

PALISADES CHARTER HIGH SCHOOL**BOARD POLICY & PROCEDURES CONCERNING
STUDENT GRADE APPEALS****BOARD DESIGNATION OF GRADE APPEAL COMMITTEE**

The Board of Directors (“Board”) of Palisades Charter High School (“PCHS”) authorizes the Executive Director/Principal to establish a Grade Appeal Committee (“GAC” or “Committee”) on an annual basis. Such Committee shall consist of one (1) faculty member, one (1) classified employee or administrative member, and one (1) community member. The community member shall be advised and shall attest to not disclose to any third party any confidential pupil record information obtained in the grade appeal process.

PURPOSE OF COMMITTEE

The purpose of the GAC is to review and decide upon grade appeals which may be filed by a student and/or parent/guardian concerning a semester grade. This Policy shall adhere to Education Code section 49066.

TEACHER DETERMINATION OF GRADE

The grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil’s grade by the teacher, in the absence of demonstrable grounds as defined below, shall be final. Disagreement with the teacher’s instructional methods, course curriculum or the philosophy of a teacher’s grading criteria is not a basis for changing a grade.

GROUNDS FOR GRADE APPEALS

Any student and/or parent/guardian filing a final grade appeal may do so only upon the following grounds as defined herein:

1. Mistake
2. Fraud
3. Bad Faith, includes Violation of PCHS Grading Policy
4. Incompetency

WHEN TEACHER DECIDES TO CHANGE A GRADE

If at any time, the teacher agrees to change a grade under review, the teacher shall notify the parent/guardians in writing of the new grade and the change shall be made in the student’s official records within ten (10) school days following the date the teacher received the parent/guardian’s written request.

GRADES FOR WORK HABITS/COOPERATION NOT APPEALABLE

Grades for Work Habits and Cooperation shall not be deemed grades for purposes of this Policy. Concerns regarding grades for Work Habits and Cooperation may be directed to the teacher or the Director of Academic Planning and Guidance Services. All decisions regarding Work Habits and Cooperation grades at the school site level shall be final.

GRADE APPEAL COMMITTEE PROCESS

STEP 1: Attempt to Resolve Issue with Teacher Directly

Before requesting a review of a final grade or filing an appeal, the student and/or parent/guardian shall first attempt to resolve the issue with the teacher directly. This request by the student and/or parent/guardian shall include a written request to the teacher and the grounds therefore within the first 10 days of the subsequent semester, and the teacher shall respond in writing to the request within five (5) school days. If the teacher does not approve of a grade change, the teacher will submit a written explanation to the student and/or parent/guardian. Evidence of such efforts will be requested by the GAC in reviewing any grade appeals.

STEP 2: Formal Filing of Grade Appeal

In the event a student and/or parent/guardian wishes to file a formal final grade appeal, such appeal must be filed within thirty (30) school days from the date a semester grade was issued. Such appeal shall be initiated by the student and/or parent/guardian completing the PCHS Grade Appeal Form by the deadline.

The written grade appeal shall specifically allege how the teacher's semester grade reflects Mistake, Fraud, Bad Faith, which includes violation of PCHS Grading Policy, or Incompetency. Along with the appeal, the student and/or parent/guardian shall provide a copy of the initial written request to the teacher, and the teacher's response denying the grade change. The student and/or parent/guardian should also attach all relevant documentation including, but not limited to, email communications, assignments, grade data, course syllabus, and/or School Policies. The student and/or parent/guardian and teacher shall have the right to submit or present relevant documentation as part of the appeal.

STEP 3: PCHS Designated Administrator Review & Recommendation

Within fifteen (15) school days from the date the appeal has been filed, the PCHS designated administrator shall review the matter and communicate to the student and/or parent/guardian and teacher recommended course of action. The PCHS designated administrator will inform Department Administrators of pending grade appeals.

STEP 4: Request for Hearing

If the matter is not resolved at Step 3 to the satisfaction of the student and/or parent/guardian, the student and/or parent/guardian may request the matter be formally reviewed by the GAC. A request for the GAC to review a grade appeal must be made by the student and/or parent/guardian filing the request with the PCHS designated administrator within five (5) school days from the date of issuance of the PCHS designated administrator recommended action. Failure to file a timely request will be deemed a withdrawal of the grade appeal.

Within twenty (20) school days from the date of receipt of a request for hearing (unless impracticable or a different timeline is agreed to by the parties), the PCHS designated administrator shall be responsible for coordinating and scheduling any hearing before the GAC.

STEP 5: Hearing Process

At least three (3) school days prior to the hearing date, the PCHS designated administrator shall ensure all members of the GAC shall receive all relevant documents submitted by the parties and any other relevant forms/documents to effectively facilitate the process.

Following the meeting, the GAC may request any additional information in order to reach a decision. It is at this time that a representative from the administration shall present whether a Mistake, Fraud, Bad Faith, including Violation of PCHS Grading Policy and/or Incompetence is relevant to this appeal.

At the hearing, each party shall be provided up to fifteen (15) minutes to make a presentation to the GAC and to provide any additional relevant documents. The PCHS designated administrator shall be present to answer questions as well. During the meeting, the GAC may ask both parties clarifying questions. The parties are to direct all information and presentations to the GAC. The two parties will not interact with each other.

STEP 6: Notice of Outcome of Hearing

Within ten (10) school days from the date of the hearing, the GAC will reach a decision on the grade appeal. Should the GAC need more time to reach a decision, the PCHS designated administrator shall inform the parties. Once the GAC does reach a decision, the PCHS designated administrator shall inform the parties of the GAC decision, which shall be final.

STEP 7: Board Report

Grade Appeal data and redacted administrative, investigative, grade appeal reports shall be presented to the board in a Grade Appeals Report to the Board once a semester. This report may include a brief Executive Summary highlighting patterns, concerns, and recommendations for future action involving grading and teaching practices.

Adopted: **[DATE]**