

## **Instruction**

### **6:280 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, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. If, during the school year, the school team has concerns regarding an individual student's progress toward promotion to the next grade level, parents will be contacted as soon as possible and a concerted effort will be made by school staff to provide the student with assistance and supports to be successfully promoted to the next grade. If, at the conclusion of the school year, after the provision of such assistance and supports, the school team recommends that the student not be promoted to the next grade level, the District Administration shall determine remedial assistance the student will receive, such as the summer bridge program, and shall make a promotion determination after completion of the remedial assistance. A parent's request for their student to not be promoted to the next grade level will only be considered after the student has engaged in the recommended remedial assistance. The determination to not promote a student after successful completion of remedial assistance will be limited to exceptional circumstances, for example if prolonged illness or other individual circumstances prevented the child's attendance for significant portions of the school year. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher 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 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.:

[105 ILCS 5/2-3.64a-5](#), [5/10-20.9a](#), [5/10-21.8](#), and [5/27-27](#).

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: July 14, 2020

**Commented [MW1]:** To be updated once Board adopts policy revisions.

**Oak Park Elementary School District 97**