

REVIEW OF SECONDARY FINAL GRADES

Preamble

In secondary schools, the final grades assigned to students often have great significance for the students' lives and futures. It is important, therefore, that when parents or students wish to have such grades reviewed, there be a known process to follow. This process must ensure a fair hearing by independent, but knowledgeable, professionals and take into account reasons and advice given by the teacher who assigned the grading.

Policy

Maria Montessori Academy shall establish and maintain a procedure for reviewing students' final grades, when such a review is requested by the student or the student's parents or guardians. The school shall ensure that the procedure is known to students and their parents/guardians.

Policy Objectives

1. To ensure fairness of grading at the secondary level.
2. To maintain a procedurally fair method for reviewing grades.
3. To ensure that all concerned know the procedure.

Administrative Procedures

1. The review process must include the following features.
 - 1.1 The necessary prerequisite for any review will be a meeting between the student and/or his/her parents with the teacher who has assigned the grade.
 - 1.2 If this prerequisite meeting does not come to a mutual agreement to the situation, clear time deadlines for requesting, and holding, an official review must be set.
 - 1.3 The review committee will comprise of the school principal/designate and the Chair/or designate of the Education Committee.
 - 1.4 The student and/or parents must be heard during the review.
 - 1.5 The teacher assigning the grade must be heard during the review.
 - 1.6 The decision on the review of the grade must be immediate and communicated

to the student/family by the school principal within 24 hours.

2. All decisions made during the review will be final.