

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: GRADING SYSTEMS**

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The district shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, achievement and participation in classroom discussions and activities. Parents shall be provided a written report card at least four times a year regarding their child's progress. The use of marks and symbols will be appropriately explained.

The minimum grade that a teacher can assign a student for a course will be a 55. A comment may be added allowing teachers to state that a student's actual grade is lower than 55.

Grading will not be used for disciplinary purposes, i.e., reducing a grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work, for lack of class participation or for academic misconduct.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. Students are required to take final examinations on the date and time assigned. Only students with evidence of a valid and compelling excuse (e.g., medical emergency) will be allowed to make up an examination, with the permission of the Building Principal. Others will receive a 55 for the examination.

**Processing and Changing Student Grades**

Grades are expected to be submitted in a timely fashion to be reported to parents. Submission of grades will be open until a date set by the Building Principal (generally until the report card goes out), at which point the grading system will be closed and locked.

## Students

**SUBJECT: GRADING SYSTEMS (Cont'd.)**

Any submissions after that date must be accompanied by a written request and require the approval of the Director of Student Services and building administrator.

Grading systems will only be unlocked for enough time to allow the modification. After this period is closed (after one quarter) any extension to the date the system will be locked must be approved by the Building Principal.

While the professional judgment of the teacher shall be respected, it is understood that occasionally there may need to be an adjustment in grades after the term. Examples include, but are not limited to, reflecting additional assignments, correcting mistakes, or to accommodate student illnesses. Once a grade is assigned to a student by a teacher and grades close, the grade may only be changed by the Building Principal, a district administrator or designee after notification to the teacher of the reason for such change, or upon request of the teacher. All grade changes require supporting documentation, to be maintained in the system and in the student's record, including the name and title of the person making the request, the date of the request, and the specific reason(s) for the change.

The district's student management system will serve as a historic and official representation of the grades and credits earned. Grade changes and documentation will be filed in the student's permanent record folder.

Should an administrator enforce a grade change contrary to the teacher's assigned grade, he/she shall report to the Superintendent of Schools and/or the Board, who shall report to the Board.

All re-opening of the grading system and administrator enforced grade changes will be reviewed annually to ensure the process is being followed and that there is no unusual or inappropriate activity.

There will be a limited number of personnel other than teachers who have access or permission to enter or change grades in the system. Each year, the Superintendent will approve a list of those who have permission to change grades, which will include the Building Principal and the Superintendent of Schools. Access and permissions will be compatible with roles or job duties. The access and permissions of people no longer employed by the district, or no longer in positions requiring access and permissions, will be removed, modified or deactivated immediately by the Director of Technology and Director of Human Resources.

Ref: Education Law §§3202; 3205 et seq.  
*Matter of Nathaniel D.*, 32 EDR 67 (1992)

**SUBJECT: GRADING SYSTEMS (Cont'd.)**

*Matter of Hegarty*, 31 EDR 232 (1992)  
*Matter of Shepard*, 31 EDR 315 (1992)  
*Matter of Handicapped Child*, 32 EDR 83 (1992)  
*Matter of Ackert*, 30 EDR 31 (1990)  
*Matter of Augustine*, 30 EDR 13 (1990)  
*Matter of Boylan*, 24 EDR 421 (1985)  
*Matter of Burns*, 29 EDR 103 (1989)  
*Matter of Chipman*, 10 EDR 224 (1971)  
*Matter of Dickershaid*, 26 EDR 112 (1986)  
*Matter of Fitchett-Delk*, 25 EDR 178 (1985)  
*Matter of Gibbons*, 22 EDR 134 (1982)  
*Matter of LaViolette*, 24 EDR 37 (1984)  
*Matter of MacWhinnie*, 20 EDR 145 (1980)  
*Matter of McClurkin*, 28 EDR 136 (1988)  
*Matter of Reid*, 65 Misc. 2d 718 (1971)  
*Matter of Rivers*, 27 EDR 73 (1987)  
*Matter of Shamon*, 22 EDR 428 (1983)

Adopted: January 14, 2019