



END OF YEAR GUIDE FOR STUDENTS AND FAMILIES 2019-2020



End-of-Year Guide Overview

- I. Final Grade Calculations
- II. Promotion/Retention
- III. Summer Extended Learning Opportunities
- IV. School Year Learning Recovery Opportunities
- V. End of Year Activities
- VI. Frequently Asked Questions



END OF YEAR AT A GLANCE

Final Date to Assign New Virtual Learning Assignments

Seniors: **May 4, 2020**

Pre-K - 11th Graders: **May 11, 2020**

Final Date for Students to Submit Virtual Learning Assignments

Seniors: **May 8, 2020**

Pre-K - 11th Graders: **May 15, 2020**

Last Day of School

Seniors: **May 8, 2020**

Pre-K - 11th Graders: **May 15, 2020**

Teachers and Paraprofessionals: **May 22, 2020**

Grade Posting Deadlines

12th Graders: **May 15, 2020**

Pre-K-11th Graders: **May 20, 2020**

End-of-Year Senior Support and Post Planning

Senior Academic Support Week: **May 11-15, 2020**

Post-Planning Week: **May 18-22, 2020**



SECTION I: FINAL GRADE CALCULATIONS (PRE-K – 11TH GRADES)

HOLD HARMLESS – All students' grades from January 6 - March 13, 2020 have been archived. Virtual learning assignments can only be used to improve a student's final average in the course.

Pre-K

Teachers will prepare a narrative summary for each student.

Kindergarten

Teachers will continue to assess the students using the Kindergarten report card.

1st - 11th grades

Teachers will calculate each student's final grade after evaluating which option is **higher**.

- Option A - Use the grade as of March 13, 2020 as the semester final grade
- Option B - Use the grade as of March 13, 2020 and the virtual learning assignments to calculate the semester final grade

Any student in K- 11th grade who is not passing will have the opportunity to take a subject area competency assessment supported with remediation and a credit recovery program. Students will automatically be placed in the transition program in August 2020 to receive additional academic support throughout the year.



SECTION I: FINAL GRADE CALCULATIONS (12TH GRADE)

HOLD HARMLESS – All students’ grades from January 6 - March 13, 2020 have been archived. Virtual learning assignments can only be used to improve a student’s final average in the course.

12th grade

Teachers will calculate each student’s final grade after evaluating which option is **higher**.

- Option A - Use the grade as of March 13, 2020 as the semester final grade
- Option B - Use the grade as of March 13, 2020 and the virtual learning assignments to calculate the semester final grade

Summer opportunities will be provided for seniors who were not **on track** to graduate prior to March 13, 2020 to attempt grade recovery in order to be a summer graduate. If the senior is unable to successfully complete all graduation requirements before the start of the 2020-2021 school year, the senior will be classified as a retained 12th grade student.



SECTION I: FINAL GRADE CALCULATIONS (12TH GRADE)

CLASS OF 2020 VALEDICTORIAN/SALUTATORIAN AND HONOR GRADUATES

Valedictorian/Salutatorian and **honor** graduates (top 10%) for 2019-20 school year will be determined using the cumulative weighted numeric average earned at the end of first semester.

- Using semester one cumulative weighted numeric grade point averages ensures no student group (Dual Enrollment, Advanced Placement, and/or International Baccalaureate) has an advantage or disadvantage due to grading concerns resulting from the interruption of the instructional program because of the COVID-19 pandemic.
- Using semester one cumulative weighted numeric grade point averages ensures consistency in determining the valedictorian(s) and salutatorian(s) and honor graduates at each high school. (Board policy, IHDA)
- Final weighted numeric average recorded on the transcript will be calculated using the grades earned during second semester.



SECTION II: PROMOTION/RETENTION

The **HOLD HARMLESS** agreement between the DeKalb County School District and the families of grade 3, 5, and 8 students is a two-way agreement for the 2019-2020 school year. Students in grades 3, 5, and 8 will not be retained based on the Georgia Milestones End-of-Grade Assessments. (Per the Georgia Department of Education's flexibility waiver, students will not take the Georgia Milestones assessments.)

Only a student who has been on a school's academic concern list prior to March 13, 2020 can be considered for retention.

Any parent and/or guardian wanting to retain his/her child(ren) for the 2020-2021 school year in grades K-8, should contact the local principal to discuss placement. In such cases, a committee comprised of the child's teacher(s), parents/guardians, and administrator will evaluate the child's progress and present levels and make a decision based on the recommendation of the majority of the committee.

Note: Students will receive targeted intervention support to address any academic needs during the 2020-2021 school year.



