

YOUR SEPTEMBER ACADEMIC SKILLS RECOVERY AND READINESS PLAN

For Grade 10 and Grade 11 Students

Your Four Core Areas	What You Will Strengthen
Mathematics	Algebra I, Geometry, and Algebra II
Language and Grammar	Correct, clear, and effective language
Critical Reading and Thinking	Comprehension, evidence, inference, analysis, and reasoning
College and Career Writing	Academic, college, workplace, and professional communication

Your purpose: You will use September to discover which skills stayed strong over the summer, rebuild skills that weakened, close academic gaps, and prepare yourself for the new work you will face this year.

This process is not designed to embarrass you or label you. It is designed to help you understand your own learning, receive the support you need, and become a stronger and more independent student.

1. What You Will Accomplish

By the end of September, you should be able to:

- 1 identify skills you remember, skills that need practice, and skills you may need to relearn.
- 2 show what you currently know through grade-appropriate diagnostic assessments.
- 3 complete instruction and practice targeted to your actual needs.
- 4 explain how these skills connect to your courses, graduation, college, career preparation, and adult responsibilities.
- 5 show measurable improvement through reassessment.
- 6 create a personal plan for continuing your progress after September.

Your Learning Cycle

Understand why → Rate yourself → Complete the diagnostic assessment → Review your results → Receive instruction → Practice and apply → Reassess → Set your next goal.

Your Four-Part Academic System

Core Area	Why It Matters	What You Will Do
1. Mathematics: Algebra I, Geometry, and Algebra II	Strong mathematical foundations help you solve new problems, understand advanced concepts, and reason accurately.	Review important concepts, complete diagnostics, analyze errors, practice gaps, explain your reasoning, and demonstrate mastery.
2. Language and Grammar	Correct language helps you communicate clearly in every subject and in professional settings.	Apply grammar and usage rules, edit authentic writing, correct errors, and demonstrate improvement.
3. Critical Reading and Thinking	You must understand, question, compare, and evaluate information rather than simply read words.	Read actively, cite evidence, make inferences, evaluate claims and sources, and explain your conclusions.
4. College and Career Writing	Your writing represents your thinking, preparation, and professionalism.	Write and revise academic responses, professional emails, resumes, application responses, and career-focused documents.

Your mastery standard: You must score at least 90% on an assessed skill to demonstrate mastery.

2. Your Student Skills Checklists

Before testing, you will complete separate Grade 10 or Grade 11 checklists. Be honest. Your ratings do not become a grade; they help you and your teacher decide where to begin.

How You Will Rate Each Skill

Rating	What Your Rating Means
4	I can demonstrate this skill independently.
3	I remember this skill but need more practice.
2	I learned this skill but have forgotten how to use it.
1	I do not remember learning this skill.

After you receive your diagnostic results, return to your checklist and compare what you believed with what you demonstrated. This comparison will help you become more accurate and responsible when evaluating your own learning.

What Your Checklists Cover

Area	Skills You Will Consider
Mathematics	Algebra I, Geometry, and Algebra II skills, separated by course and readiness level.
Language and Grammar	Sentence structure, agreement, usage, punctuation, capitalization, vocabulary, mechanics, clarity, and editing.
Critical Reading and Thinking	Central idea, evidence, inference, argument, author purpose, comparison, credibility, bias, and reasoning.
College and Career Writing	Academic responses, organization, evidence, revision, professional email, resume, application writing, tone, sources, and ethical AI use.

Remember: feeling confident is not the same as showing mastery. If your assessment reveals a gap, that information gives you a clear place to begin.

3. What to Expect on Your Diagnostic Assessments

These assessments are designed to reveal what you need next. You will receive results by skill area, not only as one total percentage.

Area	What You May Complete	What It Measures
Mathematics	Approximately 35-45 questions	Procedures, equations, functions, geometry, modeling, application, and reasoning.
Language and Grammar	Approximately 30-40 questions and editing items	Sentence structure, usage, punctuation, agreement, clarity, vocabulary, and editing.
Critical Reading and Thinking	Three or four varied passages with questions	Central idea, evidence, inference, argument, bias, comparison, credibility, and analysis.
College and Career Writing	Two performance tasks	One evidence-based academic response and one practical college or career communication.

Your Performance Levels

Classification	Performance Range	What Happens Next
Mastered	90-100%	You apply the skill in more advanced or complex situations.
Developing	65-89%	You receive focused review, guided practice, and another mastery opportunity.
Priority Gap	Below 65%	You receive direct reteaching, supported practice, and reassessment.

Mastery means 90% or higher. If you have not reached 90%, you are still learning. Your result tells you what kind of support and practice you need.

4. How Your Remediation Will Work

A worksheet alone cannot rebuild a skill. For each priority skill, you will move through a complete learning sequence:

- 1 listen to or read a short explanation.
- 2 study a worked example or model.
- 3 practice with teacher guidance and feedback.
- 4 practice independently.
- 5 apply the skill in a new problem, passage, or writing task.
- 6 complete a short mastery check.
- 7 correct mistakes and explain what you learned.

