student before or after normal school hours and may include participation at times of the year outside normal school operations.
  - (a-2) A student who fails to perform satisfactorily on an assessment instrument specified under Subsection (a) and who is promoted to the next grade level must complete accelerated instruction required under Subsection (a-1) before placement in the next grade level. A student who fails to complete required accelerated instruction may not be promoted.
  - (a-3) The commissioner shall provide guidelines to districts on research-based best practices and effective strategies that a district may use in developing an accelerated instruction program.
- (b) A school district shall provide to a student who initially fails to perform satisfactorily on an assessment instrument specified under Subsection (a) at least two additional opportunities to take the assessment instrument. A school district may administer an alternate assessment instrument to a student who has failed an assessment instrument specified under Subsection (a) on the previous two opportunities. Notwithstanding any other provision of this section, a student may be promoted if the student performs at grade level on an alternate assessment instrument under this subsection that is appropriate for the student's grade level and approved by the commissioner.
- (c) Each time a student fails to perform satisfactorily on an assessment instrument specified under Subsection (a), the school district in which the student attends school shall provide to the student accelerated instruction in the applicable subject area, including reading instruction for a student who fails to perform satisfactorily on a reading assessment instrument. After a student fails to perform satisfactorily on an assessment instrument a second time, a grade placement committee shall be established to prescribe the accelerated instruction the district shall provide to the student before the student is administered the assessment instrument the third time. The grade placement committee shall be composed of the principal or the principal's designee, the student's parent or guardian, and the teacher of the subject of an assessment instrument on which the student failed to perform satisfactorily. The district shall notify the parent or guardian of the time and place for convening the grade placement committee and the purpose of the committee. An accelerated instruction group

administered by a school district under this section may not have a ratio of more than 10 students for each teacher.

In addition to providing accelerated instruction to a student under Subsection (c), the district shall notify the student's parent or guardian of:

- (1) the student's failure to perform satisfactorily on the assessment instrument;
  - (2) the accelerated instruction program to which the student is assigned; and
  - (3) the possibility that the student might be retained at the same grade level for the next school year.
- (d) A student who, after at least three attempts, fails to perform satisfactorily on an assessment instrument specified under Subsection (a) shall be retained at the same grade level for the next school year in accordance with Subsection (a). The student's parent or guardian may appeal the student's retention by submitting a request to the grade placement committee established under Subsection (c). The school district shall give the parent or guardian written notice of the opportunity to appeal. The grade placement committee may decide in favor of a student's promotion only if the committee concludes, using standards adopted by the board of trustees, that if promoted and given accelerated instruction, the student is likely to perform at grade level. A student may not be promoted on the basis of the grade placement committee's decision unless that decision is unanimous. The commissioner by rule shall establish a time line for making the placement determination. This subsection does not create a property interest in promotion. The decision of the grade placement committee is final and may not be appealed.
- (e) A school district shall provide to a student who, after three attempts, has failed to perform satisfactorily on an assessment instrument specified under Subsection (a) accelerated instruction during the next school year as prescribed by an educational plan developed for the student by the student's grade placement committee established under Subsection (c). The district shall provide that accelerated instruction regardless of whether the student has been promoted or retained. The educational plan must be designed to enable the student to perform at the appropriate grade level by the conclusion of the school year. During the school year, the student shall be monitored to ensure that the student is progressing in accordance with the plan. The district shall administer to the student the assessment instrument for the grade level in which the student is placed at the time the district regularly administers the assessment instruments for that school year.
- (f) This section does not preclude the retention at a grade level, in accordance with state law or school district policy, of a student who performs satisfactorily on an assessment instrument specified under Subsection (a).
- (g) In each instance under this section in which a school district is specifically required to provide notice to a parent or guardian of a student, the district shall make a good faith effort to ensure that such notice is provided either in person or by regular mail and that the notice is clear and easy to understand and is written in English or the parent or guardian's native language.
- (h) The admission, review, and dismissal committee of a student who participates in a district's special education program under Subchapter B, Chapter 29, and who does not perform satisfactorily on an assessment instrument specified under Subsection (a) and administered under Section 39.023(a) or (b) shall determine:
- (1) the manner in which the student will participate in an accelerated

instruction program under this section; and  
(2) whether the student will be promoted or retained under this section.