SECTION II: PROMOTION/RETENTION

For students with disabilities, an Individualized Education Program (IEP) team can make decisions in the best interest of students regarding promotion and retention. The IEP team consists of the following:

- A. Parents of the child;
- B. At least one regular education teacher of the student (if the student is, or may be, participating in the regular education environment);
- C. At least one special education teacher of the student or, if appropriate, at least one special education provider of the student;
- D. A representative of the public agency (LEA) who
 - 1. Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of the student with a disability;
 - 2. Is knowledgeable about the general education curriculum; and
 - 3. Is knowledgeable about the availability of resources in the district;
- E. An individual who can interpret the instructional implications of evaluation results, who may be a member of the team (see above);
- F. At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate; and
- G. Whenever appropriate, the student with a disability.



SECTION III: SUMMER EXTENDED LEARNING OPPORTUNITIES (K-12TH GRADES)

ELEMENTARY AND MIDDLE SCHOOL STUDENTS

K – 8TH GRADES

Elementary and middle school students will be offered an extended learning summer program for two weeks in June through a blended learning schedule. Students will receive face-to-face instruction Monday through Thursday and virtual learning on Friday.

FLEX ACADEMY AND HIGH SCHOOL CREDIT RECOVERY

9TH – 12TH GRADES

High school students will be offered an opportunity to recover a maximum of two high school credits during the summer. Students will participate in face-to-face instruction and/or virtual learning for three weeks in June or more depending on the program.

CAREER, TECHNICAL AND AGRICULTURAL EDUCATION END OF PATHWAY ASSESSMENT

9TH – 12TH GRADES

Career, Technical and Agricultural Education (CTAE) students who missed their opportunity to attain the pathway industry credential (End of Pathway Assessment) will be allowed to test during the summer (June/July) at identified test sites in the school district.

Note: The availability of each summer extended learning opportunity is contingent upon the most recent state, local and district guidance related to health advisories per the COVID-19 pandemic.



SECTION III: SUMMER EXTENDED LEARNING OPPORTUNITIES (K-12TH GRADES)

EXTENDED SCHOOL YEAR (ESY) K – 12TH GRADES

Extended School Year (ESY) services will be available during the months of June and July. The need for ESY services will be determined individually by the IEP team based on data. The IEP team consists of the following:

- A. Parents of the child;
- B. At least one regular education teacher of the student (if the student is, or may be, participating in the regular education environment);
- C. At least one special education teacher of the student or, if appropriate, at least one special education provider of the student;
- D. A representative of the public agency (LEA) who
 1. Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of the student with a disability;
 2. Is knowledgeable about the general education curriculum; and
 3. Is knowledgeable about the availability of resources in the district;
- E. An individual who can interpret the instructional implications of evaluation results, who may be a member of the team (see above);
- F. At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate; and
- G. Whenever appropriate, the student with a disability.

Note: The availability of each summer extended learning opportunity is contingent upon the most recent state, local and district guidance related to health advisories per the COVID-19 pandemic.



SECTION IV: SCHOOL YEAR LEARNING RECOVERY OPPORTUNITIES (K-8TH GRADES)

K – 8TH GRADES

Classroom Instruction for All Students

For the first two weeks of the school year (August 3-14, 2020), teachers will review the standards and skills from the previous grade.

Teachers will use the Measures of Academic Progress (MAP) and formative assessments to determine student-specific gaps in standards mastery and skills development.

The curriculum units will be revised to include a “Pre-Requisite Skills/Standards” section to address potential gaps. The pacing will be adjusted to allocate additional time, as needed, to teach the prerequisite skills and standards.

Additional Support Time for Students with Remaining Learning Gaps

Students who perform at ***beginning or developing levels on the MAP*** will be eligible to receive additional support through a transition plan that will provide reinforcement in specific grade level standards and critical thinking skills.



SECTION IV: SCHOOL YEAR LEARNING RECOVERY OPPORTUNITIES (K-8TH GRADES)

K – 8TH GRADES

The chart below outlines possible methods for students to receive academic support. Parents/guardians will receive communication from the local school if the student is unable to meet mastery through the various academic support methods.

| Transition Plan | |
|--|--|
| Academic Support Methods for Elementary and Middle School Students | |
| Grades K - 5 | Grades 6 - 8 |
| <ul style="list-style-type: none"> ● Before School Tutorial ● After School Tutorial ● Saturday School ● Small Group Instruction ● Individualized Learning Plan ● Early Intervention Plan (EIP) ● Extended Learning Time for ELA and/or Math | <ul style="list-style-type: none"> ● Before School Tutorial ● After School Tutorial ● Saturday School ● Small Group Instruction ● Individualized Learning Plan ● Math Tools (Connection Course) ● Reading Tools (Connection Course) ● Extended Learning Time for ELA and/or Math |



SECTION IV: SCHOOL YEAR LEARNING RECOVERY OPPORTUNITIES (9TH -12TH GRADES)

9TH – 12TH GRADES

Classroom Instruction for All Students

For courses dependent on building block standards from the previous year's content (i.e. some English language arts, math, science, social studies, CTAE, and world language courses), teachers will review the standards and skills needed. All other high school courses will remain as-is.

