



## Fairfield Union Local School District

Board of Education Office  
6417 Cincinnati-Zanesville Road NE  
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Phone: (740)536-7384

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[www.fairfieldunion.org](http://www.fairfieldunion.org)

### Grading Practices During School Closure

**\*Please note and remember, nothing is going to be perfect during the closure, so please be flexible and understanding of the difficulties everyone is facing. We do not want grades to be the focus of our mission. Our efforts should be to keep kids engaged and learning. Grades can become a source of stress and anxiety in a time where students have plenty of those items.**

- Teachers can begin/continue entering grades in Progress Book at this point.
- Until we receive guidance from the state on the length of our closure, we want to error on the side of our assignments and grades not hurting students' overall 4<sup>th</sup> quarter grade. Below are the steps for all teachers.
  - Teachers will add assignments in the 4th quarter all with a weight of zero (0) . Students/parents could then see if they have turned something in and how they did when the teacher enters the grade. However, because there is a weight of zero (0), there will not be a quarter grade listed. Any 4th quarter assignment that has previously been added to Grade Book, will need to be changed to reflect a weight of zero (0).
  - For year-long courses, teachers will create a SUMMATIVE assignment that will be an average of previous quarter grades. (Example - Quarter 1 Grade = 80%, Quarter 2 Grade = 70%, Quarter 3 Grade = 90%. Quarter 4 SUMMATIVE grade would be  $240/3 = 80\%$ ). It will be a 100 point assignment with a weight of one (1). So, in this example, the grade for the student would be 80 out of 100. This grade will be entered at the end of the 4th quarter.
  - At the end of the quarter, teachers will create a 4th QUARTER CUMULATIVE assignment that would be an average of all the grades for the 4th quarter. It would be a 100-point assignment with a weight of one (1). This cumulative assignment would have to be calculated by hand OR



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if the teacher has all the assignments in Google Classroom, it can calculate the grade for them (if you need help with this, jump into an IT Google Hangout). As teachers enter the score for the cumulative assignment, they will easily be able to see if it is going to hurt or help the final quarter grade for the student and can decide whether it should be saved or if it needs to be excluded.

- For semester courses, the SUMMATIVE assignment score (50% of the 4<sup>th</sup> quarter grade) would be based on the 3<sup>rd</sup> quarter grade for the class. If the student had an 88% for the 3<sup>rd</sup> quarter, their 4<sup>th</sup> quarter SUMMATIVE assignment would be an 88 out of 100. The directions above for the CUMULATIVE assignment are the same.
- For 9-week courses, grades will be determined solely by the work submitted during the closure. There would not be a SUMMATIVE assignment for these classes.
  - If a student does not turn in any assignments, we may change the student's schedule to reflect a study hall in the 4<sup>th</sup> quarter.
  - Teachers of 9-week courses and Specials at the elementary level (art, music, PE) will need to communicate with their building principal about specific students and grades if there are questions.
  - When in doubt on a grade, error on the side of helping the student.
  - At this time, we do not have guidance on PE data that is required to be reported to the state.
- AP, CCP, and Dual Enrollment teachers will need to work with the HS Administration on specific grading requirements that do not align with these procedures.
- If a teacher feels the 50% SUMMATIVE assignment grade would be detrimental to a student's grade in the 4<sup>th</sup> quarter, please discuss these isolated situations with your principal. We can waive this requirement if the grade would be deemed detrimental to a student's success in the 4<sup>th</sup> quarter. We do not want grades to be a source of stress for students or teachers. The goal is to keep kids engaged to the best of our ability.



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- Unless required by AP, CCP, or Dual Enrollment, please refrain from giving tests or quizzes at this time. It is going to be extremely difficult to modify or provide accommodations for assessments at this time. In addition, tests and quizzes are meant to evaluate mastery of skills or content, and with the limited exposure to our staff, I do not think it would be best practice for us to measure mastery at this point. If you have given tests and quizzes already, I would encourage teachers to change the category of the assignment.
- Students and parents can take pictures of completed worksheets to submit to teachers. This process can be completed with a cell phone or the Chromebook. Once the picture is taken, students can then email the picture to the teacher. If anyone needs help with this process, please contact Mr. Philabaum or Mr. Doss for assistance.
- We are going to start attempting to collect blizzard bag work at our food distribution sites on Sundays. Work will be stored in a tote for an appropriate amount of time (studies are showing the virus can live on paper for 24 hours) to allow for disinfection. We will attempt to sort and distribute this work to teachers at a later date. If a student has submitted work electronically, the student will not be required to submit a hard copy of the assignment.
- Intervention specialists will work with general education teachers to create and/or modify assignments. For our special education students, our Intervention Specialists will need to lead the discussion and decision-making process in regards to work being sent to students. We encourage collaboration among teachers, but under these circumstances, the ISs will have final say in course work and grades for special education students. Please consult with your building principal if there are any issues that arise. We handled this process well before our closure, so I would rely on what you did leading up to the closure for guidance.



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- Further guidance will be provided on how we will handle situations where students have not submitted any work at a later date. Once we have official communication on the remainder of the school year (whether we come back or close), we will make final decisions how these situations will be handled.
- Teachers should be cognizant of restraints, limitations, and challenges families are facing. Be thoughtful and reserved in the number of assignments you are giving and evaluating for grades (principals may have a specific number of assignments in mind and will communicate that with staff). Please err on the side of helping students in all cases. Try to keep the focus on the students and families working hard during this crisis.

Respectfully,

Chad Belville  
Superintendent