(i) A school district or open-enrollment charter school shall provide students required to attend accelerated programs under this section with transportation to those programs if the programs occur outside of regular school hours.

(j) The commissioner shall adopt rules as necessary to implement this section, including rules concerning when school districts shall administer assessment instruments required under this section and which administration of the assessment instruments will be used for purposes of Section 39.051.

(k) Repealed by Acts 2007, 80th Leg., R.S., Ch. 1058, Sec. 17, eff. June 15, 2007.

(l-1) The commissioner may adopt rules requiring a school district that receives federal funding under Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et seq.) to use that

funding to provide supplemental educational services under 20 U.S.C. Section 6316 in conjunction with the accelerated instruction provided under this section, provided that the rules may not conflict with federal law governing the use of that funding.

(l) The commissioner shall certify, not later than July 1 of each school year or as soon as practicable thereafter, whether sufficient funds have been appropriated statewide for the purposes of this section. A determination by the commissioner is final and may not be appealed. For purposes of certification, the commissioner may not consider Foundation School Program funds. This section may be implemented only if the commissioner certifies that sufficient funds have been appropriated during a school year for administering the accelerated instruction programs specified under this section, including teacher training for that purpose.

(m) A student who is promoted by a grade placement committee under this section must be assigned in each subject in which the student failed to perform satisfactorily on an assessment instrument specified under Subsection (a) to a teacher who meets all state and federal qualifications to teach that subject and grade.

Added by Acts 1999, 76th Leg., ch. 396, Sec. 2.12, eff. Sept. 1, 1999.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 1058, Sec. 9, eff. June 15, 2007.

Acts 2007, 80th Leg., R.S., Ch. 1058, Sec. 17, eff. June 15, 2007.

Acts 2009, 81st Leg., R.S., Ch. 895, Sec. 29, eff. June 19, 2009.



**Sec. 28.0216.DISTRICT GRADING POLICY.**

A school district shall adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. A district grading policy:

- (1) must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment;
- (2) may not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and
- (3) may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

Added by Acts 2009, 81st Leg., R.S., Ch. 1236, Sec. 1, eff. June 19, 2009.

*Students in General Education and Bilingual or English as a Second Language (ESL) Programs Placement Procedures*

Results from the reading instruments are to be used as an indicator for placement into an accelerated reading instruction program. If a student of limited English proficiency (LEP) is not administered a reading instrument, but is administered an oral language proficiency assessment instrument, results from the instrument may be used as an indicator for placement.

*Student in Special Education*

The admission, review, and dismissal (ARD) committee of a student who participates in a district's or charter school's special education program under TEC, Subchapter B, Chapter 29, and who does not perform satisfactorily on a reading instrument shall determine the manner in which the student will participate in an accelerated reading instruction program.

**Sec. 28.022. NOTICE TO PARENT OF UNSATISFACTORY PERFORMANCE.**

- (a) The board of trustees of each school district shall adopt a policy that:
  - (1) provides for a conference between parents and teachers;
  - (2) requires the district, at least once every 12 weeks, to give written notice to a parent of a student's performance in each class or subject; and
  - (3) requires the district, at least once every three weeks, or during the fourth week of each nine-week grading period, to give written notice to a parent or legal guardian of a student's performance in a subject included in the foundation curriculum under Section 28.002(a)(1) if the student's performance in the subject is consistently unsatisfactory, as determined by the district.
- (b) The notice required under Subsections (a)(2) and (a)(3) must:
  - (1) provide for the signature of a student's parent; and
  - (2) be returned to the district.
- (c) A policy adopted under this section does not apply to a student who:
  - (1) is 18 years of age or older and who is living in a different residence than the student's parents;
  - (2) is married; or
  - (3) has had the disabilities of minority removed for general purposes.
- (d) In this section, "parent" includes a guardian, conservator, or other person having lawful control of a student.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 1999, 76th Leg., ch. 1237, Sec. 1, eff. Aug. 30, 1999.

