



## Academy for Software Engineering Grading Policy (2018 - 2019)

### **Overview:**

At AFSE, we believe that grades should reflect students' progress in developing specific skills and habits that will help them meet graduation requirements and college and career readiness competencies. To this end, all AFSE students will receive grades related to their overall progress with Mastery Skills and Habits for Success in each course. Throughout the semester, feedback must be frequent, accessible, and easily understood by all students and families in order for it to be meaningful and actionable. Final grades resulting in course credits are awarded at the end of each semester (January and June).

At AFSE, we have established expectations that students need to meet to excel in high school, in college, and in future careers. **Mastery Skills** are the required skills in each course that are aligned with state and national standards and culminating assessments (Regents Examinations, AP tests, etc.). The **Habits for Success** are school wide habits aligned with college and career readiness competencies. The Habits are *Responsibility, Communication, Initiative, and Integrity*. Students and families are provided with rubrics for all Mastery skills and Habits for Success to support ongoing reflection, revision, and growth throughout each semester.

### **Understanding Mastery-Based Learning:**

Mastery-based learning is a learning-based system. In mastery-based learning:

1. Students may take varying amounts of time to "master" a skill. All courses allow for reflection, revision, and growth.
2. Each class includes explicit, measurable learning objectives so students know exactly what Mastery Skill they are focusing on and the performance level they are working to achieve.
3. Assessment is a meaningful and positive learning experience for students because they are provided with multiple opportunities to demonstrate their learning and improve upon previous performance.
4. Students receive timely, personalized support and feedback based on their individual learning needs.
5. Learning outcomes emphasize Mastery Skills that include application and creation of knowledge, along with the development of important skills and competencies.

### **Understanding Levels of Mastery:**

Across the school, we have adopted a common language and scale of 1 - 4 to communicate performance levels of mastery. To ensure we are providing students with rigorous learning opportunities, we use the Depth of Knowledge (DOK) framework as a criteria to measure the level of rigor of each mastery skill. Here are the performance levels of mastery:

4 (Professional)	Student has exceeded expectations for the skill or habit at this grade level
3 (Practitioner)	Student has demonstrated mastery of the skill or habit
2 (Apprentice)	Student is approaching mastery of the skill or habit
1 (Novice)	Student is developing foundational skills or habits.
"I" (Insufficient)	There is insufficient evidence of mastery.



### **JumpRope Online Gradebook and Progress Reports:**

All students and families have access to JumpRope, an online gradebook that provides current data on students' progress with Mastery Skills and Habits for Success in each course.

On JumpRope, students will see a list of their Mastery Skills and Habits for Success, and their current level of mastery for each. Students can easily identify specific skills in which they have demonstrated growth or in which they need additional practice.

To access JumpRope, students and families follow these steps:

- Go to [www.jumpro.pe/login](http://www.jumpro.pe/login)
- The username is the student's AFSE email address.
- The password is the student's AFSE ID number (number is listed on student schedules, report cards, transcripts, and ID cards).

### **How Courses are Graded:**

In JumpRope, students receive a final grade on a scale of 1 - 4 for each course. Progress with all Mastery Skills within the course comprises 80% of this final grade. Progress with AFSE's four Habits for Success comprises 20% of this final grade.

In order to determine a student's progress with Mastery Skills (80% of final grade):

- A student has the opportunity to demonstrate mastery of each skill on a minimum of two assignments per semester. Evidence of a student's mastery of a skill can include a quiz, test, project, presentation or task that measures their performance.
- To calculate a student's final mastery of a skill, a decaying average (66%) is applied so that a recent assignment carries more weight than an older assignment. The decaying average takes into account that a student's performance on a most recent assignment is more representative of their current level of mastery. However, past assignments are included in average but weigh less than the most recent ones.

In order to determine a student's progress with the habits for success (20% of final grade):

- A student has the opportunity to demonstrate mastery of each Habit for Success on a minimum of two assignments or tasks per semester. Evidence of a student's mastery of a skill can include on-time submission of assignments, active participation and collaboration in group tasks per rubric requirements, professional communication with staff and students, and demonstration of initiative and self-advocacy.
- To calculate a student's final mastery of a Habit for Success, the mastery levels for all pieces of evidence for all Habits for Success are averaged together.

In order to determine a final grade for a course:

- All Mastery Skill grades for the course will be averaged. That average will be 80% of the final grade for the course.
- All Habit for Success grades for the course will be averaged. That average will be 20% of the final grade for the course.



- Final grades in JumpRope (1 - 4 scale) will be converted to a traditional grade (0 - 100 scale) on students' final transcripts.

Additional information about course grades:

- AFSE does not rank students.
- Courses are not weighted.
- Transfer credits are reported on the transcript with a CR.
- Each course will define the following additional information in their course grading policies:
  - Specific tasks or assignments that are required for passing a course: If a course has a specific task or assignment that is required to earn credit (i.e. a culminating project or essay), it is possible that the JumpRope grade will appear to indicate that a student is passing, but they may actually receive a NU/60 on the transcript.
  - Revision policies: Each course will define the conditions under which revision of an assignment will be accepted and how they will impact the grade. This applies to assignments that were previously submitted on the designated deadline. Courses will define the timeline for completion of revisions and any other protocols that should be followed (meeting with advisor, attendance at after-school or Saturday tutoring, etc.). These policies will be posted in the classroom and on the AFSE website.
  - Late work: Each course will have a posted and promoted policy around when late work is accepted. Late work is any assignment that was not submitted on the designated deadline.

