



**Office of Superintendent**

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Dear Students and Parents/Guardians,

With the COVID-19 school closure, the Menasha Joint School District is shifting our formal grading practices for the second semester to providing students with feedback on their online/at-home learning opportunities. The goal is to provide our students and families with the greatest amount of consideration and flexibility during the closure, while also advancing learning and reducing set-backs that may occur if we continue our regular grading practices. We do not want to penalize students, who without the equalizing force of the school-building and its services, may lack resources, or do not have access to a device and/or the internet, or who cannot rely on parents or a family structure to support online/at-home learning. The most vulnerable students in school settings remain the most vulnerable students in remote learning settings. Our focus during this time is on student engagement, connections, and teacher feedback while trying to narrow the opportunity gap among students which may be exacerbated by online/at-home learning.

**Grading Practices for Grades 4K-5:**

- Continue the use of standards-based grades from the beginning of the semester up through March 13, 2020, as the domain grades are cumulative from the beginning of the year.
- Grades will be posted for domains that were assessed up through March 13, 2020 taking into consideration student engagement during online/at-home learning.
- An automatic disclaimer will be printed on each report card stating, "Semester 2 grades reflect school closure due to COVID-19."

**Grading Practices for Grades 6-8:**

- Continue the use of standards-based grades from the beginning of the semester up through March 13, 2020 taking into consideration student engagement during online/at-home learning.
- A Pass or No Pass grading system will be used for the second semester of the 2019-20 school year. Only the subject will receive a Pass or No Pass. The domains will be left blank.
  - **Pass:** Student has met or exceeded minimum proficiency levels for identified standards and was engaged in online/at-home learning.
  - **No Pass:** Student has not met minimum proficiency levels for identified standards and may not have been engaged in online/at-home learning.
- Progress reports will be sent home the week of May 4 indicating the grade the student would receive at that point for each enrolled course. Please work with your student and their teacher if they have a No Pass in any course as there may still be time to change that to a Pass by the end of the school year.
- An automatic disclaimer will be printed on each report card stating, "Semester 2 grades reflect school closure due to COVID-19."

## **Grading Practices for Grades 9-12:**

- A Pass/No Pass/Incomplete grading system will be used for the second semester of the 2019-20 school year.
  - **Pass:** Student has met or exceeded minimum proficiency levels for identified standards and was engaged in online/at-home learning.
  - **No Pass:** Student has not met minimum proficiency levels for identified standards. Students who receive a grade of “No Pass” at the high school level will not be granted credit for that course.
    - *In most cases, the student was failing prior to the school closure and every effort has been made and documented to ensure that students have received feedback and have been provided with flexible opportunities, as needed, to demonstrate mastery of standards. In most instances the student has not been engaged in online/at-home learning.*
  - **Incomplete:** Student has been actively engaged in learning but needs more time to demonstrate proficiency for identified standards. The teacher and student are granted additional time to work together before a Pass/No Pass decision is made for the course.
- A Pass/No Pass/Incomplete model preserves credit attainment for students which makes adjustments to graduation requirements unnecessary at this time.
- A Pass/No Pass/Incomplete will freeze GPA as it stands after the first semester 2019-20. Therefore, it will not impact GPA or class rank.
  - For seniors, the students GPA prior to second semester 2019-20 will be posted on transcripts and used for all scholarship and post-secondary admissions communications.
- Courses that earn dual credit through CAPP and/or FVTC will receive a Pass/No Pass/Incomplete grade that will appear on the high school transcript. However, students will also receive additional information from their teachers on options of Pass/Fail or a standard letter grades that would appear on their transcript from the institute of higher education.
- Progress reports will be sent home the week of May 4 indicating the grade the student would receive at that point for each enrolled course. Please work with your student and their teacher if they have a No Pass in any course as there may still be time to change that to a Pass by the end of the school year.
- Second semester report cards and any requested official transcripts will include the following statement: “Semester 2 grades for the 2019-20 school year reflect school closure due to COVID-19.”

Teachers and educators are monitoring student engagement and progress. Please work to engage your students to continue their learning through the end of the school year. If a student is not demonstrating engagement in online/at-home learning, educators will reach out to the student and their family to plan for ongoing student support and growth.

Sincerely,

*Shelly L Daun*

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