



AUSTINTOWN INTERMEDIATE SCHOOL

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Dear AIS 4th & 5th Grade Family:

Welcome back! We have had a productive and great start to the school year. I am excited for great things! Soon, report cards will be posted electronically on Progressbook the week of the first week of November. For some of our students (in Grades 4 and 5), it may be the first time that a letter grade is included in their report card. For AIS students in Grade 4, letter grades are posted for Language Arts and math only. In Grade 5, letter grades are posted for Language Arts, Math and Science.

AIS is committed to supporting all students striving to demonstrate proficiency of the standards in all content areas, especially after so many learning obstacles during this pandemic. Therefore students that do not demonstrate proficiency on a cumulative test will have an opportunity to retake an alternate test after additional instructional support is provided and completed.

Here is the AIS TEST Retake Policy:

- Every effort is made to allow students the opportunity to demonstrate their understanding of concepts and skills to achieve mastery. For this policy, **only summative (cumulative) tests are allowed to be redone.**
- Any student, regardless of their original grade, may request a re-do. Parents and teachers may also initiate a Request for Redo. AIS believes that every student should have an opportunity to increase their level of skill achievement.
- Students **must** return their original test complete with test corrections. The test corrections should show the work behind the new correct answer, alongside a detailed 3-5 sentence explanation of the mistake originally made. Teachers will provide an example.
- Test corrections with paragraphs are due within one week. Teachers will then meet with students to collect and/or review their corrections.
- Students will then take another assessment. **Students will receive the new current grade from the retake.**
- Students will only have one opportunity to redo/retake any assessment. When students complete the retake or do not take the opportunity to complete the retake, the teacher will note it in Progressbook.
- Alternate assignments may be required at the teacher's discretion since some scenarios are impossible to replicate. For example: computer lab assignments, experiments, projects, formal essays, etc.

This policy is another example of how AIS is committed to helping students progress, grow and succeed everyday. Please feel free to contact me with any questions.

Sincerely,

Ms. Angel Owens

AIS Principal



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AIS Redo/Retake Request Form

Student Name: _____ Grade: _____

Teacher Name: _____ Subject: _____

Date : _____ Re-do Date: _____ Test Grade: _____

I would like to redo my summative test. I am willing to meet with my teacher and complete all test corrections along with a detailed 3-5 sentence paragraph explaining the mistake I made. I know all of this work must be done within one week or I will not be able to redo the test. I also know that I will have to retake an entire test and the new grade will replace my original one.

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date