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# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

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Board of Education Policy 6-280

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## INSTRUCTION GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading, develop procedures for reporting academic achievement to parents and students, and determine when the requirements for promotion and graduation have been met.

Every teacher shall maintain an evaluation record for each student assigned to the teacher and shall administer the approved grading system.

The teacher has the responsibility and right to determine grades and other evaluations of students within the grading policies of the District based upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible. The final grade assigned by the teacher cannot be changed unless a District administrator first notifies the teacher concerning the nature and reasons for such change. The reasons for which a student's grade may be changed include, but are not limited to:

1. A miscalculation of test scores;
2. A technical error in assigning a particular grade or score;
3. An inappropriate grading system used to determine the grade; or
4. An inappropriate grade based on an appropriate grading system.

The Superintendent, or designee, shall promulgate administrative procedures implementing this policy. The administrative procedures may provide for additional reasons for grade changes and shall provide a procedure through which requests for grade changes may be made. Should a grade change be made, the change shall be reflected in the grade or evaluation record maintained by the teacher. The change must be made by the administrator authorizing the change, who must initial the grade or evaluation record to indicate his or her approval of and responsibility for the change.

The Board of Education delegates to the Superintendent, or designee, the authority to determine if students are qualified for promotion to the next higher grade level, in compliance with relevant law. Students shall not be promoted to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, the Iowa Test of Basic Skills, or other testing or any other criteria established by the school board. Students who do not qualify for promotion to the next higher

grade level shall be provided remedial assistance and may be retained in the grade. The administrative procedures implementing this policy shall include a procedure through which parents may challenge a determination regarding a student's qualification for promotion.

**Legal References: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8 and 5/27-27  
23 Ill. Admin. Code, ch. 1, section 1.440**

**Adopted: 10/17/94**

**Adopted: 8/24/98**

**Affirmed: 4/17/2006**

**Revised: 2/21/2012**

**Amended: 2/18/2014**