

JUNE 25, 2014

**REVIEW OF FINAL GRADES POLICY
For
PENELAKUT ISLAND LEARNING CENTRE**



Preamble

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

Penelakut Island Learning Centre will complete such a review when requested by the student or the student's parents or 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. A letter must be written clearly identifying a request for a 'Review of Grades' to Principal and Education Director
 - 1.1 Principal and Education Director will review or appoint directors from Penelakut Island Learning Centre Society
 - 1.2 A response in writing will take place within 10 working days to the appeal
 - 1.3 A meeting will take place within 30 days
 - 1.4 The decision of the directors will be final, documented and filed