High School Course Completion and Final Grades

Dear KIPP Tulsa University Prep Families,

Thank you for your patience and partnership over the last month of online learning. We were very sad to learn we wouldn’t be able to finish this school year together on campus, and we will continue to come up with ways to virtually celebrate our students through the remainder of the year. For example, we hope to see you this Friday in our Virtual Weekly Community Meeting! (1:00 pm)

This document provides KIPP Tulsa high school students and families with information on how students will complete their courses and when they will receive final grades. If you have further questions, please reach out to Mr. Mahnken.

What does a successful online learning program accomplish through the end of the academic year?

- Students feel ready and prepared for the next grade level
- Our community knows we are here for them and will be flexible with whatever challenges they face; we are seeking feedback from students and families, listening to feedback, and making adjustments when needed
- Teachers, students, and leaders feel connected to one another
- We provide equitable and accessible learning/performance opportunities for all students, particularly students with IEPs/504s and students designated as English learners
- We focus on what is most essential
- All students will have the opportunity to pass Semester 2 during online learning or extended summer programming if needed

When will students take AP and final exams?
Students will complete all applicable AP exams and final exams by Wednesday, May 20th.

How and when will my child receive a final grade?
Final grades will be given as letter grades (A-D) and graduation credits will be issued upon receiving a passing grade. Grades will be assigned when students have successfully completed 75% of their assigned courses or other communicated completion requirement. The online learning window ends May 20th. Families and students can access Powerschool after May 27th to see their grades for the second semester. Report cards will also be mailed home in early June.
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Gradebook Action</th>
<th>Required Student Action</th>
<th>Final Grade Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student completes 75% of coursework with a higher than Q3 grade in PowerSchool</td>
<td>Q3 and Q4 (online) grades will be averaged; the averaged grade will be final Semester 2 (S2) grade in PowerSchool and on Transcript</td>
<td>No additional student action required after May 20th</td>
<td>S2 grade given on May 27th</td>
</tr>
<tr>
<td>Student completes 75% of coursework with a lower than Q3 grade in PowerSchool</td>
<td>Q3 grade will be final S2 grade in PowerSchool and on Graduation Transcript</td>
<td>No additional student action required after May 20th</td>
<td>S2 grade given on May 27th</td>
</tr>
<tr>
<td>Student does not complete 75% of coursework by May 20th</td>
<td>No grade assigned until the student completes the course</td>
<td>Student moves into Phase 1 (see below); student completes 75% of coursework by May 27th</td>
<td>S2 grade given on May 27th (following the above grading guidelines)</td>
</tr>
<tr>
<td>Student does not complete 75% of coursework by May 27th</td>
<td>Grade of “Incomplete” (INC) given for S2</td>
<td>Student moves into Phase 2 (see below): Required summer coursework</td>
<td>S2 grade given following guidelines above upon completion of course</td>
</tr>
<tr>
<td>Student does not complete 75% of coursework by the start of the fall semester</td>
<td>Grade of “Incomplete” (INC) given</td>
<td>Student moves into Phase 3 (see below): Required coursework/activities during the fall semester</td>
<td>S2 grade given following guidelines above upon completion of course; INC changed to F at end of fall semester</td>
</tr>
<tr>
<td>Student failed a course during the first semester at KTUP</td>
<td>Grades have been stored from the first semester</td>
<td>Student would attend external summer school or enroll in Edgenuity Credit Recovery at KTUP</td>
<td>Failing transcript grade replaced with credit recovery or summer school grade</td>
</tr>
</tbody>
</table>

What happens if I don’t complete the required amount of coursework with a passing grade by May 20th?

- **Phase 1: (May 20 - May 27)** Teachers and school staff will continue to provide individual support and outreach to students who have not completed the amount of coursework required to provide additional remediation and opportunities for reteaching. Grades will be posted at the end of phase 1.
(May 27), and students who do not complete the course will receive an Incomplete (INC). Students with an INC will be referred to phase 2.

- **Phase 2:** (Summer) KTUP will communicate summer extension options directly to students who do not complete the course by the end of phase 1. Teachers will not be providing direct instruction or individual outreach during this time. Students will be required to continue their coursework via the Edgenuity platform. Completion of summer work will be self-directed by the student with re-takes and feedback given by school leadership. Students who do not complete the required percentage of coursework amount by the end of the summer (August) will be referred to phase 3.

- **Phase 3:** (Fall) In extreme cases, students will be referred for phase 3 course completion. KTUP will provide remediation and further assessment in the Fall to finalize student grades. If students do not master course requirements at the end of Semester 1, the INC will be changed to an F and students will be expected to repeat the course. Options for phase 3 could include, but are not limited to: continued Edgenuity coursework, course audit, intervention block, assignment completion, or re-assessment of end of course exam.

**When will my transcript be final?**

Grades will be posted in PowerSchool by May 27th and stored (added to transcripts) between May 27 and June 5. If the student successfully completed all courses by May 20, PowerSchool grades will go on student transcripts. If a student had a failing grade or did not complete the required amount of coursework by May 20th, their grade will be updated no later than May 27th and any failing grade will be changed to an Incomplete (INC). INC’s will change to a passing grade or F by the end of the 2020-2021 fall semester depending upon completion of course requirements through phase 3.