CLAYTON COUNTY PUBLIC SCHOOLS

Phase II. GRADING AND DIGITAL LEARNING EXPECTATIONS

As of April 13, 2020

The following document outlines district-wide expectations for grading, conducting live vs. self-paced instruction, and scheduling required work time for students.

GRADING EXPECTATIONS

2019-2020 Grading Expectations for Seniors

Clayton County Public Schools is using the following State Board of Education approved waivers to ensure students are provided with sufficient opportunities to graduate in spite of COVID-19's extended school closure.

State Waivers that Support Senior Support Plan:
- **Awarding Units of Credit and Acceptance of Transfer Credits/Grades: O.C.G.A. §20-2- 159.3; O.C.G.A. §20-2-159.4 (c); SBOE Rule 160-5-1-.15(2)(d)(3) and (4), and (2)(h)** Flexibility will allow districts greater ability to award credit based on district determination of student competency.
- **Graduation Requirements and Seat Time:** SBOE Rule 160-4-2-.48(6)(i) *Flexibility will allow districts to award credit for course completion upon mastery of course standards at any time during the semester and waive the clock hour requirements* for students to earn a Carnegie Unit of credit during the regular school year and for summer schools. Flexibility will also allow for the substitution of equivalent or higher-level requirements.

Topic	Details

Graduation / Course-Completion Requirements for Seniors	**Course Completion Requirements**
	• Communicate these deadlines to seniors:
	  Final Date for Newly Assigned Classwork: Friday, April 17, 2020
	  Last Date to Submit Make Up Work: Friday, May 15, 2020
	• Use this *semester's midterm grades* to determine all seniors' current average in each course.
	• For students who are at risk of failing based on their current average, teachers, counselors, or a designee should contact students to discuss missing assignments and/or an instructional plan for the student to improve his/her performance. **Parental contact must be documented in Infinite Campus.**
	• Seniors will have from **April 13th to May 15th** to make up work and complete future assignments in an effort to improve their grades.
	• For students who are passing based on their midterm average, they can continue to submit work to increase their average; however, their current average will not decrease due to their continued pursuit of a higher final grade.
	• **Important: If a senior is still failing by May 15th, he/she will have the opportunity to attend summer Credit Recovery sessions.**

	● All students are exempt from any local or state tests (e.g. End of Course Assessment [EOC], Odysseyware test, final exam) that would have been 20% of their average. The State has waived the Spring Main Administration of the EOC. The 20% will automatically **not** calculate in Infinite Campus. **Students in Advanced Placement courses will have an opportunity to take their exams at-home from May 11th to 22nd [make-ups are June 1st to 5th]. Specific details have been shared with all administrators and Advanced Placement teachers.** ● **Seniors** who have expressed a need for a laptop can receive one from their home school **Wednesday, April 15th** (10:00am to 12:00pm). More communication will come from students' principal or his/her designee. Laptops must be returned to the home school by **Wednesday, May 20th** (10:00am to 12:00pm). *Important: Due to a limited supply, laptops will only be distributed to **seniors** and high school students who are required to take a national assessment (Advanced Placement exams).* **Important to Note:** ● With the omission of the SAT/ACT, colleges may place greater credence on students' transcript/GPA.
Grading Requirements for Seniors	● Teachers will only provide grades for assignments that have been submitted. ● Students who do not complete assignments shall <u>not</u> receive a zero. No zeros should be entered in Infinite Campus. ● For missing work, teachers can enter an "I" for **Incomplete,** which should alert support staff to make contact with students and parents to determine [and possibly address] barriers that are preventing active participation and completion of assignments. At no point should an "I" convert to a zero. Also, an "M" should **not** be used because it calculates like a zero. The goal is to safeguard students' averages. ==IMPORTANT:== *The Technology Department will provide teachers with step-by-step directions on how to insert grades into Infinite Campus and exempt the grades from calculating into students' averages until teachers are ready for them to contribute to the final average. During this exemption, parents and students will be able to see the grades in Infinite Campus. The purpose is to safeguard students' current average until teachers are ready for inserted grades to factor into the final average.

