



Clayton County Public Schools

Division of School Leadership and Improvement

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Friday, April 3, 2020

Dear Parents,

The purpose of this letter is to provide you with important information regarding your child's continued engagement in at-home and digital learning due to Governor Kemp's decision on Wednesday, April 1, 2020, to close schools for the remainder of the school year. Therefore, this Executive Order prevents face-to-face instruction, but supports at-home and digital learning. We know that this transition has created challenges and major adjustments for you and your family. We commend you for the efforts you have made - and continue to make - to ensure the safety of your family while working, caring for your loved ones, supporting learning at home, and undoubtedly, carrying out other responsibilities. Please know that we are here to support you as we all navigate these *uncharted waters*. Continue to visit our homepage for important COVID-19 updates and resources. (www.clayton.k12.ga.us)

The remaining portion of this letter will address graduations and proms for our seniors and the K-12 expectations for (1) grading, (2) at-home and digital learning expectations, and (3) our revised schedule for weekly learning. We hope that these changes will provide you and your child with greater flexibility as you continue to adjust and establish daily routines.

Graduations and Proms for Seniors	
Graduation	The district has surveyed the seniors to determine their preference for graduation. Based on the survey results, seniors' first choice is postponing, and their second choice is virtual. The district is planning for both virtual and face-to-face. The seniors' feedback, along with guidance from government officials and healthcare professionals, will be considered in the district's final decision as to when face-to-face graduation can occur (May, June, July, or August).
Prom	All proms are still being determined. A final decision will be shared by the week of April 13 th .
Refunds for Activities (e.g. senior activities, field trips)	[If applicable] More information will be provided by your child's principal by the end of April 2020. Reimbursements will be impacted by vendor terms, responses, etc. More information to be shared by principals.

Grading and Course Completion - Locate Your Child's Section.

For
Graduating
Seniors
(12th
Graders)

- Log into **Infinite Campus** to see your senior's current average in each course.
- Seniors will have the opportunity to improve their average until **May 15th**, which is the last day teachers will accept any assignments from seniors.
- Seniors will not receive **any new assignments** after Friday, April 17th. Therefore, seniors have from Monday, April 13th to Friday, May 15th to complete work previously assigned by their teachers in order to improve their average(s).
- For students who are currently passing, they can pursue a higher average by staying on track and completing all future assignments. Their continued efforts will not negatively affect their current average.
- For students who are failing, they should contact their teachers and discuss how they can improve their overall average.
- Our goal is to support and not penalize students who are actively communicating with their teachers, making any necessary arrangements, and completing assignments.
- If a student receives an "I" for an **incomplete assignment**, he/she should contact the teacher to receive the necessary work to complete to remove the "I" in order to receive a numeric 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 2020 Main Administration of the EOC. The 20% weight will **not be** calculated in students' final average.
- If a senior is still failing the week of May 18th, he/she will be required to participate in the June Credit Recovery sessions to obtain graduation credits. Parents will receive communication (e.g. phone call, email) from their child's teacher prior to any student receiving a failing grade for a course.
- *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 (e.g. Advanced Placement).*
 - **Seniors** who have expressed a need for a laptop can receive one from their home school **Wednesday, April 15th** (10:00 am to 12:00 pm). More communication will come from students' principal or his/her designee. Laptops must be returned to the home school by Wednesday, May 20th (10:00 am to 12:00 pm).
 - The Advanced Placement exams will be administered at home from May 11th to May 22nd. More information to come. **AP students will be able to pick up a laptop** April 20th at their school and must return it May 27th.

Grading and Course Completion - Locate Your Child's Section.

