

GRADE APPEAL

The following procedure is to be followed if a student and/or his/her parents request a change in a final semester grade assigned by a teacher: (Card marking grades may not be appealed)

- A. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the data processor is notified.
- B. If a teacher does not concur in the grade change, the student or parent may request of the principal (or designee), in writing, and within 30 calendar days after the grade was given, that a review panel be convened.
- C. Within 20 calendar days of the principal (or designee) receiving the written request, the review panel must meet. The review panel will consist of three teachers, principal (or designee), and two (2) board members. The principal will share with the student and his/her parents that the meeting is a closed meeting, open only to the panel, student and his/her parents.
- D. The principal (or designee) will chair the meeting and inform participants of the meeting guidelines:
 1. The student and/or parent will present reasons for the grade change.
 2. The teacher will present reasons for the continuance of the grade.
 3. Any participant, may pose questions to either party.
 4. Upon completion of the questions, all parties will leave the room except the review panel.
 5. The review panel will discuss the issue and decide on whether to uphold or deny the appeal of the parent. The sole criteria to be used in that decision is whether or not there was a rational basis for the teacher to give the grade.
 6. The principal will share the decision of the review panel with the parent and/or student, and the teacher. The review panel's decision is final.