

Appeals of Grades

The Board recognizes that a system of grading student achievement can help the student, teachers, and parents to assess better the student's progress toward personal educational goals and assist the student in the implementation of that progress.

Grading shall be that system of measuring and recording student progress and achievement, which enables the student, parents and teachers to learn the student's strengths and weaknesses, plan an educational future for the student in the areas of the greatest potential for success, and know where remedial work is required. Such grades shall measure the student's progress against both their own potential for achievement and the achievements of others in their class as appropriate to the grade level and subject matter.

A process for Appeals of Grades shall be set forth by the Superintendent. The Board delegates authority to the Superintendent to make final decisions regarding Appeals of Grades.

Appeals of Grades Procedure

Teachers are entrusted with and responsible for assigning students' grades in keeping with Board policy and in a fair and equitable manner. In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

1. LEVEL 1: A student, parent guardian (hereafter parent) contesting a final/course grade, must provide to the teacher a written statement within thirty (30) calendar days of the last day of the term for which the grade was assigned giving reason for the grade appeal. The parent/student shall first meet with the teacher to discuss the concern.

The faculty member's decision regarding the appeal shall be communicated in writing to the administrator and the student within 10 calendar days of the parent/teacher meeting or receipt of the written notification. A copy of the appeal and the decision will be placed in the student's permanent file.

2. LEVEL 2: If the complainant is dissatisfied with the decision of the teacher, or in those cases where the relationship between the complainant and teacher is already so strained that further contact with the other party can only make matters worse, then the appeal may be filed directly to the principal. Such appeal must be requested within ten (10) days of receipt of the teacher's decision. If written appeal is not provided to the principal within ten (10) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final.

It will be the responsibility of the school principal to fully investigate the complaint and issue a ruling in the matter within ten (10) days of receipt of the statement of appeal.

3. LEVEL 3: If the complainant is dissatisfied with the decision of the principal, the appeal can be made to the superintendent of schools. If written appeal is not provided the superintendent within five (5) days of the complainant's receipt of the principal's decision, the decision of the principal will be final.

It will be the responsibility of the superintendent (or designee) to fully investigate the complaint. During the course of investigation, the superintendent (or designee) may consult teachers or other professional sources in an advisory capacity if deemed useful to reach an informed decision.

Within ten (10) days of receipt of the statement of appeal, the superintendent (or designee) will provide to the complainant a written ruling. The decision of the superintendent shall be final.

As used within this policy, days not listed as "calendar days" are considered "work days" (i.e., days the school offices are open for business). The superintendent may extend the specified number of days for communicating a decision at any level of the appeal if he/she determines there are extenuating circumstances that require additional time to properly conduct the investigation. If an extension is granted, the complainant is to be notified within the original 10-day period specified in the regulation.

<u>Appeals of Grades Form</u>		
<i>(Note: See Board Policy # _____ for detail regarding appeal procedure. Appeal must be filed within 30 calendar days of last day of the term)</i>		
Student Name	Student ID Number	School
Teacher Name	Course	
Grade Received/Term Ending (Month/Year)		
Reason for Appeal of Grade (Attach pages if needed)		
Signature of Parent/Student		Date

<u>Level 1 Appeal to Teacher</u>		
Meeting Date	Meeting Participants	
Finding (Attach pages if needed)		
Level 1 Decision:		
Is the parent/student requesting a Level 2 Appeal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Signature of Teacher	Date	

<u>Level 2 Appeal to Principal</u>		
Meeting Date	Meeting Participants	
Finding (Attach pages if needed)		
Level 2 Decision:		
Is the parent/student requesting a Level 3 Appeal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Signature of Principal	Date	

<u>Level 3 Appeal to Superintendent</u>		
Meeting Date	Meeting Participants	
Finding (Attach pages if needed)		
Level 3 Decision:		
Signature of Superintendent/Designee	Date	