Teachers will use the Measures of Academic Progress (MAP), formative assessments, and benchmark assessments to determine student-specific gaps in standards mastery and skills development.

The curriculum units will be revised to include a “Pre-Requisite Skills/Standards” section to address potential gaps. Additional attention will be given to the understanding of 8th grade standards that provide a foundation for learning in Coordinate Algebra and Ninth Grade Literature and Composition. The pacing will be adjusted to allocate additional time, as needed, to teach the prerequisite skills and standards.



SECTION IV: SCHOOL YEAR LEARNING RECOVERY OPPORTUNITIES (9TH -12TH GRADES)

9th – 12th GRADES

Additional Support Time for Students with Remaining Learning Gaps

Students who perform at *beginning or developing levels* will be eligible to receive additional support through a transition plan that will provide reinforcement in specific grade level standards and critical thinking skills.

The chart below outlines possible methods for students to receive academic support. Parents/guardians will receive communication from the local school if the student is unable to meet mastery through the various academic support methods.

| Transition Plan | |
|---|---|
| Academic Support Methods for High School Students | |
| 9 th – 12 th Grades | |
| <ul style="list-style-type: none"> • Before School Tutorial • After School Tutorial • Saturday School • Course Recovery Options | <ul style="list-style-type: none"> • Small Group Instruction • Individualized Learning Plan • Foundation Courses |



SECTION V: END OF YEAR ACTIVITIES (PRE-K – 8TH GRADES)

PRE-K - 8th GRADES

- End of year school activities for Pre-K-8 grade students that are specific to each school will be scheduled tentatively in June/July. This includes distribution of yearbooks, awards, and other year-ending/closing celebrations.
- Orientations for new Pre-kindergarten and Kindergarten students in elementary school and new 6th grade students in middle school will be rescheduled by each school for the last week of July (Pre-Planning Week).
- All field trips scheduled for the 2019-2020 school year have been canceled. Details and guidelines for reimbursements are under development and will be communicated as soon as possible.

All end of year activities are contingent upon the most recent state, local and district guidance related to health advisories per the COVID-19 pandemic. DCSD will monitor guidelines as it relates to large gatherings and establish parameters in compliance with the guidance.



SECTION V: END OF YEAR ACTIVITIES (9TH -11TH GRADES)

9TH – 11TH GRADES

- End of year school activities for 9th-11th grade students that are specific to each school will be scheduled tentatively in June/July. This includes distribution of yearbooks, awards, and other year-ending/closing celebrations.
- Orientations for new 9th grade students in high school will be rescheduled by each school for the last week of July (Pre-Planning Week).
- School-sponsored class trips and field trips scheduled for the 2019-2020 school year have been canceled. Details and guidelines for reimbursements are under development and will be communicated as soon as possible.
- Proms have been postponed. Each high school principal will review prom contracts to determine if the prom event can be re-scheduled at a later date. If not, the local school will contact the students to provide details about reimbursements, **if applicable**.

All end of year activities are contingent upon the most recent state, local and district guidance related to health advisories per the COVID-19 pandemic. DCSD will monitor guidelines as it relates to large gatherings and establish parameters in compliance with the guidance.



SECTION V: END OF YEAR ACTIVITIES (12TH GRADE)

12TH GRADE

End of Year Date for Seniors: May 8, 2020

The last day for seniors is May 8, 2020. However, the week of May 11-15, 2020 is available for additional academic support. Teachers will post final grades for seniors on May 15, 2020.

Senior Week: May 11-15, 2020

Schools will conduct VIRTUAL senior celebrations during this timeframe. Principals will plan accordingly.

Graduation Ceremonies: Week of June 22-27, 2020

Graduation ceremonies have been moved to the week of June 22-27, 2020. The District is considering a virtual graduation or a hybrid face-to-face ceremony at the AIC Auditorium. A firm decision will be made no later than May 13, 2020. ***(Note: Decisions may change based on the most current COVID-19 information/updates.)***

Summer Graduation Ceremony: August 7, 2020

This ceremony will be open to summer graduates and May graduates who were unable to attend in June.



