

## GRADE ADJUSTMENT AND MINIMUM GRADE

The building principal is responsible for the supervision and maintenance of student records at the school level. This responsibility may be delegated by the principal to the guidance counselor. As part of the principal's responsibility or delegated responsibility to the guidance counselor, adjusting a student's grades or credits shall be consistent with the following guidelines and Miss. Code Ann. §37-11-64.

### GRADING

This Board intends to have a grading policy that is uniform by school grade designation. The grading policy is not required to be uniform across all grade levels. The grading policy will be adopted by the local school board, published in the student handbook, and disseminated to parents.

It is the intent of the Commission on School Accreditation and the State Board of Education that grading is the responsibility of teachers. Any change of grades, other than a final grade, shall be addressed with the teacher who issued the grade and the building level administrator.

### CONVERSION OF LETTER GRADE TO A NUMERICAL GRADE

Schools will use the following scale to convert letter grades to numerical grades for students enrolling in the district with only letter grades and no numerical value assigned from the school they previously attended.

#### MIDDLE AND HIGH SCHOOL

Grades 6-12	
Letter Grade	Numerical Grade
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

#### ELEMENTARY SCHOOL

Grades 1 – 5	
Letter Grade	Numerical Grade
A	100- 90
B	89-80
C	79-70
D	69-60
F	59 and below

<b>Grades 1 – 5</b>	
<b>Letter Grade</b>	<b>Numerical Grade</b>
E	100-90
S	89-80
N	79-70
U	69 and below

Transfer students with any other non-traditional grades or no grades will be reviewed by the school's local Multi-Tier System of Supports (MTSS) team (i.e. principal, teacher, counselor and interventionist) and the assistant superintendent to determine the appropriate numerical grade. The school's local MTSS team must keep all documentation used to determine the appropriate grade including, but not limited to, MTSS meeting minutes, assessment (i.e. STAR or any other standardized assessment), report card from sending district/school, and an intervention plan.

### **GRADING CHANGES**

No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.

A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.

A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

Any local school district or personnel employed by the school district who violates the provisions of this section shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the Mississippi Board of Education.

According to the Commission on School Accreditation and the Mississippi Board of Education, grading is the responsibility of teachers. Any change of grades, other than a final grade, shall be addressed with the teacher who issued the grade and the building level administrator.

Any change of a final grade (as recorded on a cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

Written documentation (which includes signatures of all panel members) of all actions must be included in the cumulative folder and available for review by the Mississippi Department of Education. Any changes or corrections must be made on the cumulative folder and permanent record as required by the Mississippi Cumulative Folders and Permanent Records Manual of Directions. If the district is going to mandate or require the awarding of a minimum grade, then the district must adopt a written board policy that includes

input and support from administrators, teachers, and stakeholders in the development of said policy. Districts may adopt specific grading policies that address the needs of special populations such as students with disabilities and English Language Learners.

For a copy of the Mississippi Cumulative Folders and Permanent Records Manual of Directions, please visit the Mississippi Secretary of State's website at Regulations and Enforcement.

**THE AWARDING OF A MINIMUM GRADE:**

No student in grades 1 - 12 shall receive a grade of less than 50 in any subject.

SOURCE: Jackson Public School District, Jackson, MS  
Mississippi Public School Accountability Process Standard 21; Administrative Code, Title 7: Education K-12; Part # 22. (Adopted 9/2010 by Mississippi Board of Education)

LEGAL REF.: Miss. Code Ann. § 37-11-64; 37-11-66; 37-1-3

DATE: December 6, 2016

AMENDED: August 8, 2017  
May 1, 2018  
April 20, 2021