

Instruction

Grading and Promotion

The Superintendent 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, attendance, performance based on Illinois Standards Achievement tests and standardized tests. 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 in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. 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.

Should a grade change be made, the administrator making the change must sign the changed record.

General Guidelines

1. Formal Grade Reports will be given to parents/guardians a minimum of four (4) times during the school year. Normally, these four (4) reports will include each nine (9) week grading period as established by the Superintendent. Informal reports may be arranged on an individual basis.
2. The Formal Grade Report Form shall be approved by the Superintendent.
3. Any high school student who withdraws from a course later than four (4) weeks after the beginning of the semester will receive a grade of W/P and no credit or W/F and no credit.

LEGAL REF.: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: *6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program)*, 6:300 (Graduation Requirements), 7:50 (School Admissions and Student Transfers to and from Non-District Schools)

ADOPTED: November 6, 2001

AMENDED: November 2006