

**INSTRUCTION**

**Grading of Students**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians.

Every teacher shall administer the established system of grading and reporting academic achievement and shall maintain an evaluation record for each student in the teacher's classroom. Teachers maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of Bannockburn School based upon their professional judgment of available criteria pertinent to the subject areas or activities for which they are responsible.

An administrator cannot change the final grade or evaluation assigned by the teacher without notifying the teacher of the nature and reasons for such change. Reasons for changing a student's final grade include but are not limited to:

- 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; 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.

LEGAL REF.: The School Code, 105 ILCS 5/10-20.9a.

FIRST READING: January 22, 2003

ADOPTED: February 19, 2003