



## Grade Appeal Policy

Parents/guardians and students are encouraged to take an active role in monitoring academic progress, including grades. If there is a concern about a grade on a specific assignment, the parent/guardian or student should reach out to the teacher of the course.

The final semester grade for each course will be determined by the teacher of the course. The parent/guardian may appeal a semester grade based only on the following grounds:

1. Mistake
2. Bad Faith

To appeal a semester grade, the parent/guardian must take the following steps within sixty (60) calendar days of the end of the semester:

1. Submit a request for grade change to the teacher of the course.
  - a. The request must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
2. The teacher will take the following steps:
  - a. Should the teacher agree to change the grade, the teacher will notify the parent/guardian in writing of the new grade, and the change will be made in the student's official record within ten (10) school days of the receipt of the grade appeal.
  - b. Should the teacher not agree to change the grade, the teacher will notify the parent/guardian, Director of High School, and School Executive Director of the decision within ten (10) school days of the receipt of the grade appeal.

Parents/guardians may appeal a teacher's decision to school administration or submit an appeal directly to administration if the teacher is no longer employed by the school. This appeal must be submitted within ten (10) days of the date of the teacher's written decision or, if the teacher is no longer employed by the school during the sixty (60) days after the end of the semester, within that sixty (60) day timeframe.

1. The parent/guardian will submit a written request to the Director of High School or School Executive Director.
  - a. The written appeal must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
2. The Director of High School or School Executive Director shall request any additional supporting information from all involved parties and schedule a phone meeting with the parent/guardian.
3. The Director of High School or School Executive Director will inform the parent/guardian of the result of the appeal. This notice will be sent in writing (email) within fifteen (15) school days of the receipt of the grade appeal.