

## **Instruction**

### **Grading/Assessment Systems**

#### **Grading and Promotion**

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

Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

#### **Changing of a Grade**

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 that the student may do any extra work assignment and its evaluation impacts 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 must sign the changed record.

## **Instruction**

### **Uniform System for Assignment and Changing of Student Grades**

The Andover of Education shall require the administration to develop, implement, and enforce a uniform grading system that accurately and meaningfully assesses the academic performance of each student. Teachers have the responsibility for the assignment of grades, based upon the consistent and objective evaluation of each student's mastery of the subject area.

Teachers shall be allowed to reasonably exercise their professional judgment and discretion in determining whether a student requires additional coursework and/or alternative assignments for the purpose of determining the student's mastery of the subject area. Upon request, a teacher must explain to the student, parents, and administration the criteria used to determine a particular grade, whether given as a final course grade or for an individual class assignment.

The Principal shall have the authority to review the teacher's assignment of grades, and to recommend that the teacher provide additional coursework and/or alternative assignments when necessary to allow the student to demonstrate achievement of academic standards.

In extraordinary circumstances, the Principal may change an assigned grade to accurately reflect a student's academic performance, as measured by a uniformly applied evaluation of the student's demonstrated mastery of the subject area. Prior to the changing of any assigned grade, the Principal shall consult with the teacher and obtain and thoroughly consider the teacher's written explanation of why the grade accurately reflects the student's demonstrated, measurable academic performance. Any and all changes to a student's assigned grade, whether said change is rendered by a teacher or the Principal, shall be documented in writing and maintained as part of the student's education records, along with a detailed description of the reasons in support of the change, with a copy to the teacher and the parent or guardian. The teacher will be given the opportunity to respond in writing to such a grade change. This response will become part of the record.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies and procedures

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ANDOVER PUBLIC SCHOOLS  
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