

## **Changing Student Grades**

A student, parent, guardian or another person (referred to as the student) wanting to have a grade changed may follow the guidelines set forth in this policy but only for grades at the end of a marking period or semester. *All references to days are for days when school is in session. Time limits may be waived or changed if both parties agree, or changed unilaterally by the Board of Education.*

### **Step 1 – Informing the Teacher**

If a student is dissatisfied with a grade received, the teacher is informed by the student, within 7 days, the reason(s) for wanting the grade changed.

### **Step 2**

- a. The teacher who gave the original grade agrees with the student’s request, within 7 days, to the change and the procedure ends.  
Or
- b. The teacher who gave the grade does not agree, or does not respond to the student’s request within 7 days; the student proceeds to the next step.

### **Step 3**

#### **Principal Receives Request**

Within 20 days after the student receives the grade and the teacher does not agree to change the grade, the principal, or person designated by the principal, must receive a written request from the student stating the reasons for wanting the grade change.

#### **Meeting with Principal**

The principal shall consult with the teacher, who assigned the grade, and the student within 5 calendar days after receiving the written request from the student.

The student, parent or guardian may attend this meeting or may make a presentation, oral or in writing, to the principal.

#### **Rational Basis Guideline**

The principal cannot change the grade unless he or she finds that the student requesting the change has established there was not a “rational basis” for the challenged grade under the teacher’s established grading procedures. If a “rational basis” has been established by the student, the principal may change the grade.

## Principal's Decision

The principal shall make his or her decision within 5 days after meeting with the teacher and student.

### **Step 4 – Timely Appeals**

Either the teacher or the student may appeal the principal's decision to the board (or a committee of the board composed of three board members), within 5 days after receiving the principal's decision. Failure to make a timely appeal means the principal's decision is final.

### **Step 5**

The board (or designated committee) shall meet within 30 days to consider the appeal. The board (or committee) shall review the reasons for and against the proposed change. The board (or committee) will not interview the parties nor hear oral presentations.

The board (or committee) shall either approve or disapprove the principal's decision. The board (or committee) may modify the principal's decision.

The board's (or committee's) decision is final.

### **Step 6 – The Student's Record**

If principal or board (or committee) acts to change a grade under this policy, a notation shall be made in the student's record that the grade was changed by the principal or board (or committee).

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