



Remote Learning Grading Guide for Parents and Families



Introduction

The challenge of defining what grading should look like during remote learning while moving students forward is a complex one. From the start, we committed to the idea that grading during remote learning should do no harm to a student's academic standing. With remote learning taking place for an extended period of time, we remain committed to that idea and have created this document to provide further clarification on how we will measure your child's progress.

Academic Excellence remains a core value in CPS' Five-Year Vision, and we know that for many students, grades are a major motivator for academic engagement. Grades also help us identify and support students who are most affected by this sudden change to their learning environment. To ensure we provide a high-quality education for all students and continue our important work of narrowing the opportunity gap for students of color, English learners, diverse learners, and students with limited digital access, we have developed a grading policy for remote learning that will allow us to monitor our students' progress and best meet their needs.

During remote learning, students are expected to engage with their teachers daily and submit all assignments. Teachers will continue to grade assignments on a traditional A–F scale with safeguards to protect a student's academic standing, and special considerations will be provided for students who are experiencing challenges during remote learning. For the fourth quarter, a student who maintains or improves their third quarter final grade will be issued a letter grade. A student whose final fourth quarter grade is lower than their third quarter grade will receive a Pass or Incomplete. This document provides more details on how this policy will be implemented across all grade levels and includes updates to the district's promotion and graduation policy.



Preschool and Kindergarten

Pre-K

Parent-teacher conferences and “progress reports” generated from the Teaching Strategies GOLD (TS-GOLD) assessment will continue to serve as the primary means of communicating student progress, as Pre-K students are not issued grades. During remote learning, TS-GOLD will continue to be used as a tool to support instructional planning and communicate meaningful developmental milestones and growth with caregivers. Please see below for details regarding what to expect for Pre-K progress reporting.

- A student’s developmental levels **will not be lower** than in previous checkpoints.
- A teacher will enter ratings into TS-GOLD only if there is evidence of student growth during remote learning.
- A teacher will mark “**unable to rate**” for areas where no evidence of growth is available.

Kindergarten

The kindergarten report card utilizes narrative comments, performance levels, and marking symbols to share student progress and performance towards the new Illinois Learning Standards. Please see below for details regarding what to expect for kindergarten progress reporting.

- A student’s performance levels **will not be lower** than in previous quarters.
- If a student shows progress in a core content area since the third quarter, their report card will indicate the appropriate higher level of performance.
- If a student does not show evidence of growth in a specific core content area, their report card will indicate “**area not assessed in this reporting period.**”

Elementary School

Assignment Grades

Elementary school grading practices will be focused on student progress and learning. To measure learning and provide feedback for continued growth, teachers will grade assignments on a regular basis and enter them into the Gradebook using a traditional A–F scale. When assigning grades, teachers will take into consideration the challenges of remote learning and impact of COVID-19 on an individual basis.

Fourth Quarter Term Grades

The following guidelines will allow us to measure student growth without harming progress made before the closure.

- If a student earns a fourth quarter term grade that is the same letter or higher than their third quarter term grade, they will receive a letter term grade for the fourth quarter.
- If a student's grade drops below their third quarter term grade, but they demonstrate regular engagement in remote learning and reasonable mastery of assigned work, as evidenced by earning a D or higher, they will be issued a Pass (P) for the fourth quarter.
- If a student does not demonstrate regular engagement in remote learning or mastery of assigned work, as evidenced by earning an F, they will be issued an Incomplete (I) for the fourth quarter. Students who receive an incomplete will be prioritized for summer school, if it is determined that summer school can be held this year.

The Remote Learning Grade Progression chart at the end of this guide details an A–F progression of how grades will be entered for the fourth quarter.

Final Grades

Final grades, normally calculated as an average of the four term grades, will be determined using the guidelines below.

- If a student earns a letter grade for their fourth quarter term grade, their final grade will be the average of all four term grades.
- If a student earns a Pass for their fourth quarter term grade, their final grade will be the average of their first, second, and third quarter term grades.
- If a student earns an Incomplete for their fourth quarter term grade, their final grade will be an Incomplete. They will be prioritized for summer school if it is determined that summer school can be held this year.

High School

Assignment Grades

Teachers will grade assignments on a regular basis and enter them into Gradebook using a traditional A–F scale. When assigning grades, teachers will take into consideration the challenges of remote learning and impact of COVID-19 on an individual basis.

Final Grades

Final grades, normally calculated as a cumulative average of all third and fourth quarter assignments, will be determined using the guidelines below.

