

Spring 2020 Grading Guidelines for all WCSD Schools

as of 5/01/2020

Premise

- Do no harm - final grades cannot be lower than the grade in Infinite Campus on 4/1/20 for all schools (the day after third quarter grades and progress grades were posted in Infinite Campus on the Balanced Calendar); for example, student's percent in IC on 4/1/20 was a 72% C. The final grade issued at the end of the year must not be lower than a C.
- A-F grades will be given in grades 3 – 12 as report card grades; *see guidance below regarding issuing a grade of F.*
- We must be mindful that some students do not have the opportunity to bring up their grade to passing through Distance Learning and it may be unfair to issue a grade of F to students under the current conditions of school closure and Distance Learning; therefore the issuing of a grade of F to a student should be carefully considered. Please note:
 - If a grade of F will be issued to a student, the teacher will discuss the grade with the appropriate administrator to ensure every attempt has been made to contact and support the student during Distance Learning; it is important that every student has been provided support in bringing up a failing grade
 - If a grade of F will be issued to a student, the teacher will convey accurate and timely information regarding academic progress to the student's parent/guardian and to the student prior to assigning the grade (per WCSD guidelines below):
 - [Elementary School Grading Regulation 5026](#)
 - [Middle School Grading Regulation 5027](#)
 - [High School Grading Procedure 5502](#)
- End of semester grades, assigned by teachers, will not be changed per [NRS 392-025](#)
- If a student with an IEP currently has a grade of F in any class as of 4/1/20, the IEP team must reconvene immediately to address the lack of progress; as has been the case prior to Distance Learning, when a student is failing a class, the IEP team must reconvene to review the current supports in place for the student. Failing classes and ultimately not making progress towards goals and objectives, can be a denial of FAPE. Therefore, the IEP team will need examine the services provided during Distance Learning and update the IEP in order to develop a plan to give the student every opportunity to access to their specially designed instruction.
- Feedback should continue to be provided to students.
- If a student can show completed assignments from the Distance Learning work (regardless of quality) a student should be given full credit for completing that work; plagiarized assignments will not be accepted.
 - Every opportunity should be afforded to students when considering the assignment of a citizenship grade; again, it may be unfair to issue a citizenship

grade of F to a student given the current conditions of school closure and Distance Learning

- Teachers have the discretion to accept completed work in many different forms; examples include submission of actual assignments, online meetings, and phone conversations; students working from hard copy packets may not be able to submit their work.
- Teachers have the discretion to consider the scope of the assignments as well as the current circumstances of the student when determining how much to raise the student's final grade.
- Work from all phases of Distance Learning should be considered.
- For schools on the Balanced Calendar: the final phase of Distance Learning is through May 29; teachers should work with students to make sure all assignments are completed by June 3 so that grades may be issued June 5.
- For Incline schools: the final phase of Distance Learning is through June 12; teachers should work with students to make sure all assignments are completed by June 12 so that grades may be issued June 17.
- For TMCC High School: the final phase of Distance Learning is through May 22; teachers should work with students to make sure all assignments are completed by May 22 so that grades may be issued May 29.
- These grading guidelines are for all classes in a student's schedule except dual credit courses and are in effect through the end of the academic year.

Elementary School

- The attendance assignment will appear in Q3 gradebook.
- For Kindergarten: since assignments are not entered into IC and final grades are only entered one time per year, this guidance does not apply; Kindergarten teachers will continue to assign final grades via the normal protocol (ELA and math grades in Infinite Campus using the 1-2-3-4 scale; teachers will use student data from Q1-Q3).
- For grades 1-2 and elementary special classes: since students earn grades of I, S-, S, and S+, this guidance does not apply; teachers in grades 1 and 2 will continue to assign grades via the normal protocols; if a student has earned a grade of I, the teacher will convey accurate and timely information regarding academic progress to the student's parent/guardian prior to assigning the grade.
- IT will extend the third quarter window to allow teachers to enter Distance Learning work into Infinite Campus in a Distance Learning category of the gradebook.
- The Distance Learning category in IC should have zero (0) weight so that it will not impact the grade earned on 4/1/20.
- Distance Learning assignments should be entered into the Distance Learning category to create a record of completion by students.
- For subjects like ELA and Math that have multiple standards, teachers should align the Distance Learning assignments to only one of the standards; teachers do not need to create them for all the standards.