**Sec. 28.0213. INTENSIVE PROGRAM OF INSTRUCTION.**

- (a) A school district shall offer an intensive program of instruction to a student who does not perform satisfactorily on an assessment instrument administered under Subchapter B, Chapter 39.
- (b) A school district shall design the intensive program of instruction described by Subsection (a) to:
  - (1) enable the student to:
    - (A) to the extent practicable, perform at the student's grade level at the conclusion of the next regular school term; or
    - (B) attain a standard of annual growth specified by the school district and reported by the district to the agency; and
  - (2) if applicable, carry out the purposes of Section 28.0211.
- (c) A school district shall use funds appropriated by the legislature for an intensive program of instruction to plan and implement intensive instruction and other activities aimed at helping a student satisfy state and local high school graduation requirements. The commissioner shall distribute funds to districts that implement a program under this section based on the number of students identified by the district who:
  - (1) do not perform satisfactorily on an assessment instrument administered under Subchapter B, Chapter 39; or
  - (2) are not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade nine, as determined by the district.
- (d) A school district's determination of the appropriateness of a program for a student under this section is final and does not create a cause of action.
- (e) For a student in a special education program under Subchapter A, Chapter 29, who does not perform satisfactorily on an assessment instrument administered under Section 39.023(a), (b), or (c), the student's admission, review, and dismissal committee shall design the program to:
  - (1) enable the student to attain a standard of annual growth on the basis of the student's individualized education program; and
  - (2) if applicable, carry out the purposes of Section 28.0211. Added by Acts 2003, 78th Leg., 1212, Sec. 7, eff. June 20, 2003.

**Sec. 25.085. COMPULSORY SCHOOL ATTENDANCE.**

- (a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
- (b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school.
- (c) On enrollment in Pre-Kindergarten or kindergarten, a child shall attend school.
- (d) Unless specifically exempted by Section 25.086, a student enrolled in a school district must attend:
  - (1) an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under Section 29.084;
  - (2) an accelerated reading instruction program to which the student is assigned under

Section 28.006(g);

(3) an accelerated instruction program to which the student is assigned under Section 28.0211;

(4) a basic skills program to which the student is assigned under Section 29.086; or

(5) a summer program provided under Section 37.008(l) or Section 37.021.

(e) A person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school district grounds for purposes of Section 37.107.

(f) The board of trustees of a school district may adopt a policy requiring a person described by Subsection (e) who is under 21 years of age to attend school until the end of the school year. Section 25.094 applies to a person subject to a policy adopted under this subsection. Sections 25.093 and 25.095 do not apply to the parent of a person subject to a policy adopted under this subsection.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 1997, 75th Leg., ch. 1019, Sec. 2, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 396, Sec. 2.10, eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 711, Sec. 1, eff. June 18, 1999; Acts 2003, 78th Leg., ch. 1055, Sec. 3, eff. June 20, 2003.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 50, Sec. 1, eff. May 10, 2007.

Acts 2007, 80th Leg., R.S., Ch. 850, Sec. 2, eff. June 15, 2007.

