

## **Grading and Promotion**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum and attendance. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student assigned to the teacher. No administrator can change the final grade assigned by the teacher without notifying the teacher. Should a grade change be made, the administrator making the change must sign the changed record.

Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

It is the expectation that challenges to the final grade assigned will first be reviewed informally with the teacher. If the challenge cannot be resolved informally, further appeals of the final grade assigned are to be reviewed at the building level following the process outlined in Section E of the Procedures for Implementing Board Policy 7:340 Student Records.

Approved: October 22, 2018