

## Monroe One BOCES COVID-19 Grading & Reporting Plan for Quarter 3 and Quarter 4

As a result of our extended school closure due to the COVID-19 pandemic, we recognize that our approach to grading and reporting for the remainder of the year will need to be adjusted. We understand that our students, families and educators are navigating uncharted territories in a very uncertain time. There are many factors outside of our control and each one of us is being impacted differently. Our goal in developing this plan is to ensure that it represents a fair, equitable, credible, responsive and restorative approach to grading and reporting.

As part of our process we have engaged our instructional staff, examined the decisions of our component school districts, reviewed best practices in grading and assessment and have considered the New York State Education Departments decision to cancel all June Regents Examinations, 3-8 Assessments, NYS Alternative Assessments, and the NYSESLAT Assessments. Additionally, we have taken into consideration the significant impact our current situation is having on many of our students and families. The teaching and learning process during this unprecedented school closure has been impacted by each individual student's ability to engage in a virtual learning environment as well as their ability to access both academic and social/emotional supports.

As a result, we have collaboratively developed the Grading and Reporting Guidelines outlined below:

### Eastern Monroe Career Center (EMCC) and Multi-Occupational/FOCUS (MOF) programs:

#### 3rd Quarter Grades:

- Quarter 3 grades will not be calculated/reported. An indicator of NG (No Grade) will be entered for each course a student was enrolled in during the 3<sup>rd</sup> marking period.
- Quarter 3 evidence of student learning (assignments, assessments, etc.) will be combined with any Quarter 4 evidence collected to determine a combined grade.
- We are committed to not allowing the school closure to negatively impact a student's grade, and as such a student is able to make-up and/or submit any work assigned in Quarter 3 any time prior to the close of Quarter 4 grades on Thursday, June 18<sup>th</sup>.

#### 4th Quarter Grades:

- Dual Enrollment Courses (MCC and GCC) must adhere to the standards established by colleges in order for students to earn dual credit. This may require the calculation of a traditional numeric grade.  
Click [here](#) for an important message from Monroe Community College (MCC).
- Students will receive a combined "grade" for Quarter 3 and Quarter 4 indicating a *Pass* or *Incomplete* for all courses based on their demonstration of the understanding of the essential learning outcomes for each course.

- Quarter 4 grading will end on Thursday, June 18<sup>th</sup>. Report cards will be finalized and distributed the week of June 22<sup>nd</sup>.
- Staff will work with all students/families to support each individual's unique circumstances to ensure they have access to materials and the supports needed to engage in learning to demonstrate understanding of essential standards before providing a grade of *Incomplete*.

#### Final Course Grades:

- Dual credit courses (MCC/GCC) must adhere to the standards established by colleges in order for students to earn dual credit. This may require the calculation of a traditional numeric grade.  
Click [here](#) for an important message from Monroe Community College (MCC).
- For all other 6-12 courses, students will receive a "grade" of *Pass (P)* or *Incomplete (I)* based on the evidence submitted for full-year courses (all four quarters considered) and second semester courses (Quarters 3 and 4 considered).
- Students who pass a course will earn credit as applicable and can proceed to future courses in the same series or in their pathway towards graduation.
- Students who may be on target to earn an *Incomplete* at the 35 week mark will be contacted directly (student and parent) to review all outstanding work and to develop a plan for completion. Students will have until **June 18<sup>th</sup>** to submit evidence demonstrating they have an understanding of the essential learning outcomes for the course. Once the appropriate evidence has been submitted by the required deadline, the student will earn course credit as applicable and can proceed to future courses in his/her sequence or pathway. If the student is unable to demonstrate understanding of the essential learning outcomes for the course by the required deadline, they will not be able to earn course credit or proceed to the next course in a series without retaking and successfully completing the course.
- Students who earn an *Incomplete* in a credit-bearing course may need to retake the course during a summer session if offered/available or subsequent school year in order to receive credit and/or move onto the next course in a series.

As we have learned in the past month, we are navigating a rapidly changing landscape. This plan represents the decisions we are able to make with the information that is currently available to us. Please understand that as guidance changes or additional information becomes available, we may need to adjust or modify. We appreciate your patience and understanding as we work to make the timeliest decisions possible and to deliver ongoing and up to date communications. Our goal has been, and will continue to be, supporting students and families to ensure each student is provided every opportunity possible to succeed. Please do not hesitate to reach out to us if you have further questions or would like additional clarification.

## Frequently Asked Questions

### **General Questions:**

- Q: Why was the decision made to go with a Pass/Incomplete grading system for middle and high school students?
- A: Our decision was based on collaboration with teachers, district partners, building leaders and recommendations from national experts on grading and reporting practices. Additionally, this decision was in line with many Universities and Colleges also instituting pass/fail grades due to the transition from traditional classes to online classes.
- Q: What should I do if the work my child is being asked to complete and submit is too difficult/too easy?
- A: If you feel that your student's workload is not feasible or not providing enough challenge, please work directly with your child's teacher, case manager or related service provider to prioritize and/or further develop their workload. Older students should be encouraged to reach out directly to their teacher(s).
- Q: Is my child required to participate in sessions being offered on digital platforms like Zoom, Office 365 Teams?
- A: Since student access to technology and schedules vary, students cannot be penalized in any way for not attending on-line learning forums/meetings.
- Q: Once students return to school (this year or next) what supports will be offered to those students who, for a variety of reasons, were unable to engage in distance learning?
- A: Teachers, related service providers and administrators will review potential shifts that may need to occur in our curriculum and instructional practices in order to ensure that any gaps caused by this closure are narrowed.