SECTION V: END OF YEAR ACTIVITIES (12TH GRADE)

12TH GRADE

Senior Activities

School-sponsored class trips and field trips scheduled for the 2019-2020 school year have been canceled. Details and guidelines for reimbursements are under development and will be communicated as soon as possible.

Proms have been postponed. Each high school principal will review prom contracts to determine if the prom event can be re-scheduled at a later date. If not, the local school will contact the students to provide details about reimbursements, **if applicable**.

All end of year activities are contingent upon the most recent state, local and district guidance related to health advisories per the COVID-19 pandemic. DCSD will monitor guidelines as it relates to large gatherings and establish parameters in compliance with the guidance.



FREQUENTLY ASKED QUESTIONS for End of SY 2019-2020 & Start of SY 2020-2021

FAQs - School Items and Activities

How will I return books, uniforms, and needed items? How will I retrieve my belongings, medicines, and needed items? How will I pay my debts and get reimbursements?

- Pending the lifting of the executive order to shelter in place, all schools will designate appointment hours in May/June for students, parents, and staff for the purposes of retrieving personal items as well as returning textbooks, graphing calculators, and Chromebooks, inventorying of equipment and uniforms; fee collection, refunds, and reimbursements; counseling and course scheduling; medicine retrieval; locker clean out; drop off completed work, etc. DCSD will communicate all pertinent information as details develop.
- Pending the lifting of the executive order to shelter in place, schools will designate appointment hours in May/June for teachers to gather belongings, pick up work submitted, and complete other assigned duties, etc.

What is the best way to get updates related to school activities?

- Visit the DeKalb County School District's website to access the most current information and updates: <https://www.dekalbschoolsga.org/> You may also check your school's website for information related to rescheduled school activities and appointment hours. If you are not receiving information and updates shared via Infinite Campus, please send your current phone number and email address to your principal via email.

When will the last day of school be for students in good academic standing?

- For students in good academic standing, the final day of the school year will be:
- Seniors: May 8, 2020
- Pre-K-11th Graders: May 15, 2020



FAQs - School Items and Activities (cont.)

Will my student graduate if he/she has met state and district requirements for graduation?

- Yes. Seniors who meet the state and district requirements will graduate.

What about the seniors who paid for their senior dues?

- Details and guidelines for reimbursements are under development and will be communicated as soon as possible.

Will field trips be canceled?

- Yes. All field trips scheduled for the 2019-2020 school year have been canceled. Details and guidelines for reimbursements are under development and will be communicated as soon as possible.

If I owe money how do I pay this?

- Schools will conduct office hours in May/June for the purposes of fee collection and reimbursements; counseling/scheduling; return of textbooks, equipment and uniforms; teacher room prep; medicine retrieval; locker clean out, etc.

Will I be reimbursed for events and items that did not happen? How do I get this?

- Details and guidelines for reimbursements are under development and will be communicated as soon as possible.

What should I do if I need a transcript or letter of recommendation?

- Students should contact their school counselor via email to request either an official or unofficial transcript. Also, students may request a transcript through Naviance. Visit the following link for more information: <https://www.dekalbschoolsga.org/naviance/> Students should contact their counselor and/or teachers to request a letter of recommendation.



FAQs - 2019-2020 School Year

Should we still be working online even though the Governor canceled school for the remainder of the school year?

- DCSD is implementing Digital Learning Days for the remainder of the scheduled school year. Although DCSD is not using physical school facilities, the focus is on creating the best educational experience for our students under the guidelines of the executive order to shelter in place. Student work that is submitted will be graded.
- Students who are able to continue learning through virtual learning are expected to participate and complete assignments based on their individual teacher(s) and virtual learning schedule.

Am I allowed to go to the school when I would like?

- No. Your school will provide designated times for potential drop offs and designated school activities.

Will there be summer learning activities?

- Summer learning activities are in the planning stages. There will be more information forthcoming.

What if I am new to DeKalb County and have planned to enroll my child into school during this closure?

- DeKalb County School District will be enrolling students remotely. Please refer to DCSD's website for more information <https://www.dekalbschoolsga.org/>



FAQs - 2020-2021 School Year

How will we register for Pre-K/Kindergarten for the 2020-2021 School Year?

- Parents will be given an opportunity to register for Pre-K/Kindergarten. Further details will be communicated on DCSD's website. <https://www.dekalbschoolsga.org/>

Will affidavit deadlines be extended?

