



Instruction
Grading/Assessment Regulations

6146.1AR (a)

For the 2024-2025 school year, the District will maintain the following practices for middle and high school courses.

I. 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 (see district website) with the first contact being to the teacher and then to the school administration.
- Buildings will send out reminders of the importance of checking students' grades in the Grading Portal with directions.
- Teachers will notify guardians when students fall into the F range after October 1st.

II. Timing for entry into District Gradebook

- 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, and prior to any subsequent assessment.

III. 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 exam
 - o Non-core courses : department-based decision on common approach



IV. **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.

V. **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 that earns a grade of “0”.
 - exceptions to the regulations in this section (i.e., zeros) may be allowed only with the approval of the building administrator.



VI. Reassessments

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

FPS credit-bearing courses will allow reassessments as articulated in the following guidelines for the 2024-25 school year and be revised, if needed, by the department for the 2025-26 school year to be consistent at the course level. Specific details for course reassessments will be outlined in each course's syllabus.

A. Eligibility of Reassessments:

- Any extenuating circumstances may be discussed with administration to allow alternative reassessment opportunities with administrative approval.
- Before requesting a reassessment, students must meet the original required deadlines for the assignment (unless special arrangements are made ahead of time) or, if absent, have made up an original assessment within a reasonable time period.
- Assignments turned in or assessments taken that violate the academic integrity policy are not eligible for reassessment. A violation of academic integrity on a reassessment will result in a grade of zero in place of the original grade.
- Reassessment does not apply to midyear assessments or final assessments.

B. Frequency of Reassessments:

Student opportunity is defined as **twice per year** and **twice per year** only.
Students will not exceed one reassessment per quarter.

C. Gradebook Impact of Reassessments:

Original and reassessment scores will be averaged in the gradebook.

8/30/2022

Revised 7/10/2023

Revised 8/4/2023

Revised 7/18/2024



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 with the teacher and then with 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"> Language Arts, Reading, World Languages, Social Studies <p>Mr. Jon Goodison jgoodison@fairfieldschools.org <u>Departments Supervised</u></p> <ul style="list-style-type: none"> Special Education, Technology Education, Computers, Health, Dean, Library/Media, Counseling <p>Ms. Megan Tiley mtiley@fairfieldschools.org <u>Departments Supervised</u></p> <ul style="list-style-type: none"> Administration, Art, Family Consumer Science, Mathematics, Music, Physical Education, Science
<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	<p>Dr. Zakia Parrish, Deputy Superintendent zparrish@fairfieldschools.org or Dr. James Zavodjancik, Chief Academic Officer jzavodjancik@fairfieldschools.org (203) 255-8390</p>
<i>Final Contact</i> - Superintendent of Schools	Mr. Michael Testani, Superintendent mtestani@fairfieldschools.org (203) 255-8371