

INSTRUCTION

Grading and Promotion

The Superintendent or designee 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, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. 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
- 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, document the reason for the change and notify the appropriate teacher(s) of the change.

Progress Reporting

Parent(s)/guardian(s) shall be informed of their children's progress in school at regular intervals. In the case of parents who are separated or divorced, both parents will be informed on the progress of their children in school. When the Superintendent receives a request from a student's parent(s)/guardian(s) for records, notices, or reports concerning the student, the Superintendent or his/her designee shall direct the appropriate District staff member to answer such request. In the case of parents who are separated or divorced, such requested mailings shall be sent to both parents in the absence of any court order to the contrary. The Superintendent shall establish the means through which this function is performed.

The School Board endorses the use of various avenues of communication with parents, including the following:

1. Parent-teacher conferences, which shall be conducted on a regular basis, as an effective means of reporting student progress to parent(s)/guardian(s).
2. Written student progress reports which teachers shall submit to parent(s)/guardian(s) according to a regular schedule.
3. Interim reports, through which teachers contact parent(s)/guardian(s) to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged.
4. Additional methods for reporting, such as open houses, portfolio nights, parent education meetings and newsletters, face-to-face meetings, and telephone conferences. Teachers shall schedule meetings with parent(s)/guardian(s) at mutually agreed upon times.

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

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