- The [Affidavit of Residence](#) must be updated annually by both the homeowner/leaseholder and the parent or guardian.

FAQs - Student Services

Will schools continue to hold Individualized Education Program (IEP) meetings?

- Yes, IEP teams should proceed with IEP meetings, including meetings to discuss transition (ex. 5th grade to 6th grade, 8th grade to 9th grade, etc.) during Digital Learning Days. Teams can hold phone and/or video conferences to complete required meetings. All required team members must participate, and the parent must agree to have a virtual/teleconference meeting and be able to participate. If a parent does not agree or does not have access to participate, the meeting will be rescheduled when school reopens.

How will my child's IEP services be made-up for these virtual learning days?

- In the event students are not able to access instruction through the varied learning modes to the greatest extent possible, IEP and 504 teams will be prepared to convene when school re-opens to discuss individual student needs and next steps.



FAQs - Student Services (cont.)

My child was in the process of having a hearing and vision screening done as part of the yearly re-evaluation. When/how will this be completed?

- If an evaluation requires a face-to-face assessment or observation, the evaluation will be conducted once school reopens.

If I was scheduled for an evaluation, when will my child's evaluation be completed?

- If an evaluation requires a face-to-face assessment or observation, the evaluation will be conducted once school reopens.

My child has a new medical diagnosis. How do I inform my school now?

- Email your child's teacher, counselor and school administrator.

FAQs - Instructional Technology

What if my student has a technology issue with his/her assigned Chromebook?

- In order to be considered for a device, the parent/guardian must contact the IT Help Desk at 678-676-1188 for assistance with a district-issued Chromebook grades 6-12 students. At this time, DCSD has not issued devices for grades Pre-K – 5. William Bradley Bryant Center (WBBC) is closed to the public except by appointments, which are made when a family or student calls the IT Help Desk. Help Desk tickets and appointments are required to assist with receiving and replacing a broken or damaged Chromebook or issuing a new Chromebook to students in grades 6-12.



FAQs - Instructional Technology (cont.)

How and when will students return their Chromebooks?

- Further guidelines will be given for this process. Pending the lifting of the executive order to shelter In place, all schools will designate appointment hours in May/June for students, parents, and staff for the purposes of retrieving personal items as well as returning textbooks, graphing calculators, and Chromebooks, inventorying of equipment and uniforms; fee collection, refunds, and reimbursements; counseling and course scheduling; medicine retrieval; locker clean out; drop off completed work, etc. The District will communicate all pertinent information as details develop.

Can my child's camera feature be activated?

- Be advised that students' Chromebook cameras are disabled for two-way video use. Cameras are activated on student devices when a teacher initiates or creates a Microsoft Teams or VERGE web conference with students. Again, this is only when using district-supported devices.

How can I receive a Chromebook for my child?

- In order to be considered for a device, the parent/guardian must contact the IT Help Desk at 678-676-1188 for assistance with a district-issued Chromebook grades 6-12 students. At this time, DCSD has not issued devices for grades Pre-K – 5. William Bradley Bryant Center (WBBC) is closed to the public except by appointments, which are made when a family or student calls the IT Help Desk. Help Desk tickets and appointments are required to assist with receiving and replacing a broken or damaged Chromebook or issuing a new Chromebook to students in grades 6-12.



FAQs - School Lunch Availability

Will grab and go, pick-up school meals and snacks continue after spring break? How will it be modified?

- The District will modify service to Monday, Wednesday, and Friday only at the 21 sites for grab and go meals and snacks pick-up from 10 a.m. – 12:00 p.m. On Monday, Wednesday, and Friday, each child will be issued 2 lunch meals and 2 snacks. The bus meal delivery will continue following the amended plan of meal service on Mondays, Wednesdays, and Fridays. For current information pertaining to the schedule, please visit DCSD's website <https://www.dekalbschoolsga.org/>

What happens to the balance in my child's lunch account? What if my child is a graduating senior?

The parent has several options available for potential meal prepayment refund:

1. All funds will remain on students' accounts and transfer with them to the next grade level.
2. If the student is not returning, the money can be transferred to a sibling's account.
3. A refund can be provided by submitting a request through School Cafe and/or the School Nutrition Website: <https://www.dekalbschoolsga.org/school-nutrition/contact-us/>. The parent's name, student's ID Number and home address are required to receive the refund in the mail.



The Interim Superintendent reserves the right to modify all aforementioned guidance based upon current information from the Governor's Office, Georgia Department of Education, Georgia Department of Public Health, Centers for Disease Control and Prevention, and DeKalb County Board of Health.