



# Summer Learning Secondary Grading and Reporting Guidance

*Effective June 2025.*

DCPS summer learning programs provide students with important opportunities for academic growth, the recovery of many core courses, and preparation for the upcoming school year. Given the nature of summer learning programs, some typical grading and reporting procedures must be modified, and these changes are detailed below. Unless specifically noted in this guidance, all other requirements of the *Secondary Grading and Reporting Policy*<sup>1</sup> apply to summer learning courses.

This guidance applies to students scheduled in credit recovery and original credit courses in the High School Summer Learning Program, students in all courses in the English Learner Summer Academic Program, and students at risk of retention scheduled in academic recovery courses under the Middle School Summer Learning Program. Elementary summer learning programs and Extended School Year (ESY) programs are encouraged, but not required, to follow this guidance.

## Grading

In the **Middle School Summer Learning Program**, teachers in **academic recovery courses** will record no less than ten (10) grades over the course of the summer term, which will be inclusive of assignments and assessments. The requirement of ten (10) recorded grades is the floor and not the ceiling, and students should be given multiple opportunities to earn grades and points. A minimum of two (2) grades for every five (5) school days should be recorded. In the Middle School Summer Learning Program, academic recovery grade calculations are based on Student Engagement (20%), Practice and Application (40%), and Assessment (40%).

In the **High School Summer Learning Program**, teachers in **original credit courses** will record no less than twenty (20) grades over the course of the summer term, which is inclusive of assignments and assessments. The requirement of twenty (20) recorded grades is the floor and not the ceiling, and students should be given multiple opportunities to earn grades and points. A minimum of four (4) grades for every five (5) school days should be recorded. In the High School Summer Learning Program, original credit grade calculations are based on Student Engagement (20%), Practice and Application (40%), and Assessment (40%).

In the **High School Summer Learning Program**, **credit recovery courses** are competency-based and self-paced, and so they do not have a required number of grades for every five (5) school days. However, teachers should constantly be grading and providing feedback to students in credit recovery courses. Teachers must manually enter a grade of “W” (Withdrawal) for students who do not complete all required coursework by the end of the summer term. Credit recovery grade calculations are based on Student Engagement (50%) and Assessment (50%).

In the **English Learner Summer Academic Program**, teachers will record a minimum of four (4) grades each week, of which three (3) must be Practice and Application assignments and one (1) must be an Assessment. In the English Learner Summer Academic Program, grade calculations are based on Student

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<sup>1</sup> Available at [dcps.dc.gov/publication/secondary-grading-and-reporting-policy](https://dcps.dc.gov/publication/secondary-grading-and-reporting-policy).

Engagement (20%), Practice and Application (40%), and Assessment (40%).

**Opportunity Academy** students who do not complete their courses by the conclusion of the school year will receive a grade of “I” (Incomplete) in those courses for the school year and can continue those courses during the summer learning term. If they do not complete their coursework by the end of the summer learning term, they will receive a grade of “F” in that course. They can, however, be scheduled into that course for credit recovery during the following school year.

Students must earn a percentage grade of 64% to pass summer learning courses.

## Reporting and Supporting Student Progress

### Notification

Summer learning principals are responsible for ensuring parents are provided the name and contact information for the school staff member(s) they should contact about concerns with their child’s academic, social, or behavioral progress by the end of the first week of the summer learning term. Families must be notified in their preferred correspondence language as indicated in the Aspen student information system.

### Progress Reports

Given the short length of the summer learning term, progress reports will not be issued to students.

### Report Cards

Report cards will be available within five (5) business days after the summer learning term has concluded, and parents will be notified when the report card is available.

### Parent-Teacher Conferences

Parents may request a parent-teacher conference with their child’s teacher(s) during the summer learning term. These conferences must be scheduled no later than two (2) school days after receipt of the request. All parent-teacher conferences must be held before the conclusion of the summer term. All staff must be prepared to utilize the Language Line<sup>2</sup> if required for a parent-teacher conference.

At the halfway point of the summer learning term, teachers or other designees will notify parents/guardians if students scheduled in original credit or academic recovery courses are in danger of receiving a final grade of “F.” The development of an instructional support plan is not required.