- If a student's semester grade is the same letter or higher than their third quarter grade, their final semester grade will be their earned letter grade.
- If a student's semester grade drops below their third quarter term grade, but they demonstrate regular engagement in remote learning and reasonable mastery of assigned work, as evidenced by earning a D or higher, the student will be issued a second semester grade of Pass (P). The student will earn course credit, but the grade will not impact their GPA.
- If a student does not demonstrate regular engagement in remote learning or mastery of assigned work, as evidenced by earning an F, the student will be issued a final second semester grade of an Incomplete (I). The grade will not impact their GPA, but they will not earn credit, and they will need to engage in credit recovery.

The Remote Learning Grade Progression chart at the end of this guide details an A-F progression of how grades will be entered for the second semester.



Elementary and High School

Students Who Do Not Have Access to Digital Remote Learning

In alignment with our mission to ensure equitable access to learning opportunities, the district has created learning packets for students who are unable to engage in digital remote learning. The following guidelines apply to students who are staying engaged through learning packets.

- If a student engages weekly and completes all packets by the end of the fourth quarter, they will earn a Pass (P) for their term grade (elementary school) or final grade (high school).
 - If a high school student earns a Pass, they will be awarded credit with no impact to their GPA.
- If a student does not engage weekly and does not complete all packets by the end of the fourth quarter, they will receive an Incomplete for their term grade (elementary school) or final grade (high school).
 - If an elementary student earns an Incomplete for their fourth quarter term grade, they will be given an Incomplete (I) for their final grade. The student will be prioritized for summer school if it is determined that summer school can be held this year.
 - If a high school student receives an Incomplete, their GPA will not be impacted. The student will not earn credit, requiring engagement in credit recovery.

Students Facing Hardship

We recognize that families are experiencing unprecedented hardships due to the COVID-19 public health crisis. If this grading guidance does not offer sufficient flexibility and support, please reach out to your teacher and principal to discuss the specifics of your situation. Parents and schools should work together to create a plan that is responsive to a family's needs while ensuring student engagement in learning.

Diverse Learners

General and special education teachers should work collaboratively to support the appropriate grading practices as dictated by a student's' current Individualized Education Program.

Elementary School Examples

Examples of Application of Grading Guidance for Elementary Schools

Example 1: A kindergarten student earned a Proficient performance level in math in the third quarter. During remote learning, the student had access to technology, but it was challenging for the student to continue to demonstrate their early math skills along the developmental benchmark. The student would have earned a Developing performance level at the end of the fourth quarter, but the teacher will default to the level of performance demonstrated in the third quarter, with a note about the observed regression.

Third Quarter Reported Performance Level	Fourth Quarter Provisional Performance Level	Fourth Quarter Reported Performance Level
Proficient	Developing	Proficient with note about observed regression

Example 2: A fourth grade student had a C average in science at the end of the third quarter. During remote learning, the student had access to technology, submitted all assignments, and demonstrated increased mastery of standards—earning a B. This student will be issued a fourth quarter term grade of a B. The student’s final grade will be an average of the four quarter term grades.

Third Quarter Reported Term Grade	Fourth Quarter Calculated Grade	Fourth Quarter Reported Term Grade	Final Reported Grade
C	B	B	Average of all four quarter term grades

Example 3: An eighth grade student had a B in math on his third quarter report card. During remote learning, the student had access to technology, stayed engaged, and completed all work to the best of his ability. Not having as much access to the teacher was challenging. At the end of the fourth quarter, the student earned a grade of D. The student’s final fourth quarter term grade will be a Pass. The student’s final grade for the year will be the average of first, second, and third quarter term grades.

Third Quarter Reported Term Grade	Fourth Quarter Calculated Grade	Fourth Quarter Reported Term Grade	Final Reported Grade
B	D	Pass	Average of first, second, and third quarters

High School Examples

Examples of Application of Grading Guidance for High Schools

Example 4: A student had a B average in Geometry at the end of the third quarter. During remote learning, the student applied himself, submitted all assignments, took advantage of re-take opportunities, and improved their final semester grade to A. This student will be issued a final semester grade of A. They will receive full course credit, and their transcript will reflect an A.

Third Quarter Reported Grade	Calculated Semester Grade	Final Reported Semester Grade
B	A	A

Example 5: A student earned a D in Geometry at the end of the third quarter. During remote learning, they had access to a computer and occasionally joined Office Hours. The student did not submit the majority of assignments and was non-responsive to the teacher's efforts to engage the student. The student ended the semester with a grade of F. The student's final second semester grade will be Incomplete. The student's GPA will not be impacted, but she will not receive course credit for Geometry. The student will need to complete a credit recovery pathway to earn course credit toward graduation.

