

Milwaukee Public Schools 2019-20

Grading, Promotion, and Graduation Plan

Due to the extended school closure as a result of the COVID-19 public health emergency, Milwaukee Public Schools outlined the following plan regarding grading, promotion and graduation for the 2019-20 school year.

Administrative Policy 7.33 describes our grading systems such that “the school system, therefore, shall seek in its instructional program to make achievement both recognizable and possible for students, and it shall emphasize equity of opportunity and achievement in its instruction, as well as in its assessment and grading practices.” Per best practices and Administrative Policy 7.33, Milwaukee Public School staff has the responsibility to complete the grading process for the 2019-20 academic year to best represent student performance. Students must be held harmless in this process.

Grading - Current Graduation Cohorts 2017-2020

- All students will earn pass or fail for the courses taken in semester 2 of the 2019-20 school year. Teachers will post passing grades as “P”.
- If a student is passing at Term 3 (T3) Evidence Snapshot, then the student passes the course.
- If a student is failing, teachers have a responsibility to review and consider any new or make-up evidence submitted during the school closure and revise grades appropriately (T3 Snapshot).
 - The building administrator has the responsibility to review and finalize this work.
 - The timeline for teachers to update records will be between April 9 and April 27.
 - This timeline will be past the deadline for students to make decisions about specialized courses being offered by the district for students without T3 grades or a T3 failure.
- Project STAY and Groppi High School students will need to have passed courses recorded in the T3 Course Final and the grades will need to be posted to transcript. Teachers at Project STAY and Groppi High School will review and revise the T3 Final grades and consider any new or make-up evidence submitted during the school closure. Teachers will post passing grades as “P”.
 - The building administrator has the responsibility to review and finalize this work.
 - Ideal timeline would be for teachers to update records between April 9 and April 27.
- Teachers who have not completed their T3 Evidence Snapshot grades should provide a grade for every student by **April 27**. Teachers should consider any new or make-up evidence submitted during the school closure when marking T3 Evidence Snapshot. **This evidence may indicate a student would not need to take specialized courses to earn credit.**

- The building administrator has the responsibility to review and finalize this work.
- All T3 Evidence Snapshot grades will need to be moved to Term 4 (T4) Course Final in order to post to transcript by May 20 Record Day.
 - Teachers should add any available new or make-up evidence submitted during the school closure and post to T4 Course Final.
 - Teachers may offer instruction and a final evidence of proficiency assessment to students to increase opportunities for success.
 - The responsibility of the building administrators is to review and finalize this work.
- School counselors will review school data for students who enrolled later in the school year to ensure they are not unduly burdened by the school closure. They may reach out to previous schools or districts to get the most recent student progress. All cohort dates need to be updated and corrected where absent
- Teacher of record will enter grades of students who were failing, did not have a grade or there was a data error at T3 Snapshot and who have completed specialized courses on Edgenuity to meet course requirements and earn credits. Students with Disabilities and English Learners will be supported appropriately.
- School counselors will complete a final review of the MPS Graduation Checklist and employ the rules approved by the Milwaukee Board of School Directors to determine graduates. A list of all grade 12 graduates will be submitted to the data processing secretary for entry into Infinite Campus (Campus). Directions on this task are available to all schools on the *End of Year Instructions 2020* document.

High School Students Grades 9 through 11

- All students will earn pass or fail for the courses taken in semester 2 of the 2019-20 school year. Teachers will post passing grades as “P”.
- If a student is passing at Term 3 (T3) Evidence Snapshot, then the student passes the course.
- If a student is failing, teachers have a responsibility to review and consider any new or make-up evidence submitted during the school closure and revise grades appropriately (T3 Snapshot).
 - The building administrator has the responsibility to review and finalize this work.
 - The timeline for teachers to update records will be between April 9 and April 27.
- Project STAY and Groppi High School students will need to have passed courses recorded in the T3 Course Final and the grades will need to be posted to transcript. Teachers at Project STAY and Groppi High School will review and revise the T3 Final grades and consider any new or make-up evidence submitted during the school closure. Teachers will post passing grades as “P”.
 - The building administrator has the responsibility to review and finalize this work.
 - The timeline for teachers to update records will be between April 9 and April 27.

- All T3 Evidence Snapshot grades will need to be moved to Term 4 (T4) Course Final in order to post to transcript by May 20 Record Day.
 - Teachers should add any available new or make-up evidence submitted during the school closure and post to T4 Course Final.
 - Teachers may offer instruction and a final evidence of proficiency assessment to students to increase opportunities for success.
 - The responsibility of the building administrators is to review and finalize this work.
- School counselors will review school data for students who enrolled later in the school year to ensure they are not unduly burdened by the school closure. They may reach out to previous schools or districts to get the most recent student progress. All cohort dates need to be updated and corrected where absent.

Elementary Students K-5, K-8 and Middle School

- All K-8 teachers will review and update /finalize all gradebooks and report cards for Trimester 2, to be posted to the final term.
- Teachers have a responsibility to review and revise the Trimester 2 / Term 3 proficiency marks and consider any new or make-up evidence submitted during the school closure.
 - Ideal timeline for this to occur would be April 9 through April 27.
- Marks need to be posted to the final term for elementary and T4 for traditional middle schools.
- Teachers may offer instruction to increase student success meeting grade level standards.
- Building administrators have the responsibility to review and finalize this work.

