

Chicago Public Schools Policy Manual

Title: GRADE CHANGE

Section: 605.7

Board Report: 10-0324-PO1

Date Adopted: March 24, 2010

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend the Grade Change Policy, Board Report 07-0623-PO3.

PURPOSE: The objectives of this policy are: (1) to establish requirements to authorize changes to a student's quarter, semester and final grades; and (2) implement the new grade change audit system; and (3) to establish audit requirements and accountability measures to ensure the integrity of the grading system.

POLICY TEXT:

I. Principal's Responsibilities - General

The Principal is responsible for communicating grading requirements and standards to teachers and their school grading coordinator(s) annually no later than the teacher institute days that precede the opening of each school year. The Principal is responsible for designating a school grading coordinator(s) and assigning them permissions to record and maintain student grades within the District's system of record ("IMPACT"). The Principal is also responsible for complying and for ensuring that all school staff comply with the requirements and procedures set out in this policy for implementing any changes to quarter, semester and final student grades. The Principal is responsible for ensuring the integrity of the grades recorded and issued by their school and for the maintenance of accurate grade records. The Principal shall monitor grade reporting and grade changes to ensure accuracy and compliance with the requirements of this policy.

II. Teacher's Responsibilities

Teachers are responsible for evaluating students and for determining students' grades in the subject area or activity for which the teacher is responsible. Teachers shall use the approved grading scale and system to evaluate pupil performance and progress and shall assign grades based upon the teacher's professional judgment of the student's work.

The teacher shall keep written, accurate evaluation records for each student and shall maintain such records in accordance with the Board's policy and guidelines on the maintenance of student records. The teacher shall timely submit marking period grades for each student in IMPACT on or before the published deadline. The teacher shall be prepared to justify assigned grades. Teachers are responsible for validating their students' quarter, semester and final grade(s) before they are posted.

III. Grade Coordinator Responsibilities

A school's grade coordinator is responsible for making adjustments authorized by the Principal to quarter, semester or final student grades in IMPACT. For grade change requests occurring before the grade is issued (e.g. when a teacher fails to submit their quarter, semester and final grade(s) on or before the published deadline) the grade coordinator shall record the teacher-assigned grade for each affected student in IMPACT upon receipt of a completed Grade Change Authorization Form signed by the Principal. For grade change requests occurring after the grade is issued, grade coordinators shall only record grade changes in IMPACT that comply with the requirements set out in sections V, VI. and VII. of this Policy, as applicable. Nothing in this section shall be read to limit the Principal's responsibility to ensure the integrity of all grades recorded in IMPACT.

IV. Reasons for Grade Change

Once a quarter, semester or final grade has been issued, that grade may only be changed for the following reasons:

1. miscalculation of test or assignment scores;
2. a technical error in assigning a particular grade or score;
3. the evaluation of an extra assignment which impacts upon a grade;
4. use of an inappropriate grading/evaluation system;
5. failure to meet grade posting deadline causes incorrect grade reporting; or
6. other valid reason when authorized in writing by the Chief Area Officer or equivalent school oversight manager ("CAO").

V. Grade Changes Occurring Within 30 School Days

The procedures for approving and administering grade changes occurring within 30 school days from the date the quarter, semester or final grade was originally issued are as follows:

1. The Principal must determine if the reason for the change is consistent with Section IV. above and obtain written CAO approval for any changes described under Section IV.6 above;
2. The Principal shall review all relevant information and shall, to the extent practicable, confer with the teacher to discuss the grade prior to making a grade change determination;
3. Only the Principal is authorized to approve such grade changes;
4. If the Principal approves a grade change, the Principal must notify the teacher in writing within three (3) school days of the approval and explain the nature and reason(s) for the change. If the teacher is not in agreement with the Principal's change of grade decision, the teacher may appeal by following the procedures in Section VIII. below;
5. The Principal will notify the parents/guardians of the student of the grade change in writing. In the case of an emancipated minor, the Principal will notify the student in the same manner. Parent/guardian notification shall occur only upon completion of any appeal filed by the teacher under Section VIII. below;
6. The Principal must complete and sign a Grade Change Authorization Form for all approved grade changes and ensure that the form is maintained in the student's cumulative folder. The Principal shall notify the grade coordinator of all authorized grade changes and ensure s/he follows all procedures established for making changes to the student's electronic grade record in IMPACT; and
7. The Principal will notify their CAO of all approved grade changes by providing a copy of the signed Grade Change Authorization Form or such other documentation specified by the CAO. Nothing herein shall limit the CAO's authority to require a Principal to furnish additional information on proposed or completed grade changes.

VI. Grade Changes Occurring After 30 School Days

If more than 30 school days have passed from the date the grade was originally issued, the Principal must provide a written grade change request to the CAO for approval. In such cases, the Principal shall complete the requirements set out in sections V.1. and V.2. above and submit the Grade Change Authorization Form to the CAO for approval along with a summary from the Principal and teacher, if available, of the basis and reasons for the change. The CAO will review the matter and determine the appropriateness of the grade change within ten (10) school days of receipt of the Principal referral. The CAO shall record their determination on the Grade Change Authorization Form and shall notify the Principal and teacher, if available, in writing. The Grade Change Authorization Form shall be provided to the Principal who will ensure that it is maintained in the student's cumulative folder. The student's electronic grade record in IMPACT shall be updated only upon receipt of the fully executed Grade Change Authorization Form. The Principal will notify the parents/guardians of the determination.

VII. Grade Changes Occurring After One Year

If more than one (1) year has passed from the date the grade was originally issued, the Principal and CAO shall follow the requirements set out in section VI. above. In addition, all such changes must also be approved by the Chief Education Officer or designee.

VIII. Teacher Appeal of Grade Change

If the teacher is not in agreement with the Principal's determination on whether to change a grade, the teacher may submit a written appeal that includes information on why the grade change should or should not be made. This appeal must be sent to the Principal and CAO within five school days of the notification from the Principal of a grade change decision. The Principal will provide the CAO with a written explanation as to the reasons why the grade change should be upheld. The CAO will make the final determination as to which of the two grades will stand within five (5) school days of receiving the appeal and will record their determination on the Grade Change Authorization Form. The CAO shall notify the Principal and teacher in writing of the determination. The Grade Change Authorization Form shall be provided to the Principal who will ensure it is maintained in the student's cumulative folder. The Principal will notify the parents/guardians of the final determination.

IX. Monitoring

The CAO shall regularly monitor grade changes occurring in their assigned schools using the District's grade change audit system. The Office of P-12 Management shall also periodically monitor grade changes for compliance with this policy. Schools are further subject to random grade change audits conducted by the Office of Internal Audit Services.

X. Guidelines

The Chief Education Officer or designee is authorized to issue guidelines for the effective implementation of this policy. The Chief Education Officer or designee is further authorized to issue transcript modification guidelines that include, at a minimum, documentation and approval requirements for updating transcripts to correct inaccurate entries, include additional entries for authorized courses and credits for transfer students and include entries for authorized courses completed by CPS students outside of the Chicago Public Schools.

XI. Violations

Failure to abide by this policy or guidelines will subject employees to discipline up to and including dismissal in accordance with the Board's Employee Discipline and Due Process Policy.

Amends/Rescinds:	Amends 07-0627-PO3
Cross References:	96-0828-PO7
Legal References:	105 ILCS 5/10-20.9a.