April 17, 2020

Dear Parents and Students,

We all find ourselves in an ever-evolving, challenging situation as we deal with the impact of COVID 19. Rest assured the faculty and staff will do our part in trying to provide a sense of normalcy, as much as is possible, for our students during these difficult times. This includes developing a protocol for Spring Semester final grades. As always, if you have questions, please feel free to email the applicable classroom teacher or me at hancockka@lee.k12.ga.us

- **Final Grades for Spring Semester**: Although the campus is closed, we remain committed to ensuring students have the opportunity to continue their education through accelerated and/or remediated learning. In keeping with guidance received from the Georgia Department of Education, Lee County High School will use the Progress Report (3rd 9-week) grade in Infinite Campus as an indicator of minimum proficiency for high school only. Work completed after March 13th will be used to show proficiency of standards and will not harm the student’s grade in the course.

  - For **Dual Enrollment courses**, students are expected to complete required courses as directed by the college as these grades will impact both your college and LCHS transcripts. Dual Enrollment students should refer to guidance provided by the college regarding final grade requirements.
  - Students enrolled in credit recovery, apex and other virtual platforms are expected to complete required courses as specified within each program. Final grades for these courses are based on the program expectations and may not be altered. Course credit must be completed with a passing 70 score by May 15, 2020.

All Online Learning and Instructional Packet **assignments completed after March 13th** will be entered into Infinite Campus to demonstrate learning. Only grades that improve a student’s final average will be recorded in Infinite Campus. Teachers have added grades into the 4th 9-weeks over the last month. **We are asking our staff to move these additional grades in IC to the 3rd 9-week space for an actual semester average. The 4th 9-week grades will then be deleted from the gradebook. This adjustment within the gradebook should be completed by April 26th.**

**Students with a grade of 70 or higher at the 3rd 9-week Progress Report** on March 13th will have this grade entered into Infinite Campus as their FINAL grade for the semester unless they benefited from completing additional assignments provided. Students earning a final grade of 70 or higher will receive credit
for the course.

- Students with an average of 70 or higher may choose to accept their grades as of Friday, March 13, as final grades for 2019-2020 OR continue working to earn a higher grade for the remainder of the 2019-2020 school year to improve their grade(s). The decision to move forward or accept the final semester average is a course-by-course decision. Students may opt to focus only on specific courses. Students may determine at any point in the semester to accept the current final grade once they reach their academic goals.

If a student's current posted Progress Report grade in Infinite Campus is below a 70 as of March 13th, the student DOES NOT MEET minimum proficiency for the class. Students must complete necessary assignments to reach minimum proficiency. Students failing to reach a 70 in the class will not receive credit for the course and the student's numeric grade will be recorded as earned. Students completing additional assignments should frequently check the student or parent portal for the most up-to-date student grades. Please contact the teacher regarding grades, assignments and/or extenuating circumstances.

Please note, the final numeric grade for all courses completed during grades 9-12 WILL be used for the purposes of computing the student’s overall grade point average, HOPE, Honor Graduate status, and overall class rank for this year and in subsequent years. These grades are located in the portal accounts. Parents needing help resetting their parent portal accounts may contact Mrs. Wanner at wannerme@lee.12.ga.us

We appreciate your understanding and flexibility as we maneuver these difficult times. We believe this course of action supports academic integrity for our students and validates the instructional efforts of our faculty and staff. Please know we will continue to do everything possible to help students achieve success.

Please contact me if you have any questions or concerns.

Sincerely,

Karen L Hancock
Dr. Karen Hancock
LCHS Principal