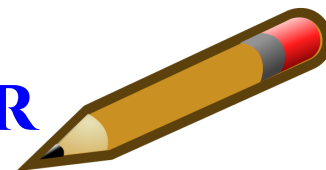


4TH GRADE FAMILY LETTER



Greeting Tiger Families,

In our efforts to ensure a successful partnership and school year, the 4th grade team has decided to provide you all with information that we believe will provide clarity for all aspects of the education experience beginning 2nd Quarter and moving forward. As Prince George's County Public Schools employees, all CMIT educators are subject to the administrative policies put in place by The Board of Education of Prince George's County. It is our hope that this document answers any questions and clears any misconceptions regarding communication, grading policy, and assignments. Applicable snippets of Administrative Procedures 5121.1 have been added to address all components of this document (which, in its totality, can be found on the PGCPs website).

As always, we thank each of you for your partnership and look forward to your continued support for the duration of this school year.

COMMUNICATION:

CMIT South Elementary has utilized the CLF Weekly Newsletter as a means of communication with all families for years and it has shown to be successful. To alleviate communication overload, as well as, provide concise, unified, and easily accessible information, we have decided that all news will be shared through this system. This includes, but is not limited to, content details, assessment dates, school closings/early dismissals, and upcoming events. ClassDojo can and will be used for pressing and time sensitive material from our team. ***If you have not done so already, please visit clfportal.org to subscribe and receive the weekly newsletter.***

Agenda books have been provided to each scholar and we will persist with its usage to communicate at-home activities nightly. This will be the only form of communication pertaining to homework. Independence and educational ownership are fundamental skills we are aiming for our scholars to achieve in preparation for 5th grade and beyond.

Parent-Teacher Conference days are scheduled by the county for 1st through 3rd Quarter. If an additional conference is needed, we will notify you. You have the right to request a conference with a teacher at any time. While our daily availability is scarce, we will make ourselves available at our earliest convenience. *(Parent Conference 1 & 2) "Teachers will inform parents/guardians of the need for a conference." "Parent or guardian conferences are encouraged at any time during the school year if the conference will enhance the parent's or guardian's understanding of and support for their child's schoolwork and school performance."*

GRADING POLICY:

As a Public-Charter School Chesapeake Math & IT Elementary School follows the guidelines of Prince George's County Public Schools. SchoolMax houses all grades and assignments that contribute to scholars progress report and report card grades and it is highly encouraged that families check SchoolMax regularly to remain updated on student performance.

- **Grades:** We are teaching to and grading performance and competence of 4th grade standards. Below we have provided explanation of how the letter grades corresponds with grade level performance; (*5121.1-Grading- 3*)
A = Excellent progress at the 4th grade common core standards/instruction 90 – 100%
B = Above Average progress at 4th grade common core standards/instruction 80 – 89%
C = Average progress at 4th grade common core standards/instruction 70 – 79%
D = Below Average progress at 4th grade common core standards/instruction 60 – 69%
E = Unsatisfactory progress (failure) at the 4th grade common core standards/instruction below 60%
- **Grade Entry:** (*Reporting- 2.A*) “It is expected that teachers will enter the numeric grade for student work into their electronic grade book (SchoolMax) within 10 business days of the due date.”
- **Make-Up Work/Resubmissions:** Scholars qualify for make-up work for assignments given during an excused absence, excused tardy, or excused early departure only. The time provided to complete make-up work will be equal time to the amount of time/days missed.
 - Qualified make-up work must be submitted more than 5 days before the end of the quarter. (*Reporting- 2.A*) “Make up work can not be submitted 5 school days prior to the end of the quarter to ensure teachers have time to grade all outstanding work.”
 - Scholars/families may request **one** additional opportunity to improve a grade on any **submitted qualifiable** activity. The request must be made within 10 days of receiving the original graded work. (*Reporting- 2.B*) “Students and/or parents/guardians may request one additional opportunity to improve a score on any qualifying assessment, activity, or assignment that demonstrates knowledge of course content, skills, and standards. The higher grade shall be the grade of record. An assessment, activity or assignment is considered qualifying if the following criteria are met: 1) The student completed and submitted the original assessment, activity, or assignment by the due date. 2) The student participated in the teacher-facilitated re-teaching (before,

during, or after school) within five school days following the return of the original graded work. The intention of reteaching is to promote student learning of the material. Re-teaching may include but is not limited to feedback on the original task/assessment, additional tasks assigned by teacher, study packet, review session, whole or small-group instruction, computer tutorial, peer tutoring, or attending school or content-specific study sessions. The re-teaching does not have to be face-to-face. 3) Within ten school days of receiving the returned original graded work, the student completed and resubmitted the new assessment, activity, or assignment.”

- **Good Faith Effort (GFE):**

- Scholars will be awarded a Good Faith Effort grade of 50% on submitted assignments, showing effort, and scoring below said grade. (Recording- 2.C) “Teachers shall assign a minimum grade of 50% to assignments or assessments for which the student completed the entire assignment and made a good faith effort. Good faith effort is evidenced by the student displaying persistence, striving for accuracy, time on task, and/or trying an alternative method to solve a problem.”
- Scholars may receive a Zero Grade on assignments if effort is not shown on assignments or assignments are not submitted at all. (Recording- 2.I) “If a teacher determines that the student did not attempt to meet the basic requirements of the task/ assessment, the teacher may assign a zero.”

- **Zero Grade:** (Recording- 2.H) A student will receive a zero for assignments, tests, or quizzes when the following occurs: 1) A student has cheated on a test, quiz, or assigned project. 2) A student fails to produce work within an assigned timeframe. 3) A student who has been lawfully absent fails to produce make-up work in a reasonable timeframe. 4) A student has been unlawfully absent. 5) A student does not demonstrate satisfactory progress at the level of instruction indicated (below 60%).

ASSIGNMENTS:

Homework Schedule

This schedule is an outline but it is highly encouraged that parents review and sign agenda books nightly as a second means of real-time communication and tracking.

	Monday	Tuesday	Wednesday	Thursday
Math Unit Pick-A-Project assigned at the beginning of each Topic/Unit and due on the End of Topic assessment date.	IXL Weekly Plan (Due Fri.)		Savvas Realize Practice (Due Thur.)	
Science 2nd Quarter STEM Fair deadlines have been communicated.		NewsELA Article accessible through Clever (Due Wed.)		NAMED IXL from Skill Plan (Due Fri.)
RELA	iReady Lessons, IXL, OR Writing (Due Fri.)			
Social Studies	Current Event, IXL Skills, OR SEL (Due Fri.)			
Health	The Great Body Shop reading & activity in Canvas (Due Fri.)			

Acknowledgement of Letter

Thank you for taking the time to read the 4th grade letter. Please acknowledge that you have received and reviewed this letter with your scholar. Return this signed letter by Monday 10/31/2022 for your scholar to receive their work habits credit.

_____ I have read and discussed the letter with my scholar.

Student Name_____ Student Signature_____

Parent Name_____ Parent Signature_____