

High School (Grades 9-12) Grading Procedures for Spring 2020

Credit Recovery/Virtual School (Applies to PLATO classes taken in school or after school)

- PLATO will allow students to complete much of the coursework at home. However, it is important to protect the integrity of the Carnegie Credit by ensuring that testing is conducted in a secure environment.
- Students must report to school to complete Unit Tests and Final Exams under the supervision of a proctor. Guidelines for student safety, screening by nurses, and scheduling were sent to principals on 4/6/20.
- Seniors have been provided with a 3 week window to complete all testing prior to the seniors' last day on 5/11/20.
- Once seniors have completed testing, our focus will shift to scheduling any underclassmen after 5/11/20 with a targeted completion date of 5/29/20 for those in grades 9-11.
- If a student does not feel comfortable returning to school to test at this time, their Virtual School class will be considered INCOMPLETE. If the class is needed for graduation, students must complete the course requirements in order to participate in commencement and receive their diploma. In this case, a student could schedule testing with their school at any point prior to August 1, 2020 in order to erase the INCOMPLETE, earn a letter grade, and receive their diploma.

Traditional Teacher-led Courses

- Grades will be determined utilizing our traditional letter grades- A, B, C, D, & F. These will be determined by the parish approved percentage point scales.
- If a student had a grade of a D or higher on 3/13/20, the student's grade cannot drop below a D for the Final Semester grade.
- Work should be provided for students through a digital platform or packets for those with technology issues. The teacher should provide feedback on any graded work through email or other digital means. If a student is not completing work, ensure the teacher has contacted their parent to make them aware of the situation in case there is an error in submitting the work. There should be ample documentation of contact with the student's parent before zeroes are entered into the gradebook.
- Graded work should be alternated amongst the various graded categories in order to provide students with the opportunity to improve their grades.
- Final exams, or a final culminating project, are encouraged for all core classes. If a student has maintained a failing grade but is able to show proficiency by way of a final project, it would provide the opportunity for the student to earn a passing grade.
- Schools may opt to offer exam or final project exemptions based upon the quality of work a student has produced since 3/13. That is a school-level decision.
- Due to exam security, if a final exam is utilized, under no circumstances may questions be pulled from the parish proficiency test. Any final exam administered to students should be created by the teacher of record.

- For CTE classes, the teacher could assign a final exam grade based upon a student earning their IBC. The IBC cannot be a requirement due to the time away from school but it could serve as a measure of proficiency for those who did attain it.
- Students could see their grades drop based upon the graded work provided after 3/13. In order for a grade to drop, the teacher must have documentation that they have been in regular contact with the student and parent to explain the fact their grade is dropping. These conversations should also involve the teacher offering to provide assignments and instruction in whatever form the student needs in order to participate.
- For seniors, final grades will be recorded on 5/11/20. Grades 9-11 must have outstanding work completed by 5/29/20.