

Appendix A: SSI

Student Success Initiative (SSI) Grade Advancement Requirements for 5th and 8th Grade Students Process for Parental Request for Waiver of Third Administration & Appeal of Automatic Retention (19 TAC, §101.2015)

Under the Student Success Initiative (SSI) Grade Advancement Requirements, students in 5th and 8th grade must pass the math and reading STAAR assessments in order to be promoted to the next grade. Students are given three opportunities to pass the math and reading assessments. A student who does not pass the STAAR math and/or reading after two attempts, or who is absent from both the first and second administration and during make-up days, will be required to be assessed during the third administration during the summer unless a parental waiver is approved.

A parent or guardian may request that a student not participate in the third assessment opportunity due to potential harm to the student through a parental waiver. Documentation must be provided that specifies the potential harm, the student's need, and other appropriate information. The provision of this waiver is intended to provide flexibility for a parent or guardian in making appropriate decisions in the best interest of the child. In making this decision, parents may consult with the other Grade Placement Committee (GPC) members as they review the student's options.

Under Texas law, students **must** meet the passing standard on the math and reading assessments in order to be promoted to the next grade. Students who do not meet the passing standard, are absent from testing, or do not participate in the 3rd administration due to a parent waiver will be automatically retained in grade 5 or grade 8 unless a parent or guardian appeals the decision within five working days of receipt of notification of results.

In following the Texas Education Agency's waiver rules and guidelines, the Dickinson Independent School District's process for the parent request for waiver of the third administration is as follows:

1. **Waiver from Participating in 3rd Administration:** The waiver process must be initiated by a parent or guardian. The parent or guardian must contact the campus or district to obtain the waiver form. The campus or district cannot initiate the waiver process. The waiver form must be filled out completely to include a description that specifies the potential harm, the student's need, and other appropriate information. The waiver form can also be found on the TEA website at <http://tea.texas.gov/student.assessment/ssi/forms>.
2. **Accelerated Instruction:** The student **must** still participate in all required accelerated instruction, even if the parent is waiving the third administration.
3. **Automatic Retention:** Grade advancement requirements state that students are automatically retained if:
 - the GPC grants a parental waiver for 3rd administration testing due to potential harm to the student
 - a student does not pass either the reading or math STAAR after three opportunities
 - a student is absent from the 3rd administration

4. **Appeal of Automatic Retention:** The parent must initiate an **appeal** of the automatic retention in order for the GPC to review whether to promote the student. The appeal is a request for the GPC to consider criteria other than the STAAR assessment for promotion. The parent or guardian may appeal the retention by submitting a request to the GPC within five working days of receipt of the retention notification.
5. **Second GPC Meeting:** Following the receipt of results of the 3rd administration, the GPC will reconvene to review any parental appeals of the automatic retention. **For the GPC to consider promotion to the next grade, the student must have completed all required accelerated instruction.**
6. **Retain or Promote & Determine the Accelerated Instruction Plan:** The decision of the GPC to either promote or retain a student, regardless of a parent appeal, is made by unanimous decision of the GPC. The GPC may only promote a student if it concludes that the student is likely to perform on grade level if given additional accelerated instruction during the next school year and if the student completes all accelerated instruction. The GPC will determine an accelerated instruction plan, whether the student is promoted or retained.
7. **The decision of the GPC is final and may not be appealed.**

For more information on the Student Success Initiative and the Grade Placement Committee process, please see the SSI Manual located on the TEA website at <http://tea.texas.gov/student.assessment/ssi/>.

Appendix B

Student Summary and Progress Supporting a Grade Below 50

Student Name:	Campus:	Date:
Teacher Name:		
Subject:	Attendance:	
TEKS Not Mastered:		
Reteach/Retest Instruction Dates:		Grade: 3 weeks _____ 6 weeks _____ 9 weeks _____
Late/Make-up work opportunities according to district policy were provided on the following dates:		
Number of grades reported for class during grading period:		
Instructional Interventions provided to support student: Number of minutes: Results:		
Discipline/Class conduct:		
Parent notification date(s):		
AP/Principal/Counselor notification date(s):		

Signature of Teacher

Appendix C

Dickinson ISD 2018-2019 Application for Pre-AP, Dual Credit, Honors, or AP Waiver

UIL Activity: _____ Coach/Sponsor: _____

In order to apply for a waiver for UIL participation, this form needs to be filled out completely. The following rules must be noted:

1. An application is a request. The UIL administrator will **CONSIDER** the waiver; it is not a guaranteed waiver.
2. Only PAP, Dual Credit, Honors, and AP classes are eligible for a waiver.
3. On-level courses do not qualify for a waiver.
4. The grade under consideration must be a **60** or higher for each UIL grading period.
5. In order to be considered for a waiver, a student must be present 96% of the days in which school was in session during the grading period in which the waiver is requested. For example, if there are 30 days in the grading period, a student must be present 28.8 days. Consideration will be given to extenuating circumstances.
6. If a waiver is awarded for any nine weeks grading period (NW1, NW2, and NW3), the student must earn a passing grade of at least 70 by the three week grade check immediately following the nine week grading period in **ALL** classes.

