

## **IKAD – CHANGING STUDENT GRADES**

Every teacher shall maintain an assessment record for each student assigned in their classroom or course. Parents, or the student if 18 years of age or older, may request to have their student's grade changed for the following reasons:

1. A miscalculation of assessment scores
2. A technical error in assigning a particular grade or score
3. A non-technical error in determining a particular grade or score
4. The teacher agrees to allow the student to do extra work that may impact the grade
5. The teacher agrees to allow the student to redo the assignment or retake the assessment
6. The inappropriate grading system used to determine the grade
7. An inappropriate grade based on an appropriate grading system.

Should a request be made to change a grade, the following procedures will be followed:

1. The teacher shall be informed of the request to change a student's grade. The teacher shall inform the School Principal of the request. It is recommended that all such requests be made within ten (10) days of the grade receipt.
2. The School Principal shall contact the parent/student and arrange for a meeting to discuss the matter. A meeting shall be scheduled as soon as practically possible and not later than five (5) days of the request. The teacher will be provided an opportunity to explain the reasons for the grade. The parent/student will also be provided time to question the grade and present evidence for the grade to be changed.
3. The School Principal shall issue a written decision within five school (5) days of the meeting. Grades will only be changed for one of the reasons set forth in policy. However, the School Principal may take into consideration extenuating circumstances when reaching his/her decision. The decision of the School Principal shall be final. The School Principal may elicit the assistance of other teachers or counselors in making the decision.

### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (None)

APPROVED: November 3, 2011

PREVIOUS POLICY: None