

**Maine School Administrative District No. 75**  
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April 30, 2019

Dear Members of the M.S.A.D. No. 75 Community:

Our district is beginning a process of reviewing our grading and reporting system. The goals and timeline of the process are included below and were endorsed by the Board of Directors at its April 25th, 2019 meeting. There will be no change to our current systems of grading and reporting for the 2019-2020 school year while the review process is ongoing. The school principals will be creating three work groups at the elementary, middle, and high school levels to gather feedback and develop a comprehensive grading and reporting system, to be implemented for the 2020-2021 school year. Further communication on this process will be coming from your school principal(s). As always, thank you for your support.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Lucy".

Robert J. Lucy  
Interim Superintendent of Schools

***M.S.A.D. No. 75 GRADING AND REPORTING REVIEW PROCESS***

**Goals of the Review Process**

1. Implement a system of grading and reporting in M.S.A.D. No. 75, Pre-K to Graduation, that **maximizes learning for all students**.
2. Implement a report card that makes it **clear and easy for students and parents/guardians to understand** what a student has learned.

**General Timeline of Activities / Outcomes**

<p>April 25, 2019</p>	<p>Representatives from the Principals' group presented the proposed plan for the Grading and Reporting Review Process to the CIA Committee</p> <p>The full School Board endorsed the Grading and Reporting Review Process</p>
<p>May 2019</p>	<p>Initial communication from Superintendent addressed to M.S.A.D. No. 75 Community regarding the process</p> <p>Principals create and convene three <u>Grading and Reporting Work Groups</u> (Elementary, Middle School, High School), representing key stakeholders</p>
<p>May 2019 - December 2019</p>	<p>Principals organize regular opportunities for stakeholders to give feedback (e.g. focus groups, meetings, digital suggestion box, etc.)</p> <p>Work groups meet several times to gather information and process feedback from stakeholders (students, parents/guardians, teachers, administrators)</p> <p>Work groups meet several times to evaluate options for grading and reporting resources (e.g. software packages)</p> <p>Principals' group meets regularly to make grading and reporting decisions based on progress of the work groups and feedback of stakeholders</p> <p>Principals' group representatives update the CIA Committee monthly; CIA Committee Chair updates the full Board</p> <p>Superintendent sends regular formal communications on the progress of the Grading and Reporting Review to all stakeholders</p>
<p>January 2020</p>	<p>Principals' group makes final Grading and Reporting Review recommendations, including budgetary and training implications, to CIA and Finance Committees</p> <p>Superintendent sends formal communication to all stakeholders on the conclusion of the decision-making process for Grading and Reporting</p>
<p>Spring 2020 - Summer 2020</p>	<p>Principals' group creates training and communication plans for stakeholders</p> <p>Purchases made in support of grading and reporting system</p> <p>Superintendent sends information on grading and reporting system for 2020-2021 school year to all stakeholders</p>
<p>August 2020 - September 2020</p>	<p>M.S.A.D. No. 75 instructional staff receive training in grading and reporting system</p>

	Principals hold parent/guardian information meetings to share what to expect from first period report cards
October 2020	Middle School and High School use the system for Quarter 1 reporting  Principals gather feedback from parents/guardians and teachers on how it went
November 2020	All Elementary schools use the system for Trimester 1 reporting  Principals gather feedback from parents/guardians and teachers on how it went
December 2020	Principals' group reviews feedback and considers adjustments for the next reporting period as part of a <u>monitoring and continuous improvement cycle</u>  Principals' group representatives update the CIA Committee on the first round of grading and reporting; CIA Committee Chair updates the full Board