



# Stafford Elementary

415 S.W. 36<sup>th</sup> Steet San Antonio, Texas 78237  
Phone: 210.444.8400 Fax: 210.444.8423

Principal: Wendy Salazar  
Assistant Principal: Melanie Perez  
Counselor: Norma Ortiz

May 7, 2020

Dear Parent(s) and/or Guardian(s),

We want our students to be successful in completing the 2019-2020 school year and be promoted to the next grade level for the 2020-2021 school year. As we move closer to finishing this school year during the Covid-19 Pandemic, we want to remind you of the Covid-19 Grading Policy requirements for student promotion and important dates for the submission of their assignments for the final six weeks of school.

- April 6, 2020-May 22, 2020 is the final six weeks of the year.
- During the school closure, all PK- 5<sup>th</sup> grade students were able to pick-up their first 20-day instructional packet from the campus or the police department starting on March 19, 2020. Then they were able to pick-up the second 20-day instructional packets starting on April 6, 2020 from the police department.
- If your child is submitting work electronically, all work will need to be completed by students and submitted by May 22, 2020. If your child is submitting their work in paper format, all work will need to be submitted by May 18,2020 so that we can follow Covid-19 CDC Guidelines in handling of the returned packet.
- Any paper pencil packets and/or virtual learning assignments may be submitted by returning the work to our police department in assigned containers, scanned and emailed to teacher, or electronically through the virtual learning platform your child is using.
- Students were assigned 1-2 hours of math and language arts each day and were due to the teacher at the end of each week, but only one assignment in math and one assignment in language arts will be recorded for grading purposes.
- Multiple assignments/learning tasks that include participation, parent check-ins, following a daily schedule, etc. will be provided each week for a grade.
- 1<sup>st</sup> – 5<sup>th</sup> Grade students' progress will be determined by the following standards:
  - **Pass (99):** Student showcases progress toward accomplishing the content specific to daily activities.
  - **Limited Progress (79):** Student showcases some progress toward accomplishing the content specific to daily activities.
  - **Fail (69):** No progress toward accomplishing the learning provided in content specific daily activities
- Pre-Kindergarten and Kindergarten students' progress will be based on returned work with the following:
  - L – Limited Progress
  - P – Progressing
  - S – Satisfactory Progress
  - M – Modified
- Teachers have been providing feedback and opportunities for student who need additional time to learn concepts, attend to make-up work and complete any missing assignments prior to the May 22<sup>nd</sup> deadline.
- Students should reach out to the teacher if they are having difficulties or need clarification with completing their work via the communication line that the teacher has established with the student/parent and attend online tutoring sessions with their teachers.
- Teachers will work with each student to complete their coursework on a one on one basis. Please reach out to your child's teacher(s), the counselor, and the principal to determine a plan to complete this work by the May 18<sup>th</sup> and/or May 22<sup>nd</sup> deadline.

- Promotion for PK- 1<sup>st</sup> grade student, can be granted using assessment methods other than numerical scores and progression of mastery of skills throughout the school year.
- Promotion for 2<sup>nd</sup>- 5<sup>th</sup> grade students, will be based on an overall average of a 70 or above for the school year. The overall average shall be calculated by averaging the final numerical score for language arts, mathematics, social studies, and science. In addition, a student shall attain a grade of 70 or above in language arts and in mathematics.
- Report Cards will be mailed out by May 28, 2020.

Stafford Elementary is committed to continuing high-quality education, instruction, communication and support for your child. If you have any questions or concerns, please reach out to your child's teacher, counselor, or principal by calling 210-444-8400 or emailing Ms. Wendy Salazar at [wendy.salazar@eisd.net](mailto:wendy.salazar@eisd.net). If you need any assistance with district technology, please use our Technology Helpline by either emailing Mr. Oscar Galdeano ([ogaldeano@eisd.net](mailto:ogaldeano@eisd.net)) or out District Helpline at 210-444-7970 or emailing [tech.support@eisd.net](mailto:tech.support@eisd.net).

Stay Safe and Healthy!

Respectfully,

Wendy Salazar

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