**Sec. 12.013. APPLICABILITY OF TITLE.**

- (a) A home-rule school district has the powers and entitlements granted to school districts and school district boards of trustees under this title, including taxing authority.
- (b) A home-rule school district is subject to:
  - (1) a provision of this title establishing a criminal offense;
  - (2) a provision of this title relating to limitations on liability; and
  - (3) a prohibition, restriction, or requirement, as applicable, imposed by this title or a rule adopted under this title, relating to:
    - (A) the Public Education Information Management System (PEIMS) to the extent necessary to monitor compliance with this subchapter as determined by the commissioner;
    - (B) educator certification under Chapter 21 and educator rights under Sections 21.407, 21.408, and 22.001;
    - (C) criminal history records under Subchapter C, Chapter 22;
    - (D) student admissions under Section 25.001;
    - (E) school attendance under Sections 25.085, 25.086, and 25.087;
    - (F) inter-district or inter-county transfers of students under Subchapter B, Chapter 25;
    - (G) elementary class size limits under Section 25.112, in the case of any campus in the district that fails to satisfy any standard under Section 39.054(d);
    - (H) high school graduation under Section 28.025;
    - (I) special education programs under Subchapter A, Chapter 29;
    - (J) bilingual education under Subchapter B, Chapter 29;
    - (K) Pre-Kindergarten programs under Subchapter E, Chapter 29;
    - (L) safety provisions relating to the transportation of students under Sections 34.002, 34.003, 34.004, and 34.008;
    - (M) computation and distribution of state aid under Chapters 31, 42, and 43;
    - (N) extracurricular activities under Section 33.081;
    - (O) health and safety under Chapter 38;
    - (P) public school accountability under Subchapters B, C, D, E, and J, Chapter 39;
    - (Q) equalized wealth under Chapter 41;
    - (R) a bond or other obligation or tax rate under Chapters 42, 43, and 45; and
    - (S) purchasing under Chapter 44.

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 2003, 78th Leg., ch.342, Sec. 2, eff. Sept. 1, 2003.

Amended by: Acts 2006, 79th Leg., 3rd C.S., Ch. 5, Sec. 3.03, eff. May 31, 2006.

Acts 2009, 81st Leg., R.S., Ch. 895, Sec. 13, eff. June 19, 2009.

# **APPENDIX A**

## **Procedural Information**

- ▮ **A-1 Academic Requirements**
- ▮ **A-2 Diagnostic Exam Philosophy**
- ▮ **A-3 Special Education Grading Guidelines**
- ▮ **A-4 Section 504**
- ▮ **A-5 Language Arts Weighted Average Charts**
- ▮ **A-6 Out-of-District Grade Conversion Table**
- ▮ **A-7 STAAR Writing Rubric**
- ▮ **A-8 Concussion Management**

**APPENDIX A-1**  
**ACADEMIC REQUIREMENTS**  
**(NO PASS, NO PLAY)**

**Eligibility For All Extracurricular Participants After The First Six Weeks Of The School Year**

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any academic class (other than an identified advanced class) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three school weeks of ineligibility.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the students represent the school. This provision applies to all grading periods. It also applies to all three school week evaluation periods for ineligible students.

**New Information Beginning With The 1999-2000 School Year Resulting From The 76<sup>th</sup> Session Of The Texas Legislature**

- A. All students are eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are eligible until classes resume in January. The same is true for fall and spring breaks provided those breaks consist of at least a full calendar week.
- B. Students in year-round schools are eligible during inter-sessions.
- C. If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g., spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.

## **APPENDIX A-2**

### **Diagnostic Exam Philosophy**

In accordance with Chapter 74, the Brownsville Independent School District implements the Texas Essential Knowledge and Skills (TEKS); the state-mandated curriculum for all Texas students. To ensure that the appropriate sequence with the appropriate depth and complexity, BISD, with the assistance of district personnel including teachers, curriculum specialists, and main office personnel, have developed a scope and sequence for each grade level and/or content area. At designated intervals, district diagnostic exams are administered for the purpose of:

- ensuring that the objectives in the district's scope and sequence are being taught;
- aligning and revising the district's scope and sequence;
- providing campuses with data to assist them in analyzing student achievement
- assessing the student's mastery of objectives taught; and
- providing the district with overall information regarding student progress.