Your Learning Pathway

Pathway	When You May Use It	What You Can Expect
Recovery	You have an important foundational gap.	Clear reteaching, modeling, supported practice, frequent checks, and additional time.
Strengthening	You partly remember the skill but lack accuracy or fluency.	Focused review, error analysis, deliberate practice, and application.
Advancement	You have already mastered the prerequisite skill.	More complex application, reasoning, synthesis, writing, and enrichment.

Your group may change as your skills improve. A pathway describes what you need at that moment; it does not define your intelligence or your future.

5. College and Career Writing

This area will help you communicate effectively beyond the classroom. You will practice writing that colleges, scholarship committees, employers, supervisors, and professional audiences expect.

- clear and complete sentences
- organized paragraphs and logical ideas
- a focused thesis or central claim
- relevant evidence and explanation
- analytical and persuasive responses

- revision and editing
- professional emails
- resumes and student profiles
- cover letters and letters of interest
- college, scholarship, internship, and career responses
- appropriate tone for different audiences
- source citation and plagiarism prevention
- ethical use of AI for brainstorming, feedback, and revision

Your Two Writing Diagnostic Tasks

- 1 Academic Writing Task: You will read a short passage or paired texts and write an evidence-based analytical or argumentative response.
- 2 College and Career Task: You will complete a practical communication such as a professional email, resume summary, cover-letter paragraph, scholarship response, or college application response.

How Your Writing Will Be Evaluated

Criterion	What You Need to Demonstrate
Purpose and Focus	You address the task directly and maintain a clear controlling idea.
Organization	Your introduction, development, transitions, and conclusion fit the task and progress logically.
Evidence and Reasoning	Your support is relevant and you explain how it proves or develops your ideas.
Audience and Tone	Your language and formality fit the academic, college, scholarship, or workplace audience.
Sentence Development	Your sentences are complete, clear, varied, and readable.
Language Conventions	Your grammar, punctuation, capitalization, spelling, and usage support meaning.
Revision Quality	You identify weaknesses and make meaningful improvements.
Professional Presentation	Your formatting, readability, completeness, and attention to detail meet real-world expectations.

Your September Writing Portfolio

By the end of September, your portfolio should contain a revised academic response, a professional email, a resume or student profile, and one college-, scholarship-, internship-, or career-focused composition.

6. Your Four-Week September Schedule

Week	Your Focus	What You Will Do
Week 1	Awareness and Diagnosis	Learn the purpose, complete your skills checklists, take diagnostic assessments, and establish your baseline.
Week 2	Foundations and Recovery	Review results, identify three to five priorities, enter a flexible pathway, relearn prerequisites, and correct errors.
Week 3	Strengthening and Application	Practice targeted skills, connect them to current courses, solve more demanding tasks, and complete mastery checks.

Week	Your Focus	What You Will Do
Week 4	Reassessment and Forward Planning	Reassess priority skills, compare growth, complete your writing portfolio, meet with your teacher, and set new goals.

7. Why This Matters to You

September is not about repeating an entire previous grade. It is about finding the specific skills that may have weakened and rebuilding them before they interfere with your success.

Every advanced skill rests on earlier learning. When part of your foundation is weak, new work becomes harder than it needs to be. By identifying and repairing gaps now, you make your future learning more manageable.

You will not simply receive assignments. You will review your own information, help identify priorities, monitor your growth, correct your mistakes, and provide evidence of mastery. The goal is for you to become academically stronger, more independent, and better prepared for graduation, college, career training, and adult responsibilities.

8. Your Mastery Portfolio and Conference

Your portfolio will tell the story of your September growth. Keep your work organized and be prepared to explain what it shows.

- your first skills checklists
- your diagnostic results by skill
- your individual gap analysis and priority list
- your recovery, strengthening, or advancement assignments
- your practice, corrections, and mastery checks
- your weekly reflections
- your College and Career Writing products
- your final reassessment results
- your academic goals for the rest of the school year

Questions You Should Be Ready to Answer

- What did my assessment reveal?
- Which skills did I recover or strengthen?
- Where did I show measurable improvement?
- Which gaps remain?
- How will these skills affect my classes, graduation, college, or career preparation?
- What will I do when I do not understand a skill?

9. How You Will Use Your Results

You will compare your baseline and final results in each skill area. You are measuring your growth against your own starting point, not competing with another student. Your teacher will use your results to adjust instruction, change your pathway when needed, and decide what support should continue after September.

Your Next Step

Approach this process with honesty, effort, and patience. A gap is not a verdict about your ability. It is information that helps you decide what to learn next. Your responsibility is to participate fully, ask questions, use feedback, correct errors, and keep working until you can demonstrate at least 90% mastery.

My September commitment: I will take responsibility for identifying, strengthening, and mastering the skills I need for success this year.

Student signature: _____ Date: _____

Teacher signature: _____ Date: _____