

**Edgar Allan Poe Elementary
SDMC Meeting Minutes
September 22, 2022**

Members in attendance:

Jeff Amerson, Jenny Meadows, Madeeha Sheikh, Wendy Ulrich, Shannon Taggart, Kayleigh Baca, Elizabeth Finch, Alyssa Lopez, Lydia Vargas, Marilena Marroquin, Bianca Alvarez

1) Policy for Late Work and Make Up Work

- a)** Last year brought up issues with late work, retakes, and grading. Mr. Amerson wants the committee to come up with a written plan to share with teachers and parents that is in line with district policy so students, parents, and teachers. The committee discussed many options, looked at the purpose behind retakes, and came up with the following:
- Make up work is given AFTER students return from an absence. This is HISD policy.
 - Students will have 5 days to make up any missed work from absences, excused or unexcused.
 - If a student is absent more than one day, they will have 5 days from each day's assignment to turn it in.
 - Homework is not graded; therefore, non-graded makeup work may be completed at home. Graded makeup work must be completed at school.
 - Makeup work can be done during the 2nd recess for most grades. Grades 4 and 5 have extended recess and students can use part of the recess for makeup work.
 - Tests and quizzes may be retaken at the teachers' discretion. There can only be one retake per test.
 - Retakes must be taken within 5 days.
 - To retake a test, students must fill out a reflection sheet and correct mistakes before they retake the test in class.
 - When a student retakes a test, the higher of the two grades will go in the gradebook.

2) Maintenance Concerns

- a)** As a new addition to the SDMC meetings, maintenance concerns will be discussed and submitted to the district if not already submitted. These will be reviewed at each meeting.
- b)** Concern: piping from the irrigation system and roots by the playground area.
- c)** Concern: Netting and mulch under the spinner on the playground.