

### *Honor Roll*

At the elementary level, the determination of the criteria for eligibility for the Honor Roll is a building-level decision. The school determines the parameters for the Honor Roll and then enters the information into the SIS. Once the standards are established, the school can print an Honor Roll. Refer to the **PowerSchool SMS** handbooks.

### *Excessive Absences*

Minimum attendance for class credit, **or a final grade**, may not be awarded unless certain attendance requirements are met.

The computer is programmed to determine if a student has exceeded the district attendance policy of allowing 10% unexcused absences before failing due to attendance. **Asterisks (\*)**/NG will appear on the report card in the grading cycle when the excessive absences occur.

### *Grades Not Available (NA)*

The **NA** is marked for each academic subject when grades are not available for a student for the first and second grading cycles and it is not anticipated that they will be received. If the student **has** grades for the second grading cycle, **NA** can be given only for the first grading cycle. The letters **NA** will print on the student's report card instead of grades. **NA** should not be used for more than two grading cycles unless no grades are available. If a student is enrolled in HISD for any part of a grading cycle, grades must be reported for the student in that grading cycle (**EXCEPTION: Montessori and Primary Learning Communities**).

If a student enters during the 3<sup>rd</sup> six-weeks grading cycle with no previous grades, the principal or principal's designee should review all available data and inform the parent of any administrative decision regarding the student's promotion or retention.

First grade students who are not given grades the first six-weeks grading period should have **NA** bubbled for the academic subjects so they will receive an average at the end-of-the year.

## *ELEMENTARY* **GRADE REPORTING FOR EL (ENGLISH LEARNER) STUDENTS**

In the elementary grades, EL students are assigned either to a bilingual, dual language or ESL program. Each EL program has a special group of subject frameworks which identifies the subjects that will appear on the report card. The type of program in which the student is enrolled will determine the grade reporting subject framework assigned. For students in ESL programs, the level of English proficiency will determine the grade reporting subject framework assigned.