2019-2020 Grading Expectations for Grades 8-11 (High School Courses)

Topic	Grades 8-11 (High School Courses)
Course- Completion Requirements for High School Credit	**Course-Completion Requirements** ● **Final Date for Newly Assigned Classwork**: Friday, May 8, 2020 **Last Date to Submit Make Up Work:** Friday, May 21, 2020 ● Use this *semester's midterm average (or yearlong average for Grade 8)* to determine students' current performance. ● Communicate a firm cut-off date for submitting assignments: Thursday, May 21, 2020 (last day of school). ● For students who are at risk of failing based on their current average, teachers, counselors, or a designee should contact students and discuss missing assignments and/or an instructional plan for the student to improve his/her performance by the last day of school May 21, 2020. **Parental contact must be documented in Infinite Campus.** ● Students who are passing based on their midterm (yearlong) average should continue to participate in class and submit work to either sustain or increase their average[GPA]; however, their current average shall not decrease due to their continued pursuit of a higher final grade. ● All students are exempt from any local or state tests (e.g. End of Course Assessment [EOC], Odysseyware test, final exam) that would have been 20% of their average. The State has waived the Spring Main Administration of the EOC. The 20% will automatically **not** calculate in Infinite Campus. **Students in Advanced Placement courses will have an opportunity to take their exams at-home from May 11th to 22nd [make-ups are June 1st to 5th]. Specific details have been shared with all administrators and Advanced Placement teachers.** ● Schools that are providing hard copies should make arrangements directly with parents and students and arrange a pick up date/time. Also, teachers can assign students' work from their textbooks and allow students to demonstrate their learning via phone calls for oral explanations. Another option is for teachers to take images of select assignments, share with parents/students, and have students take a picture to resubmit their assignments. ● **Important:** If a student is still failing by May 21st (last day of school), he/she will have the opportunity to attend summer Credit Recovery sessions.

Grading Requirements	**GRADES 8-11 (HIGH SCHOOL COURSES)** ● Teachers will resume grading April 13th. Teachers will only provide grades for assignments that have been submitted. ● Students who do not complete assignments shall <u>not</u> receive a zero. No zeros should be entered in Infinite Campus. ● For missing work, teachers can enter an "I" for **Incomplete,** which should alert support staff to make contact with students and parents to determine [and possibly address] barriers that are preventing active participation and completion of assignments. At no point should an "I" convert to a zero. Also, an "M" should **not** be used because it calculates like a zero. The goal is to safeguard students' averages. <mark>**IMPORTANT:**</mark> *The Technology Department will provide teachers with step-by-step directions on how to insert grades into Infinite Campus and exempt the grades from calculating into students' averages until teachers are ready for them to contribute to the final average. During this exemption, parents and students will be able to see the grades in Infinite Campus. The purpose is to safeguard students' current average until teachers are ready for inserted grades to factor into the final average.

2019-2020 Grading Expectations for Grades 3-8 (non-High School Courses)

Topic	Grades 3-8
Term 4 Guidance for Grades 3, 4, 5, 6, 7, and 8 (non-High School courses)	**Course-Completion Requirements** ● Use the *yearlong average* to determine students' current performance in each subject area. ● Communicate this firm cut-off date for submitting assignments: Thursday, May 21, 2020 (last day of school). ● For students who are at risk of failing based on their current average, participation, and/or body of work, teachers, counselors, or a designee should contact students and discuss missing assignments and/or an instructional plan for the student to improve his/her performance. **Parental contact must be documented in Infinite Campus.** ● Students who are passing based on their midterm (yearlong) average should continue to participate in class and submit work to either sustain or increase their average; however, their current average shall not decrease due to their continued pursuit of a higher final grade. ● Schools that are providing hard copies should make arrangements directly with parents and arrange a pick up [and drop off] date/time. Also, teachers can assign students' work from their textbooks and allow students to demonstrate their learning via phone calls for oral explanations. Another option is teachers can take images of select assignments, share with parents/students, and have students take a picture to resubmit their assignments.
Grading Requirements	**Grades 3-8** ● Teachers will resume grading April 13th. Teachers will only provide grades in Infinite Campus (IC) for assignments that have been submitted. ● Students who do not complete assignments shall <u>not</u> receive a zero. No zeros should be entered into IC. ● For missing work, teachers can enter an "I" for **Incomplete,** which should alert support staff to make contact with students and parents to determine [and possibly address] barriers that are preventing active participation and completion of assignments. At no point should an "I" convert to a zero. Also, an "M" should **not** be used because it calculates like a zero. The goal is to safeguard students' averages. ==IMPORTANT:== *The Technology Department will provide teachers with step-by-step directions on how to insert grades into Infinite Campus and exempt the grades from calculating into students' averages until teachers are ready for them to contribute to the final average. During this exemption, parents and students will be able to see the grades in Infinite Campus. The purpose is to safeguard students' current average until teachers are ready for inserted grades to factor into the final average.

