



# Iraan-Sheffield ISD

## At-Home & Virtual Learning

### Grading Procedures

Grades PK - 12

*(updated as of April 2, 2020)*

Based on emergency orders due to COVID-19 concerns, Iraan-Sheffield ISD is modifying grading procedures to calculate grades and class rank for the spring semester.

- All grading up to the end of the 3rd 9 weeks period on March 5, 2020, will follow the printed procedures in the Student Handbook.
- Beginning with the 4th 9 weeks starting on March 17, 2020, we will shift to the updated grading procedures: (I) Incomplete, (F) Fail, (G) Graded.

Incomplete (I)	Fail/Missing (F)	Graded (G)
<ul style="list-style-type: none"> <li>● Student did not pick up assignment packets or materials</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>● Student did not login to start an online assignment</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>● Student did not complete and turn in any assignments for each week of closure</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>● Student was not in the district due to other family members taking care of them</li> </ul>	<p>No progress toward accomplishing the learning provided in content specific daily activities.</p> <p>Student turns in:</p> <ol style="list-style-type: none"> <li>1. Incomplete work</li> <li>2. Student made no effort to complete work, after several contacts from the teacher.</li> <li>3. Students' work does not demonstrate learning according to activity specifications.</li> <li>4. Student does not submit enough completed work for the teacher to measure student understanding.</li> </ol>	<p>The student showcases progress toward accomplishing the content specific daily activities.</p> <p>Student submits:</p> <ol style="list-style-type: none"> <li>1. A demonstration of learning to the teacher according to activity specifications.</li> <li>2. Student is making progress toward content understanding.               <ol style="list-style-type: none"> <li>a. Minor errors in thinking or misunderstanding of some elements may exist, but they do not impact overall understanding of the learning target.</li> <li>b. Making progress toward accomplishing the content specific daily activities.</li> </ol> </li> </ol>

\*\* Additionally, all students receiving special education services will have progress in their IEP goals and monitored by the appropriate personnel.

In an effort to be fair and consistent for all students during the at-home & distance learning, grades will be formative and identified as Incomplete, Fail, or will receive grades based on the chart above. Teachers will post grades into the grade book as an "I" for Incomplete, "0" or "M" for Fail/Missing, or receive an actual grade based on the work submitted.

Teachers will review student work and support instruction by delivering a distance learning system that accounts for periodic check-ins and feedback. Each teacher will provide virtual office hours each week for students and parents to contact teachers to ask questions. Virtual office hours will be provided through email communication, phone contact, or Google Hangout options.

## **EXPECTATIONS**

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**To receive credit and attendance for the courses for this school year students are expected to complete the assignments.**

### **Grading**

Daily Grades (aka Formative Grades) - are grades earned during the virtual learning process. Daily grades can be given for virtual learning work assigned as - daily work (with support videos, presentations, in-person teacher meetings, etc.), independent practice, quizzes, draft writing, online learning programs, etc.

- All campus teachers (EL & HS) will collect a minimum of 2 Daily Grades per week for each week the school is closed due to the COVID-19 concerns.
- Students enrolled in dual credit will follow the direction of Angelo State University and the course professor. (See information below.)
- Students enrolled in Apex Learning courses will follow the directives listed below. (See information below).

### **Assignments**

Teachers are providing digital instruction through the use of teacher blogs, Google Classroom, paper packets, and workbooks. Secondary students should also check their emails on a consistent basis for additional communication. Materials, packets, and supplies may be picked up and dropped off on Tuesdays from 11:00 am - 1:00 pm at the Elementary School Office or the High School Office. For students living in Sheffield and unable to get to Iraan during these pickup windows, school materials may be picked up and dropped off at the meal delivery site in Sheffield. Students and parents are encouraged to communicate with teachers and campus administration if this is needed. The campus administration will coordinate with the Food Services department to set this up.

