

WYANDOTTE PUBLIC SCHOOLS
PROCEDURES
Grade Change

2000.02

The Board of Education for the School District of the City of Wyandotte shall not permit any Board Member, Superintendent, Assistant Superintendent, Principal, Assistant Principal, Counselor, Teacher, or any other person to change a grade given to a pupil by a teacher unless the following process is followed:

1. Step 1. Teacher Approved Change

The teacher who gave the grade to the pupil is informed of one or more reasons why the grade should be changed and the teacher concurs with the grade change. If the teacher who issued the grade does not approve the grade change, the student (and/or parent) may submit an appeal to the Principal.

Step 2. Administrator (Principal) Approved Change

The student (and/or parent) submits a grade appeal to the Administrator (Principal). The request must be written, listing reasons for the request, and submitted within 30 days after receiving the original grade. If the Administrator (Principal) does not approve the grade change, the student (and/or parent) may submit an appeal to the Superintendent.

Step 3. Superintendent Approved Change

The student (and/or parent) submits a grade appeal to the Superintendent. The request must be written, listing reasons for the request, and submitted within 30 days after receiving the original grade. The Superintendent will convene a Grade Review Panel (GRP).

The GRP shall be composed of three teachers selected by their bargaining unit and/or fellow staff members, one Board Member, and the Superintendent of Schools or his/her designee.

The GRP will review the evidence presented by the student (and/or parent) and the teacher. By majority vote, the GRP will approve/disapprove the requested grade change based on the merits of the evidence presented. The decision by the GRP will be final.

Step 4. Appeal Process

The teacher involved may appeal an affirmative decision of the GRP to the Superintendent. The appeal, with reasons listed, should be made in writing within 10 days of receipt of the GRP's decision. A decision by the Superintendent based on the merits of the request shall be final.

2. The student (and/or parent) and the teacher shall be informed of a grade change made pursuant to these Procedures.

Effective Date: September 6, 2015

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3. A GRP or Superintendent review of a grade change provided for in Steps 1, 2, 3, or 4 shall comply with section 438 of subpart 2 of part c of the General Education Provisions Act, Title IV of Public Law 90-247, 20U.S.C.1232g, commonly referred to as the Family Educational Rights and Privacy Act (FERPA) of 1974.
 4. Disciplinary actions will occur for individuals who violate these Procedures.