

**Grading and Promotion**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on other requirements determined by the State or District. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

The grade level of all students shall be based on the number of years of experience in high school **and** the number of high school credits earned. District 99 students are classified as Freshmen in their first year of attendance and if they have earned fewer than five (5) high school credits. Sophomores are students who are in their second year of attendance and have earned at least five (5) high school credits prior to the beginning of their second year. Juniors are students who are in their third year of attendance and have earned at least ten (10) high school credits prior to the beginning of their third year. Seniors are students who are in their fourth year of attendance and have earned at least fifteen (15) high school credits prior to the start of their fourth year.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.