

INSTRUCTION

6:280 Grading, Promotion and Retention

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met.

Grading

Teachers shall administer the approved marking system or other approved means of evaluating student progress in the District. Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

Teachers shall maintain the right and the responsibility to determine grades and other student evaluations within the grading policies of the District, based upon the teacher's professional judgment of available criteria pertinent to any subject area or activity for which he or she is responsible. Student academic achievement shall be assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.

The final grade assigned by the teacher cannot be changed by a District administrator 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 shall assume responsibility for determining the grade or student evaluation and must sign or initial the changed record.

Reporting to Parents

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals, but at least 4 times a year. Divorced or separated parents will both be informed unless a court order requires otherwise.

Promotion, Retention, and Remediation

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of the various alternatives. Every effort shall be made to identify candidates for retention and to implement retention decisions in the primary grades rather than later in the student's academic experience.

Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments, or other criteria established by the Board.

When any alteration in a student's normal progression through school is contemplated (i.e. retention or skipping of a grade), all factors shall be considered. The teacher and School Principal shall use the expertise of other professional personnel as appropriate, and the support of the parents shall be solicited before a decision is reached.

Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. However, no student shall be promoted to the next higher grade level or awarded a diploma based upon age or other social reasons not related to the academic performance of the student.

Graduation

A student who fails to satisfy the requirements for a diploma in the District may be permitted to attend the graduation ceremony.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 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), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: September 23, 2020

West Central CUSD 235
