

STUDENTS

Change of Student Grade

A semester grade given to a student by a teacher shall not be changed unless the teacher who gave the grade concurs with the grade change or a review panel recommends a change in the grade to the superintendent.

A student or the student's parent/guardian may request a semester grade change from the teacher who gave the grade. The proponent of the grade change must submit the request within thirty (30) days of the start of the semester following the semester in which the contested grade was given.

In the event the teacher does not concur with such a request, the student or student's parent/guardian may bring the issue to the building principal for further discussion. After discussion with the principal, the student or student's parent/guardian may appeal to a review panel to consider the request. The principal will cause a review panel to be established.

A review panel shall consist of the superintendent of schools or designee, a member of the board of education selected by the board president, and three teacher representatives selected by the teacher union: one elementary, one middle school, and one high school. The review panel will be convened according to regulations established by the superintendent of schools. The review panel decision will be final.

Policy

Adopted: 04-12-99

Amended: 04-16-07

Reviewed: 01-28-13

A student, or her/his parent/guardian, seeking a grade change should submit in writing a request to the teacher who gave the grade, with a copy to the building principal, within 30 days of the start of the semester following the semester in which the contested grade was given.

1. The teacher will review a copy of the official transcript and any supporting data which may include, but not be limited to the electronic grades as posted in Power School, to determine if the grade should be changed and advise the student or parent/guardian. The teacher must respond to the student or parent/guardian in writing within 10 school days.
2. If the teacher does not change the grade, the student or parent/guardian may submit a request for a grade change to the building principal in writing within 10 school days following notification of the teacher's decision.
3. The building principal shall consult with the teacher who gave the grade within five school days of receipt of the request to change the grade. (See #2)
 - 3.1 If the teacher and building principal determine to change the grade, the teacher will notify the student in writing within three days of the decision.
 - 3.2 If the teacher and building principal do not concur to change the grade, the building principal may request that a review panel be convened to consider the request for a grade change.
4. A review panel shall meet within 20 calendar days after the building principal has determined a review panel will hear the request for a change in grade.
 - 4.1 The review panel shall consist of the superintendent of schools or designee, a member of the board of education selected by the board president, and three teacher representatives selected by the teacher union: one elementary, one middle school, and one high school. The superintendent or designee shall serve as the chairperson of the review panel. The building principal shall not serve as a member of the review panel.
 - 4.2 The review panel shall not approve a proposed grade change, or approve a proposed grade change as modified by the review panel, unless the panel's review finds that an inappropriate grade was given.
 - 4.3 The decision of the review panel is final. The review panel will notify the student, or her/his parent/guardian, in writing of its decision with 10 days of the panel hearing.

5. Regardless of the outcome of the review panel, the student or parent/guardian has the right to have a statement attached to the student's transcript. Should the student or parent/guardian choose to attach a statement to the transcript, the school may also attach a statement to the student transcript. These statements will remain attached to the student's record as long as such record is maintained by the school district and shall be disclosed whenever the school district discloses the portion of the student record to which the statement pertains.

Regulations: January 28, 2013

Okemos Public Schools

GRADE CHANGE REQUEST
REVIEW PANEL PROCEDURE

1. Opening Statement by Superintendent or Designee
 - A. Request to amend an educational record
 - B. Introduction of panel members
2. Presentation of the Student's Request by the Student or Representative
 - A. Provide Rationale
 - B. Respond to Questions and/or Clarify Information
3. Presentation of the Teacher's Position
 - A. Provide Rationale and Documentation
 - B. Respond to Questions and/or Clarify Information
4. Final Statement by Student or Representative
5. Final Statement by Teacher
6. Final Opportunity for Panel Members to Ask Questions of the Student or Representative or the Teacher
7. Concluding Statement by the Superintendent or Designee
 - A. Adjourning to Panel Deliberation
 - B. The review panel will notify the student/parents/guardians of its decision within ten (10) calendar days.