In addition to the District Diagnostic Exams, the information base for determining instructional goals/decisions in elementary language arts includes the following:

- In Kindergarten through second grade, student results on the Texas Primary Reading Inventory (TPRI) or Tejas LEE, administered in the beginning and end of year in Kindergarten and beginning, middle and end of year in Grades 1-2 will provide the information teachers must use to determine instructional goals in \*language arts.
- In Grade 3, students' End of the Year (EOY) Grade 2 TPRI or Tejas LEE results will provide teachers the information they need to determine instructional goals in \*language arts at the beginning of the year. Grade 3 STAAR Reading administration in late spring will keep the teacher informed as to each student's progress. Thereafter, Grade 3 students' progress in \*language arts will be monitored via the results on the STAAR test.
- In Grades 4-5, previous year's state criterion reference test results will provide teachers the information they need to determine instructional goals in language arts during the first and second six weeks. The administration of a Grade 4 or 5 Benchmark Test will further inform teachers of students' progress in language arts and provide them specific information for determining instructional goals until the STAAR test is administered during the early spring in Grade 5 and late spring in Grade 4.

\*Language Arts includes listening, speaking, reading and writing. Each grade level must implement all Language Arts TEKS in order for the children to be proficient readers and writers.

All campuses must participate in the District Diagnostic Exam Program; however, individual campuses always have the option of administering additional campus developed diagnostic assessments. Whether or not to use diagnostic exams as a grade in the grade book will be a campus decision.

## **APPENDIX A-3**

### **Special Education Grading Guidelines**

- A. Grades for students who are serviced by the Special Education Program will be derived from having implemented accommodations/modifications. Implementation of the accommodations /modifications is the responsibility of the General Education Teacher and/or the Special Education Teacher, as appropriate. Campus administration and Special Education Supervisors shall monitor the implementation of the accommodations /modifications. If the student's grade is derived without having followed the required accommodations and/or modifications outlines in the students' IEP, the grade will be invalid and a new grade must be determined after accommodations /modifications have been in place. Teachers will award numerical grades for students who are enrolled in grades 1st - 12th. These grades will be entered into the Online Grading System (Teacher Access Center)
- B. In addition to the district report card, students in Special Education must receive an IEP Progress Report every six weeks reporting on academics, behavior and/or instructional/related services as determined by the student's goals and objectives.
- C. All students, regardless of their instructional placement, must have a schedule in eSchool Plus that is aligned to the schedule in general education. The eSchool Plus schedule must match the Schedule of Services (SOS) in the Student's IEP. It is the expectation that all students will be taught on grade level TEKS regardless of their instructional setting.
- D. The ARDC determines, on an individual basis, the need of instructional accommodations /modifications. The accommodations/modifications apply to daily work assignments, homework, tests and grading techniques, not the calculation of the final grade.
- E. It is important to note that if a child is receiving special education services and is not earning passing grades, the failure should be addressed and documented by special education/general education teacher(s).
- F. Lesson Plans should reflect accommodations/modifications as implemented for students with an Individualized Education Plan (IEP) or 504 plan. Documentation in lesson plans should be in accordance with FERPA requirements in which no clearly identifiable student identity is documented. Students who receive instruction in LS/SFL settings will be taught prerequisite skills linked to enrolled grade TEKS as determined by the ARD Committee.



## **APPENDIX A-4**

### **Section 504**

- A. The section 504 Committee determines, on an individual basis, the need for instructional accommodations. Section 504/Dyslexia guidelines for accommodations will be followed. Monitoring of these guidelines is the responsibility of the regular education teacher, dyslexia teacher (if applicable), campus administrators, and Campus Section 504 Coordinators. If a student's grade is derived without following the required accommodations outlined in his/her Individual Accommodation Plan (IAP), the grade is invalid and a new grade must be determined after accommodations are implemented.
  
- B. Students in Section 504 will follow the BISD grading/retention procedures. Any necessary accommodations will be determined by the Section 504 committee and will be documented in the Student Services Plan. The Student Service Plan may include accommodations that enable the student to successfully meet the district's grading procedures. All students in Section 504 will receive a standardized district report card. In measuring the academic or proficiency of a student with disabilities identified under 504, the student's potential for achievement or proficiency in the area must be considered by the Section 504 committee.

