

**411 RETENTION OF FINAL TESTS**

Teachers in grade 7-12 will retain their final test for three weeks into the next grading period if a final project is required the Teacher will retain the grading rubric used to score the project for three weeks into the next grading period.

If any student or parent has any questions or concerns regarding their final grade, the proper procedure will be to talk with:

- Step 1. Classroom Teacher
- Step 2. Building Principal
- Step 3. Superintendent

*Adopted: 12/11*  
*Reviewed: 3/14; 2/20*

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