



STANDARD POLICIES AND PROCEDURES

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| <p>POLICY NAME GRADE CHANGE</p> | <p>Section: D Policy Number: 8 Effective Date: April 1, 2021 Review Date:</p> |
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POLICY:

La Academia de Esperanza (LADE), in accordance with the Title 6 Primary and Secondary Education Act NMAC 6.30.10, has established criteria and procedural guidelines for students and/or parents/guardians seeking a course grade change. If a student or parent/guardian disagrees with a final grade, they should follow the steps outlined in the procedures.

PROCEDURES:

1. A course grade change after the grade has been posted will be the exception – not the rule and will only be enacted if warranted.
2. A teacher may change a grade if the grade is found to be a clearly documented mistake or a clear clerical error. A form will be used and filed with the registrar to document a grade change request.
3. Within five (5) days upon receipt of a report card by the parent/guardian, report card grades may be appealed in writing.
4. The student and the parent/guardian must speak with the Administration to request a review of a disputed grade for compliance with the school grading policy.
5. If the Head Administrator, in consultation with the teacher, concludes that an error was made in determining the grade, they must complete and submit a change of grade form to the registrar.