

# Westfield Public Schools

## 2019-2020 Grading Guidelines for All Elementary Schools

These guidelines were established with guidance from the Massachusetts Department of Education given the extraordinary situation that our students, families, and educators are experiencing. Westfield Public Schools' Administrators and Teachers have worked to set expectations and establish protocols that are student-focused, equitable, and reasonable. This document outlines grading guidelines for the remainder of the 2019-2020 school year.

Our intention is for these guidelines to provide a framework for how to assess student learning during this school closure period while allowing enough flexibility within this framework to meet the varied needs of individual students. We want all of our students to find success as we all navigate remote learning for the first time, and we acknowledge that success does not look the same for all students.

### Assignments

- Teachers will provide feedback on assignments throughout Trimester 3.
- Students can complete assignments throughout Trimester 3. Students will submit missing assignments by June 10, 2020 for them to impact the final trimester grading.
- Video conferencing calls (Zoom or Google Meet) are an important part of the learning. We encourage all students to participate in these meetings where they can collaborate with their friends, ask questions of their teacher, and stay connected to the classroom environment.

### Course Credit / Promotion

- The grading for Trimester 3 has not changed at the elementary level. Student progress for each reported standard during Trimester 3 will be quantified as Mastery (M), Progressing (P), Some Progress (S) and No Progress (N). (Please see an explanation of each of these levels attached.)
- The MA Department of Elementary and Secondary education has identified prerequisite standards that should be the focus during this period of remote learning in order to best prepare students for the next grade level. Therefore, all standards for Trimester 3 may not be taught for evaluation purposes. These standards will be noted with a slash symbol (/).
- Teachers will review student progress over the course of the school year. If a student has demonstrated at least some progress in learning grade-level standards, he or she will be promoted to the next grade level.
- Special subject areas (Art, Music, PE, Health, Technology) will be assessed for Academic Strands, but not Pro Social Skills.
- Social Skills / Learning Skills will not be assessed during Trimester 3.

***Families that are unable to meet the expectations of the K-4 Remote Learning Plan should contact their child's Principal.***

## **Explanation of Evaluation**

**Mastery (M)/(4):** Mastering a standard indicates that the teacher has had the opportunity to evaluate the student's skills and understanding of the concepts in a variety of ways. The student demonstrates he/she can perform these skills and explain these concepts independently, at grade-level, without assistance. Once a student achieves mastery of a standard, he or she should be able maintain mastery throughout the school year. In a remote learning environment, being able to teach complex standards and evaluate a student's independent mastery is a difficult process; therefore, demonstration of mastery on third trimester or full year standard is highly unlikely.

**Progressing (P)/(3):** Progressing in a standard indicates that the teacher has had the opportunity to evaluate the student's skills and understanding of the concepts. The student demonstrates he/she can perform these skills and/or understand these concepts with little assistance. In a remote learning environment, the student has shown effort in learning the standard by completing assignments, demonstrating understanding, and, in some instances, revising assignments based on teacher feedback.

**Some Progress (S)/(2):** Demonstrating Some Progress in a standard indicates that the teacher has had the opportunity to evaluate the student's skills and understanding of the concepts, sometimes in limited capacity. The student may have difficulty demonstrating he/she can perform these skills and/or understand these concepts and may still require a great deal of support. In a remote learning environment, the student has shown some effort in learning the standard by completing some assignments which demonstrate some understanding, but further development of the skill or concept will be necessary.

**No Progress (N)/(1):** Demonstrating No Progress in a standard indicates one of two things in the remote learning environment:

The teacher has had the opportunity to evaluate the student's skills and understanding of the concepts, but has found the student is having great difficulty demonstrating that he/she can perform these skills and/or understand these concepts, even with a great deal of support.

OR

The student does not complete assignments and is unable to be evaluated on the standard.

**Not Applicable (/) :** This symbol demonstrates that the standard was not taught during the remote learning period.

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