

**Dr. Eduardo Hernandez**  
**Superintendent of Schools**

- ★ Focus on Student Success
- ★ Focus on Students, Families and Community
- ★ Focus on Operational Excellence
- ★ Focus on Employees & Organizational Improvement
- ★ Focus on Financial Stewardship

April 2, 2020

Dear Parent(s) and/or Guardian(s),

As our district continues to move forward in our distance learning platforms for all our students, we know that students and parents are curious about grades during this time. We have developed some guidelines that will ensure our students continue to receive quality instruction during school closure and virtual learning. As you know this is a fluid time in our nation and communities, therefore, these are subject to change based on the communication and support from the Texas Education Agency (TEA).

**5<sup>th</sup> Six-Weeks Grades:**

- The emergency school closure occurred the week of March 16, 2020. Students were in the middle of the 5th six weeks cycle, Feb.18<sup>th</sup>- April 3<sup>rd</sup>. Teachers will finalize students' grades and they will reflect student mastery of content during the last three weeks of face to face instruction.
- Any student that had lower than a 70 during this time shall be given ample opportunities to engage in grade repair and re-teach while learning at home. This needs to be completed by April 6, 2020, at 4:00 PM. Every effort will be made to reach these students.
- Assignments given while during the closure will only enhance the 5th six weeks average.
- Reports cards will be mailed home on April 7, 2020.

**Final Six-Weeks Grades for Middle and High School Students:**

- April 6, 2020-May 22, 2020 (May 15, 2020 for graduating seniors) is the final six weeks of the year.
- During the school closure, teachers will work to individualize student instruction and provide for additional supports. We will be flexible with the return of student work. Paper pencil packets will be scored when they are returned. These may be returned to the school via US Mail, scanned and emailed to the teacher, or submitted on a date to be determined. Once online learning begins, assignments will be submitted virtually.
- The District will report grades to parents/guardians as numerical scores and letter grades. The same we have used all year.
- Grades will reflect mastery and be assigned based on work submitted.
- Grades will be given based on paper-pencil activities and online learning.
- Multiple assignments/learning tasks may be provided each week, but only one assignment will be used for grade purposes.
- All graded assignments will be considered formative and weighted equally.
- Best practices will be used with regards to formative assignments to include feedback and opportunities to re-learn concepts so that posted grades accurately reflect student learning.
- Students will be provided the opportunity to complete assignments and each teacher will provide a time limit for completing assignments.

- Students may reach out to the teacher if they are having difficulties or need clarification with completing their work via the communication line that the teacher has established with the student/parent.
- All EISD students are welcomed and encouraged to attend virtual tutorial sessions. The day and time of scheduled online tutorials will be set by each teacher.

### **District Distance Learning Grading Guidelines for Elementary Students:**

- PK- 5<sup>th</sup> grade students were able to pick-up their first 20-day instructional packet from the campus or the police department beginning on March 19, 2020. They are still available.
- All PK- 5<sup>th</sup> grade students will need to pick-up the second 20-day instructional packets. The packets can be picked up from a central location during the week of April 6<sup>th</sup>. We will do a call-out for the specific date. After this date, packets may be available at EISD PD.
- During the school closure, teachers will work to individualize student instruction and provide for additional supports. We will be flexible with the return of student work. Paper pencil packets will be scored when they are returned. These may be returned to the school via US Mail, scanned and emailed to the teacher, or submitted at a later date.
- Students that have access to a device and Wi-Fi may continue to work on the online lessons that were already posted and use the available online resources to enhance their learning.
- Students will be assigned 1-2 hours of math and language arts each day and are due to the teacher at the end of each week, but only one assignment in math and one assignment in language arts will be recorded for grading purposes.
- Multiple assignments/learning tasks that include participation, parent check-ins, following daily schedule, etc. may be provided each week for a grade.
- 1<sup>st</sup> – 5<sup>th</sup> Grade students' progress will be based on returned work with the following:
  - Pass (99): Student showcases progress toward accomplishing the content specific to daily activities.
  - Limited Progress (79): Student showcases some progress toward accomplishing the content specific to daily activities.
  - Fail (69): No progress toward accomplishing the learning provided in content specific daily activities
  - Incomplete (I): Student did not pick up a packet or did not login to start an online assignment or did not complete and turn in any assignments for each week during the closure or student was not in the district due to other family members take care of them.
- Pre-Kindergarten and Kindergarten students' progress will be based on returned work with the following:
  - L – Limited Progress
  - P – Progressing
  - S – Satisfactory Progress
  - M – Modified
- Parents and students may reach out to the teacher if they are having difficulties or need clarification with completing their work via the communication line that the teacher has established with the student/parent.
- All teachers provide regularly scheduled tutoring times at least three times per week.

The district, campuses, and teachers are committed to continuing high-quality education, instruction, communication and support for your child. If you have any questions or concerns, please reach out to your child's teacher or the district. If you need any assistance with district technology, please use our Technology Helpline by either calling 210-444-7970 or emailing [tech.support@eisd.net](mailto:tech.support@eisd.net).

Stay Safe and Healthy!

Respectfully,

A handwritten signature in blue ink, appearing to read 'E. Hernandez', written over a faint, illegible printed name.

Dr. Eduardo Hernandez, Superintendent of Schools