



**Burbank Unified School District**  
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**Board of Education**  
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**Superintendent**  
Matt Hill, Ed.D.

April 9, 2020

Dear Families, Students, and Employees:

Thank you for your patience and collaboration as we continue this school year via distance learning. We will continue to build on our successes and work through our challenges together. Parents/guardians please continue to work with your students on keeping a routine or schedule when possible.

**Grades, Credits, and Credit Recovery:** We are still reviewing the California Department of Education's guidance on grading, discussing what other districts are doing, and meeting with our teachers to finalize a decision for how we will manage and report grades for this semester. We understand the impact of grades have on students, so we are basing our decision on as much information as we can gather; however, we have made a decision on how we will handle the grading of assignments for the rest of the school year via our distance learning model. We do not believe that traditional grading can be accomplished in a manner that is fair and equitable to both teachers and students. The emphasis for the remainder of the year will be to provide students with opportunities for learning, while providing them with the means to earn credits. **For work assigned after March 13** the following guidelines will be implemented:

- Teachers will not assign a letter or numerical value to assignments, but they will respond to student questions and provide feedback.
- Teachers will determine if an assignment is acceptable or not acceptable and may ask a student to redo an assignment.
- Teachers will not replicate their grading practices from the regular classroom, which means that they will not be entering grades in their Aeries gradebook or Google Classroom for any class.
- Teachers may provide voluntary class sessions but will not assign mandatory class sessions. This is in consideration of families and their scheduling constraints. That being said, class sessions are encouraged, but should provide flexibility for students who cannot attend. These can range from direct instruction to open study sessions.
- Best practices in distance learning promote the idea that teachers should assign approximately 50% of what they assign each week in their regular classrooms.

This is because of mental fatigue and overload that can be a result of multiple consecutive hours in front of a computer screen and the reduction in daily teacher interaction.

**End of Year Activities:** With the “Safer at Home” order remaining in place for the foreseeable future, both Burbank and Burroughs high schools have no choice but to cancel our upcoming Senior Proms scheduled for early May. At this time, we are not making a final decision regarding end-of-year promotions and graduations. We will continue to monitor updates from the State’s public health officials, and we are exploring multiple scenarios based on their information.

**Family Technology Support:** Families who need support with their district provided technology, or who have questions about Google Classroom, may complete this Google form to request assistance <https://forms.gle/NJcdUsESjaeBonrv9>

By continuing to work together, we will build a stronger BUSD. The next District update will be sent **Thursday, April 16.**

Take care,

A handwritten signature in black ink that reads "Matt Hill". The signature is written in a cursive, flowing style.

Matt Hill, Ed.D.  
Superintendent