2019-2020 Grading Expectations for Grades K-2

Topic	Grades K-2
Term 4 Guidance	**Term 4 Requirements** ● Students in grades K-2 will receive either a ***Pass*** or ***Fail (and not a numeric grade)*** for Term 4 only. ● Teachers can evaluate the following to determine pass or fail for Term 4: (1) students' unique situation and their level of access to the learning, (2) how well they received any necessary accommodations, (3) their level of daily participation, and (4) their total body of work. ● For students who are at risk of failing for Term 4, teachers, counselors, or a designee should contact parents to discuss students' assignments and an instructional plan for the student to improve his/her performance. **Parental contact must be documented in Infinite Campus.** For students who are on track for passing for Term 4, they should continue participating and completing assignments; their status shall not change. ● Students have until **May 21st [last day of school]** to complete future assignments and missing work in an effort to improve their status **(Pass or Fail).** ● Schools that are providing hard copies should make arrangements directly with parents and arrange a pick up [and drop off] date/time. Also, teachers can assign students' work from their textbooks and allow students to demonstrate their learning via phone calls for oral explanations. Another option is teachers can take images of select assignments, share with parents/students, and have students take a picture to resubmit their assignments.
Grading Requirements ==IMPORTANT:== *The Technology Department will provide teachers with step-by-step directions on how to insert grades into Infinite Campus and exempt the grades from calculating into students' averages. With exemption, parents of K-2 students are able to see the grades in Infinite Campus for informational purposes only.	**Grade K-2** ● Teachers will resume grading April 13th. Teachers will only provide grades for assignments that have been submitted. Teachers will insert grades in Infinite Campus (IC) to alert parents of their child's performance; however, teachers **will not issue** a numeric grade at the end of Term 4. They will issue a ***Pass*** or ***Fail***. ● Students who do not complete assignments shall <u>not</u> receive a zero. No zeros should be entered in IC. ● For missing work, teachers can enter an "I" for **Incomplete,** which should alert support staff to make contact with students and parents to determine [and possibly address] barriers that are preventing active participation and completion of assignments. ==State Board of Education Guidance:== **School districts may choose to issue course designations of "pass" or "fail" in lieu of final grades or numeric scores**, as long as 70 is established as the minimum passing score in grades 4-8. This option is not available for high school subjects/courses, including high school subjects/courses taught in middle school <u>for high school credit</u>.

Clayton County Public Schools Promotion and Retention Guidelines
The district acknowledges the challenges that have occurred as a result of this pandemic. Our goal is to ensure that we provide the necessary supports for students to be successful. The district will continue to adhere to its Promotion and Retention Regulation (IHE-R) to determine students' promotion status. The State Board of Education (SBOE Rule 160-3-1-.07) has suspended the administration of the Spring 2020 Georgia Milestones Assessments. Therefore, the Georgia Milestones Assessments will **not** be used to determine promotion status. Teachers shall consider other information to determine students' overall end of year promotion status: Students' grades, students' growth, students' continued engagement and efforts in completing classwork, and other factors that inform students' level of learning. It is important that students continue to be engaged, complete assignments, and [that students and parents] communicate with teachers to receive any additional guidance. See link to the Promotion and Retention Regulation - https://tinyurl.com/CCPSPromotionandRetention

SCHEDULING DAILY WORK TIME

Phase II Digital Learning Guidelines

The following information will provide additional guidance for students' work time schedules, graded assignments, and expectations for asynchronous (self-paced lessons) vs. synchronous (live) instruction.

