



Instruction
Grading/Assessment Regulations

6146.1AR (a)

For the 2023-2024 school year, the District will maintain the following practices for middle and high school courses.

Grading Communication:

- Specific grading expectations and practices will be communicated to all students and families at the start of the school year via a consistent format.
- If students or parents have questions about grading practices, they should follow the district's established chain of command structure with the first contact being to the teacher and then to the school administration.
- Staff will reach out to the family of any student:
 - whose grade (after September) drops into the D or F range.
 - whose grade has dropped to a degree that is markedly inconsistent with the student's prior performance.

Timing for entry into Infinite Campus

- For a processed piece or "chunked" assignments that are part of a larger task, feedback and the grade shall be shared before the next step in the process, so long as students have submitted their work at those checkpoints, on time.
- Grades for summative assessments shall be entered within 10 school days from the date of submission or the date it was due, whichever is later.
- Grades for formative assessments shall be entered within 5 school days from the date of submission or the date it was due, whichever is later.

Grading/Assessment practices:

- Assigned work shall be due at the scheduled class time and is never to be extended to a weekend due date.
- All courses will have a minimum number of summative assessments o
 - Core courses
 - 8 per full year course, not including midterms and finals, with no fewer than 2 per quarter
 - 4 per one semester course, not including final
 - Non-core courses
 - Department-based decision on common approach



Guidelines for late and missing work:

- Teachers will accept late work for both summative and formative tasks beyond the due date. Teachers will not accept late work beyond the deadline for late work. The deadline is defined as the next class period from the due date of the assignment or the alternative date that the teacher and student may agree upon depending on individual circumstances.
- Teachers may reduce the total points students can achieve as a penalty for late work up to the deadline. Students will earn a zero (0) if the assignment is not submitted or is submitted after the deadline.
- Late work only consists of assignments with an expected due date. Assessments, such as tests, quizzes and in class assignments, must be taken on the scheduled date except in cases of make-up assessments due to an excused absence.

Zeros:

- FPS assigns final grades on a 0 to 100 point scale.
- The priority is the student learning the material. When students do not turn in major assignments, best practice includes the teacher and student discussing the reason behind the missing task.
- Zeros will be recorded for any assignment or scenario, including:
 - a student who does not submit an assignment or assessment on the due date and/or deadline date.
 - a student who has an unexcused absence on the date the assessment is administered, or the assignment is due.
 - when there is evidence of violation of academic integrity.
 - for submitted work which earns a grade of a "0".
 - exceptions to the regulations in this section (i.e., zeros) may be allowed only with the approval of the building administrator.

Reassessments:

FPS credit-bearing courses will allow reassessments as articulated in the [*Student-Requested Reassessment Guidelines by Department.*](#)

8/30/2022

Revised 7/10/2023

Revised 8/4/2023



Roger Ludlowe Middle School
Grading Regulations - Chain of Command

If students or parents have questions about grading practices they should follow the district's established chain of command structure with the first contact being to the teacher and then to the school administration.

Please follow the chain of command outlined below. If resolution does not occur at one level, the student or parent may then proceed to the next level.

School's Phone Number: (203) 255-8345

Level of Contact	Individual
<i>First Contact -</i> Classroom Teacher	Classroom Teacher
<i>Second Contact -</i> Principal / Assistant Principal	<p>Ms. Karin Shaughnessy kshaughnessy@fairfieldschools.org <u>Departments Supervised</u></p> <ul style="list-style-type: none"> • Gifted and Talented, Language Arts, Reading, Social Studies, Special Education, SRBI <p>Mr. Steven DeAngelo sdeangelo@fairfieldschools.org <u>Departments Supervised</u></p> <ul style="list-style-type: none"> • Computer, Counseling/Psychologists, Dean, Library Media, Science, Tech Ed <p>Ms. Megan Tiley mtiley@fairfieldschools.org <u>Departments Supervised</u></p> <ul style="list-style-type: none"> • Administration, Art, Family Consumer Science, Health, Mathematics, Music, Physical Education, Speech and Language, World Language
<i>Third Contact -</i> Principal <i>If the principal served as the second contact, go directly to the fourth contact.</i>	Ms. Megan Tiley mtiley@fairfieldschools.org
<i>Fourth Contact -</i> Central Office Administrator	Dr. Zakia Parrish, Deputy Superintendent zparrish@fairfieldschools.org or



	<p>Dr. James Zavodjancik, Chief Academic Officer izavodjancik@fairfieldschools.org (203) 255-8390</p>
<p><i>Final Contact -</i> Superintendent of Schools</p>	<p>Mr. Michael Testani, Superintendent mtestani@fairfieldschools.org (203) 255-8371</p>