- Teachers will manually raise the final percent and grade of students who complete Distance Learning work by one letter grade.
- Raising grades beyond one letter grade is at teacher discretion.
- Students who do not complete Distance Learning work will not have their grade lowered.
- Teachers should not enter any grades in Q4 in the IC gradebook; if no grades are entered, Q4 will not be considered in the final grade calculation.

Middle School

- The attendance assignment will appear in Q3 gradebook.
- IT will extend the third quarter window to allow teachers to enter Distance Learning work into Infinite Campus.
- Teachers should create a Distance Learning category weighted at 0%; it should not impact the grade earned on 4/1/20.
- Distance Learning assignments should be entered into the Distance Learning category to create a record of completion by students.
- Teachers will manually raise the final percent and grade of students who complete Distance Learning work by one letter grade.
- Students who wish to raise their grade above one full letter may do so at their teacher's discretion regarding assignments and grading.
- Students who do not complete Distance Learning work will not have their grade lowered.
- Teachers should not enter any grades in Q4 in the IC gradebook; if no grades are entered Q4 will not be considered in the final grade calculation.
- Teachers do not need to remove any categories or change weighting percentages in their gradebooks; if nothing is placed in the category, IC will ignore it.
- Edgenuity: Student grades should not be lower than they were on April 1. A student who starts an Edgenuity course must complete 50% of the course to receive a D; the Overall grade will be used for all Edgenuity students regardless of percentage of completion if the student has completed 50% or more of the course.

High School

- The attendance assignment will appear in T2 gradebook.
- Teachers should create a Distance Learning category weighted at 0%; it should not impact the grade earned on 4/1/20.
- Distance Learning assignments should be entered into the Distance Learning category to create a record of completion by students.
- Teachers will manually raise the final percent and grade of students who complete Distance Learning work by one letter grade.
- Students who wish to raise their grade above one full letter may do so at their teacher's discretion regarding assignments and grading.

- Students who do not complete Distance Learning work will not have their grade lowered.
- Regarding weighting of grades, nothing needs to be changed (including the final exam); this will keep the weighted total at or below 100% and not inflate any other categories as a result of this change.
- Teachers do not need to remove any categories they have in their gradebooks; if nothing is placed in the category, (including the final category), IC will ignore it.
- Students who are underclassmen enrolled in Edgenuity courses should be allowed to enroll and finish the course prior to June 5 without taking the final exam. Those students who can't complete the course will be allowed to continue the course over the summer, or the next fall, and will have six weeks to cover 50% or more of the content.
- Seniors can add the Edgenuity courses needed to graduate. All students must complete at least 50% of the course and their grade will be reflected by the Overall grade achieved after 50% completion. Students who do not complete at least 50% can be issued an Incomplete:
 - Students who receive an Incomplete will be able to complete the course in the next term (summer or fall), and will have six weeks within which they must cover 50% or more of the content in order to receive credit
- For all students enrolled in Edgenuity who receive an Incomplete and who do not complete the course in the designated six week time frame, a student would need to re-take the course in order to receive credit. It is anticipated that at this time, the Edgenuity requirements prior to the COVID-19 interruption will be reinstated.
- BYU courses: Seniors who do not complete BYU courses should not have a grade posted for the course due to the inability to proctor final exams; students who need the course to graduate should contact their counselor in regards to a proctoring solution; underclassman may carry the BYU course over to the fall semester.

Newly Enrolled Students

- Students who enroll in WCSD for the first time after 3/13/20 will not receive a grade lower than their transfer grade(s) from the previous school district.
- Students who enroll in WCSD for the first time after 3/13/20 and who were not previously in school or for whom no transfer grade has been provided shall be allowed to audit the courses they are enrolled in for Distance Learning for the semester for grades 3-12 and S- for grades 1-2; Kindergarten and PK should grade normally giving consideration to the gaps in the student's education.
- All students in grades 3-12, regardless of when they enroll, will have the opportunity to raise their grade through completion of Distance Learning work.

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