The following courses will be considered for waiver purposes:

- **English** - All A.P., Dual Credit and Pre-AP courses
- **Math** - All A.P., Dual Credit and Pre-AP courses
- **Science** - All A.P., Dual Credit, Honors and Pre-AP courses
- **Social Studies and Economics** - All A.P., Dual Credit and Pre-AP courses
- **Languages other than English** - All A.P., Dual Credit, Honors and Pre-AP courses

Student Name: _____

Grade Level: 7 8 9 10 11 12

Student ID: _____

Class Failing: _____

Numerical Average: _____

Teacher Comments: _____

The student must address the two areas below in writing and attach responses to this form.

1. Reasons for failure
2. Plan to improve grade

Return the completed waiver application and written responses to the UIL administrator. Types responses are preferred. Failure to complete the application in its entirety will result in denial of the waiver. All waivers are due before the 7-day grace period ends.

Student Signature: _____

Date: _____

Parent Signature: _____

Parent Phone: _____

Coach/ Sponsor's signature: _____

Office Use Only: Grade Verified _____ Waiver Granted Y / N Verified by: _____

Appendix C: DISD 2018-2019 TEA/UIL Eligibility Calendar

This document is intended to bring clarity to the eligibility calendar for UIL participants. Specifically be aware of the following points:

- Grace periods for eligibility are seven (7) calendar days after the evaluation, with the exception of holidays.
- Students may only lose eligibility at PR 2 and the nine weeks grading period.
- Students can regain eligibility at the following times: 3 weeks progress report, 6 weeks progress report and 9 weeks grade report.
- All students are academically eligible during Thanksgiving Break, Christmas Break, and Spring Break holidays.
- All students not meeting credit/promotion criteria on August 20, 2018 are academically ineligible until the end of the 1st 6 weeks (PR2).

August 20, 2018	Any student not meeting credit/promotion criteria becomes ineligible
Sept. 28, 2018	Mandatory UIL grade check of all students (PR2)
October 5, 2018	All passing students obtain eligibility-All failing students become ineligible
October 19, 2018	End of 1st 9 weeks – all students’ grades are checked (NW1)
October 26, 2018	All passing students obtain eligibility-All failing students become ineligible
Nov. 9, 2018	Check grades of all ineligible students (PR3)
Nov. 16, 2018	All passing students become eligible
Nov. 16- Nov.25	All students are academically eligible (Holiday) **under No Pass, No Play Rule only
Nov. 26, 2018	Students ineligible prior to the holiday, Return to ineligible status
December 7, 2018	Check grades of all ineligible students (PR4)
December 14, 2018	All passing students become eligible
December 21, 2018	End of 2 nd 9 weeks – all students’ grades are checked
Dec. 21 - Jan. 7	All students are academically eligible (Holiday) ** under No Pass, No Play Rule only
January 8, 2019	Students ineligible prior to the holiday, return to ineligible status (NW1)
January 15, 2019	All passing students obtain eligibility-All failing students become ineligible (NW2)
January 28, 2019	Check grades of all ineligible students (PR5)
February 4, 2019	All passing students obtain eligibility
February 15, 2019	Check grades of all ineligible students (PR6)
February 22, 2019	All passing students obtain eligibility
March 8, 2019	End of 3rd 9 weeks – all students’ grades are checked (NW3)
March 08-17, 2019	All students are academically eligible (Holiday) ** under No Pass, No Play Rule only
March 25, 2019	All passing students obtain eligibility-All failing students become ineligible
April 5, 2019	Check grades of all ineligible students (PR7)
April 12, 2019	All passing students obtain eligibility
April 26, 2019	Check grades of all ineligible students (PR8)
May 3, 2019	All passing students obtain eligibility

Appendix D: Teacher Acknowledgement

Dickinson Independent School District Grading Guidelines Teacher Acknowledgement Form

My signature acknowledges I have been made aware of the Dickinson ISD Grading Guidelines. I agree to read the document and abide by the standards, policies, and procedures defined or referenced herein. I am aware that the Grading Guidelines manual is available to me on-line at the district's website located at www.dickinsonisd.org.

I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this manual. As the District provides updated policy or procedures information, I accept responsibility for reading and abiding by the changes.

Printed Name:

Campus/Department:

Teacher Signature

Date

Signed forms are due to your campus principal on or before August 31, 2018