

Willingboro
Public
Schools

2020-
2021

SGO
Handbook



SGO Timelines

- The Fall SGO Assessment will be given between **September 23, 2020 - October 14, 2020**
- The SGO Window begins: **October 15, 2020**
- The SGO Window ends: **March 19, 2021**
- The Spring SGO Assessment will be given between **March 22, 2021-April 1, 2021**.
- The total number of school days during the SGO window is **95**
 - (**October 15, 2020 – March 22, 2021**).
- If a student is *enrolled* at least 60% of the days during the SGO window, he/she will be counted in the teacher's SGO. This equates to 57 school days present during the SGO window of **October 15, 2020 through March 22, 2021** (95 total school days).
- If a teacher is present at least 70% of the days during the SGO window, he/she receives an SGO (66) days.
- **At the request of a teacher**, a student who has maintained less than a 60% attendance rate during the SGO window can be considered for the removal from the SGO end of the year calculation if the teacher has provided supporting documentation indicating that he/she has made attempts to contact the parents/guardians, meet with the guidance counselor, meet with the attendance clerk, etc. regarding the student's attendance.
- **If documentation is not provided, the student is to remain on the teacher's SGO.**

If a student enters a class after **December 17, 2020**, he/she cannot be placed on the SGO.
- If a student enters a class before **December 17, 2020**, he/she must be added to the SGO data and given the SGO Fall Assessment.
- If a student does not take the Spring SGO assessment by **April 13, 2021**, the student will be removed from the SGO end of the year calculation.
- The teacher is encouraged to discuss students of concern during the SGO mid-year and end of the year conferences.
- Any teacher whose first day of teaching is after **November 30, 2020**, will not receive an SGO.
- *All Fall and Spring SGO assessments must be administered even if a substitute teacher is assigned to the class.*

MID-YEAR COURSE SGO CHECK-IN PROCEDURES

SGO adjustments may be made with the approval of the building principal between **February 8, 2021 - February 12, 2021**. The following is a non-exhaustive list of situations that may warrant adjusting SGOs:

- A discussion of student chronic absenteeism
- The teacher's schedule or assignment has changed significantly
- Class compositions have changed significantly
- An unusual event in the classroom, school, or district has occurred that significantly interrupts student learning.
- The teacher has an extended leave of absence

Supervisors and directors should work with teachers to review and revise SGOs at department meetings, ensuring that SGO targets remain ambitious and achievable. Ensure all questions are answered and data is provided to support the adjustment of the SGO.

MID-YEAR CONFERENCE TIMELINE

- January 25, 2021:** Teachers are provided with the Mid-Course Check-in form
- February 8-12, 2021:** Teacher and principal meetings are held as necessary.
- February 15, 2021:** All mid-course approvals are officially signed by the principal

FINAL SGO CONFERENCES

Week of **March 22, 2021- April 1, 2021:** SGO Spring Assessments are administered

The principal and teacher conduct the annual SGO conference to (review results, discuss and determine SGO scores, and officially sign SGOs. Directors and supervisors will assist. This will occur between **April 19, 2021 through April 23, 2021**

April 30, 2021: The SGO process for the 2020 - 2021 school year is completed.

SGO TIMELINE FOR SEMESTER 1
Semester One (10/15/20-2/4/21)

TEACHERS TEACHING ONLY SEMESTER COURSES
(If a teacher teaches a full year course and a semester course, the full year course should be used for the SGO)

- The Fall SGO Assessment must be given between **September 23, 2020** and **October 14, 2020**
- The SGO Window begins: **October 15, 2020**
- The SGO Window ends: **January 22, 2021**
- The Final SGO Assessment must be given during the week of **January 25, 2021**.
- Total number of school days during the SGO window is **55**.
 - (October 15, 2020 – January 22, 2021)
- If a student is enrolled at least 60% of the days during the SGO window, he/she will be counted in the teacher's SGO. This equates to **33** number of school days present during the SGO window of **October 15, 2020** through **January 22, 2021**.
- The teacher must be present 70% of the days (**39 days**) during the SGO window in order to receive a score.
- **At the request of a teacher**, a student who has maintained less than 60% attendance rate during the SGO window can be considered for the removal from the SGO end of the year calculator if the teacher has provided supporting documentation indicating that he/she has made attempts to contact the parents, meet with guidance, meet with the attendance clerk, etc. regarding the student's attendance.
If documentation is not provided, the student is to remain on the teacher's SGO.
- If a student enters a class after **November 24, 2020**, he/she cannot be placed on the SGO.
- If a student enters a class before **November 24, 2020**, he/she must be added to the SGO data.
- *All Fall SGO assessments must be administered even if a substitute teacher is assigned to the class.*

THERE WILL BE NO MID-YEAR CONFERENCES

Final Semester One Conferences

Week of **January 25, 2021- January 29, 2021:** The SGO assessments are administered.

Week of **February 1 - February 4, 2021:**

The principal and teacher conduct the semester SGO conference to review results, discuss and determine SGO scores, and officially sign SGOs.

February 4, 2021: The SGO process for the 2020-2021 semester one cycle is complete.

SGO TIMELINE FOR SEMESTER 2 **Semester Two (2/5/21 - 4/16/21)**

TEACHERS TEACHING ONLY SEMESTER COURSES (If a teacher teaches a full year course and a semester course, the full year course should be used for the SGO)

- The SGO Assessment must be given during the week of: **February 8, 2021**).
- The SGO Window begins: **February 5, 2021**
- The SGO Window ends: **April 16, 2021**
- The Final SGO Assessment must be given during the week of **April 19, 2021**.
- Total number of school days during the SGO window is **44 days**.
 - (**February 5- April 16, 2021**)
- If a student is enrolled at least 60% of the days during the SGO window, he/she will be counted in the teacher's SGO. This equates to **26** number of school days present during the SGO window of **February 5, 2021** through **April 16, 2021**).
- The teacher must be present 70% of the days (**31 days**) during the SGO window in order to receive a score.
- **At the request of a teacher**, a student who has maintained less than 60% attendance rate during the SGO window can be considered for the removal from the SGO end of the year calculator if the teacher has provided supporting documentation indicating that he/she has made attempts to contact the parents, meet with guidance, meet with the attendance clerk, etc. regarding the student's attendance.
- **If documentation is not provided, the student is to remain on the teacher's SGO.**

- If a student enters a class after **March 4, 2021**, he/she cannot be placed on the SGO.
- All SGO assessments must be administered even if a substitute teacher is assigned to the class.

THERE WILL BE NO MID-YEAR CONFERENCES

Final Semester Two Conferences

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| Week of April 19, 2021: | SGO Spring assessments are administered. |
| Week of April 26, 2021: | The principal and teacher conduct the semester 2 SGO conference to review results, discuss and determine SGO scores, and officially sign SGOs. |
| April 30, 2021 | The SGO process for the 2020 – 2021 Semester Two cycle is complete |