Third Quarter Reported Grade	Calculated Semester Grade	Final Reported Semester Grade
D	F	Incomplete

Example 6: A student earned a C in Algebra in the third quarter and did not have access to digital remote learning. Every two weeks, the student picked up a remote learning packet and completed the packet for all courses they were enrolled in. On a weekly basis, the student joined a call with his parent and teacher to review the work completed. At the end of the semester, the student submitted the completed assignment packets. The student will be issued a Pass (P) and earn credit for the course.

Third Quarter Reported Grade	Calculated Semester Grade	Final Reported Semester Grade
C	N/A due to no digital access	Pass

Promotion and Graduation

Elementary School Promotion

Pending Chicago Board of Education approval, the district will enact “Promotion for All” in elementary schools for the 2019–20 school year only. All students in grades K–8 will be promoted to the next grade. Students who end the year with an incomplete will be prioritized for summer school if it is determined that summer school can be held this year.

High School Graduation Requirements

The district’s comprehensive remote learning plan allows students to continue earning credit towards graduation requirements.

However, CPS recognizes that many seniors planned on meeting non-credit bearing requirements this semester, and we are seeking Board approval to waive the following requirements for seniors only:

- Service Learning
- State-mandated Assessment (SAT/DLM-AA)
- Constitution Test
- Financial Literacy
- Computer Science (for seniors who were not already scheduled for the course)

Seniors will be expected to fulfill the Learn.Plan.Succeed graduation requirement. Ultimately, the goal of Learn.Plan.Succeed is to ensure students have the personalized planning support needed to succeed when they graduate high school. We have expanded the types of evidence students can provide and will be flexible to ensure this requirement is not a barrier to graduation for any student.

Seniors who are at risk of not graduating will be prioritized for virtual credit recovery options at no additional cost to students or schools. Students who are in need of credit recovery options should reach out to their school counselor.

Advanced Placement Exams

To honor our Advanced Placement (AP) students’ efforts, accomplishments, and plans for post-secondary success, CPS will cover the cost for all AP examination fees in 2020 to ease any financial burden on families during this difficult time. Schools will reach out to individual students and families to discuss the specifics, issue refunds if needed, and ensure that all students take advantage of this opportunity.

High School

Remote Learning Grade Progression Charts

Please note: "Calculated" refers to the estimated score resulting from assignments entered into Gradebook. "Reported" refers to the final grade posted on report cards and transcripts.

HIGH SCHOOL		
Third Quarter Reported Grade	Calculated Semester Grade	Final Reported Semester Grade
A	A	A
A	Passing grade less than A	Pass (Credit awarded)
A	F	Incomplete (No credit awarded)
B	B	B
B	Greater than B	Calculated semester grade
B	Passing grade less than B	Pass (Credit awarded)
B	F	Incomplete (No credit awarded)
C	C	C
C	Greater than C	Calculated semester grade
C	Passing grade less than C	Pass (Credit awarded)
C	F	Incomplete (No credit awarded)
D	D	D
D	Greater than D	Calculated semester grade
D	F	Incomplete (No credit awarded)
F	F	Incomplete
F	Greater than F	Calculated semester grade

Elementary School

Remote Learning Grade Progression Charts

Please note: "Calculated" refers to the estimated score resulting from assignments entered into Gradebook. "Reported" refers to the final grade posted on report cards and transcripts.

ELEMENTARY SCHOOL			
Third Quarter Reported Grade	Fourth Quarter Calculated Grade	Fourth Quarter Reported Term Grade	Final Reported Grade
A	A	A	Average of all four quarters
A	Passing grade less than A	Pass	Average of the first, second, and third quarters
A	F	Incomplete	Incomplete
B	B	B	Average of all four quarters
B	Greater than B	Fourth quarter calculated grade	Average of all four quarters
B	Passing grade less than B	Pass	Average of the first, second, and third quarters
B	F	Incomplete	Incomplete
C	C	C	Average of all four quarters
C	Greater than C	Fourth quarter calculated grade	Average of all four quarters
C	Passing grade less than C	Pass	Average of the first, second, and third quarters
C	F	Incomplete	Incomplete
D	D	D	Average of all four quarters
D	Greater than D	Fourth quarter calculated grade	Average of all four quarters
D	F	Incomplete	Incomplete
F	F	Incomplete	Incomplete
F	Greater than F	Fourth quarter calculated grade	Average of all four quarters