



**Parcells Middle School**  
20600 Mack Ave.,  
Grosse Pointe Woods,  
MI 48236  
Phone: 313/432-4700  
Fax: 313/432-4602

October 9, 2015

Dear Parent or Guardian,

This letter (and 5 point homework assignment) is to inform you of a new opportunity for your student in Spanish class this **semester** as part of a world language pilot retake program. Students of all levels will be permitted to retake any quiz or test **one** time. Please note that this opportunity does not apply to the Spanish 1 and Spanish 2 midterm and final exams, as these are high school assessments. Also, listening portions of any Spanish 1 or 2 exam cannot be retaken; the grade for this small portion of the assessment will remain the same. This retake system is particular to Parcells Spanish classes and is not a reflection of systems in place for other departments or teachers.

Students may retake assessments once, and I will take the higher of the two grades. Therefore, if the student earns a lower grade the second time, I will keep the first grade, which is higher. If a student earns a low grade the first time and again on the retake (below a 75% for both), I will speak directly with that student to address what might have caused the issue. A second retake will not be available, but I will work with the student, his/her counselor, and you to make sure the student has a thorough understanding of the content and is ready to move to the next unit. Students can retake assessments even if they earned a 49/50 on the first assessment, but that is up to them. I do ask students to consider if that type of retake situation is worth the time based on its effect on the overall grade. In all cases, I'll speak to students directly to assess their preparation for the retake.

The retake quiz or test will be the same format as the original assessment but with different questions in a different order to make it a fair assessment. There is **no grade penalty** for retakes; this is merely an opportunity encouraging students to take responsibility for their grades and have the chance to show me they really know the content.

Normally, students make up or retake assessments in our 7<sup>th</sup> hour testing program at Parcells. However, Spanish assessments must be made up or retaken with me to ensure understanding of directions in both English and the target language. I am available for **scheduled** retakes **Thursdays after school and Fridays before school**. Students may speak to me in class, speak to me outside of class, or email me.

Here is the process for retaking an assessment:

- Student decides to retake a quiz or test as soon as possible

- Student fills out the Assessment Retake form (available in the classroom and online), signs it, and asks you, the parent or guardian to sign it too.
- The form must be signed before the retake can be done
- Student schedules a time to meet with me and retake the assessment.
- Student receives grade and communicates with me about any questions or concerns.

Because we have quarterly grades, the cut-off for retaking a quiz or test for a quarter will be the Monday before the quarter ends. In the case of first quarter, all retakes must be completed by the afternoon of **Monday, November 2<sup>nd</sup>**. I recommend that students do not wait too long to retake an assessment as they might forget the content somewhat. As always, they can study with the links and resources online and ask me about any questions they have. Assessments are kept in their portfolios in the classroom, so they can check what they might have missed and prepare for the retake.

I do not require that students retake assessments. If students are satisfied with their grades, they may continue on to the next unit. This system is meant to encourage student accountability and offer them another opportunity to succeed in Spanish class. As a reminder, this program is specific to Spanish and French classes at Parcels and is a pilot for this first semester. Any changes necessary based on the needs of our students will be made and enacted for the second semester. Please email me with any questions, and please sign this form so that your student receives the full 5 points for this homework assignment, **due by Wednesday, October 14<sup>th</sup>**.

Sincerely,

**Rachel Butler**

Señorita B.

Spanish teacher

NJHS Faculty Advisor

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent or Guardian name: \_\_\_\_\_

Parent or Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_