First and foremost, we hope you and your family are safe and healthy. Instruction is important but please that safety and health are our top priorities.

Secondly, THANK YOU! This is a challenging and changing time for all, and we are so appreciative of your partnership. We are particularly grateful you are taking the time to join us today.
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am – 11:00am</td>
<td>Period 1</td>
<td>Period 3</td>
<td>Period 1</td>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:30am – 12:30pm</td>
<td>Period 2</td>
<td>Period 4</td>
<td>Period 2</td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
</tbody>
</table>

Teachers will hold 4 hours of Office Hours

Teachers will hold 2 additional hours of Office Hours in addition to the class times Tuesday - Friday

[LEARNING@HOME BELL SCHEDULE](https://www.mckinleytech.org/apps/pages/index.jsp?uREC_ID=440995&type=d)
<table>
<thead>
<tr>
<th>Teacher Name</th>
<th>Office hours</th>
<th>Assignments</th>
<th>Video Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>8am – 12pm on Mondays AND 1pm – 3pm T/W/Th/F</td>
<td>All assignments are in my Canvas.</td>
<td>Join live lessons on Microsoft 365 during your class period. See link below. Join Microsoft Teams Meeting +1 202-539-1291 United States, Washington DC (Toll) Conference ID: 894 853 242# The recording of these sessions will be uploaded to Canvas.</td>
</tr>
<tr>
<td>Example 2</td>
<td>8am – 10am on Mondays AND 2pm – 4pm Daily</td>
<td>All assignments are in my Google Classroom. See below for link: __________.</td>
<td>Join live lessons on Microsoft 365 during your class period. See link below. Join Microsoft Teams Meeting +1 202-539-1291 United States, Washington DC (Toll) Conference ID: 894 853 242# The recording of these sessions will be uploaded to google classroom.</td>
</tr>
</tbody>
</table>

**Link** to Teacher Office Hours and Video Information
Grading Guidance: Term 4 Secondary

Term 4 began on Monday, April 27 and conclude on Friday, May 29

Teachers will use a combo of live lessons and videos to teach new content in term 4 (schedule is in another slide)

Teachers grade weights reflect 50% Practice and Application and 50% Participation (central office has done this)

Teachers will have 10 assignments in each class by the end of the advisory

By the end of the advisory, teachers should have 5 assignments in Practice & Application and 5 assignments in Participation. Total of 10 assignments by May 29

Teachers should accept work at any time throughout the term and make asynchronous opportunities for participation available
Assignments and Grading

- Teachers will have 5 live lessons/videos for each class the remainder of the school year.
- There will be 2 assignments a week for the live lesson or video:
  - 1 regular credit (RC) and 1 extra credit (EC)
  - Students will get the score earned for the RC and EC assignment
  - Students can receive zeros for RC assignments
  - Students will be exempt if they do not complete EC assignments

- The new policy re: calculating final grades will serve as a safeguard for students who do not do well in term 4.
- Students who do not do well in term 4 (i.e. D or F), will receive a final grade by averaging term 1, 2, and 3.
- **If students do not engage at all during Term 4, they will receive an Incomplete for the class.**
- Students who receive an Incomplete will have until January 2021 to turn in their assignments and change their grade.
- They may be enrolled in summer school or credit recovery.
For full year courses, the final grade calculation for full year courses will be the average of the 4 term grades.

If a student’s term 4 grade is higher than the average of terms 1-3, the overall final grade will increase.

However, if a student’s term 4 grade is lower than the average of the terms 1-3 grades, that term 4 grade will be ignored in the calculation, and the student’s final grade will be the average of the terms 1-3 grades.

For half year courses, the final calculation for semester 2 grades will be an average of term 3 and term 4 grades.

However, if a student’s term 4 grade is lower than their term 3 grade, the final grade will simply be the term 3 grade.

ASPEN will calculate final marks. No finals should be given. If a midterm was given prior to the distance learning period and recorded as a separate grade, it will still calculate as 10% of the final grade.

