

SERIES 300 - INSTRUCTION

Educational Program - 340

Request for Grade Changes (345.12)

A student enrolled in the Norwalk-Ontario-Wilton School District may seek changes in quarter and/or semester grades provided the following criteria are met and using the following procedure. The Board of Education recognizes that teachers are the best evaluators of students in their classes and are best suited to determine grading criteria.

In order for a quarter or semester grade to be modified, the student must prove one of the following:

- 1) That a grade on a test, assignment, or other activity was incorrect or incorrectly recorded, resulting in an incorrect quarter or semester grade.
- 2) A quarter or semester grade was given with disregard for the teacher's established grading criteria and/or school board policy.

Requests for changes in quarter or semester grades shall be made using the following procedures:

- 1) The student and/or student's parent(s) or guardian should request to meet with the teacher over the questioned grade. The Building Principal will be present for this meeting at the request of the student, student's parent(s) or guardian, or the teacher.
- 2) If no resolution comes from the meeting, the student or, the student's parent(s) or guardian and teacher must complete the form located in Board Policy 345.12 Exhibit. This form must be completed within fifteen (15) days and submitted to the Building Principal. The Building Principal will investigate and make a decision on the questioned grade within fifteen (15) days after receiving the Request for Grade Change Form.
- 3) If no resolution comes from the Principal's decision, the student, or student's parent(s) or guardian may appeal the grade change in writing to the District Administrator within fifteen (15) days of the ruling of the Building Principal. The District Administrator has fifteen (15) days to investigate and rule on the questioned grade.

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- 4) The decision of the District Administrator is final. If the Building Principal and District Administrator are one person, the ruling made is also final.
- 5) Copies of all documents relating to the request for grade change will be placed in the student file.
- 6) No request for a grade change will be considered unless it meets the criteria and procedural requirements of this policy.
- 7) Nothing in this policy shall prohibit a teacher from changing a grade, if he/she realizes that an error had been made due to miscalculation or misrecording a grade.
- 8) Timelines may be extended by mutual agreement in the event that any individuals are not available within the prescribed timelines.

Legal Reference: Family Rights and Privacy Act
(20 U.S.C. Section 1232g, 45 C.F.R. Sec. 99)

Cross Reference: Board Policy 345.1 – Grading Systems
Board Policy 345.12 Exhibit – Request for Grade Change
Board Policy 347 – Student Records
Board Policy 347 Rule – Guidelines for Maintenance and Confidentiality of Student Records

Approved: 9/17/07