## APPENDIX A-5

### Language Arts Weighted Average Charts

	.60	.50	.40	.30	.10		.06	.50	.40	.30	.10
100	60.00	50.00	40.00	30.00	10.00	59	35.40	29.50	23.60	17.70	5.90
99	59.40	49.50	39.60	29.70	9.90	58	34.80	29.00	23.20	17.40	5.80
98	58.80	49.00	39.20	29.40	9.80	57	34.20	28.50	22.80	17.10	5.70
97	58.20	48.50	38.80	29.10	9.70	56	33.60	28.00	22.40	16.80	5.60
96	57.60	48.00	38.40	28.80	9.60	55	33.00	27.50	22.00	16.50	5.50
95	57.00	47.50	38.00	28.50	9.50	54	32.40	27.00	21.60	16.20	5.40
94	56.40	47.00	37.60	28.20	9.40	53	31.80	26.50	21.20	15.90	5.30
93	55.80	46.50	37.20	27.90	9.30	52	31.20	26.00	20.80	15.60	5.20
92	55.20	46.00	36.80	27.60	9.20	51	30.60	25.50	20.40	15.30	5.10
91	54.60	45.50	36.40	27.30	9.10	50	30.00	25.00	20.00	15.00	5.00
90	54.00	45.00	36.00	27.00	9.00	49	29.40	24.50	19.60	14.70	4.90
89	53.40	44.50	35.60	26.70	8.90	48	28.80	24.00	19.20	14.40	4.80
88	52.80	44.00	35.20	26.40	8.80	47	28.20	23.50	18.80	14.10	4.70
87	52.20	43.50	34.80	26.10	8.70	46	27.60	23.00	18.40	13.80	4.60
86	51.60	43.00	34.40	25.80	8.60	45	27.00	22.50	18.00	13.50	4.50
85	51.00	42.50	34.00	25.50	8.50	44	26.40	22.00	17.60	13.20	4.40
84	50.40	42.00	33.60	25.20	8.40	43	25.80	21.50	17.20	12.90	4.30
83	49.80	41.50	33.20	24.90	8.30	42	25.20	21.00	16.80	12.60	4.20
82	49.20	41.00	32.80	24.60	8.20	41	24.60	20.50	16.40	12.30	4.10
81	48.60	40.50	32.40	24.30	8.10	40	24.00	20.00	16.00	12.00	4.00
80	48.00	40.00	32.00	24.00	8.00	39	23.40	19.50	15.60	11.70	3.90
79	47.40	39.50	31.60	23.70	7.90	38	22.80	19.00	15.20	11.40	3.80
78	46.80	39.00	31.20	23.40	7.80	37	22.20	18.50	14.80	11.10	3.70
77	46.20	38.50	30.80	23.10	7.70	36	21.60	18.00	14.40	10.80	3.60
76	45.60	38.00	30.40	22.80	7.60	35	21.00	17.50	14.00	10.50	3.50
75	45.00	37.50	30.00	22.50	7.50	34	20.40	17.00	13.60	10.20	3.40
74	44.40	37.00	29.60	22.20	7.40	33	19.80	16.50	13.20	9.90	3.30
73	43.80	36.50	29.20	21.90	7.30	32	19.20	16.00	12.80	9.60	3.20
72	43.20	36.00	28.80	21.60	7.20	31	18.60	15.50	12.40	9.30	3.10
71	42.60	35.50	28.40	23.30	7.10	30	18.00	15.00	12.00	9.00	3.00
70	42.00	35.00	28.00	23.00	7.00	29	17.40	14.50	11.60	8.70	2.90
69	41.40	34.50	27.60	20.70	6.90	28	16.80	14.00	11.20	8.40	2.80
68	40.80	34.00	27.20	20.40	6.80	27	16.20	13.50	10.80	8.10	2.70
67	40.20	33.50	26.80	20.10	6.70	26	15.60	13.00	10.40	7.80	2.60
66	39.60	33.00	26.40	19.80	6.60	25	15.00	12.50	10.00	7.50	2.50
65	39.00	32.50	26.00	19.50	6.50	24	14.40	12.00	9.60	7.20	2.40
64	38.40	32.00	25.60	19.20	6.40	23	13.80	11.50	9.20	6.90	2.30
63	37.80	31.50	25.20	18.90	6.30	22	13.20	11.00	8.80	6.60	2.20
62	37.20	31.00	24.80	18.60	6.20	21	12.60	10.50	8.40	6.30	2.10
61	36.60	30.50	24.40	18.30	6.10	20	12.00	10.00	8.00	6.00	2.00
60	36.00	30.00	24.00	18.00	6.00						

