



Mississippi Department of Education

Tom Burnham, Ed.D., State Superintendent of Education

Office of Educational Accountability

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Office of Accreditation

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MEMORANDUM

TO: School District Superintendents
School District Principals
Members, State Board of Education
Members, Commission on School Accreditation
Other Interested Parties

FROM: Paula A. Vanderford, Education Bureau Manager 
Office of Accreditation

DATE: July 16, 2010

SUBJECT: Establishment of State Board of Education Policy 403-Grading

On July 16, 2010, the State Board of Education (SBE) granted approval to begin the Administrative Procedures Act (APA) process for the establishment of SBE Policy 403-Grading. This policy will be effective for school year 2010-2011 upon completion of the APA process and final approval by the SBE.

The proposed SBE Policy 403-Grading is attached and can be accessed through the MDE website at http://www.mde.k12.ms.us/accred/SBE_Grading_Policy_7_15_10.doc. Comments must be in writing by mail, email (pvanderford@mde.k12.ms.us), or faxed to 601-359-1979 and received in the Office of Accreditation no later than 5 p.m. on August 13, 2010. All written comments will be compiled and submitted to the SBE at their next scheduled meeting on August 19, 2010. Please submit written comments to Paula Vanderford, Education Bureau Manager, Office of Accreditation, P. O. Box 771, Jackson, Mississippi 39205-0771.

If you have any questions, please do not hesitate to call the Office of Accreditation at 601-359-3764, or email pvanderford@mde.k12.ms.us.

Attachment

c: Tom Burnham
John Gilbert
Leadership Team

20-0106 OA

"Quality Education for Every Child"

Central High School Building • 359 North West Street • P.O. Box 771 • Jackson, MS 39205-0771

DESCRIPTOR TERM: GRADING	CODE: 403
ADOPTION DATE:	REVISION: DRAFT

STATE BOARD POLICY

Each school district shall 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 shall 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.

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.