



# Letchworth Central School District

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April 26, 2020

Dear Letchworth Families:

I would like to take this opportunity to provide you with an update concerning grades. Our goal is a “**no harm**” effort to be sure that all students are provided the instruction, support and opportunity to meet the course standards. Below, we have outlined our philosophy and plan to be effective during this closure. Students need to do what they can to be engaged and maintain contact with their teachers to the best of their ability. Thank you for your support during these difficult days.

## GRADING UPDATE

**ALL MIDDLE SCHOOL COURSES:** We will be calculating marking period 3 grades based on work completed in school prior to the closure, effective February 3rd through March 13th. If by the time of the closure, the student was meeting or exceeding the minimum standards in a course the student will receive a “**Pass**” as a grade. If by the time of the closure, the student was not meeting the minimum standard in a course the student will be receiving an “**Incomplete**” as a grade. If the student receives an incomplete grade, the student will have the opportunity to fulfill the requirements to meet the minimum standard of the course. The work required must be completed by **May 15th** in order to receive a pass as a grade. Parents can request an extension of the deadline due to extenuating circumstances. The request will be reviewed by the principal.

The 4th marking period started Monday, April 20th and the Pass/Incomplete grading system is in effect until we reopen.

When we return to school, we will reassess and outline the grading procedures at that time and the determination of final averages.

(continued on reverse)

## SUMMARY

### FOR QUARTER 3

PASS "P"	You have met or exceeded the minimum standards for the course in the first five weeks of the third quarter.
INCOMPLETE "I"	You have not yet met the minimum standards for the course in the first five weeks of the third quarter. Therefore, the following accommodations will be made available to earn a PASS "P": <ul style="list-style-type: none"><li>• A teacher will prepare credit recovery assignments to make up missed work and meet the minimum standards</li><li>• Summer school may be an option to meet minimum standards</li><li>• Academic support will be scheduled in the Fall to help you meet the standards not yet achieved</li></ul>

### FOR QUARTER 4:

PASS "P"	To maintain a PASS in the final quarter of the year, a student should continue to participate in their courses through assignment completion, attendance in virtual class meetings, and/or personal communication with their teacher regarding content and assignments.
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### What does this mean for students?

- Students must make every effort to participate, connect and complete the weekly learning activities provided by their teachers.
- **Special area teachers (art, foreign language, music, PE, etc) count as well.** Students need to be participating in every class as much as possible to receive a pass.
- These activities will help students' learning progress continue in that subject area.
- Teachers will provide support and monitor student work and progress with continual feedback.
- I expect all students to do the best they can to take advantage of the educational opportunities we are extending to them. When we return to our regular classrooms, teachers will be developing lessons that will expand on the work assigned during this "stay-at-home" time.

For students who are receiving work packets. We will continue to provide new work on Monday's at the food distribution stops. At that time you may bring back any completed work and drop it off to the drivers. They will bring it to school and we will get it to your teachers.

I have had questions about locker clean out. We are not ready for that yet. It is on our radar, and if we don't come back to school we will have a plan to get all of your students' belongings.

If you need to communicate with me about any concerns/questions you may have, please do not hesitate to call the school and leave a message or send me an email. I will respond to your communication.

Sincerely,

Amy Leone  
Middle School Principal  
Letchworth Central School