### **Questions Specific to EMCC and Multi-Occupational/FOCUS programs:**

- Q: What is being considered as examples of evidence to demonstrate learning?
- A: Anything that provides specific information regarding students' progress in achieving essential and specific learning targets for a class/course is considered evidence. Some examples may include (but are not limited to) student reflections, summaries, reports/essays, portfolios, journals, performances/presentations, projects, discussions, research, surveys, concept maps, assessments, etc.
- Q: What is the criteria for a student earning a passing grade for the marking period? And, will my child earn course credit if they receive a "Pass"
- A: Passing is when the student's work shows adequate evidence of progress towards the learning objective. Yes, your child will receive credit as the NYSED Commissioner's Regulations Part 100.1 states that any student who achieves the learning outcomes for the course should earn the applicable course/diploma credit.
- Q: Will the P/I be converted to a numerical score?
- A: Numerical scores will not be calculated for Quarters 3 and 4, nor for final course grades, with the exception of students pursuing dual credit in dual credit courses at EMCC (MCC) if the college requires us to do so.

- Q: Who can I contact to ask questions or obtain specific information regarding my child's status in a course, Regents Exam cancellation implications for my child for this year/graduation pathway, advanced diploma designations, etc.?
- A: You can contact the Principal or the School Counselor of the program your child attends. Below is a list of Principals and/or School Counselors.

Eastern Monroe Career Center (EMCC) and Multi-Occupational/FOCUS:	Principal, Mike Ehret  School Counselors, Amy Spindler, Lynne Buttino and  Jake Arndt
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Dear MCC Dual Enrollment (DE) student parents and caregivers:

In response to the challenges that the COVID-19 pandemic has presented to our college and learning partnerships' communities, MCC temporarily revised some important policies that I wanted to let you know about. Please remember that the curriculum and grade students receive for dual enrollment courses is overseen by MCC, not the high school, and could affect students' future college plans and goals. Please review this information closely.

**Last Day to Withdraw from Individual Course with a W Grade – Thursday, June 25, 2020**

Acknowledging how the COVID-19 pandemic and the transition to fully distance learning may have impacted your students' academic success, the last day for students to withdraw from an individual course with a grade of "W" is the last day at most schools – June 25. Previously, the withdrawal deadline for full-year courses was April 10. The deadline for spring only courses was May 22.

Students and caregivers are strongly encouraged consult with teachers prior to deciding to withdraw from a course, especially since withdrawing can affect their future with financial aid.

A decision regarding refunds due to withdrawals has not been finalized, and an email will be forthcoming.

The payment deadline has already passed. If you did not pay by the deadline, your student was dropped from the course.

**Alternate Grading Option (2019-2020 full-year and spring only)**

Due to the impact of the pandemic, all MCC students, including dual enrollment students, will have the option to receive a traditional letter grade or a designation of Satisfactory/Pass/Unsatisfactory for each course taken in the full year and spring 2020 semester. DE students can select this alternative grading based on their unique needs and circumstances in consultation with their teachers.

All earned grades will be entered into Banner. These grades will be permanently kept by MCC; however, students will have the option of requesting that a Satisfactory/Pass/Unsatisfactory grade be displayed on their transcript, as follows:

- Substitute "S" for earned grades "B" to "C" indicating students have Satisfactorily passed the course.
- Substitute "P" for earned grades "C-" to "D-" indicating students have Passed the course.
- Substitute a "U" for earned grade of "F" indicating student performance was Unsatisfactory for the course. No credit will be awarded.

"P" signifies earned course credit and is excluded from GPA calculation. "U" grades indicate that a student was unsuccessful in the course; no credit would be awarded, and this grade is excluded from GPA calculation. Students will need to repeat the course if it is a required course in their program of study or if a "C" is required as a prerequisite for another course.

Students may choose to select S/P/U for some or all of their grades for the full year or spring only term. Students may request to have earned grades sent to colleges and universities from the office of Records and Registration at any point.

### Things to Consider Before Choosing the S/P/U Option

Most students might opt to take a U instead of an F because the U would not hurt their GPA in the way that an "F" would. Students might opt to take a "P" instead of a "D" for the same reason.

**This decision is made by the student in consultation with their teacher and parent/caregiver. Teachers should be made aware of the decision to choose an S/P/U by the last day of classes.**

If students do not wish to change the display of their letter grades to Satisfactory/Pass/Unsatisfactory, no action needs to be taken.

Thank you for your important partnership.

Dr. Medea Rambish

Dean, Academic Foundations

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