<p>For Students in High School Courses (Grades 8, 9, 10, and 11)</p>	<ul style="list-style-type: none">• Log into Infinite Campus to see your child’s current average in each course.• Students in <i>high school courses</i> will not receive any new assignments after Friday, May 8th. Students will have from Monday, April 13th to Friday, May 21st to complete work previously assigned by their teachers in order to improve their average(s).• For students who are currently passing, they can pursue a higher average by staying on track and completing all future assignments. Their continued efforts will not negatively affect their current average.• For students who are failing, they should contact their teachers and arrange to complete make-up work and to discuss how they can improve their grade.• Our goal is to support and not penalize students who are actively communicating with their teachers, making any necessary arrangements, and completing assignments.• If a student receives an “I” for an incomplete assignment, he/she should contact the teacher to obtain the necessary work to complete to remove the “I” in order to receive a numeric grade.• If a student is still failing by May 21st, he/she will have the opportunity to participate in the June Credit Recovery sessions. Parents will receive communication (e.g. phone call, email) from their child’s teacher prior to any student receiving a failing grade for a course.• The Advanced Placement exams will be administered at home from May 11th to May 22nd. More information to come. Students in AP courses will be able to pick up a laptop April 20th at their home school and must return it May 27th.
<p>For Students in Grades 3, 4, 5, 6, 7, and 8 (non-High School courses)</p>	<ul style="list-style-type: none">• Log into Infinite Campus to see your child’s current average in each course.• Teachers will resume grading April 13th and will insert numeric grades in Infinite Campus.• It is essential that students remain active and complete assignments so that teachers can track students’ mastery of the learning.• If a student receives an “I” for an incomplete assignment, he/she should contact the teacher to obtain the necessary work to complete to remove the “I” in order to receive a numeric grade.• Parents are encouraged to continue to communicate with your child’s teacher if you need flexibility in your child’s work schedule and submission of assignments.• Parents will receive communication (e.g. phone call, email) from their child’s teacher prior to any student receiving a failing grade for a course.

Grading and Course Completion - Locate Your Child's Section.

**For
Students
in
Grades
K-2**

- Students in Grades K-2 will receive either a *Pass* or *Fail* for this last term (Term 4).
- Log into **Infinite Campus** to see your child's current average in each subject.
- Teachers will continue to insert grades in Infinite Campus to alert parents of their child's performance; however, teachers will **not** issue a numeric grade at the end of the term (Term 4).
- If a student receives an "I" for an **incomplete assignment**, parents should contact the teacher to obtain the necessary work for your child to complete to remove the "I" in order to receive a numeric grade for "tracking" purposes.
- Parents, continue to communicate with your child's teacher if you need flexibility in your child's work schedule and submission of assignments.
- Teachers will consider students' overall participation and completion of assignments to determine if students Pass or Fail during the last term. Parents will receive communication (e.g. phone call, email) from their child's teacher prior to any student receiving a *Fail* as his/her end of year status.

Promotion and Retention Guidelines

Parents, we acknowledge the challenges that have occurred as a result of the 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. It is important that students continue to be engaged, complete assignments, and communicate with their teachers to receive any additional guidance. Parents should contact their principals to arrange for the collection of hard copies or for new textbook assignments for students to complete.

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 will consider the following 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. See link to the Promotion and Retention Regulation -

<https://tinyurl.com/CCSPromotionandRetention>

Phase II Digital Learning Expectations: Starting April 13, 2020, teachers will use the guidance below to structure their lessons and determine the type and quantity of work to assign.

Weekly Assignments and Schedule	
Teachers will provide assignments that students can complete within the timeframes outlined below. Teachers may assign activities for extra practice in the event that students have additional time during the day for continued learning. Teachers will designate in GoogleClassroom which activities will be graded and which activities will not be graded.	
Pre-K	Daily assigned instruction not to exceed 1 hour of work time
K – 2nd	Daily assigned instruction not to exceed 2 hours of work time
3rd – 5th	Daily assigned instruction not to exceed 2.5 to 3 hours of work time
6th – 8th	Daily assigned instruction not to exceed 2.5 to 3 hours of work time
9th – 12th	Daily assigned instruction not to exceed 4 hours of work time
All Grade Levels	<ul style="list-style-type: none"> • 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. • Students will receive only one grade per week per subject area. Teachers will focus on providing students with timely feedback on their assignments. • Teachers will advertise their daily office hours for questions and assistance with assignments. • Teachers will communicate the week’s assignment(s) and due date(s) at the top of the week. • Teachers will provide “live” instruction at least one day per week. This session will be recorded and posted for students who need to view the lesson at a different time.

Parents, we are working to make the right decisions for our students and to ensure that they have all of the support they need as we bring this school year to a close and prepare for next school year. We thank you for your patience, understanding, and feedback. If you have any questions, always contact your child’s teachers and/or principal. Future updates will be posted in Infinite Campus and on our other district platforms. Our goal is to bring this year to a close with as minimal amount of stress as possible. We want students to continue to be engaged, to learn, and to enjoy learning as they prepare for the next school year and their futures. We thank you, and we are here to support you.

Committed to High Performance,



Dr. Ebony T. Lee,
Assistant Superintendent of Curriculum, Instruction, and Assessment