

ACADEMIC EVALUATION CODE

Teachers shall give sufficient tests, written work, etc., to substantiate the grade given and shall keep such grades in a grade book or electronic record. The student, parent or principal may inspect an individual student's grades, as well as tests, projects, etc. used to substantiate such grades, at reasonable times.

No student should be graded on only two or three samples of work in a six-week (for high schools) or nine-week (for K-8) marking period unless the student is in an accelerated high school class or independent study.

When averaging grades, teachers shall give the student the next highest whole number when the grade is one-half ($1/2$) or more.

Grades should not be lowered because of poor conduct. Behavior problems on the part of students should be reflected in their conduct grade. What a student earns on academic work belongs to the student and points shall not be taken away because of poor conduct.

Teachers are to use the "comments" space on report cards to write meaningful remarks, and shall request conferences with the parents at any time the student is not performing satisfactorily.

For each marking period teachers shall make available to counselors or other administrative personnel lists of students who are failing one or more subjects, along with any comments that might assist in counseling with the students.

The principal has the right to change a grade, but, except for the most extenuating circumstances, should not do so without the teacher's consent.

When applicable, students who fail to return their report cards shall pay no more than a one dollar fine, and may not be issued another report card until the fine is paid or the report card is returned.