

**MINUTES
JUNE 5, 2014**

STUDENT GRADING POLICY AND PROCEDURES

The Board of Education has adopted this policy to provide clear guidance and a procedure for teachers and administrators to follow to ensure that the District's student's grades are recorded in a manner that the Board has determined is the best practice for the District.

I. Student Grading

It shall be the policy and procedure of the District that student grades on student's report cards handed out to student in the A.B.G.S. Middle School or Hempstead High School shall be the grades the student earns. The grade a student receives shall be the grade as determined by the teacher based upon class work, tests, quizzes, assignments, participation and attendance.

II. Students Who Are On Home-Bound Status

The Board of Education acknowledges that there are times when a student is home-bound and receiving home tutoring. A student may be home-bound status based upon discipline or medical condition. Any student who is receiving home tutoring must be given a grade by the student's tutor in a timely manner, sufficient for the student to have his/her grade reflected on his/her report card.

It shall be the procedure and the policy of the District that any tutor hired by the District to tutor students shall be informed in writing upon retention, the deadline dates for the completion of grades for the tutored students. The deadlines should be set by the Superintendent of Schools providing sufficient time enough to enter the grades into the PowerSchool system so that the grades shall be recorded on the student's report card.

The Director of Guidance shall maintain a list of all students who are on home-bound status, the reason for home-bound status and shall be responsible for ensuring that the home-bound students' grades are appropriately entered in a timely manner into PowerSchool so that the home-bound students' grades are accurately reflected on the student's report card.

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In addition to maintaining a list of all students who are on home-bound status, the Director of Guidance shall be responsible for ensuring that a note is placed in any and all home-bound student's permanent folder the date home-bound status commenced, the reason for home-bound status and the date home-bound status ceased. The note should also include a list of tutors, subject matters tutored, and any information regarding the student's home-bound status.

III. Grade Changing

No student's grade may be changed without the written approval of the teacher who gave the original grade and the written approval of the principal. If a teacher decides, in his or her discretion to change a student's grade, the teacher shall complete a Change of Grade Form in the form annexed to this policy as **Exhibit A**. All information must be completed on the form before the teacher submits it to the principal. Any teacher who submits a Change of Grade Form shall maintain a copy of the Change of Grade Form submitted to the principal.

Once the principal receives the Change of Grade Form from the teacher, the principal shall examine the request and, so long as there is a rational reason for the grade change, the principal shall approve it by executing the Change of Grade Form and shall maintain a copy of the fully executed Change of Grade Form.

If the principal agrees to change the student's grade, the fully executed Change of Grade Form shall be submitted to the Director of Guidance. The Director of Guidance shall sign the Change of Grade Form to ensure he/she has viewed the approved grade change. The Director of Guidance shall be responsible for entering the grade change into the PowerSchool system with a notation that the grade change was signed off by the teacher and principal and the dates of the sign-offs. The Director of Guidance shall maintain a copy of the fully executed Change of Grade Form.

The person who actually enters the grade change into the PowerSchool system shall sign the Change of Grade Form before it is filed in the student's paper file.

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The Director of Guidance shall be responsible to ensure that the fully executed Grade Change Form is filed in the student's paper file maintained by the Guidance Department.

IV. Access To PowerSchool To Change Student Grades

The Superintendent shall recommend to the Board of Education at the Board of Education's reorganization meeting, the names of the District employees who the Superintendent has selected to have authority to change student grades at each school and administrators who have the authority.

The Board may accept the Superintendent's recommendations, reject the recommendations or add additional names to the list of approved employees who shall have access to PowerSchool to change grades.

It shall be the policy of the District that no one other than an employee of the District shall be provided PowerSchool access to the District's PowerSchool information system with the authority to change student's grades. No employee of the District shall, without being approved in advance by the Board, have the authority to have access to change student grades.

Once the grades are entered, the teacher shall provide a printed copy of the grades to the principal. It is the principal's responsibility to review that the grades are entered properly.

V. Timing For Entering Student Grades Into PowerSchool

It shall be the responsibility of each teacher to correctly enter his/her student's grades into the District's PowerSchool information system. The Superintendent shall set a reasonable deadline for teachers to complete entering grades into PowerSchool before report cards are to be delivered to parents'/guardians' of the students.

Any teacher who fails to complete entering grades into PowerSchool before the deadline that the Superintendent sets, shall be subject to discipline for insubordination.

VI. Training For Teachers On PowerSchool Information System

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The Director of Technology shall each quarter provide a mandatory training session for all teachers and administrators in the use of PowerSchool, with particular attention to entering student grades into the PowerSchool system. The training sessions shall occur during a faculty meeting held in each school.

The Director of Technology shall inform the Superintendent and the Associate Superintendent for Human Resources of the name of any teacher who improperly enters a student grade for a quarterly grading period. The teacher shall be given a written warning and an opportunity to have training in entering student grades into PowerSchool.

Any teacher who receives two written warnings for improperly entering a student grade for a quarterly grading period in a single school year, shall be subject to additional discipline, including but not limited to charges and specifications pursuant to N.Y. Education Law § 3020-a.

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EXHIBIT A

CHANGE OF GRADE FORM

Date: _____

Student Name: _____

Student ID #: _____

Subject: _____

Course Name: _____

School Year: _____

Teacher: _____

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	FINAL GRADE
Original Grade					
Grade Change					

Reason for Change: _____

Teacher's Signature: _____

Principal's Signature: _____

Viewed By Director of Guidance: _____

Entered Into PowerSchool By: _____

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