May 8, 2020

Dear Parents/Guardians:

The purpose of this letter is to let you know of grading changes we are making at the Middle School to finish the remainder of the 2019-2020 school year and moving forward to the 2020-2021 school year. After hearing from many families and reviewing the last 3 weeks of graded work, we have made the following changes to better assist our students and families with their academic progress for the remainder of this school year and for school year 2020-2021.

**This School Year**

The school year has been extended to Friday, June 19th. The last day for turning in materials will be June 12, 2020. Grades will be posted on June 19, 2020. Staff will maintain office hours the week of June 15, 2020.

**Posting Assignments**

**On-Line Students:** MS teacher will now be posting assignments for on-line students on Fridays. This change will take place today May 8, 2020 and continue for the remainder of the school year. Weekly assignments posted on Fridays will be due the second Monday after the post date. (Example: Assignments posted on Friday, May 8 will be due on Monday, May 18). The reason for this change is to allow two full weekends for students and their families to complete their assignments and make more accurate family plans.

**Learning Packet Students:** Students who are receiving hard copy (paper packet) learning materials will continue to receive and turn in weekly assignments on Mondays. Paper packets will be available for pick-up or delivery every Monday morning for the remainder of the school year.

**Grading**

**All MS classes for 4th quarter will be graded Pass/Incomplete instead of Pass/Fail.** For students to receive a Pass, they must have a 70% or better in the class. Please check your skyward regularly throughout the 4th quarter as teachers will update grades weekly. If you need assistance with passwords and login, please contact the school. Your students’ teacher will be contacting you with their specific educational plans and expectations.

**2020-2021 9th Grade Students:** If your student will be a 9th grade student next year, they will have a traditional 9th grade schedule. Incompletes will not affect their High School scheduling. *Students taking Algebra I for HS credit see below.*
2020-2021 7th and 8th Grade Students: If your student will be a 7th or 8th grade student next year, the following information will apply. If your student receives an I (Incomplete) grade in Math, Language Arts, Science, or Social Studies in the 4th quarter, they will have the opportunity to complete the class next school year. We will develop a plan either individually or through class scheduling to allow students who received an I grade 4th quarter to earn a Pass.

2020-2021 6th Grade Students: If your child will be a 6th grade student next year, they will have a traditional 6th grade schedule.

Algebra I Students:

Algebra I students will be graded on a traditional 4.0 scale and their 3rd and 4th quarter grades will be combined to give them credit for 2nd semester. This grade will be recorded on their HS transcript.

   For grades 9–12 and middle school students taking credit-bearing high school level work, classes will be graded using the following principles:

1. Do NO harm!
   ▪ Student grades at the end of 3rd quarter will be used as the baseline and students will not receive a grade less than what they had at the point of the school closure (March 13, 2020)
   ▪ Every student will have the opportunity to improve their grade using their third quarter grade as a baseline.

2. Student’s will NOT receive a “pass,” “fail,” or “no credit” grade for any course.
   ▪ Students failing to finish a course during 4th quarter, or not meeting standard, will receive an “Incomplete” for second semester.
   ▪ Incomplete classes will be made up through Independent Study, Retaking the Course (Students failing at end of 3rd quarter), or through Credit Retrieval courses.

3. For an “incomplete” assigned to students
   ▪ Students will be given an opportunity to re-engage and complete course work through the following ways:
     • Retake the courses the following term or year (for students failing at the end of 3rd quarter)
     • Independent study (Online)
     • Credit Retrieval course (Default Scheduling)
     • Backfilling the incomplete grade with the letter grade obtained in the next course taken in that subject area (ie: Fr English — Soph Engl) and recommendation of teacher.

** This may have a significant impact on graduation and elective course opportunities for students next year. Students planning on Work Study and Running Start may be negatively impacted and may not be able to pursue if they are not “on track” for graduation and need to finish coursework.

4. Every class taken during the closure period will be given a statewide designator on the high school transcript to denote the unique environment in which the course was taken.
**Zoom Schedules for MS Teachers**

The following table is the schedule of MS teachers weekly zoom meetings:

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<tr>
<th>Middle School Teacher Zoom Schedules</th>
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<td><strong>Kallaher</strong></td>
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<td>Social Studies</td>
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*Weekly Zoom meetings are question and answer sessions. They are not mandatory.*

Thank you for your patience and continued support through these difficult times. Please contact the school with any questions.

Sincerely,

Zane Wells: Garfield Superintendent/Principal.