

The banner features a purple background. On the left, a silver pen is shown with a blue line trailing from its tip. On the right, a large, stylized 'A+' is drawn in purple. The text 'Reallyville' is in a yellow, bold, sans-serif font, and 'Grade Tracker' is in a larger, white, bold, sans-serif font with a black outline.

Reallyville Grade Tracker

IMPLEMENTATION GUIDE

For School Administrators

Benefits:

The Grade Tracker system helps students set and reach their academic goals by giving them an easy method and routine to track their progress. It also gives Advisory teachers a clear view of how their students are doing, showing trends and areas that need work. This makes it easy for teachers to give quick and focused help, making sure students stay on top of their responsibilities and don't miss important tasks. The Grade Tracker adds a helpful layer of support and accountability. Simply put, students who use this tool do better, and everyone wins.

Here are some of the key benefits:

- **Boosts Motivation, Encourages Responsibility, and Improves Grades School-wide:** *Regular tracking helps students stay focused and motivated by increasing accountability.*
- **Enhances Student-Teacher Relationships:** *Facilitates mentoring and advisory roles for teachers, giving them a simple and efficient way to provide meaningful one-on-one support.*
- **Helps Ensure Timely Grade Updates:** Provides a consistent schedule and motivation to help teachers maintain their grade-books.

Necessities For Implementation

- **A consistent weekly time** (*Homeroom, Advisory, etc*)
- **Grade Tracker sheets** printed for every group (*we suggest colored card-stock or paper for easy reference and durability. We also recommend adding a few extra copies for each teacher to use as needed*)
- **Folders** for each teacher to keep the forms in the classroom.
- **Online Gradebook Access** for students to check their grades.
- **Instructions** for teachers and students

How It Works:

By following this simple process, students stay on track with their academic goals, and teachers can provide timely support and mentorship.

1. **Weekly Grade Check:** Every week, students look up their current grades for each class and fill in their Grade Tracker sheet. *(Week 1 involves filling in the schedule and setting goals)*
2. **Submission:** Students bring the completed Grade Tracker to their Advisory or homeroom teacher for immediate review.
3. **Teacher Review:** Teachers review the grades, looking for trends and discussing any notable changes with the students. Positive trends are celebrated, and declining grades are addressed with supportive guidance. Then the teacher signs the bottom to verify completion.
4. **Action Planning:** If grades are declining, students note the reasons and action plans for improvement on the Grade Tracker. Teachers help guide these plans during their discussion.
5. **Ongoing Monitoring:** The Grade Tracker sheets are kept in the teacher's folder for weekly updates and reviews, ensuring consistent monitoring and support throughout the quarter.

Implementation Planning Checklist

Answer each of the following questions thoroughly to help you prepare for a seamless rollout.

Planning Questions:

- ☐ When will rollout begin?
- ☐ How and when will teachers be informed? ([see our Teacher Introduction Email for help](#))
- ☐ How and when will students be informed? ([see our student slides for help](#))
- ☐ How and when will parents be informed? ([see our Parent Introduction Email for help](#))
- ☐ When will teachers receive their materials?
- ☐ Who will copy, prepare, & distribute all materials?
- ☐ Will there be extra time after completing the forms where some students may be left waiting with nothing to do? If yes, what will the expectations be? ([We suggest using our support slides with follow-up activities to help with this](#))
- ☐ What will teachers do if they ever need extra forms?
- ☐ Once started, how and when will we assess buy-in? (*We suggest setting a quick check-in and feedback session as an agenda item for every team meeting*)
- ☐ When will new sets of forms be prepared and distributed for each new quarter? (*Set calendar reminders*)

Getting Buy-In:

Gaining staff buy-in is essential for any initiative. When teachers already feel overwhelmed, even a small additional task can seem like a tremendous burden. This is where effective framing becomes crucial. The beauty of this system is that it requires no prep work; teachers simply spend a small amount of time with each student, offering encouragement and support. They congratulate students on their successes and, when students are struggling, ask stimulating questions to help them consider practical next steps. Teachers aren't solving the problems or taking on more tasks; they're advising and providing supportive feedback. Most teachers appreciate this approach because it allows for quick, meaningful conversations that require minimal time and energy but have a significant impact.