## APPENDIX A-6

### Out-of-District Grade Conversion Table

#### C. Out-of-District Grades with Conversion Table from Sending District

- a. When converting grades from an Out-of-District transcript on which a grade conversion table is printed, the Out-of-District printed scale shall be used.
- b. In the event that the sending district awarded credit for a grade below 70, the student will receive a 70.

#### II. Out-of-District Grades without a Conversion Table from Sending District

On out-of-district transcripts on which no conversion table exists, grades shall be converted as follow:					
<b>A+</b>	<b>=</b>	<b>100</b>	<b>C+</b>	<b>=</b>	<b>79</b>
<b>A</b>	<b>=</b>	<b>96</b>	<b>C</b>	<b>=</b>	<b>77</b>
<b>A-</b>	<b>=</b>	<b>90</b>	<b>C-</b>	<b>=</b>	<b>75</b>
<b>B+</b>	<b>=</b>	<b>89</b>	<b>D+</b>	<b>=</b>	<b>73</b>
<b>B</b>	<b>=</b>	<b>86</b>	<b>D</b>	<b>=</b>	<b>72</b>
<b>B-</b>	<b>=</b>	<b>80</b>	<b>D-</b>	<b>=</b>	<b>70</b>
			<b>F</b>	<b>=</b>	<b>69</b>

## APPENDIX A-7

**4<sup>th</sup> Grade Writing STAAR Expository Rubrics, test design information and performance level descriptors is located at**

<https://tea.texas.gov/student.assessment/staar/writing/>

## **APPENDIX A-8**

### **Concussion Management**

Any student who is observed to, or suspected of, sustaining a brain injury needs to be monitored for any possible negative impact on their ability to learn as well as any health-related needs at school. Concussion injuries can directly impact a student's learning ability. School staff should be familiar with the *Sign and Symptoms* of a concussion. Students who display signs and /or symptoms of a concussion will follow the BISD "Return-to-Learn Protocol". The Principal shall establish a Campus Team, which will monitor an individual student's academic and physical progress. It shall be the responsibility of the Campus Team to follow the "Return-to-School Framework" that will allow the student to recover from the injury without adversely affecting achievement.

<http://www.bisd.us/Dyslexia/html/ConcussionManagement.htm>

## **Elementary Grading Procedures Committee Members**

<b>Nicole C. Clint</b>	<b>Principal, Brite Elementary School</b>
<b>Lucinda R. Hernandez</b>	<b>Principal, Resaca Elementary School</b>
<b>Socorro Houghtaling</b>	<b>Principal, Vermillion Elementary School</b>
<b>Mandy G. Delgado</b>	<b>Principal, Breeden Elementary School</b>
<b>Dora A. Marquez</b>	<b>Principal, Aiken Elementary School</b>
<b>Javier J. Garza</b>	<b>Principal, Keller Elementary School</b>
<b>Gabriela Martinez</b>	<b>Curriculum Alignment Specialist</b>
<b>Dolores Cisneros-Emerson</b>	<b>Administrator for Elementary Curriculum and Instruction</b>