



Secondary Grading During Remote Learning

Guidance for Students and Families

Community Unit School District 303

April 27, 2020

District 303 will continue to use the letter grade structure for students in grades 6-12 for the duration of remote learning. The emphasis of all work assigned during remote learning will be on essential standards and learning. All students may have the opportunity to revise, redo, make up, or try again to complete, show progress, or attempt to complete work assigned. Students and teachers are encouraged to reach out to one another for more information. Below is guidance on grading expectations.

Guidance as referenced from the D303 Remote Learning Plan (Grades 6-12)

- A student's overall grade cannot be lower than the third quarter grade, as long as the student engages in remote learning (see chart below)
- Teachers have identified essential standards and will make those the focus for the remainder of the school year
- If a student was earning an F as of 3/13/20 and has not achieved a passing grade by the conclusion of the semester, that student will receive an "IP" (Incomplete Pandemic) as a semester grade
- If a student earns an "IP" (Incomplete Pandemic), he/she will be expected to complete the learning requirements by the end of the first semester upon returning to in-person learning with the exception of seniors
- Seniors must resolve an "IP" to a grade of A, B, C, or D at least 5 days prior to receiving a diploma if the credit is needed for graduation. Courses that do not result in credit necessary for graduation will retain the IP mark on the transcript if the courses are not completed. In some cases, the course will need to be repeated instead of "made up"
- For a student to maintain or improve their current grade, he/she must engage and complete expected assignments and assessment from the teacher. Completed assignments and assessment must show evidence of meeting standards
- Students struggling to maintain or improve their grades may receive additional support from educators within their school. Students and families are encouraged to reach out to individual teachers if support is needed
- Teachers will document every attempt made to engage the student; it is possible the student is experiencing circumstances out of their control. To further support engaging students in remote learning, a counselor, dean, or other member of the Student Support Team will reach out to the student/family to assist in accessing resources through the school and/or community
- Semester/quarter grade scale:

Grading Scale for Grades 6-12	
A	90-100%
B	80-89%

C	70-79%
D	60-69%
I	Student still needs to demonstrate proficiency of essential standards
IP	59% and below at the end of 3rd quarter with no demonstration of proficiency of essential standards at the conclusion of remote learning

Frequently Asked Questions:

1. How are grades reported during eLearning (March 17th - March 27th) and Remote Learning (April 6 - May 22nd)?
 - a. March 17th - 27th were designated eLearning Days (Act of God Days), therefore no grades could be assigned.
 - b. Remote learning days began on April 6th and grades will be reported for work assigned from April 6th on.
 - c. Grades will be reported in Home Access Center in the following manner:
 - i. Teachers will leave blank or mark incomplete any assignment not completed.
 - ii. Teachers will provide scores/grades for completed work as soon as possible
 - iii. Teachers can use a "C" for assignments completed, but have not yet been graded
 - iv. "I" or "C" can be assigned for assignments that are not part of a grade
2. I heard my grade cannot go down, so why do I see grades in HAC that show my overall grade lower?
 - a. The grade in Home Access Center will reflect the student's current work in the class. The final course grade will not be lower than when eLearning/remote learning started, as long as the student engages in remote learning. Students will have the opportunity to continue learning, acquire the knowledge and skills provided for in each class, and demonstrate the competencies needed to progress in their learning. If students demonstrate they have acquired these at a passing level prior to and during remote learning, they will get credit for the class. If not, the class will be designated incomplete with options for the student to make up and demonstrate the course essential standards.

The below table provides examples of how grades would be assigned in different scenarios:

March 13th Grade	Grade During Remote Learning	Combined Grade Using Scores for Entire Semester	Final Grade Earned	Explanation
C	A	B	B	Student earns the higher grade earned
A	C	B	A	Student passes course, receives the grade from March 13th
B	I - Little/No Attempt to show learning/mastery	I	I Traditional Mark of Incomplete, will be resolved to A, B, C, D, IP	Although the combination of the pre-3/13/20 and Remote Learning grades are passing, there is not sufficient evidence that the student displayed any level of learning/mastery for 4th quarter standards. Student would receive an Incomplete
B	I - Some attempts to show learning/mastery	D	B	Student earns the higher grade of B
F	I - Little/No Attempt to show learning/mastery	I	IP Incomplete Pandemic	Student receives an IP. Course will need to be retaken if credit is wanted/needed
B	B	B	B	Student earns a B

3. What will I need to do if I receive an Incomplete (I) or Incomplete Pandemic (IP)? Will I have assignments to make up the work?
 - a. For any graduating student who is in danger of earning an “I” or “IP,” families will be notified by May 8, 2020 so that a plan can be put in place.
 - b. For any non-graduating student who is in danger of earning an “I” or “IP,” families will be notified by May 18, 2020 so that a plan can be put in place.
 - c. Students will have the summer and the fall 2020 semester to make up the work according to the plan to be communicated to the student and family by the teacher. Teachers will be expected to grade work submitted in the summer in order to rectify an “I” or “IP” as soon as possible.
4. What will happen if I receive an Incomplete and do not make up the work?

- a. Students who do not resolve an Incomplete grade by the end of the first semester, the “I” will be replaced with an “IP” on their transcript.
 - b. Students who do not rectify an Incomplete will need to plan to take coursework in order to recoup the credit towards graduation. If the class is a graduation requirement, it must be retaken and passed with credit earned. If it is not a graduation requirement (elective) and credit is still needed, the student will need to retake the same class or substitute another class and pass it to earn credit towards graduation.
- 5. What are we doing about final exams?
 - a. We will be foregoing final exams and their associated point value of the final semester grade.
 - b. Students will have opportunities to demonstrate evidence of learning through assessments during the remote learning time.
 - c. Students have until up to the end of the school year to demonstrate learning and ultimately completion of the course.
- 6. Since middle school students who started a new course in the fourth quarter do not have a third quarter grade, how will they be graded?
 - a. For courses that started in 4th quarter, students can only be assigned a final grade of Pass “P” or Incomplete “I.”