

Greenwich Junior-Senior High School

"Where Excellence is a Tradition"

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Greenwich Junior-Senior High School Grading and Course Credit Guidelines for the 2019-2020 School Year May 2020

Background:

Due to the global Coronavirus Pandemic that closed all schools in New York State on March 13, 2020, the teachers, counselors and administrators of Greenwich Junior-Senior High were compelled to evaluate the standard grading procedures that we used to assess student learning, growth, and achievement. The closing of school on March 13 interrupted the 3rd marking period seven weeks into the ten-week period. After careful consideration by the teachers, counselors, and administrators in the JSHS, we determined that it was not possible to fairly, equitably, and/or verifiably assess student learning, growth and achievement while our students and teachers are engaged in remote learning and teaching. This decision was based on guidance provided by the New York State Education Department in the form of various memorandum, the guidance provided by the Greenwich Central School District's legal counsel; the published recommendations of experts in the field of standards based assessment, and the unanimous consideration and recommendation of the professional staff of Greenwich Junior-Senior High School. Because of this decision, a presentation explaining the grading procedures that teachers would use to assess students for the 3rd marking period titled "*Educational Guidelines during Suspension of Onsite Classes*" was posted on the Greenwich Junior-Senior High School website. In addition, the JSHS administration used the School Messenger system to send out an email and voice message to each family with a student in grades 7-12 to notify them of the change in normal grading procedures.

Grading during 4th Quarter:

Grading during the 4th marking period was also addressed in the "*Educational Guidelines during Suspension of Onsite Classes*" presentation published on April 6. Slide 10 of the presentation included the following statement, "*Grades will be based on content that is delivered after April 17.*

Students will receive a P=Pass or I=Incomplete for the 4th quarter if school remains closed. If school reopens, we will determine how to assess grades at that time." Additionally, the presentation described how teachers in the JSHS would assess student learning during remote instruction. Slide 11 of the presentation included the following information:

The following comments will be used (by teachers) to provide feedback (grades) for student learning (these comments will be posted for parents/students to see in School Tool)

Meets Expectations (ME) = Student work has met or exceeded the expectation of the teacher.

Incomplete Evidence (IE) = Students completed work does not yet demonstrate adequate understanding of the curriculum. Student will be given the opportunity to redo work to demonstrate learning.

No Evidence (NE) = Student has not completed the assignment. Students will be given the opportunity to submit work to demonstrate learning.

Now that the New York State Education Department has both cancelled all Regents exams (April 6, 2020) and closed schools for the duration of the 2019-2020 school year (May 1, 2020), the

teachers, counselors and administrators of Greenwich Junior-Senior High School unanimously agree that student learning should be assessed using the system described on slides 10 and 11 of the April 6 “*Educational Guidelines During Suspension of Onsite Classes*” presentation for the entire 4th quarter.

Course Credit for the 2019-2020 school year:

Now that it has been determined that we are going to finish the 2019-2020 school year with remote learning and that students in Greenwich Junior-Senior High school will be assessed using a P (Pass) or I (Incomplete) system for both the 3rd and 4th quarters, we need to change the way that JSHS teachers will determine if a student has earned credit for “passing” a course. During normal operating procedures, teachers determined whether a student earned credit for a course using a mathematical formula that combined the numeric grades that students received during marking periods with the numeric grade that a student earned on a midterm exam (when relevant) and final assessment (a summative project or final exam). If the average earned by a student was 64.5 (65%) or higher, it was determined that the student had passed the course. If the course was a high school course, the student earned 1 credit for passing the course (the student earned a half credit for half year courses). If the student was in grade 7 or 8 and was not taking an accelerated 8th grade math or science course, he/she was not recommended for summer school remediation if they earned a passing average (65%).

At the end of the current school year (2019-2020), teachers in Greenwich Junior-Senior High School will not have numeric marking period grades for quarters 3 and 4 or final exam/project grades. As a result, teachers in Greenwich Junior-Senior High School will need to use a different system to determine whether a student has done enough to earn a credit for the course (high school courses) or needs additional remediation after the end of the school year (junior high course) at the end of June.

Blending 1st/2nd Marking Period Averages with 3rd & 4th Marking Period P or I’s:

When teachers are done assessing their student’s learning for the 4th marking period and have posted a P or an I in our student information system (School Tool), they will then be able to make a final determination on whether the student should earn a credit for the course (high school courses) or needs further remediation for the course (junior high course).

Determination of half year averages:

The JSHS counseling office will use School Tool (our student information system) to calculate the half-year average that a student has earned in each of their classes (they will use the first day of the 3rd marking period, January 28, 2020, as calculation date). Once this numeric grade is calculated, teachers will use the model outlined below to determine if a student has passed (earned credit) for the course.

