



Grading & Grade Record Keeping E12

The purpose of this policy is to establish clear, fair, consistent, and legally compliant expectations for grading practices and grade record keeping at The Meliora School. This policy ensures that grading reflects student mastery of Georgia's standards, supports accurate and meaningful reporting of student progress, and complies with Georgia law, State Board of Education rules, federal regulations, and School procedures.

Scope. This policy applies to all teachers, instructional staff, administrators, and any personnel responsible for assigning, recording, maintaining, or communicating student grades. It also applies to all grade-related documentation, including digital gradebooks, progress reports, report cards, assessments, and permanent academic records.

Definitions. (if applicable)

Grade. A measure of student mastery of learning standards or performance expectations based on a combination of formative and summative assessments, classwork, and other demonstrated evidence of learning.

Grade Record. Any documentation—digital or physical—that contains student grades, including teacher gradebooks, progress reports, report cards, transcripts, assessment records, and standardized test results.

Mastery. Demonstrated understanding of the knowledge and skills outlined in state standards or course objectives.

Accommodation vs. Modification:

- *Accommodation* adjusts how a student accesses content or demonstrates learning without altering academic standards.
- *Modification* changes the standard or expectation and may affect the type of grade reported.

Grading Expectations. The school will employ standards-based grading. Grades must be based on students' demonstrated mastery of the Georgia standards or other approved curricular standards for the course. Grading shall not be based on behavior, compliance, or non-academic factors unless such elements are explicitly part of a standards-based rubric or course requirement.

Grading practices shall be applied consistently across classrooms and grade levels. Teachers must provide students with clear learning expectations, grading criteria, and rubrics.



Grading & Grade Record Keeping E12

The following practices are prohibited:

- Using grades as punishment or discipline
- Assigning zeros without providing an opportunity to complete work when permissible
- Inflating grades unrelated to mastery (e.g., extra credit not aligned to standards)
- Using AI tools to grade subjective student work
- Using AI tools to evaluate students in high-stakes ways

Make-Up Work and Late Work. Students shall be provided reasonable opportunities to make up missed work consistent with School procedures and state attendance rules.

Students with Disabilities and English Learners. Grades shall reflect student performance with required accommodations.

- Modifications must be documented in the IEP or 504 plan.
- EL students shall receive grades that reflect access supports, per SBOE Rule 160-4-5-.02.

Progress Reports and Report Cards. Teachers shall maintain accurate records so that progress reports and report cards are:

- Issued at regular intervals
- Based on documented student work
- Accessible to parents through communication systems consistent with the Parent Bill of Rights

Communication with Families. Teachers must promptly communicate:

- Significant changes in student performance
- Failing grades
- Concerns related to academic progress
- Opportunities for intervention

Promotion, Retention, and Placemement. Grades shall be used as one factor in promotion, retention, and placement decisions, consistent with the School's Promotion, Retention, and Placement policy and Georgia law (O.C.G.A. 20-2-283).

Grade Record Keeping. The school shall ensure accuracy and timeliness. Teachers must maintain complete and accurate grade records. Grades must be updated in a timely manner as defined by School procedures.



Grading & Grade Record Keeping E12

All grade records are protected by FERPA. Only authorized personnel may access gradebooks. Grades may not be shared publicly in personally identifiable ways. Digital platforms must meet School data privacy standards.

The school shall maintain permanent student records, including final grades, in accordance with State records retention rules, FERPA requirements, and School procedures.

Any digital gradebook or SIS platform must protect student data, restrict unauthorized access, meet state and federal privacy requirements, and not transmit PII to AI systems (per GaDOE guidance).

Appeals or Corrections. Students or parents may request a review of grades believed to be inaccurate, following School procedures. The Head of School's decision is final unless otherwise required by law or IEP team decision.

Accountability and Compliance. The Head of School is responsible for ensuring implementation and adherence to this policy. Teachers and staff must comply with all grading and record-keeping expectations. Violations may result in corrective action consistent with School procedures and employment policies.

Legal and Regulatory References.

FERPA – Family Educational Rights and Privacy Act

O.C.G.A. § 20-2-283 – Promotion and Retention Requirements

SBOE Rule 160-5-1-.14 – Student Attendance

SBOE Rule 160-4-2-.11 – Grade Integrity

SBOE Rule 160-4-5-.02 – Language Assistance Program for English Learners

Georgia Records Retention Schedules – Student Records Requirements

GaDOE Data Privacy & AI Use Guidance

Date	Description	Approved By
09/08/2026	Initial policy adoption	Governing Board
MM/DD/YYYY	Revision: (explanation)	Governing Board