A high grade in term 4 can benefit a student’s final grade in the course and if a student does no work in term 4, they will receive no mark for the term which will result in a final course grade of "I" (incomplete).
Grading Guidance: Final Marks (Continued…)

All final grades earned after March 13th will be published on the transcript record as follows:

<table>
<thead>
<tr>
<th>Grade Earned on A-F Scale</th>
<th>Grade Published on Transcript</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
<td>Students who earn an A or B will have the benefit of this grade published on their transcript and the associated GPA weight.</td>
</tr>
<tr>
<td>B</td>
<td>B</td>
<td>Students who earn a C or a D will not be penalized for this lower grade being published. Instead they’ll be assigned a “P” (for passing) and it will be GPA neutral.</td>
</tr>
<tr>
<td>C</td>
<td>P</td>
<td>Students who are earn a failing final grade will be assigned an “I” for incomplete.</td>
</tr>
<tr>
<td>D</td>
<td>P</td>
<td>Students who wish to have C and D letter grades published as is or wish to have A and B letter grades published as “P” s may request this modification to their transcript.</td>
</tr>
</tbody>
</table>

- Students who are assigned an “I” have until January 2021 to earn a passing grade in the course. **If they have not done so by that date, the “I” will convert to an “F” and the student will need to repeat the course.**
- Students who are assigned an “I” have until January 2021 to earn a passing grade in the course. **If they have not done so by that date, the “I” will convert to an “F” and the student will need to repeat the course.**
This is an example of grades for term 4:

<table>
<thead>
<tr>
<th>Practice &amp; Application</th>
<th>Participation</th>
<th>Grading Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 or 5/10 (RC)</td>
<td>70 or 7/10 (EC)</td>
<td>Week 1</td>
</tr>
<tr>
<td>40 or 4/10 (EC)</td>
<td>65 or 6.5/10 (RC)</td>
<td>Week 2</td>
</tr>
<tr>
<td>0 or 0/10 (RC)</td>
<td>95 or 9.5/10 (EC)</td>
<td>Week 3</td>
</tr>
<tr>
<td>X (EC)</td>
<td>75 or 7.5/10 (RC)</td>
<td>Week 4</td>
</tr>
<tr>
<td>90 or 9/10 (EC)</td>
<td>0 or 0/10 (RC)</td>
<td>Week 5</td>
</tr>
</tbody>
</table>
### HS Teacher Schedule

#### Mondays
- Office Hours 9:00 am – 1:00 pm *(example)*
- Planning/Grading 1:00 pm – 3:00 pm *(example)*

#### Tuesdays A1:
- 10 am-11 am

#### Tuesday A2:
- 11:30 am –12:30 pm

#### Wednesday A3:
- 10 am-11 am

#### Wednesday A4:
- 11:30 am –12:30 pm

#### Thursday B1:
- 10 am-11 am

#### Thursday B2:
- 11:30 am-12:30 pm

#### Friday B3:
- 10 am-11 am

#### Friday B4:
- 11:30 am-12:30 pm

Teachers will have 2 additional hours of office hours T-F
Term 3 ended April 23 and grades will be posted on May 8 (more info will be sent re: report cards)

Parent Teacher Conferences is on May 22 (more info to come)

Last day of Distance Learning is on May 29
We hope this message finds you well during this tough time period. Welcome to term 4! We have shared our Learning@Home Schedule for term 4 on our website. Teachers have also shared their Microsoft Teams link for live lessons and/or to chat with teachers re: recorded lessons on the website.

It is particularly important that you understand how the fourth quarter works in terms of grading. Fourth-quarter is not like the third quarter. For the fourth quarter, you have a mixture of regular assignments and extra credit assignments. You will get 2 assignments a week. Regular assignments should always be completed. You have the option of doing extra credit work to increase your overall score. Zeros will be entered for assignments that you do not complete and will impact your grade.

There are only two types of assignments (Practice and Application & Participation) both worth 50%. So it is essential to follow the expectations of each individual teacher. Grades will be on an A-F scale.

If a student’s term 4 grade is lower than the average of the terms 1-3 grades, that term 4 grade will not be in the calculation, and the student’s final grade will be the average of the terms 1-3 grades.

If you receive an A or B, that will be your grade for term 4. If you receive a "C" or "D", you will receive a "P" as your final grade unless you request to have the letter grade which will be GPA neutral. If you receive a F, an "I" will appear on your transcript. If you receive an "I" then you will have until January of 2021 to turn in assignments. Note: NOT DOING WORK IN TERM 4 IS NOT AN OPTION. If you are in a situation where you cannot complete any of the assignments, then you will have an incomplete until January 2021. If you are a senior, not doing work will impact your ability to graduate. It is very important for you to submit work this quarter. You must turn in work according to the new guidelines. Please feel free to reach out with any questions or concerns.