

<b>NORTH PROVIDENCE PUBLIC SCHOOLS STUDENT GRADE APPEAL POLICY</b>	<b>Approved:</b>

**I. Policy**

The purpose of this policy is to establish a fair and transparent process for students to appeal grades they believe to be inaccurate or unfair. This policy aims to protect both students' rights to fair assessment and teachers' academic freedom and professional judgment.

**II. Grounds for Appeal**

A student, parent or guardian may appeal a student’s grade on the following grounds:

- Clerical or mathematical error in calculating the grade.
- Application of grading standards inconsistent with those outlined in the course syllabus.
- Unfair or unequal application of grading policies across students in the same course.
- Grading decisions are influenced by factors unrelated to academic performance.

**III. Appeal Process**

Step 1: Informal Resolution with Teacher

Within 5 school days of receiving the contested grade, the student must first meet with the teacher to discuss the grade and attempt to resolve any discrepancies.

The teacher should explain the rationale for the grade and correct any clear errors.

Step 2: Formal Written Appeal to the Principal

If the issue remains unresolved after meeting with the teacher, the student may submit a written appeal to the Principal within 5 school days of the teacher meeting.

The written appeal must include:

- Student's name and ID number
- Course name, number, and section
- Teacher's name
- Grade being appealed
- Detailed explanation of why the student believes the grade is incorrect

- Any supporting documentation (e.g., graded assignments, syllabus)

The Principal will consider the appeal and issue a written decision within 10 school days of receiving the appeal.

### Step 3: Final Appeal to Superintendent

If the Principal denies the appeal, that decision may be appealed to the Superintendent or designee within 3 school days. The Superintendent or designee will consider the appeal and issue a written decision within a reasonable amount of time. This decision shall be final. Any further appeal may be made to the Rhode Island Department of Education.

### Time Limits

Failure to timely appeal shall render the decision final in all respects. However time limits in this policy may be extended for good cause shown, such as school holidays or extenuating circumstances, and granted in the sole reasonable discretion of the school administration.

### **IV. Record Keeping**

All documentation related to grade appeals will be maintained in accordance with the school's record retention policy.