



## **ASSESSMENTS AND EXAMINATIONS**

The purpose of examinations is to help students, parents/guardians and teachers identify each student's educational performance, growth and areas needing improvement in order to enhance teaching and learning. Examinations of student progress are based on numerous measures of student performance that provide a thorough evaluation and therefore, an extensive scope of the student's learning.

### **Examinations Required by the State and Federal Governments**

The Charter School students shall participate in all state and federal required examinations. Such examinations provide the Charter School with information for evaluation and future planning. State and federal examinations also indicate the Charter School's effectiveness in carrying out its educational mission.

Whenever examinations required by law are administered, the Principal of the Charter School or his/her designee shall provide parents/guardians written notice of the date of the examination, the uses and importance of the examination, and the student's test results.

All examinations required by the state or federal law will be administered according to law on the dates required by law.

Special Education students shall participate in state and federal examinations according to their Individualized Education Program.

Parents/guardians may obtain for their student an exemption from the state and federal examinations only by written request sent to the Principal of the Charter School or his/her designee.

### **Grading**

Student progress evaluation provides information on student learning and where the student needs improvement. Parents/guardians are integral to student educational accomplishments. Therefore, parent/teacher conferences will be conducted quarterly. Parents/guardians will receive report cards indicating their student's educational and

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citizenship progress. Parents/guardians will be notified of deficiencies in their student's educational program.

At parent/teacher conferences, parents/guardians will be informed as to the goals and objectives of the class, grading procedures for academic and citizenship grades, classroom practices and procedures, and parent/guardian responsibilities including but not limited to volunteering at the School.

Teachers are responsible for setting objective standards for grading academics and citizenship and shall make these standards known to the parents/guardians. Teachers are responsible for assigning grades to the students in their classes. In the absence of a finding that the grade was inaccurate, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence not based on the personal observation of a named person with the time and place of observation noted, misleading, or in violation of the privacy or other rights of the pupil, the grade shall be final. A grade change may not be made as the result of coercion by any person(s).

If a student or parent/guardian believes a grade is unfair or inappropriate, the grade can be appealed in accordance with the Westlake Charter School Pupil Record Challenge Board Policy. Before filing an appeal, the student or parent/guardian is encouraged to appeal directly to the teacher of the class. In accordance with the Pupil Record Challenge Board Policy, if the issue cannot be resolved with the teacher, the student or parent/guardian may request a meeting with the Principal. Any meeting with the Principal and student or parent/guardian shall include the teacher who assigned the grade in dispute.

If the matter is still unresolved, the student or parent/guardian shall appeal in writing to the Board in accordance with the Pupil Record Challenge Board Policy. The appeal shall allege specifically how the teacher's grading system or a grade is:

- 1 ) Inaccurate
- 2) An unsubstantiated personal conclusion or inference
- 3) A conclusion or inference outside of the observer's area of competence
- 4) Not based on the personal observation of a named person with the time and place of the observation noted
- 5) Misleading
- 6) In violation of the privacy or other rights of the pupil

Students' grades will not be changed by the Board or the Principal without the input of the teacher who assigned the grade.

The decision of the Board shall be final and binding.

Only in cases of illness or lack of transfer grades for new students will a definite grade not be assigned. In such cases, the student shall receive an "incomplete" unless the work required to complete the class is not completed within a specified reasonable period of time given by the teacher, in which case the student shall receive a "failure."

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