

## INSTRUCTION

### GRADING, PROMOTION AND RETENTION

The administration and professional staff shall establish a system of grading, develop procedures for reporting academic progress to parents and students, and determine when the requirements for promotion and graduation have been met.

Grading: The primary purpose of grading in CCSD93 is to communicate academic progress to students, parents and others. The secondary purposes of grading include:

- providing feedback to students for self-assessment and growth;
- encouraging student progress and self-monitoring of learning.

Teachers shall use the approved district rubrics and assessment resources to evaluate student progress toward meeting the state approved standards. Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

Trimester progress toward the achievement of the learning standards shall be indicated as:

1	Does not meet standards
2	Meets some but not all standards
3	Meets standards
4	Meets and sometimes exceeds standards
5	Exceeds standards

Teachers shall maintain the right and the responsibility to determine standard scores and other student evaluations within the policies and procedures of the District, based upon the teacher's professional judgment of available criteria pertinent to any subject area or activity for which he or she is responsible. Students shall be assessed in terms of progress on the attainment of learning standards that have been determined by the State of Illinois.

All standard scores will be appropriately explained. Standard scores will not be used as punitive disciplinary measures for classroom misbehavior. Parents will be notified when a student's performance requires special attention.

The final standard score assigned by the teacher shall not be changed by any District administrator without prior notification and discussion with the teacher regarding the nature and reasons for such change. Reasons for changing a student's standard score may include:

- A miscalculation;
- A technical error;
- An agreement by the teacher that the student may demonstrate learning in an alternate manner.

Should a change be made, the administrator making the change shall assume responsibility and shall sign or initial the changed record.

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#### Reporting to Parents

Parent(s)/guardian(s) shall be formally informed of their child's progress in school at regular intervals, but at least 3 times a year. Divorced or separated parents can both be informed unless a court order requires otherwise.

Various methods for communicating student progress with parent(s)/guardian(s) will be used:

1. Report Cards
2. Progress Reports
3. Parent/Teacher Conferences
4. Notes and communication logs
5. Telephone calls
6. Digital means

#### Promotion, Retention, and Remediation

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of the various alternatives. In addressing developmental needs, efforts shall be made to identify candidates for retention and to implement retention decisions in the primary grades rather than later in the student's academic experience.

When any alteration in a student's normal progression through school is contemplated (e.g. retention or skipping of a grade), all factors shall be considered. The teacher and school principal shall use the expertise of other professional personnel as appropriate, and the support of the parents shall be solicited before a decision is reached.

Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. However, a student shall not be promoted to the next higher grade level or awarded a diploma based solely upon age or other social reasons not related to the academic performance of the student.

Decisions to promote or retain students for academic performance shall be based on successful completion of the curriculum, attendance, and performance based on summative and formative assessment results or other criteria established by the Board.

Students who demonstrate a proficiency level two or more years below their current placement shall be provided with additional learning opportunities. These opportunities may include a summer program, extended school day, modified instructional materials, increased or concentrated instructional time, other modifications in the instructional program, reduced class size, or retention in grade.

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Graduation

No student who fails to satisfy the requirements for a diploma in the District shall be permitted to attend the graduation ceremony or participate in other graduation activities.

LEGAL REF.: 105ILCS 5/2-3.64, 5/10-20 9A, 5/10-21.8, AND 5/27-27; 23 Ill. Admin. Code §1.440

Adopted: May 12, 1983  
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