Promotion and Retention of Students - Administrative Policy 7.36

FOURTH- AND EIGHTH-GRADE PROMOTION REQUIREMENTS (a) Students who are promoted from fourth grade to fifth grade or from eighth grade to ninth grade shall be required to meet at least one of three criteria:

Criterion #1: Academic Performance is defined as proficiency levels in reading, English/language arts, mathematics, science, and social studies as measured and defined by classroom assessments based on district-adopted grade-level standards.

Criterion #2: Test results are a proficiency level of basic or above, which is measured and defined by the appropriate state assessment in English language arts, mathematics, science, and social studies.

Criterion #3: Recommendations of teachers shall be determined by a school-based team that is to include the classroom teacher(s) and uses district guidelines. The criteria must be met in the following manner: 1. Criterion #1 shall be considered first. 2. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not to be considered. 3. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

- For the 2019-20 school year, teachers should review school data that are available and provide recommendation for promotion or retention.
- Trimester 2 data was to be entered by March 11 for all students in K-5 and K-8 schools. At traditional middle schools, data should be entered for Term 3.
- All K-8 and middle school teachers will review and update /finalize all gradebooks and report cards.
- Students may not be retained if the MPS Retention Protocol has not been followed.
- Students who enrolled later in the school year will need to have records reviewed to ensure they are not unduly burdened by the school closure.

Contracted and Alternative Sites/Programs

Contacted schools have the autonomy to use different student information systems, grading practices and graduation requirements. Alternative programs may also have different reporting practices. The following list shows what each contacted site or alternative site/program uses per our Student Information System (SIS):

ASSATA	9-12	Uses Campus to post grades
Banner Preparatory High School	9-12	Uses Campus to post grades (Trimesters)
Carmen Schools of Science and Technology	6-12	Uses an independent SIS
K.T. Daniels University Preparatory Academy	K4-8	Uses Campus
Grandview High School	9-12	Posts grades to transcript manually
Highland Community School	K-8	Does not use Campus for grades
Hmong American Peace Academy	K-12	Uses Campus - no posted grades to date
La Causa Charter School	K4-8	Uses Campus to post grades
Lad Lake Synergy	6-12	Uses Campus to post grades
MATC Program	9-12	Posts grades to transcript manually
Milwaukee County Youth Education Center	9-12	Posts grades to transcript manually
Milwaukee College Preparatory	K-8	Uses an independent SIS
Milwaukee Community Cyber	9-12	Posts grades to transcript manually
Milwaukee Environmental Sciences Academy	K4-8	Uses Campus to post grades
Milwaukee Excellence Charter School	6-9	Uses Campus for high school only
Milwaukee Virtual School Program	6-12	Posts grades to transcript manually
Next Door	K	Does not use Campus for grades
NOVA High School	9-12	Uses Campus to post grades
Shalom High School	9-12	Uses Campus to post grades
Southeastern Education Center	6-8	Does not use Campus for grades

All 9-12 schools and traditional middle schools are on quarter grading system except for Banner Preparatory High School that uses trimesters. Schools with K-8 students are on trimester grading system.

All of the listed schools need to complete and record final grades for all students. High schools need to complete a final review to determine if the students have met graduation requirements or employ the rules approved by the Milwaukee Board of School Directors to determine graduates. All grade 12 graduates will be marked appropriately in Campus. Directions on this task are available to all schools on the *End of Year Instructions 2020* document.

The outline above provides the most accurate reporting of student progress and provides the best possible outcomes for our student body. The work required of teachers and school counselors could be done remotely. Teachers from all schools need to post current grades based on evidence available to them for all students.

Graduation Requirements for Spring 2020 (Cohorts of 2017, 2018, 2019, 2020)

1. If students have met the MPS graduation requirements per Administrative Policy 7.37 or the criteria for credits outlined in state statute 118.33, then students would graduate.
 - a. 4 credits of English
 - b. 3 credits of math
 - c. 3 credits of Social Studies (Including Civics and/or Government)
 - d. 3 credits of Science
 - e. 0.5 credits of Health
 - f. 1.5 credits of Physical Education
 - g. Passed the Civics Test
2. If students are currently enrolled in classes to meet the credits required in state statute 118.33 and are passing and have passed the Civics Test, then the student would graduate.
3. Milwaukee Public Schools will request a waiver for the approximately 412 students that have not yet met the Civics Test requirement.
4. If students have met the credits required in PI 18.03, then they would graduate.
 - a. 4 credits of English
 - b. 3 credits of math
 - c. 3 credits of Social Studies (No specific course requirements)
 - d. 3 credits of Science
 - e. 0.5 credits of Health
 - f. 1.5 credits of Physical Education
5. If students are currently enrolled in a GEDO #2 or competency program and meet any of the previously listed criteria, then they would graduate.
6. If students are currently enrolled in GEDO #2, they could meet graduation requirements through competency programs or complete their exams at a test site if they open in May - July.
7. If students recently transferred into MPS, the school counselor will evaluate the transcript to determine which courses count toward any of the previously listed rules and update Infinite Campus.

8. If students currently enrolled in a course without a snapshot grade or a data entry error, the teacher should submit a snapshot grade.
9. If students are currently enrolled in a course and are failing, do not have a snapshot grade or there is a data entry error, they will have the opportunity to complete a specialized course to earn that 0.5 credit.