

Good afternoon,

First and foremost, thank you for being your child's teacher while we navigated E learning. Without your support, we would not have been as successful with your children.

With about two weeks left in our school year, we are beginning to collect the final information we need to issue report cards. The criteria we have created is based on **reasonable, attainable learning goals** for your child's grade level. We want to finish the year strong with our students and may need your help.

As you know, each classroom teacher has been assigning work to your child each week with expectations of what must be completed and returned. These assignments, zoom meetings and other platforms are used to assess your child.

Below you will find some of the ways we are defining a passing grade in the 5th and 6th grade classrooms.

Pepin's Grading and Assessment Procedures During COVID-19

Assessment versus Grading:

- o For purposes of our plan, assessment refers to the formative and summative measures that teachers use on a daily or regular basis with their students. These assessments can vary widely from formalized documented results to virtual observations, discussions and feedback.
- o Each teacher will have the flexibility to utilize various forms of assessments that they determine work best for them and their students.
- o Assessments can incorporate participation points. Assessments can be utilized for new learning, as well as review learning. Our plan focuses on each teacher developing a balance of assessing prior taught skills, but still pushing forward with new learning to help all of our students excel.
- o Assessment deadlines will be flexible and each teacher will have the ability to have their own plan for accepting late work.
- o Assessment point values will be at the discretion of each teacher.
- o Assessing our students occurs on a daily basis, but that does not mean that there needs to be an assignment every day.
- o There are many virtual methods that can be used for teachers to push out their assessments, and likewise, a variety of virtual submission options exist for our students. Email and Google Classroom are a couple primary platforms we utilize, along with Zoom meetings and individual phone calls.
- o Teachers will then utilize these various assessments conducted during our 3rd trimester of the E-Learning process to provide an overall grade for each of their students.

Third Trimester Grades:

- o Grades 5-6, will continue to assess individual students throughout trimester. At the end of the quarter students will receive either a “Satisfactory” or “Incomplete” grade. In short, if a student has earned at least a 60% during E-Learning, they will earn a Satisfactory grade for the trimester.

Incompletes versus Failing:

- o Students who have not completed the necessary work during our E-Learning programming will receive an Incomplete (“I”) as their 3rd trimester grade, and will then be unable to receive a final trimester three grade until that Incomplete is made up.
- o The issuing of Incompletes will be at each teacher’s discretion and will be based on each individual student’s trimester 3 work, or lack of work.
- o Our E-Learning platform provides students with a variety of ways to demonstrate understanding and submit assessments. Throughout this time period, teachers and administration have communicated with students and parents who are not engaged at a satisfactory level.
- o To put it simply, each teacher is willing to work with each individual student and provide the flexibility to help them succeed during our E-Learning process. However, we will hold each student accountable to the attainable expectations that we have set to ensure that our students are continuing to learn during these times.

If students choose to not work with us, then an Incomplete will be issued.

- o As stated above, if a student receives an Incomplete for trimester 3, they will be unable to earn a final semester 2 grade until that Incomplete is made up. To make up an Incomplete, a student will be required to attend summer school in person. Our summer school sessions are tentatively being moved to the weeks of July 27th, August 3rd and August 10th.
- o Any student that is in jeopardy of receiving an Incomplete for trimester 3, will be contacted directly by that teacher. Both the student and parent will receive an email from the teacher by Friday, May 15, stating that the student is in jeopardy of receiving an Incomplete if they do not complete the necessary work. In addition, each teacher will call the parent directly and leave a message if necessary. Finally, teachers will inform administration of these students who are in jeopardy.

Please feel free to contact any teacher or administrator if you have any questions regarding our assessment and grading process, or if you have any additional questions that we can help with. Thank you for your support.