

## **December TA Topics for 10<sup>th</sup> Grade TA**

- Discuss Drop and Add
  - December 12 – 15, Monday – Thursday
  - 7:30 am – 4:00pm
  - Before school, during TA, Study Hall or Lunch, After School
  - Students will not be allowed to drop and add during a class period other than TA or Study Hall
  - Drop and add will be limited due to availability of classes.
  - Year Long Classes: In most cases students will not be allowed to drop a year-long class if they have a grade of 4 or above. See your counselor if you have questions.
  - Semester Classes: If a student would like to change an elective semester class, it will depend on the availability of an alternate course.
  
- Discuss FINAL EXAMS coming up. Plan accordingly!
  
- Discuss what happens if a student fails a class
  - If the class is required—the student must take class again
  
- Discuss how the semester grade is computed
  - Quarter 1, quarter 2, final—not all teachers use the same technique
  - Teachers have option of assigning weights of 5-20% on final exams
  
- Explain the importance of Semester 1 grades
  
- Email counselors with names of students with whom you have concerns.
  
- Continue to make contact with each student about grades
  
- Remind students to ask teachers for help if they are struggling in certain areas. Utilize after school academy or peer tutoring if necessary.

- Review the attendance policy. Explain to students they will receive a certified letter if they have over 8 absences. If students have questions or concerns, they should contact the assistant principal or counselor.
- Have a Happy Holiday Season!