

# Herbert J. Saunders Middle School

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*Myca Gray, Principal*

October 6, 2009

Dear parents/guardians of Saunders Middle School students,

This letter is to inform you of the 2009-2010 grade reporting policies for all Encore and 12-week reading and math remediation courses. Encore classes include: Technology Education, Family & Consumer Science as well as Visual Arts. As many of you are aware, report cards are distributed on a 9-week basis. Interims are distributed at the midway point of each grading period. Because the 12-week Encore rotation does not line up with the prescribed grade reporting times, the following will take place:

- For each of the four interims throughout the school year, the letters “NG” will show for all students. This does not mean that the student has not earned a grade, but rather the student has not reached the midpoint of the 12-week grading period.
- At the midpoint of each 12-week grading period, printed progress reports will be sent home for all students who have earned a grade lower than a “C” and /or have demonstrated unsatisfactory (“U”) effort or conduct.
- Any parent who wishes to receive a progress report (at any time) should contact the student’s current teacher to request one. Also, progress may be checked at any time by logging in to Edulink.
- For the first 9-week report card only, “NG” will appear for the students’ first Encore class grade. Again, this does not mean that the student has not earned a grade, but rather the student has not reached the end of the 12-week grading period. Grading will be offset by one grading period. The grade for the first Encore class will be shown on the second report card. Subsequent classes will be shown on the report cards to follow. (i.e. second class to be shown on third report card; third class to be shown on final report card)

Should you have any questions or concerns, please don’t hesitate to contact either your child’s teacher or guidance counselor.

Sincerely,

The Saunders Encore  
and Remediation Teachers



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