

# Memorandum

**To:** All Faculty and Staff  
**From:** Dr. Matthew W. Ross, Superintendent  
**Date:** August 1, 2018  
**Subject:** Policy and Procedure Bulletin\_Reviewing Grade Level and Individual Student Performance on the SBAC Summative Assessment

The intent of this memorandum is to provide guidance with regard to the responsibility of each classroom teacher, in Grades 3-8, to review grade level and individual student performance on the SBAC Summative Assessment.

By August 5th, all teachers, in Grades 3-8, will provide the principal with a schedule for conducting the Whole Class Review and Individual Student Review. Additionally, by August 15th, all teachers in Grades 3-8 will provide a review of the following:

#### Whole Class Review

- School Level Year-Over-Year Performance and Growth
  - Overall Achievement - By Performance Level
  - Key Area (Claim) Performance
- Grade Level Year-Over-Year Performance and Growth
  - Overall Achievement - By Performance Level
  - Key Area (Claim) Performance
- Previous Year SBAC Summative Assessment Performance Results
  - Districtwide Summary
  - Grade Level Summary

#### Individual Student Review

- Most Recent Performance
- Year-Over-Year Performance and Growth
- Goal Setting

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.