## **Incomplete & Missing**

Students who do not complete their work will have an “I” for INCOMPLETE or “M” for MISSING in the grade book; this is equivalent to a “0” (zero) if the student does not complete the work in the allotted time given for make-up.

- The allotted time to make-up work will be the three week period following the period a student was marked as “Incomplete” or has “Missing” assignments. For example, a student that receives an “Incomplete” for assignments during the first grading period will have the next three weeks to make up the work before the second grading period. Students who do not complete the work during the allotted time will receive a “0” (zero) for the assignment(s).
- Allotted time may include extended time throughout the remainder of the school year or during summer school.
- Students who receive a failing grade due to incomplete or missing assignments will be discussed for promotion and retention. (See information below.)
- Campus administration will address each situation on a case-by-case basis.

## **Dual Credit Courses (Secondary Students)**

Students enrolled in the online dual credit program through Angelo State University will follow the assignments and direction of the college. The students will complete their course work, as directed by the professors of the dual credit courses. Grading will be at the discretion of the professor of the course. Finalized grades will be sent to the Academic Coordinator at the conclusion of the college semester (May 2020).

## **Apex Learning Courses (Secondary Students)**

Students enrolled in the Apex Learning program will receive the following modifications. The following assignment types will be removed - journal entries, written practices, projects, and assessments. Anything that requires the student to print out, turn in, and/or be in the general vicinity of other people to complete the task will be removed during the period of school closure. This will leave all of the daily quizzes to be completed by the student.

- Students will complete **one assignment per day** during the time of the school closure beginning at the start of the 4th 9 weeks period on March 17, 2020. (Note: ISISD will continue to follow the posted school calendar for the remainder of the school year.)
- Students that do not complete the appropriate number of assignments will not receive credit for the course.

## **Promotion & Retention**

Completion of student work during the time of school closure will be used as a component to determine the promotion and retention of students at the end of the year. Students that fail to complete assignments during this period may face retention in the same grade level and not be promoted. Campus administration will address each situation on a case-by-case basis.

## **GPA Calculation & Class Rank (Secondary Students)**

For High School Students, GPA (Grade Point Average) will be generated at the end of the 3rd 9 weeks grading period for academic standing/ranking to determine valedictorian/salutatorian, top 10% of the senior class, and students eligible for the dual credit program for next year.

- Students in dual credit courses through Angelo State University will receive an updated GPA at the end of the college semester once dual credit grades are available.
- All students will receive an updated GPA at the end of the semester once final grades are posted.

## **Earning Credits & Graduation (Secondary Students)**

Students are expected to complete the assignments posted in EACH of their classes during the time of school closure. In order to receive credit, students must submit quality work during this time of at-home and distance learning. Students that do not fulfill their educational requirements by the end of the semester or by the end of the allotted make-up time period for Incomplete or Missing work, will not receive credit for this semester's course.

- Students that do not receive credit will need to repeat the course work during the next school year in order to earn the missing credit.
- Students that do not earn the required credits for graduation purposes will not graduate and will need to complete course work in order to earn the missing credit to fulfill the requirements. This includes participating in all graduation activities.
- Students that do not receive credit may be in jeopardy for meeting the minimum number of credits to be eligible for UIL-sponsored activities in the next year.

## **Support**

Students who need any type of support (tutoring/reteaching) should email and communicate with their teacher directly to schedule a session via the phone or a virtual platform. For younger elementary students, parents are encouraged to communicate with the teacher. We realize situations may arise. Please ensure that you or your student communicates with their teacher via email/Google Classroom. Parents can also contact the campus principal or teacher directly with any concerns they have. The teacher will work out a plan of action with the student or parent.

## **Documentation**

Under the guidance of the Texas Education Agency, the school district must maintain records of providing instructional support to students during this time of school closure. Grade books, blog posts, Google Classroom activity, phone/email contact logs, assignments provided, Google Hangout Meetings, and returned student work are examples of documentation that may be collected by the school district.

## **Administrative Assistance**

Principals and the Academic Coordinator are available to assist you regarding any needs.

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