

Dear Cyclone Team Parents/Students,

As a team, we are contacting you regarding students' study habits and attitude toward assessments on our team. Time after time, students convey the message, "why study, we can revise" and this has become a great concern to us. Granted, this does not apply to all students; we are reaching out for your support at home to instill good study habits in preparation for quizzes, tests, and projects. Large assignments/assessments are posted on our Cyclone Team Google calendar which can also be seen on our team website (<http://www.asfms.net/sevendteam/index.htm>).

According to the ASFMS grading policy:

"A student will be provided with an opportunity(ies) to re-take an assessment or comparable assessment within ten (10) school days. Excluded from retake are the following assessments: Pre-assessments, Common Task Assessments, Student Learning Objectives (SLOs), State Interim Assessments, and any other assessment identified by the school, district or state.

- a) A student must engage in additional learning opportunities to improve his/her understanding of the content prior to retaking assessments.
- b) Re-teaching may be a necessary condition to support additional opportunities for retaking assessments. Academic detention may be assigned.
- c) The grade shall reflect the most recent of the test/re-test performance assessment related to the student's learning.
- d) A student will be informed of any assessment which is excluded from retake. "

As of 3/1/2017, it will be imperative for students to follow the policy according to a, b, c and d in the aforementioned statement.

What this means for your child:

Science: Students will have an opportunity to make revisions/retakes to an assessment provided they show proof of study (i.e. study notes, note cards, drawings) as well as a parental signature on a retake form sheet. In addition, if reteaching is necessary, it is the responsibility of the student to make arrangements to come during lunch (prior arrangement necessary) or during RTI (if allowed by students RTI instructor). After school learning opportunities will need to be arranged in advance.

Student retakes will not be an exact replica of the original assessment but will contain the pertinent concepts students must understand in order to meet proficiency in science. All retakes/revisions must be completed within 10 school days from receipt of original graded assessment.

Math, ELA & SS on reverse.

I have read the revision policy and understand the responsibility of my child in regards to this policy.

Parent signature: _____

Student Signature: _____

Student Printed Name: _____

Math: Students will have an opportunity to retake assessments (not Unit Tests as these are ASFMS Common Assessments) provided they correct all mistakes on the original assessment/quiz, as well as fill out the retake form (with reflection and a parental signature). The original assessment, corrected work and retake reflection sheet must be handed in prior to the retake. In addition, students must sign up on the retake sign up sheet via Google Classroom for a retake date/time that is offered within the 10 day revision period and see that it has been seen (“OK”-ed) by me. If reteaching is necessary, it is the responsibility of the student to sign up for a help session (these will be on the sign up sheet).

Student retakes will not be an exact replica of the original assessment but will contain the same skills/concepts students must understand in order to meet proficiency in math.

ELA: Students will have an opportunity to make revisions to a writing assessment provided they do so within the 10-day revision period. If extra help is needed, it is the responsibility of the student to make arrangements to come during lunch (prior arrangement necessary) or during RTI (if allowed by student’s RTI instructor). After school opportunities will need to be arranged in advance. Student **must** hand in the original document with the revised submission.

Social Studies: All assignments are on Google Classroom. It is the student’s responsibility to revise assignments within the 10 day period. After the 10 day period has passed, I edit the assignment title on Classroom to read “(FINAL).” Unless there are extenuating circumstances, I don’t go back and look for revised assignments. Students need to notify and meet with me in order for revisions to be considered after this point.

Parents and students please sign and return the bottom portion of this letter to your child’s **advisory teacher**. Thank you for your continued support.

Sincerely,

Cyclone Team Teachers

Mrs. Ballard, Mr. Mitchell, Mrs. Saccoccio & Mrs. Scheib