



# Marian Central Catholic High School's

## REMOTE LEARNING GUIDE (Phase 2)

Dear Marian Families and Students,

The Administration and Faculty of Marian are praying that you are doing well, staying healthy and safe. As you know, at the start of this pandemic, we were only anticipating a short closure, hoping to be back at school by the end of March. Unfortunately, as you know, as of April 17, Governor Pritzker made the decision to close Illinois schools for the remainder of the 2019-20 school year. From the very beginning, Marian Administration and staff have been researching options and working hard to make the adjustment from in-person instructional delivery to Remote Learning. This was no small feat! It included looking into professional development for new instructional practices, adjustments in attendance, assignments, grading, and daily calendars. Our Remote Learning Plan was the initial result of our extensive research and collaboration.

Based on our continued discussions, as well as guidance received from the Illinois State Board of Education and the Diocese of Rockford, we have developed additional clarifications and adjustments to our Remote Learning Plan for the remainder of the school year. This document provides you with further information regarding attendance, grading, semester exams, a final two-week calendar, locker cleanout/device turn-in, and graduation. Please know that we miss and pray for the health and well-being of all of you daily and cannot wait to see you again!

Blessings,

Marian Administration and Faculty

**Due to the Governor’s requirement that all Illinois schools must be closed, and schools must utilize Remote Learning for the remainder of the school year, please review the following calendar adjustment to the last two weeks of school at Marian below:**

| April 2020  |   |   |   |   |   |          | “A-Week” | “B-Week” |
|---|---|---|---|---|---|----------|----------|----------|
| Sunday  | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday |          |          |
| (completed)   | 6th   | 7th   | 8th   | 9th   | 10 <sup>th</sup> Good Friday<br>No School                                 |          |          |          |
|   | 13th  | 14th  | 15th  | 16th  | 17th  |          |          |          |
|   | 20th  | 21st  | 22nd  | 23rd  | 24th (full day)   |          |          |          |
|   | 27th  | 28th  | 29th  | 30th  | May 1st   |          |          |          |
| May 2020  |   |   |   |   |   |          | “A-Week” | “B-Week” |
|   | 4th   | 5th   | 6th   | 7th   | 8th<br><br>*Email teachers if you want to take a final exam - Due by 4 pm |          |          |          |
| Final Week of Classes<br><br>AP Testing   | 11th  | 12th  | 13th  | 14 <sup>th</sup><br><br>*All Redos or Corrections due by 9 pm                       | 15 <sup>th</sup><br><br>(No student attendance; Teacher Grading)          |          |          |          |
| AP Testing<br><br>Exam Week (for those with failing grades OR those who have chosen to) | 18 <sup>th</sup><br><br><u>Per. 1:</u> 9:00 am - 10:15 am<br><u>Per. 2:</u> 10:30 am - 11:45 am | 19th<br><br><u>Per. 3:</u> 9:00 am - 10:15 am<br><u>Per. 4-6:</u> 10:30 am - 11:45 am | 20th<br><br><u>Per. 7:</u> 9:00 am - 10:15 am<br><u>Per. 8:</u> 10:30 am - 11:45 am | 21st<br><br><u>Per. 9:</u> 9:00 am - 10:15 am<br><br>*All Missing Work due by 12 pm | 22nd  |          |          |          |

## Attendance:

- Attendance in any class is reliant on the student's submission of work for the day and/or participation in video conferencing set up by the teacher.
- All assignments should be submitted by 9 pm on the day in which it is assigned unless it is a multi-day project or as indicated by the teacher.
- Unexcused absences will still affect a student's attendance record.

