



Dear Families,

First, we wish that you and your loved ones are safe and well during these deeply challenging times.

Second, starting May 11th, your child's learning schedule will change for the remaining part of this school year. Your child's school has been working hard to develop a new plan that will have your child finish off this school year strong and get your child ready for next school year. With these changes, we wanted to provide you with some important information about schedule, attendance, grading and promotion.

**A. Schedule:** Every school will share a class schedule, on their website and via social media links, with families and students. The schedule is separated into three parts. In order to pass the fourth quarter, your child's participation in all three is mandatory. The three parts of the schedule are:

1) Online (Recorded and/or Live) Lessons: Each day, students will watch/engage in one online lesson in Math and one online lesson in English Language Arts. Additionally, every week, there will be lessons and/or explorations - depending upon the student's schedule - in Science and Social Studies/Humanities/History.

2) Small Groups: Each day, students will have one or more small groups in Math and one or more small groups in English Language Arts. These groups will help students successfully complete their online lessons. Additionally, there may be small groups in other subjects as well.

3) Primary Person: Every child will be assigned a Primary Person at their school, and that Primary Person will be checking-in with your child daily. This check-in may be 1:1, or in a small-group. Your child's schedule for check-ins will be set at the start of each week

**B. Attendance:** Teachers will record daily attendance each week. Attendance includes completing online learning activities and interaction with teachers/staff. Teachers in grades 6-12 will record daily attendance by course.

**C. Grading:** Students will receive grades and feedback on their assigned projects and tasks. The following opportunities ensure Quarter 4 work is reflected in final grades:

- If the student was passing the course up until the closure, but does not pass or participate in the 4th quarter, then the final course grade will be decreased by 10%
- If the student was passing up until the closure, and participates fully in 4th quarter with high engagement and work quality, then the final grade for the course will increase by an additional 10%

- If the student was failing for the first three quarters but passes the 4th quarter, the student will earn a grade of 70 for the year
- If the student was passing with a “D” average for the first three quarters, but does not pass or participate in the 4th quarter, then the final course grade will be decreased by 10% and the student will receive a grade of “course-in-progress” (incomplete) for the year and would have the opportunity to finish the course during the summer
- If the student was failing for the first three quarters and continues to fail in the 4th quarter, then the student will receive a grade of “course-in-progress” (incomplete) for the year and would have the opportunity to finish the course during the summer

**D. Promotion:** Any student who entered into 3rd quarter with a failing grade, and did not complete *any* fourth quarter work may be in danger of not being promoted to the next grade in the fall. These specific students will be required to participate in a summer academic program to complete necessary courses and ensure promotion to the following grade.

If you have any questions about the above, we ask that you reach out to your child's teacher or your school principal. They are there to support you through this experience.

Sincerely,

Colleen Beaudoin and Matt Brunell  
Co-Executive Directors, Springfield Empowerment Zone Partnership