



840 North Main Street
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May 4, 2020

Dear IEA families,

The purpose of this letter is to explain the Intensive Education Academy Quarter 4 Pass/Incomplete grading procedure (details below) caused by COVID-19. The Connecticut State Department of Education recommends that districts adopt a locally guided Pass/Incomplete option. While their guidance was a factor in this decision, other, much more important, considerations were taken into account. These include the physical health and emotional well-being of our students and families, recognition of the limitations that accompany distance learning, equity, use of assessments and feedback that prioritize essential learning standards.

Providing a single grading structure for all students addresses the various disparities arising out of this health crisis. In our typical classroom settings, all students have immediate and consistent access to their teachers and other supports. We are seeing that there are some students of all ability levels who struggle without this structure. We know that some families are also struggling with new challenges.

This fourth quarter will look far different than in previous years. The realities of distance learning will force an unprecedented truncation of curriculum and instruction. Our dedicated faculty has been working hard to determine the essentials for students to be prepared for their next school year, and therefore, we have necessarily had to forego some usual coursework for Quarter 4 to allow for these new challenges we face.

As you will see detailed below, our Quarter 4 grading plan reflects a more holistic assessment of student work with a Pass/Incomplete format instead of traditional letter grades.

Understandably, there are concerns about how this may affect student motivation, but we know that IEA students are driven by far more than just their letter grades. Our IEA team has been working above and beyond to design individualized, engaging, and challenging learning opportunities for all of our students.

Intensive Education Academy, Inc.

is a non-sectarian, not-for-profit, State of CT approved special education facility, and a ministry of the Sisters of St. Joseph.

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Grading Procedure

Teachers will continue to assign and grade work with a focus on the most essential learning.

Quarter 4 grades will be scored as:

- **Pass with Distinction** -- Students who have demonstrated, in the estimation of the teacher, outstanding learning, effort and adaptability to Distance Learning.
- **Pass**
- **Incomplete** -- Students will be given personalized learning opportunities to complete quarter 4 work by Sept. 30, 2020.
- A student's grade of incomplete will default to Fail if the personalized learning opportunities are not completed by Sept. 30, 2020.

No final exams will be administered at the high school.

Our IEA team will continue to reach out to families if concerns arise with attendance or work completion. Similarly, we ask that families continue to reach out to us if any specific family situations arise. We certainly recognize that there may be families that still have questions. Please do not hesitate to reach out to Michelle Andrews, Director of Education mandrews@ie-academy.org or Tracy Barbour, Assistant Director of Education tbarbour@ie-academy.org

Take care,

Michelle Andrews
Director of Education

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