

I. PURPOSE

This policy establishes acceptable procedures for the Lordsburg Municipal Schools to use in the event it is necessary to change a student's final course grades, as required and authorized under 6 NMAC 30.10.

II. GENERAL PROCEDURES

In order to preserve confidence in the integrity of the grading system for the District, the following procedures shall apply to requests to change student grades:

- A. A request for a student grade change shall be presented in writing by the parent, legal guardian, or student of legal age to the student's teacher, on a form provided by the District.
- B. Unless the Student is currently enrolled in the District, such request must be within six months after the student has exited the school. In the event of extenuating circumstances, the Superintendent has the discretion to permit requests for grade changes within a longer timeframe.
- C. The parent, legal guardian, or student of legal age shall present a reason for requesting the grade change. A copy of the grade change request shall be distributed to the Principal, Guidance Counselor, and Superintendent.
- D. A meeting shall be held with the parent or legal guardian, student, teacher and guidance counselor to discuss the request for grade change. A good faith attempt will be made by the District to obtain the written input of the student's classroom teacher who issued the grade in dispute. Such written input shall include reasons to support or oppose the requested grade change. In no event shall the District pressure a teacher into or retaliate against a teacher for making certain recommendations.
- E. A change in grade is permissible and may be approved for legitimate reasons such as an error in calculation or recording of coursework, assignments, homework or attendance; consideration of makeup work permitted by the teacher, submission of required assignments prior to the entry of the final grade; or makeup work performed as the result of excused absences, accident, illness, injury, or temporary disability of the student.
- F. Retroactive grade changes following issuance of report cards or grade reports are disfavored. Retroactive grade changes in recognition of makeup work shall ordinarily be permitted only in instances in which an incomplete was recorded and previous arrangements were made with the teacher to submit makeup work. All such makeup work shall be submitted no later than ten (10) school days from the

- G. date report cards or grade reports are issued. Failure to complete makeup work where an incomplete grade has been recorded shall result in recording an F, unless express arrangements have been made prior to the end of the grading period with the Principal.
- H. Retroactive grade changes in a course in which a letter or numerical grade has been recorded on the report card or grade report shall be permitted only in the instance of a documented error in calculating the original grade, as agreed by the teacher and the student. Any variance from this rule shall be approved by the Superintendent or his/her designee.
- I. If the student, parent, teacher and guidance counselor cannot agree that a grade change is warranted, the Principal shall convene a meeting to discuss the issue, which shall be attended by the Superintendent or his/her designee. If, as a result of such meeting, the parent, student or teacher feel aggrieved by the decision made at such meeting, the aggrieved party shall be permitted to appeal to the Superintendent directly, who shall review the matter with the aggrieved party and interested staff within ten (10) school days and make a final decision about the grade change request.
- J. The final decision must be in writing, state whether the request is denied or allowed, and articulate the reasons for the decision. The final decision shall be signed by the Principal, who will ensure that this Policy was followed in making the decision, and the Superintendent.
- K. Grade changes authorized under this Policy are available to all similarly situated students.

III. STUDENT ATHLETE GRADES

A student's course grade shall NEVER be changed solely for the purpose of permitting the student to maintain academic eligibility for interscholastic athletics.

Athletic coaches are prohibited from contacting teaching staff directly about student grades. All such contacts shall be made by the Athletic Director.

It shall be the responsibility of the Athletic Director to review the grades of student athletes, in a manner consistent with New Mexico Activities Association regulations, and to determine academic eligibility for participation in interscholastic athletics. The Athletic Director shall not delegate this responsibility to individual team coaches.

IV. STATEWIDE TESTS

Nothing in this Policy shall permit any changing of test results on statewide tests used to determine adequate yearly progress or graduation from high school. Where there is

a need to change such a grade due to a clearly clerical mistake, the District shall promptly notify the assessment and accountability division of the Public Education Department for guidance.

V. COMPLIANCE WITH FEDERAL LAW

The District and its administration, staff, and agents are required to comply with the Family Education Right and Privacy Act with respect to a student's education records.

As it relates to the amendment of a student's educational records, nothing in this Policy limits or eliminates the rights afforded to parents under federal regulations.

VI. UNPROFESSIONAL CONDUCT

The District shall consider as unprofessional any conduct by any individual holding or seeking to renew their licensure through the New Mexico Public Education Department that:

Changes a student's final course grade in violation of this Policy;

Knowingly withholds material information when asked on whether a student's grade should or should not be changed; or

Provides written recommendation for, or makes a final written response allowing, a final course grade change knowing that a grade change under the circumstances is not warranted or that there has been a material non-compliance with this Policy.