To help with buy-in we suggest:

- Letting teachers know that their role is just to review, congratulate, and ask guiding questions. Their check-ins with students usually only take an average of 30 seconds.
- Express that when everyone participates, all teachers benefit—less late work, more motivated students, more effort in class, students completing late tests and assignments, students asking for retakes, etc.
- Be mindful that behavior management issues may arise for some teachers during this time, as they speak with individual students while others wait in line or return to their seats once finished. This can be challenging for teachers with poor classroom management skills or those with particularly difficult groups of students. We recommend having a clear plan for what students should do while waiting or after completing their check-in. To assist, [we have provided support slides](#) and our free “[Character Video Bank](#),” which contains over 80 engaging and motivating videos that teachers can play.
- Regularly include the Grade Tracker as an agenda item in every team meeting and ask for feedback. This keeps it fresh in teachers' minds and reinforces its importance. It also gives teachers a chance to voice any concerns and share successful strategies.

Teacher Introduction Email

Use this email template to help begin the communication process with teachers
Everything in RED should be customized to your specific situation

Subject: Introducing the Student Grade Tracker to Enhance Student Accountability

Dear Teachers,

We are excited to introduce an easy new tool designed to help you and our students. This simple Student Grade Tracker system aims to support both students and teachers by fostering student accountability, improving grades, and strengthening student-teacher relationships.

Here's what you need to know:

What It Is: The Grade Tracker is a simple, easy-to-use sheet that students will fill out weekly with their current grades in every class. **This will happen every [day of week] during [time], starting on [date].** This tool helps students to set goals and track their progress throughout the quarter. It also makes it easy for you to see trends over time at a glance, and provide helpful guidance as needed. You simply act as an advisor.

How It Works:

1. **Weekly Routine:** In the first week, students will set their academic goals for the quarter. Every week after that, students will check their grades and fill out their Grade Tracker sheet.
2. **Submission and Review:** Students will bring their completed sheets to you **during _____** for a quick review. This usually only takes about 30 seconds per student on average.
3. **Teacher Guidance:** You'll look for trends in their grades over time and discuss any notable changes. Celebrate improvements and provide supportive guidance in cases of declining grades. Students will also note reasons for any drops and their action plans for improvement. Your job is to simply ask them questions to help guide them to practical steps they can take to try to improve their grades.
4. **Ongoing Monitoring:** Keep the Grade Tracker sheets in your room in a folder to bring out each week.

Why It Matters to You:

- **No Prep Work:** No extra preparation is needed on your part. Simply review the sheets and engage in brief, meaningful conversations with your students.
- **Increased Student Motivation:** Students become more motivated and responsible, which can lead to less late work and more effort in class.
- **Improved Communication:** Regular check-ins help you understand your students' needs better and provide targeted guidance. It also helps you to see how students are doing across the board, not just in your class, helping us to catch concerning trends earlier.
- **Grade-Checking:** The system forces students to regularly check their grades at a routine time. This also helps you because you know exactly when students will be checking.

Getting Started:

- We will distribute the Grade Tracker sheets and a folder to keep the sheets organized **by _____**.
- You will distribute to students and begin the first steps **on _____**
- We will provide instructions to show students and help to guide them through the process. There is nothing for you to prepare.

[Here is a link to see what the Grade Tracker looks like.](#)

We understand that introducing new tools can be challenging, so we're here to help. If you have any questions or need further assistance, please don't hesitate to reach out.

Thank you for your commitment to our students' success. We strongly believe this simple system will help all of us and make a positive impact on our school community.

Parent Introduction Email

Use this email template to help begin the communication process with parents

Everything in RED should be customized to your specific situation

Subject: Introducing the Grade Tracker System to Support Your Child's Success

Dear Parents,

We are excited to share a new initiative at our school designed to help your child set and achieve their academic goals—the Grade Tracker system. This tool will play a key role in supporting your child's progress and enhancing their educational experience.

The Grade Tracker is a simple sheet that your child will fill out weekly with their academic goals and current grades. Each week **during _____**, students will update their Grade Tracker with their latest grades. Teachers will review these sheets to identify trends, celebrate successes, and provide support where needed. This process helps students stay focused, motivated, and accountable for their academic performance.

By setting academic goals and action plans, students are encouraged to stay on top of their work and continuously strive for improvement. The regular check-ins also foster better communication between students and teachers, allowing for more personalized guidance and support.

We believe this system will have a positive impact on your child's academic journey and overall school experience. If you have any questions, please feel free to contact us.

Thank you for your continued support.