Student promotion is determined using the New York City Department of Education Academic Policy Guide.

#### **How Crew (9th & 10th) and College Huddle (11th & 12th) are graded:**

Crew and College Huddles classes are graded based on students' progress with AFSE's four Habits for Success: Responsibility, Communication, Initiative, and Integrity. Students will have the opportunity to demonstrate mastery of each Habit for Success a minimum of three times per semester.

#### **How Labs are graded:**

Students earn a Pass or Fail for each lab graduation requirement. A student can earn a "Pass" by fulfilling the required lab minutes (total for year: 1200 minutes) and activities prescribed within the associated science curriculum.

#### **Course Extensions (Marks of "NC"):**

Traditionally, if a student does not meet minimum requirements of a core class within the timeframe of the semester, then the student would fail the course. At AFSE, we understand that a student may need extra time to "master" skills and at the same time, we hold students accountable to high expectations that are aligned with state and national standards, College and Career Readiness indicators, and Regents examination requirements in order to earn course credit.

Students who earn a final grade in JumpRope of 1 - 1.3, or a JumpRope grade of INC **AND** the student has earned a numeric grade (1, 2, 3 or 4) for at least 50% of the minimum mastery attempts for the semester, have the opportunity to complete assessments to demonstrate their mastery of coursework in the two semester following the semester for which the student earned "NC" on their transcript. "NC" indicates an incomplete course grade and remains on the transcript. As per NYCDOE academic policy, a new course is reported in the following term with the student's final course grade.

**Marks of “NL” and “NX”:**

Students who enroll in a course after it has started may have missed assignments or assessments needed to generate a complete course grade for a given marking period. These students may be given a grade of ‘NL’ in STARS to indicate this circumstance. ‘NL’ does not have a pass/fail or numeric equivalent. Students who receive a grade of ‘NL’ must successfully complete remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable.

Schools may award a grade of Incomplete (‘NX’) if a student has a documented, extreme extenuating circumstance that prevents him/her from completing the course in its established timeframe (e.g. surgery, death in the family). ‘NX’ does not have a pass/fail or a numeric equivalent. A student who receives an incomplete must successfully complete remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable.

**JumpRope to Transcript Grade Conversion:**

4	100	2.8 - 3	85
3.9	99	2.4 - 2.7	80
3.8	98	2 - 2.3	75
3.7	96	1.6 - 1.9	70
3.6	95	1.4 - 1.5	65
3.5	94	1 - 1.3	60
3.4	92	Less than 1	55
3.3	91		
3.1 - 3.2	90		

**Semesters and Marking Periods**

The school year is divided into Fall and Spring semesters. Students receive final grades on transcripts at the end of each semester. Each semester is divided into two marking periods. At the end of 1st marking each semester, students receive a grade of P or F for each course based on progress. The 1st marking period grade is not listed on the transcript.

- Fall Semester            Marking Period 1 - September 5, 2018 - November 15, 2018  
                                   Marking Period 2: November 16, 2018 - January 18, 2019 (\*final grades on transcripts)
  
- Spring Semester        Marking Period 1 - January 29, 2019 - April 11, 2019  
                                   Marking Period 2: April 12, 2019 - June 14, 2019 (\*final grades on transcripts)

**Teacher Grade Entry Benchmarks (FALL SEMESTER)**

Date	Benchmark	Example
October 17, 2018	25% of minimum total mastery attempts for the semester entered in JumpRope	Amazing Teacher has 7 mastery skills in her course for Spring Semester. This means students have a minimum of 14 mastery attempts for the semester (7 mastery skills x 2 attempts = minimum of 14 mastery attempts).  To meet the 25% benchmark, Amazing Teacher has entered 3-4 mastery attempts in JumpRope.
November 14, 2018	50% of minimum total mastery attempts for the semester entered in JumpRope	To meet the 50% benchmark, Amazing Teacher has entered 7 mastery attempts in JumpRope.
December 7, 2018	75% of minimum total mastery attempts for the semester entered in JumpRope	To meet the 75% benchmark, Amazing Teacher has entered 10-11 mastery attempts in JumpRope.
January 18, 2019	100% of minimum total mastery attempts for the semester entered in JumpRope	To meet the 100% benchmark, Amazing Teacher has entered 14 mastery attempts in JumpRope.

**Teacher Grade Entry Benchmarks (SPRING SEMESTER)**

Date	Benchmark	Example
March 5, 2019	25% of minimum total mastery attempts for the semester entered in JumpRope	Amazing Teacher has 7 mastery skills in her course for Spring Semester. This means students have a minimum of 14 mastery attempts for the semester (7 mastery skills x 2 attempts = minimum of 14 mastery attempts).  To meet the 25% benchmark, Amazing Teacher has entered 3-4 mastery attempts in JumpRope.
April 11, 2019	50% of minimum total mastery attempts for the semester entered in JumpRope	To meet the 50% benchmark, Amazing Teacher has entered 7 mastery attempts in JumpRope.

May 17, 2019	75% of minimum total mastery attempts for the semester entered in JumpRope	To meet the 75% benchmark, Amazing Teacher has entered 10-11 mastery attempts in JumpRope.
June 14, 2019	100% of minimum total mastery attempts for the semester entered in JumpRope	To meet the 100% benchmark, Amazing Teacher has entered 14 mastery attempts in JumpRope.