### Makeup and Late Work

Teachers must provide students with an opportunity to make up work in the case that a student is absent from class in original credit and academic recovery courses. Students who receive a “WS” (Waiting for Submission) assignment grade have three (3) school days from the original due date of the assignment to submit their work. However, at the end of the summer learning term, all assignments and makeup or revised work **must** be submitted by the last day of the summer learning term in order to allow teachers to grade student work and submit grades in a timely manner.

Credit recovery courses are competency-based and self-paced, and students who are absent will be able to continue their progress with their coursework when they return from an absence.

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<sup>2</sup> For instructions and assistance on accessing the Language Line, please see the LAD Canvas Page at [dcps.instructure.com/courses/146048/pages/tools](https://dcps.instructure.com/courses/146048/pages/tools).

### Accessing and Archiving Student Work in Credit Recovery Courses

DCPS supports the continuation of credit recovery courses by archiving student grades and information. This allows students to receive credit for work they previously completed in service of credit recovery and help them progress through the material without restarting the course. To aid this process, all teachers of credit recovery courses must complete the following tasks:

- Upon beginning a new course, check for journal entries containing grades for previous credit recovery attempts for the same course and copy the grades to the current student grade book.
- Upon completing a course or withdrawing a student from a course, record all credit recovery grades in the gradebook for students who do not successfully complete a course and upload the grade information (Student Average Breakdown) into the Aspen student information system.
- Save hard copies of student work when the course is not in Canvas. If the course is set up in Canvas, students must complete the work in Canvas.

For more information and guidance on accessing and archiving credit recovery work, please review the *Accessing and Archiving Student Credit Recovery Work in Aspen* document in the DCPS Way.<sup>3</sup>

### Withdrawal Due to Absence

Secondary students in academic recovery, credit recovery, and original credit courses with four (4) unexcused absences during the summer learning term will receive a final term grade of “W” (Withdrawal).<sup>4</sup> Parents/guardians will be notified using the contact information in the Aspen student information system after the second and third unexcused absences. Parents/guardians will be provided final notification that their child has received a term grade of “W” after the fourth unexcused absence. Notification must be provided in the preferred correspondence language of the family. Students should continue attending their summer learning course(s) after a fourth unexcused absence, and their attendance will continue to be tracked. Withdrawal due to absence applies to all summer programs for secondary students.

After the fourth unexcused absence has been recorded, students will have two (2) school days to submit written excuse documentation for one (1) or more of the unexcused absences. If appropriate documentation of an excused absence is submitted, their attendance will be updated, and the final term grade of “W” will be removed from the student’s record in Aspen. Written documentation of excused absences must be submitted by the last day of the summer learning term.

### Grade Appeals

Parents/guardians or students wishing to appeal a student’s grade in a course must submit the appeal in writing to the summer learning principal within ten (10) calendar days of when the final grade posts in the student’s transcript details. Appeals can be submitted in the student’s or family’s native/dominant language, and the DCPS Language Access Unit<sup>5</sup> will support with translations as needed.

The summer learning principal will immediately notify, in writing, the teacher of record of the appeal and ask the teacher to provide all tangible, pertinent, detailed, and dated records to substantiate the grade assigned. Within ten (10) calendar days of receipt of the appeal, the summer learning principal

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<sup>3</sup> Available in the [Credit Recovery and Twilight folder](#).

<sup>4</sup> See D.C. Official Code § 38-781.05(a)(2)(A).

<sup>5</sup> The Language Access Unit can be contacted at [Language.Access@k12.dc.gov](mailto:Language.Access@k12.dc.gov).

will review and consider all submitted records with the challenging party or representative and the teacher and issue a determination in writing. Please note that if any grade modifications are made pursuant to this grade challenge process, the principal must notify the affected teacher in writing prior to the grade modification and include the reasons for the modification.

A parent or student may appeal the principal's determination by submitting a written appeal to the DCPS Summer Learning Manager, who will also serve in the role of Instructional Superintendent during the summer learning term. The appeal must be submitted within ten (10) calendar days of receipt of the principal's decision. The contact information for the Summer Learning Manager will be included in the principal's determination. Within ten (10) calendar days of the receipt of the appeal, the Summer Learning Manager will consider all submitted evidence and issue a final determination in writing.