



**Required Secondary Grading Guidelines
2021-2022**

Grading for students in secondary schools is high-stakes. In middle schools, grades impact course placement and high school enrollment opportunities. In high schools, not only do grades impact course placement, student grades heavily inform graduation, scholarships, and post-secondary program admissions.

These guidelines are derived and modified from [PPSD Board Policy](#) and [Stand for Children grading policy](#).

All Students	
<ul style="list-style-type: none"> Students can receive any grade that permits them to pass and earn credit for a course (A, B, C or D). Teachers shall allow students sufficient opportunities to succeed (encouraging assessment retakes & redo assignments; highest grade shall be accepted). Teachers shall provide “comments” on Progress Reports and Report Cards so parents have a better understanding of the factors that contributed to the assigned grade. Teachers shall not record grades lower than 50%. Late work shall be accepted without penalty. 	
Students in grades 6-7 & 9-11	Grades 8 & 12 only
<ul style="list-style-type: none"> A grade of “I” may be assigned to a student who does not demonstrate mastery of content standards for said grading period. All possible efforts should be exhausted and documented in advance, including, mandatory parent contact, extra support, tutoring, alternative options to demonstrate mastery, etc. Teachers issuing an “I” must work with the student and parent to create a plan for the student’s grade to be changed. Students who receive an “I” as a final grade must enroll in credit recovery during the upcoming school year. Grades of “I” converts to an F by November 15th of the following school year. 	<ul style="list-style-type: none"> A grade of “I” may only be issued for medical or extenuating circumstances. A grade of “F” may be assigned to a student who does not demonstrate mastery of content standards for said grading period. All possible efforts should be exhausted and documented in advance, including, mandatory parent contact, extra support, tutoring, allowing retakes/ redos, alternative options to demonstrate mastery, etc. Students who receive an “I” or “F” as a final grade will be required to attend summer school. If the “I” is not resolved by August 15th, it will convert to an “F”.

FAQ

- How does this policy affect any student who received a grade between a 60-69% during Quarter 1?
 - The student’s grade will automatically be changed from an “I” to a “D.”
- What happens to an 8th or 12th grader who earned an “I” during Quarter 1?
 - The grade of “I” will remain on the record unless it was a 60-69% as noted above. Teachers shall work with any student earning an “I” to recover their grade. Since Quarter 2 builds off

Quarter 1, a student who earns a passing grade during Q2 will automatically receive a passing grade of equal value for Q1.

3. What is the grading policy for students in concurrent courses?
 - a. Concurrent courses held at PPSD school sites and taught by PPSD instructors have always followed PPSD grading policy; this will continue.
4. Does the grading scale change?
 - a. The grading scale remains the same. Skyward will automatically change any student's grade from an F to an "I" once the Quarter closes.
5. Who removes the grade of "I" from a student's transcript?
 - a. The current teacher may provide students with the opportunity to retake or redo assignments. Teachers can then ["Request a Grade Change"](#) to make any grade changes for a closed grading period.
 - b. After the school year ends, but before November 15th of the following year (August 15th for 8th and 12th graders), students can complete work as part of credit recovery (during or after school).
 - c. Summer school May be an option for students in grades 8 and 12. Summer school is by invitation only and targeted to small groups of students with special circumstances. As such, working diligently during the school year is essential.
 - d. District staff will work with teacher leaders across schools to develop a common portfolio of assignments, by course/subjects, for students to complete in order to resolve a grade of "I" as an option for certain courses/subjects.
6. How does a grade of "I" affect colleges and universities' review of transcripts?
 - a. Students should be aware that a grade of "I" affects their college status.
 - b. All grades of "I" convert to an "F" by August 15th (grade 8 & 12) and November 15th (all other grades).