

## **Grade Change Policy**

La Academia Dolores Huerta requires that teachers follow the procedures established by the School's subject grade procedures. A change to a grade can only be made through the procedures indicated below.

### **Procedure to Change a Course Test or Assignment Grade Not Yet in the student's permanent record**

A course grade that is currently in the teacher's grade book and has not yet been printed on a student's quarter or semester report card, in the cumulative record or on a transcript.

The first step is to contact the teacher and discuss the grade and concerns. If the teacher does not agree to change the grade, the parent/ guardian or student may submit a request in writing to the Principal using a "Grade Change Request Form". The decision to comply or decline to comply will be made by the Principal or his/her designee with the decision being final and no further appeal being allowed.

### **Procedures to Change a Course Grade that is in a student's permanent record.**

A course grade that has been entered on a student's report card, in the cumulative record or on a transcript is considered a student record under FERPA by Academia de Dolores Huerta. A teacher who discovers a grade that was incorrect due to mechanical or clerical errors (this may include an arithmetic error, transcribing error, or posting error) may request a grade change by submitting a "Grade Change Request Form" to the Principal for approval.

If the parent/ guardian or student believes that a student's record grade is inaccurate, misleading, or in violation of the student's rights or can show proof that the teacher failed to reasonably follow the guidelines in the school's subject grade procedures, the grade may be considered for change. The requester is to submit a "Grade Change Request Form" to the Principal. The Principal or his/her designee will begin the disposition in accord with the established hearing procedures. The decision of the Principal or his/her designee is considered to be final and no further appeals are allowable.

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on **December 16<sup>th</sup>, 2014**; unless otherwise stipulated, is effective immediately upon approval.