

July 2010

**Important Information  
about Grading & Report  
Card Changes**

Dear Parents and Guardians,

We hope that the days of summer have been relaxing and that you and your children are looking forward to a new and exciting year at CCS. We have been busy here at CCS putting the final touches on a **continuous grading system and the electronic reporting of grades** that will be in place for the 2010 - 2011 school year.

As we at CCS continue to develop ways of maximizing every moment of instructional time, we are keenly aware of the importance of communicating student progress in a clear, concise, current and complete manner. In an attempt to grade more authentically, we have worked to standardize our curriculum and develop teacher practices that grade students on their actual performance. This has allowed us to more clearly identify the strengths and weaknesses of our students and thus develop ways to enhance student learning.

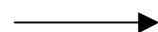
The CCS Curriculum Team, comprised of administrators from the Upper, Intermediate and Lower Schools, investigated and experimented with a new grading system that we are now ready to implement. We have completed a yearlong study of a cross-section of students from grades K ó 12 and have found that the grade results were more closely aligned with the students' ongoing performance throughout the whole year. This continuous grading system averages **all** of a student's grades beginning on the first day of school and ending on the last day of school.

Students and families involved in the study found that the grading system helped them to be more attuned to student progress in order to address concerns. As a result of our continued efforts to develop authentic grading practices we have decided to begin utilizing this new grading system throughout the school.

The Curriculum team recognizes that this change will take time to get used to but also believes that parents and students having constant access to year-to-date grades without having to wait for report cards is important. At the Upper School level (grades 7 ó 12), paper report cards will not be sent home. At the Lower School level (Grades K ó 6), paper reports of only the standards portion of the report card will be sent home. In time, these paper report cards will also become obsolete and all grade reporting will be handled electronically, online.

In order to ensure frequent communication, teachers will continue to update their grade books every day six of the CCS cycle. Parent/Teacher conferences will continue to be required in November and April. Semester time periods will remain for elective courses at the Upper School, and there will be no interference in communicating with colleges during the application process. Since colleges ask for year-to-date grades, we will be able to provide more accurate reports of student performance. Teachers will also be asked to inform parents of changes in student performance when appropriate.

Parents are encouraged to check PowerSchool on a regular basis to find the most current information on the performance of their child/children. Teacher comments will be posted chronologically for the entire school year so that parents, teachers and students have a record of student progress. If you do not have



computer access, please contact the main office in your child's building to set up an alternate system of communication.

Since academic achievement is held in high regard at CCS, we will continue to recognize our students who achieve Honors and High Honors. Honor Roll will be published monthly in the CCS Newsletter beginning in October. Once a student has achieved Honors or High Honors, as long as he/she continues to fulfill all requirements, they will continue to be recognized with this honor.

If you have any questions or concerns, please feel free to contact Mrs. Janet Snape (extension 113) if your child is in grades K ó 6 or Mrs. Pat O'Brien (extension 606) if your child is in grades 7 ó 12.

Sincerely,

Mrs. Maggie Mraz  
Principal, Lower School

Mr. David Simpson  
Principal, Intermediate School

Ms. Amanda Lake  
Principal, MS/HS

Mrs. Janet Snape  
Curriculum Specialist, K ó 6

Mrs. Patricia O'Brien  
Curriculum Specialist, 7 ó 12