**Secondary Grading Policy Executive Summary**

The 2015-2016 DCPS Grading and Recording Policy is a comprehensive document that provides clear expectations to schools on matters related to developing and reporting student grades. While this document cannot summarize all the important facets of the policy, it does give school administrators and teachers an idea of where to begin. Corresponding page numbers in the official policy are provided.

### General Information

- This grading policy was developed with participation, feedback and support from several stakeholders, including school personnel, administrators, the Washington Teacher's Union, parents, and community organizations (page 5)
- This grading policy aligns with District of Columbia Municipal Regulations, Title Five Chapter 22 (page 5)
- All secondary teachers should provide students and parents with a syllabus that outlines the alignment of their course's grading procedures with this grading policy (page 5)
- All secondary schools should inform parents of the existence of this policy and provide them with key (attendance, grading factors, and make-up work) information from this policy in a parent or student handbook (page 5)
- This policy is being revisited and revised as necessary in 2017-2018 (page 5)
- The method for calculating final class grades was altered during SY16-17; term and final exam grades are converted to their equivalent on the 4-point scale value and weighted such that midterm and final exams carry 10% and term grades carry the remainder when determining a student’s final grade for a course (page 57)

### Teacher Responsibilities

- All teachers are expected to use an electronic grade book (Aspen) for the purpose of maintaining student grades (page 9)
- Teachers are required to assign, grade and post at least two assignments every ten working days (pages 9, 32)
- Progress reports with grades for all courses are required for all students at the middle of each term (page 12)
- Teachers must notify students and parents in writing when a child is in danger of failing at any time during the term (page 12)
- Teacher comments are required for students with grades of “C” or below. The comments should help parents and students understand what contributed to the grade given (page 12)
- Students should be given at least one full calendar day for each day missed (up to two weeks) to make up work accrued during excused absences (page 21)
- Teachers must grade, post, and return all collected work within 10 working days (page 31)
- No single assignment, test, task, or project may account for more than 10% of any student’s advisory or final grade (pages 32 through 52).

### Student Responsibilities
• It is the responsibility of the student to contact the teacher to make arrangements for securing make-up work, materials, or clarification on make-up assignments (page 21)
• Students must submit any work assigned prior to their absence by the end of the first school day of their return (page 24)
• Students must be prepared to complete any quizzes, tests, or presentations at the start of the next class they attend (page 25)
• Secondary students with five or more unexcused absences in any class during a quarter/term/advisory shall receive a grade reduction in that subject (page 26)
• Secondary students with 10 or more unexcused absences in any class during a single advisory shall receive a grade of “FA” in that subject (page 26)
• Secondary students accumulating 30 or more unexcused absences in a course within a full school year shall receive a failing final grade in that course.
• Students may appeal failing grades (due to absences) to the principal (page 26)
• Grades may be appealed if parents believe a computational or procedural error has occurred; or if a student believes that a final grade is based on instructor or clerical error, prejudice, inaccuracy, or misalignment with established grading criteria in the course syllabus (page 29)
DCPS Secondary School Student/Family Grading Review Confirmation

I have reviewed the DCPS Secondary School Grading and Reporting Policy and understand the policies and practices related to student grades that I must adhere to.

School:______________________________________________________________

Student Name:________________________________________________________

Student Signature:____________________________________________________

Date:____________________________________

Parent/Guardian Name:__________________________________________________

Parent/Guardian Signature:____________________________________________

Date:____________________________________