

## **Instruction**

**Summary:** Students are promoted based on successful completion of the curriculum, attendance, and performances on standardized assessments. Classroom teachers are responsible for evaluating students and determining grades.

### **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 requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standardized assessments or other testing. 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.

The Board of Education recognizes that the classroom teacher shall maintain the responsibility and right to evaluate students and determine students' grades in the subject area or activity for which the teacher is responsible.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The teacher shall be prepared to justify the grades, particularly a final grade, assigned to a student.

Once a final grade is assigned to a student by the teacher, the grade cannot be changed by a District administrator without notification to the teacher. A student's final grade may be changed for several reasons including, but not limited to the following reasons:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score to a particular student;
- The teacher agrees that the student may do an extra work assignment and the evaluation of the assignment impacts on a grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate evaluation system uses to measure student learning.

Should a grade change occur, the administrator making the change shall assume responsibility for the change and affix his signature on the changed record. The teacher shall be notified immediately of the changed grade by the administrator.

The Board of Education believes that it is the District's obligation to give private, periodic reports of students' progress and directs the Superintendent or designee to guide and monitor a reporting system.

The following criteria will be observed:

1. Parents of students in Grades 1-8 will be informed regularly, at least four (4) times a year, unless waived by the Superintendent or designee. Parents of students in Kindergarten will be informed regularly, at least two (2) times a year, unless waived by the Superintendent or designee. Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards along with other notices and records, will be furnished to both parents by the District.
2. The use of marks and symbols will be appropriately explained.
3. Grading will not be used for disciplinary purposes.
4. Grading will be based on improvement, achievement, capability of the student and the professional judgment of the teacher.

Parents will be notified when a student's performance requires special attention.

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

CROSS REF.: 6:110 (Students at Risk for Academic Failure) 6:340 (Student Testing and Assessment Program) 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: July 25, 2007

REVISED: September 28, 2017  
March 22, 2018