The Burbank Unified School District ("District") and Burbank Teachers Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the issues related to grading during the coronavirus COVID-19 ("coronavirus") school closures.

The parties agree to the following:

1. Elementary Trimester 3
   
   1.1. Teachers will continue to assign and respond to student work but will not attach a letter or numerical grade to the assignments.
   
   1.2. Teachers will leave the Trimester 3 grade fields blank but will instead only use the comment field to describe the work and effort of the student during Distance Learning.
   
   1.3. Comments will return to being optional at the end of 2019-20.

2. Secondary Schools Second Semester
   
   2.1. Students will receive a letter grade on the 10-week progress report. This grade will not show up on the transcripts because it is not a final mark. AERIES will remain open until May 1, 2020 for teachers to complete grading assignments prior to March 13, 2020.
   
   2.2. Students will receive a final mark of Credit or No Credit for the 20-week semester grade, instead of a letter grade. Students must engage in Distance Learning to earn Credit for their 20-week final mark. Engaging means that the student must attempt and complete more than the majority of the assignments as assigned by the teacher in a timely manner.
   
   2.3. Students who do not engage as stated will receive No Credit for their 20-week grade.

3. Grading within the Google Classroom
   
   3.1. Teachers should not assign a letter or numerical value to assignments; however, the teacher can track the assignments attempted and completed in order to determine if the student receives Credit.
3.2. An assignment is either acceptable or not acceptable. Teachers can ask students to redo work that is not acceptable.

3.3. Teachers should respond and comment on some student work as is appropriate.

3.4. Teachers should not replicate their grading practices or enter grades in their Aeries gradebook or Google Classroom for any class.

3.5. Teachers should not have mandatory class sessions. Classroom sessions are encouraged but should provide flexibility for students who cannot attend.

3.6. Teachers should assign approximately 50% of what they assign each week in their regular classrooms.

This MOU will be subject to Article 6 – Grievance Procedures. Meetings will be conducted either by telephone or video conference at the request of either the District or Association.

This MOU will expire in full without precedent on June 30, 2020, unless extended by mutual written agreement.

Sue Conway 4/17/2020
Sue Conway
Negotiations Chair
Burbank Teachers Association

Sarah Niemann 4/17/2020
Sarah Niemann
Assistant Superintendent,
Human Resources
Burbank Unified School District

Signed electronically during Negotiations session on 4/17/2020