## Grading:

- Once received, assignments will be graded by the teacher within a reasonable amount of time and then the earned grade will be entered into the gradebook.
- Redos or Corrections
  - Students can redo their already submitted formative work to improve their grade. We encourage students to submit this work to their teachers in a timely manner. The deadline for submitting any corrections is May 14, 2020, by 9 PM.
- Missing (Inc) Assignments
  - Missing assignments are to be marked incomplete (Inc) in the gradebook and can still be made up to 100%. The deadline for submitting missing (Inc) work will be May 21, 2020, by 12:00 pm.
  - After May 21, 2020, at 12:00 pm, any incomplete grades will turn to zero.
- Reminder: ISBE guidelines require that a student's final semester grade cannot fall below the grade that the student earned as of the beginning of Remote Learning (March 16, 2020).

## Semester 2 Exams:

- Semester Grade of F
  - Marian Central will only be requiring students to participate in final exams for Semester 2 of the 2019-20 school year **if** the student had an "F" in any class prior to the initiation of Remote Learning (March 16, 2020) **and** has not otherwise improved to a passing grade by the end of the semester (May 14, 2020).
  - The final semester grade will still be calculated as semester grade: 80% and final exam: 20%.
  - Please be aware that there will be **NO** make-ups for semester exams. They must be taken at the date and time scheduled.
- Semester Grade of A to D-
  - Students who have a passing grade at the end of the semester do **NOT** have to take a final exam.
  - If the student chooses not to take the final exam, their final grade will be 100% of their earned semester grade.
  - Any student who has a passing grade (A to D-) may still opt to take the final exam, but must notify their teacher by email that they **WANT** to take the exam. Emails must be received no later than Friday, May 8 by 4:00 pm. Do **NOT** email your teacher if you are **NOT** choosing to take the exam.

- General Information on Final Exams
  - All final exams will be provided by the course instructor and administered virtually.
  - Exams will be essay, oral, and/or problem-based.
  - Exams will be administered at 9:00 am - 10:15 am and 10:30 am - 11:45 am daily as follows:
    - Monday, May 18: Periods 1 & 2
    - Tuesday, May 19: Periods 3 & 4/5/6
    - Wednesday, May 20: Periods 7 & 8
    - Thursday, May 21: Period 9
  - Students MUST take the exam(s) at the specified days and times indicated above.
  - For those students facing conflicts with final exams and AP exams, we will be making individualized arrangements for final exam makeups.
  
- The Parent/Student Grades Portal will be closed at 8:00 am on Monday, May 18 so final grades can be calculated.

### **Final Grading Note:**

We realize that it is challenging for many of our students to stay motivated throughout Remote Learning. It is important that the students are aware that all the work they are putting in will not only increase their skills but could also have the potential to raise their overall semester grade. At the close of the semester, students will earn the higher of the two grades ... either the grade the student had as we started Remote Learning (March 16, 2020) or the earned grade since they have been working remotely. Currently, it is actually easier for students to be improving their grades. Not only is the coursework less demanding due to block scheduling, but also because there currently is no penalty imposed on any late work, as long as it is submitted by the end of the semester. Overall, we have noticed that students who have been regularly completing their remote assignments have improved their grades, which will have a positive effect on a student's overall GPA.

### **Cleanouts, Returns, and Pickups**

We are working on developing a process whereby students are scheduled in shifts to return devices, library books, musical scripts, choir robes, sports uniforms, etc.; clean out their gym and hall lockers; and pick up any medications, various awards, art projects, and other things left in the theater or other areas of the building. We are tentatively planning to do this during the week of May 18 – 22. Once plans are solidified, more information will follow.

\*\*Please note that we will make individual arrangements for those students who may have a conflict between taking final exams and/or AP exams and their scheduled shift to clean out, return, and pick up things.

### **Graduation**

Marian Central's Administration has been working hard to determine the best way to ensure that our Class of 2020 has some form of graduation to mark our seniors' significant accomplishments. Our decision is dependent on both the Governor's decision on what our state's lift of the shelter in place might look like as well as guidance provided by the Diocese of Rockford. At this point, we are looking at setting up a virtual graduation, possibly during the end of May and, if possible, an additional live graduation later in the summer. More information to follow. Thank you for your continued patience as we navigate this, with hopes of still providing a significant end to our seniors' time at Marian.