

CHANGING STUDENT GRADES

Every teacher shall maintain an evaluation record for each student in the teachers' respective classes. Parents/guardians of a student, or the student him/herself if the student is 18 years of age or older, may request to have his/her grade changed only for grades on final exams or grades at the end of a marking period.

Final grades can only be changed for the following reasons:

1. A miscalculation of test scores;
2. A technical error in assigning a particular grade or score;

Administrators will not change the final grade assigned by the teacher without first notifying the teacher.

First Reading: April 5, 2012

Second Reading: April 19, 2012

Adopted: April 19, 2012