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September 1, 2010

Dear Windham School Parents:

The Windham School Board recently adopted new grading and homework policies for all Windham Public Schools. These new policies are designed to move grading to a more standards based approach where the grades your child receives on any given assessment clearly reflect what he/she knows and is able to do in respect to the learning goals for his/her particular class or course of study.

Grades are formulated by a combination of assessments throughout the school year. Assessments fall into two categories: *formative* or *summative*. A formative assessment is a task intended to help a student develop the knowledge or a skill within a content area. Formative assessments take a variety of forms, including, but not limited to, class work, homework, discussion, or written answers. A formative assessment is designed to give the teacher and student information about what a student knows or is able to do and leads the teacher in the direction of what to teach next and when to introduce new concepts. A summative assessment is designed to measure what a student knows and is able to do after all instruction has taken place. Summative assessments take a variety of forms, including, but not limited to tests, projects, or performance based assessments completed in or outside of the classroom setting.

The new grading policy allows a student to retake a summative assessment if he/she has been unable to demonstrate proficiency (a grade of 75% or higher) on that assessment. The student shall approach the teacher, request a retake, engage in teacher designated remediation steps and then retake the assessment until proficiency has been met. At that time the new grade up to 75% will replace the previous grade. The goal of this process is to ensure all students meet proficiency in the course. An exception to this retake allowance is when an exam is designated as a "final exam"; students cannot retake a "final exam".

A score of 50, on a 100-point scale, is the minimum score that can be recorded for any student who has completed and submitted a graded summative assignment. Students failing to complete a summative assignment (project, paper, etc.) will receive a grade of an M (missing) and up to a 20% reduction in the grade. They will have until the end of the term to complete the assignment or will receive an incomplete (I) for the course and will not receive course credit. Students with incompletes have until the midpoint of the next term for quarters one, two and three to make up the work that is missing or prior to the beginning of the school year for quarter four. At that point, the "I" will remain on the

transcript and no credit will be given. This process will ensure all students complete the necessary work for the course to earn credit.

Under the new homework policy, homework is a short-term task or assignment that is an outgrowth of the classroom experience and completed outside of class time. Homework will count for no more than 15% of the overall class/course grade.

These new policies will change some of what we have done in the past in reference to grading and reinforce others. We look forward to working with you, your child and the over all community in understanding these new policies and their impact on a quality educational program. For more information, the new policies, IKA and IKB, can be found on the district website or by calling the School Administrative Unit offices at 425-1976.

Sincerely,



Roxanne Wilson
Assistant Superintendent: grades K-5



Amanda S. Lecaroz
Assistant Superintendent: grades 6-12