March 31, 2020

**HHS Policy for Remote Learning Days**

1. Late Work – We will accept late work from 4th quarter prior to our mandatory stay at home order, even if the test has already been given.

2. Assignments - All assignments will be given typically on Monday for the week. All assignments are due on the following Monday at 8:00 a.m. (This gives our students without Internet all week to get to somewhere to complete their work). If a student still has an issue and it cannot be resolved through their teacher, then they can email me at [dmckinney@havana126.net](mailto:dmckinney@havana126.net) and we will figure out a solution.

3. Grading All Classes - Assignments will be designated as Pass or Incomplete. To make sure students are performing to their expectations a student must score a 75% on an assignment to be scored as pass. Any student that scores below this will have to repeat the assignment until they score 75%. When entering assignments into Alma. All assignments will be worth 1 point. If a student completes the assignment with a passing score they will receive 1 point. If not they will receive an Incomplete. We will be using the 1 point as a place holder showing assignments are completed at passing level. Incomplete assignments can be made up anytime with no penalty. This will allow us to go back to letter grades if we ever return during this school year.

4. Non-completed class work - All work during this mandated time will have to be completed to receive Pass score for the semester course. Any student that does not complete assignments from Wednesday, April 01st and until we return will have to make those assignments up when we return or during the summer in order to get a Pass score for the semester course on their transcript. These assignments do not turn into zeros when students return. Students will have to make them up. ***Until all assignments during this period of Remote Learning are made up students will receive an Incomplete for the course.***

5. Video Conferencing / Communicating – I have decided to not go with a schedule time

for classes, since there are not many teachers that want to use live video conferencing.

Teachers will communicate with students via email and whatever media they decide. I will

initiate this process with a phone call home and posting guidance on our website and

email to every parent and student. After that teachers will need to communicate with students via email and with the on-line tools they use. If we need to adapt this process, then we will.

If I can be of further assistance, please do not hesitate to contact me at: 309-543-3337 ext. 456 work, or [dmckinney@havana126.net](mailto:dmckinney@havana126.net)

Sincerely,

David J. McKinney