Digital Learning Structures	Teachers will continue to provide both synchronous and asynchronous learning opportunities using the G-Suite Tools: GoogleClassroom, GoogleMeet, etc. Teachers should continue to post announcements, assignments, track students' performance, and provide students with timely feedback.
Priority Knowledge and Skills	Teachers should ensure that the **priority knowledge and skills** from the school year are of greater emphasis during these remaining weeks. Priority knowledge and skills are those standards or concepts that are (1) important for mastery in a future grade level or course; (2) essential for students to learn across domains within the same subject; (3) evaluated on future assessments; and (4) reflect enduring understandings that are required beyond class or course [real-life competencies]. Further guidance has been shared from the content coordinators and the program directors.
Assigning Graded Work for Grades K-12	Teachers should only assign **one graded assignment** per week per subject area. The reason is to reduce the stress associated with grading and ensure a greater focus on practice, learning, and teacher-feedback. Also, teachers should work collaboratively with appropriate personnel to ensure students receive any necessary accommodations.

Students' Daily Work Time Limitations		
The purpose of this section is to provide parameters during Phase II for the **maximum amount of work time** that should be required by students at each grade band. Teachers may assign activities for extra practice in case parents and students have additional time during the day for continued learning. Please designate in GoogleClassroom which assignments will be graded vs. nongraded (practice or enrichment activities). Also, students should be informed to take breaks during their work time. Health/Physical Education and Fine Arts learning opportunities are not included in these work time parameters, as these learning opportunities create a necessary balance to the learning environment. Additionally, teachers are encouraged to provide students with ways to engage in purposeful and interest-based **reading** and **writing** daily, social-emotional learning activities, and physical and creative activities.		
Grade Level	**Daily Work Time**	**Live Instruction Timeframe**
PreK	**Daily assigned instruction not to exceed 1 hour.**	**Live instruction: 10 to 20mins (can be repeated with breaks)**
Grade Level	**Daily Work Time**	**Live Instruction Timeframe**

K – 2nd	**Daily assigned instruction not to exceed 2 hours**	**Live instruction: 15 to 20mins (can be repeated with breaks)**
3rd – 5th	**Daily assigned instruction not to exceed 2.5 to 3 hours**	**Live instruction: 20 to 45mins**
6th – 8th	**Daily assigned instruction not to exceed 2.5 to 3 hours**	**Live instruction: 30 to 45mins**
9th – 12th	**Daily assigned instruction not to exceed 4 hours**	**Live instruction: 30 to 45mins**

Phase II - Guidelines for the Daily Instructional Schedule	
Grades PreK - Grade 12	- Elementary and Middle Schools will assign **one core subject for each day** of the week. High Schools will assign no more than **two core subjects** for each day of the week. The following courses should be **paired with** another core subject: <mark>**Health/PE, CTAE, World Language, Fine Arts**</mark> **Monday** - Language Arts/Language Live (6-12) **Tuesday -** Social Studies **Wednesday** - Mathematics **Thursday** - Science **Friday** - [school-based decision] Can be used for connections/elective courses, make-up/catch-up, planning - Teachers are required to provide *live* instruction during the day of the week when their subject is taught. This session should be recorded and posted for students who need flexibility in viewing it at a different time. - For teachers who teach more than one subject, they can determine which subjects will be live (synchronous) vs. asynchronous (self-paced) each week. Parents and students should be informed at the top of the week. Also, special accommodations should be provided for health/PE or other elementary specials teachers. - Teachers should advertise their *instructional hours (teaching)* versus *daily office hours (e.g.* general questions). It is important that teachers on the same grade level coordinate their schedules to prevent conflicts in communication with students and parents. Other support staff (e.g. counselors) should advertise *daily office hours*. - Teachers should be consistently collaborating with special education, intervention, ESOL, and gifted teachers to ensure students' learning needs are addressed. Instructors should be a part of the same GoogleClassroom, Google Meet to demonstrate effective co-teaching methods.