

January 18<sup>th</sup>, 2019

Parents,

In order to ensure that student grades are accurate reflections of his or her learning, the following grading and instructional academic interventions will be applied to the 2018-2019 school year:

#### **Grading Practices:**

- Students will not be assigned bonus work or be given more than 2 bonus points on any given test.

#### **Not turning in work/Credit Recovery (ELA, math, science, and social studies only):**

- If a student does not complete an assignment that is worth 50 points or more, he or she will have 5 additional days to turn the assignment in. He or she will lose 5% of the overall grade each day that the assignment is late.
- If the student does not turn in *three* assignments worth 50 points or more, he or she must attend a content-specific tutoring session called Credit Recovery, which will take place in the library from 4 to 5 according to the weekly schedule below, and complete it in this environment. Teachers will contact parent at this point. The teacher(s) facilitating the tutoring session will be given the assignments to distribute to the student(s) assigned for this purpose. Upon completion, the facilitating teacher(s) will place the completed assignment in the assigning teacher's mailbox. *However, if the student completes the assignment and turns it in before the assigned tutoring session, he or she will not have to attend.*
- **Credit Recovery daily content area opportunities are as follows:**
  - Mondays – ELA
  - Tuesdays and Thursdays – math
  - Wednesdays – science and social studies
- This could also apply to credit recovery for students who receive a C or below on an assignment. However, if the student would like to attend Credit Recovery as opposed to being sent because they didn't complete something, they will need to fill out a request form. **7<sup>th</sup> grade teachers will provide the request form to the student during the first semester of the school year and transition to providing these documents in a specific place in the classroom, reminding students of this place often, second semester. 8<sup>th</sup> grade teachers will provide these documents in a specific place in the classroom, reminding students of this place often.**
- If a student does not attend Credit Recovery upon being assigned, the facilitating teacher will inform administration. An administrator will conference with the student and contact the parent.

#### **Test Retakes**

- If a student makes a C or lower on a test and would like to retake the assessment for a higher grade, he or she must fill out a request form. **7<sup>th</sup> grade teachers will provide the request form to the student during the first semester of the school year and transition to providing these documents in a specific place in the classroom, reminding students of this place often, second semester. 8<sup>th</sup> grade teachers will provide these documents in a specific place in the classroom, reminding students of this place often.**
- From there, he or she will either be assigned to an after school Credit Recovery or a Saturday (NOT for punitive reasons; the student would be able to leave upon the completion of the assessment.)
- Test Retakes will be conducted as follows:
  - Mondays – science retakes
  - Tuesdays – ELA retakes
  - Wednesdays – math retakes
  - Thursdays – social studies retakes
  - Every other Saturday – Mr. Strohl monitors any content area retakes

Additional CR/TR Parameters:

- Credit Recovery assignments must be completed 2 weeks before the end of the quarter. Exact dates are as follows:
  - Quarter 3: February 28<sup>th</sup>
  - Quarter 4: May 10<sup>th</sup>
- Tests given the last week of the quarter are not eligible for test retakes.
- Test retakes must be done within two weeks of the original testing date.

**In addition to these changes, all content areas will adopt school-wide literacy strategies known as “Bag and Tag,” which reinforces reading comprehension, and RACE, which reinforces writing skills.**

This pilot’s purpose is grounded in the academic advancement of students. We look forward to providing your students with the opportunity to engage in authentic learning experiences and ensuring that all students are prepared for high school. Please contact Dr. Katie Whitlock, assistant principal over curriculum and instruction, with any questions or concerns at [katherine.whitlock@stpsb.org](mailto:katherine.whitlock@stpsb.org).

Thank you,

**Kelly S. Grunditz, M.ED.**

Principal

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