

HIGH SCHOOL GRADE CHANGE REQUEST

Assigning grades and notifying students/parents of the grading policy are part of the professional responsibility of a teacher. Occasionally questions are raised regarding the grading policy; the administration may request an accounting of teacher's grading policy. From time to time a student may disagree with a final grade. The following procedure should be followed to seek resolution at the lowest possible level.

1. The student or parent/guardian should request a meeting with the teacher to discuss the possibility of changing the grade.
2. If there is no resolution at step 1, the student or parent/guardian should request a meeting with the teacher and the Department Head to discuss the possibility of changing the grade.
3. If there is no resolution at step two, the student or parent/guardian should request a meeting with the teacher, the Department Head, and the Principal to discuss the appropriateness of the grade.
4. The Principal's decision will be final. The teacher will acknowledge written notice of the Principal's decision by his/her signature.