

PROCEDURE FOR CHANGING A STUDENT GRADE

Nevada Revised Statutes 392.025, states that the Board of Trustees of a school district shall not change the grade given to a pupil by a teacher unless the school district has established and followed a procedure that allows the teacher an opportunity to substantiate the grade that was given. It is the expectation of the school district that grading is an important responsibility of the teacher and that each teacher will maintain records to substantiate how grades are earned. A student's grade will be changed only if it is determined by the district administration that there is insufficient rational or documentation for the grade that was given. The Superintendent, as the representative of the Board of School Trustees, will be the final step in the procedure for changing a student grade. Parents are encouraged to participate in all meetings concerning a student request to change a grade. In the elementary grades, it is expected that parents would be involved in each step of the procedure.

The procedure to challenge a grade is as follows:

- Step 1: Within five school days* of the date that the grade was issued, the student will meet with the teacher to discuss the grade and the reasons why it should be changed. Within five school days of the meeting, if the student is not satisfied with the results of the meeting, the student will request a written response from the teacher on Form A. Within three school days of receipt of the request, the teacher will respond to the student's written request in writing on Form A.
- Step 2: Within five school days of receiving the teacher's written response to the request for a grade change, if the student is not satisfied with the teacher's decision, he/she may request a meeting with the principal in writing on Form B. Within five school days of receiving the written request, the principal and the teacher will meet with the student. Within three school days of the meeting, the principal will issue a decision in writing on Form B.
- Step 3: Within five school days of receiving the principal's written response, if either the student or the teacher is not satisfied with the principal's written decision, they may request a meeting with the Superintendent or his/her designee in writing on Form C. Within five school days of receipt of the written request, the meeting will be held. The principal, the teacher and the student will attend the meeting. Within three school days of the meeting, the Superintendent or his/her designee will issue a written decision and the decision will be final.

Student grade changes will be documented in the student's file.

* *If the grade dispute occurs at the end of the school year, the timelines must be followed with days that the district office is open as the counting mechanism. Teachers are not expected to be physically present for the meetings outlined if they are out of town. However, they should be available via telephone conference calls and fax to provide information necessary to the decision making process.*

**LYON COUNTY SCHOOL DISTRICT
REQUEST TO CHANGE A GRADE**

TEACHER RESPONSE – FORM A – STEP 1

School _____	Date of Meeting _____
Teacher's Name _____	Grade Issued _____
Student's Name _____	Class _____

Student Request:

Teacher's Response:

Date of Response _____

Student's grades in the class:

Teacher's signature _____

**LYON COUNTY SCHOOL DISTRICT
REQUEST TO CHANGE A GRADE**

TEACHER RESPONSE – FORM B – STEP 2

School _____	Date of Meeting _____
Teacher's Name _____	Grade Issued _____
Student's Name _____	Class _____

Student Request:

Principal's Response:

Date of Response _____

Student's grades in the class:

Principal's signature _____

**LYON COUNTY SCHOOL DISTRICT
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TEACHER RESPONSE – FORM C – STEP 3

School _____	Date of Meeting _____
Teacher's Name _____	Grade Issued _____
Student's Name _____	Class _____

Student Request:

Superintendent/Designee Response:

Date of Response _____

Student's grades in the class:

Superintendent/Designee signature _____