Course Credit Determination Chart:

1st half average as of January 28, 2020	3rd marking period letter grade (P/I)	4th marking period letter grade (P/I)	Course credit determination (P/I)	Remediation Session June 8-June 19
Below 65	Incomplete	Incomplete	I-No credit for course (must repeat course to earn credit)	Not eligible for this session
Below 65	Pass	Incomplete	-No credit yet *Can earn credit during remediation session	Required
Below 65	Incomplete	Pass	-No credit yet *Can earn credit during remediation session	Required
Below 65	Pass	Pass	Pass (course credit)	Not necessary
Between 66-100	Incomplete	Incomplete	-No credit yet *Can earn credit during remediation session	Required
Between 66-100	Pass	Incomplete	-No credit yet *Can earn credit during remediation session	Required
Between 66-100	Incomplete	Pass	Pass (course credit)	Not necessary
Between 66-100	Pass	Pass	Pass (course credit)	Not necessary

Last Day of Regular Classes and a Remediation Session:

The last day of regular (remote) classes will be Thursday, June 4, 2020. On Friday, June 5, teachers will use the Course Credit Determination Chart to determine which students have earned a credit for their course. All students that have earned a credit (passed) will be done with that course.

Students that HAVE NOT earned a credit for a course by Friday, June 5 (and are still considered eligible to earn a credit by their teacher) will be contacted by someone at school on Friday, June 5 and told that they MUST continue with schooling during our Remediation Session. The Remediation Session will take place between Monday, June 8 and Thursday, June 18. During this session, teachers will assign schoolwork to the students that have not yet passed their course. This schoolwork MUST be completed AND determined to be acceptable by the student's teacher by 3:30pm on Thursday, June 18th. Teachers will finalize their course determinations by 12pm on Friday, June 19. Any senior that needs to know if they have earned a credit in a course that is

required for graduation will be notified of their status by 2:30pm on Friday, June 19. Students in grades 7-11 that participate in the Remediation Session will be contacted by someone at school on Monday, June 22 and informed as to whether they earned credit for the course(s) that they took during the extra session.

2019-2020 Grades and Student GPA Determination:

-Greenwich Junior-High School students will have their "In-Progress" average as of the first day of the 3rd marking period (January 28, 2020) calculated into their high school GPA. This calculation will include the student's average for Marking Periods 1 and 2. If a course included a midterm and the midterm grade was posted in School Tool before we left school on March 13, 2020, that grade will also be included in the student's GPA calculation. The mathematical formula that will be used to calculate the average included in the GPA is as follows:

For a course with a midterm exam:

Marking Period 1 average x 46% = A
Marking Period 2 average x 46% = B
Midterm exam grade x 8% = C

A + B + C = Student Average (for 1st half of 2019-2020 school year)

Example:

A= MP 1 Average (92) x 46%=42.32
B= MP 2 Average (82) x 46%=37.72
C= Midterm exam (81) x 8% =6.48

42.32 + 37.72 + 6.48 = 86.52 (this is rounded to an 87)

87 is the students final average for the 1st half of the 2019-2020 school year

For a course without a midterm exam:

Marking Period 1 average x 50% = A
Marking Period 2 average x 50% = B

A + B = Student Average (for 1st half of 2019-2020 school year)

Example:

A= MP 1 Average (90) x 50%= 45
B= MP 2 Average (80) x 50%= 40

45 + 40 = 85

85 is the students final average for the 1st half of the 2019-2020 school year

Calculating student GPAs using grades from 1st half of 2019-2020 school year:

Once a student's average for the 1st half of a course is calculated (see above procedure) it will be applied to the student's GPA with a weight of .5 (normally a full year course is weighted at 1.0, however we are only weighting at .5 because we only have valid numeric grades for half of 2019-2020 school year).

For Introduction to Personal Fitness, Personal Fitness .5 and Health, the student's average will be applied to the student's GPA with a weight of .25 (normally a course that meets every other day throughout the school year is weighted at .5, however we are only weighting at .25 because we only have valid numeric grades for half of the 2019-2020 school year).

For any $\frac{1}{2}$ year course that was completed by January 27, 2020, the normal weighting of .5 will be used (these courses were not impacted by the closing of school on March 13, 2020 because they were complete).

IMPORTANT NOTE ABOUT MARKING PERIOD 3 AND 4 AND STUDENT GPAs:

The letter assessments that teachers used to evaluate student engagement and learning in Marking Periods 3 and 4 of the 2019-2020 school year WILL NOT be factored into student GPA calculations.

College Courses and student GPAs:

Students enrolled in UHS (University at Albany) and/or SUNY Adirondack courses will continue to receive grades from both the college AND our school (this is consistent with pre-existing grading procedures). The University at Albany and SUNY Adirondack require our teachers to provide letter grades for our students that will appear on the student's college transcript. Students and/or parents that have specific questions about the grading requirements of these colleges should speak directly to their teacher (Mr. Sgambelluri-UHS Pre-Calculus, Mrs. Dixon-UHS Science Research, Mrs. Gordon-UHS Spanish, Mrs. Belden-SUNY Adirondack Principles of Marketing, Mrs. Jacobs-French 202). The letter grades that students receive from the colleges will not be used in the determination of student's GPAs (this is consistent with previous procedures).

Students enrolled in our college courses also received numeric grades during quarters 1 and 2 that were posted on our student's report cards. In some cases, these students also took a midterm exam. These grades WILL be used in a student's GPA calculation.