

Chicago Public Schools Policy Manual

WAS No 1817N: 1995/1996

Title: CHANGE OF STUDENT GRADES
Section: 605.7
Board Report: 96-0828-PO7

AS SENIOR

Date Adopted: August 28, 1996

EVERYTHING
GRADUATION

Policy:

Under the School Code of Illinois, the teacher has the responsibility and the right to evaluate students and to determine students' grades in the subject area or activity for which the teacher is responsible. According to the Code, evaluation of students is to be carried out within the framework of systemwide and local school policies and procedures, and is to be based upon the teacher's professional judgment of pertinent grading criteria. Written, accurate evaluation records for each student are to be maintained by the teacher, who shall be prepared to justify assigned grades.

The School Code of Illinois makes provision for the change of a student's grade according to district policy and procedures. Once a grade has been assigned, that grade may be changed for reasons which may include, but are not limited to, a miscalculation of test or assignment scores, a technical error in assigning a particular grade or score, the evaluation of an extra assignment which impacts upon a grade, an inappropriate grading system used to determine the grade, and/or, an inappropriate evaluation system used to measure student learning.

If the principal of the attendance center changes an assigned grade, the principal assumes responsibility for the determination of that grade. No grade or evaluation shall be changed without dated, written notification to the teacher by the principal. This notification shall be sent to the teacher within three weekdays of the change, and shall include the nature of and reasons for the grade change. In the interests of good communication between teacher and administrator, the principal is also encouraged to confer with the teacher, to discuss the grade and the reasons for the change. The principal will sign the changed record.

The principal will notify the parents/guardians of the student of the grade change in writing. In the case of an emancipated minor, the principal will notify the student in the same manner.

The principal will route notification of the grade change to the Region Education Officer.

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If the teacher is not in agreement with the change of grade, the teacher may appeal, in writing, providing information on why the grade change should not have been made. This appeal is to be sent to the Region Education Officer within five weekdays of the teacher's receipt of notification of the change. The principal will be informed of the review by the Region Education Officer in writing, and will be asked to provide written reasons why the grade change should be upheld within five weekdays.

The Region Education Officer will review the evidence and determine the appropriateness of the grade change within ten weekdays of receipt of the teacher's written appeal. The Region Education Officer will make the final determination as to which of the two grades will stand within five weekdays of his/her review.

The Region Education Officer shall sign the record and shall notify the parents/guardians of the student, the teacher, and the principal of the decision, in writing. In the case of an emancipated minor, the Region Education Officer will notify the student in the same manner.

Amends/Rescinds:

Cross References:

Legal References: Section 105 ILCS 5/10 - 20.9a of the School Code of Illinois.