

**RESCIND BOARD REPORT 96-0828-PO7
AND ADOPT A NEW GRADE CHANGE POLICY**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

That the Board rescind Board Report 96-0828-PO7 and adopt a new grade change policy.

PURPOSE: The objectives of this policy are: (1) to establish procedures and reasons by and for which a student's final grade may be changed; and (2) to establish accountability measures to ensure the integrity of the grading system.

POLICY TEXT:

I. Principal's Responsibilities - General

The Principal is responsible for communicating grading requirements and standards to teachers annually. The Principal is also responsible for complying, and for ensuring that all school staff comply, with the requirements and procedures set out in this policy for implementing any changes to final student grades. The Principal is responsible for ensuring the integrity of the grades recorded and issued by his or her school.

II. Teacher's Responsibilities

Teachers are responsible for evaluating students and for determining students' grades in the subject area or activity for which the teachers are responsible. Teachers shall use the approved grading standards to evaluate pupil performance and progress and shall assign grades based upon the teacher's professional judgment of the student's work.

The teacher shall maintain written, accurate evaluation records for each student in the student's permanent record. The teacher shall be prepared to justify assigned grades. Teachers are responsible for validating their students' final grade(s) before they are posted.

III. Reasons for Grade Change

Once a final grade has been issued, that grade may only be changed for the following reasons:

1. miscalculation of test or assignment scores;
2. a technical error in assigning a particular grade or score;
3. the evaluation of an extra assignment which impacts upon a grade;
4. use of an inappropriate grading/evaluation system; or
5. other valid reason when authorized in writing by the Area Instruction Officer or equivalent school oversight manager ("AIO").

IV. Grade Changes Occurring Within 30 School Days

The procedures for approving and administering grade changes occurring within 30 school days from the date the grade was originally issued are as follows:

1. The principal must determine if the reason for the change is consistent with Section III above and obtain written AIO approval for any changes described under Section III.5. above;
2. The principal shall review all relevant information and is encouraged to confer with the teacher to discuss the grade prior to making a grade change determination;
3. Only the principal is authorized to approve such grade changes;

4. If the principal approves a grade change, the principal must notify the teacher in writing within three school days of the approval and explain the nature and reason(s) for the change. If the teacher is not in agreement with the principal's change of grade decision, the teacher may appeal by following the procedures in Section VII below;
5. 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. Parent notification shall occur only upon completion of any appeal filed by the teacher under Section VII below;
6. The principal must complete and sign a Grade Change Authorization Form for all approved grade changes and ensure that the form is filed with the student's permanent record. The principal shall follow all procedures established for making changes to the student's electronic grade record; and
7. The principal will notify his or her AIO of the grade change approval by providing a copy of the signed Grade Change Authorization Form.

V. Grade Changes Occurring After 30 School Days

If more than 30 school days have passed from the date the grade was originally issued, the principal must provide a written grade change request to the AIO for approval. In such cases, the principal shall complete the requirements set out in sections IV.1. and IV.2. above and submit the Grade Change Authorization Form to the AIO for approval along with a summary from the principal and teacher, if available, of the basis and reasons for the change. The AIO will review the matter and determine the appropriateness of the grade change within ten (10) school days of receipt of the principal referral. The AIO shall record his or her determination on the Grade Change Authorization Form and shall notify the principal and teacher, if available, in writing. The Grade Change Authorization Form shall be provided to the principal who will ensure that it is filed with the student's permanent record. The student's electronic grade record shall be updated accordingly in accordance with established procedures. The principal will notify the parents/guardians of the determination.

VI. Grade Changes Occurring After One Year

If more than one (1) year has passed from the date the grade was originally issued, the principal and AIO shall follow requirements set out in Section V above. In addition, all such changes must be approved by the Chief Education Officer or designee for elementary school grade changes and the Chief High School Officer for high school grade changes.

VII. Teacher Appeal of Grade Change

If the teacher is not in agreement with the Principal's determination to change a grade, the teacher may submit a written appeal that includes information on why the grade change should not be made. This appeal must be sent to the principal and AIO within five school days of the notification from the principal of a grade change approval. The principal will provide the AIO with a written explanation as to the reasons why the grade change should be upheld. The AIO will make the final determination as to which of the two grades will stand within five (5) school days of receiving the appeal and will record his or her determination on the Grade Change Authorization Form. The AIO shall notify the principal and teacher in writing of the determination. The Grade Change Authorization Form shall be provided to the principal who will ensure it is filed with the student's permanent record. The principal will notify the parents/guardians of the final determination.

VIII. Monitoring

The Office of High Schools and High School Programs shall periodically monitor grade changes that occur in high schools for compliance with this policy. The Office of Elementary Areas and Schools shall periodically monitor grade changes that occur in elementary schools for compliance with this policy. Failure to abide by this policy may subject employees to the Board's Employee Discipline and Due Process Policy.

LEGAL REFERENCES: 105 ILCS 5/10-20.9a.

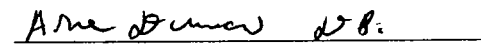
Approved for Consideration:


Barbara Eason-Watkins
Chief Education Officer

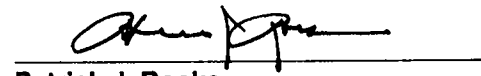
Noted:


John Maiorca
Chief Financial Officer

Respectfully Submitted:


Arne Duncan
Chief Executive Officer

Approved as to Legal Form: 


Patrick J. Rocks
General Counsel