



Book	Ogdensburg City School District
Section	4000 Instruction
Title	GRADING SYSTEMS
Code	4710
Status	First Reading
Last Revised	July 22, 2025

☐ Required

☒ **Local**

☐ Notice

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The district shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, achievement, and participation in classroom discussions and activities. Parents shall be provided a written report card at least four (4) times a year regarding their child's progress in grades 7-12, and at least three (3) times a year in grades UPK-6. The use of marks and symbols will be appropriately explained.

Grading shall not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to an excused absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g., to secure more time to study for a test), every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

Processing and Changing Student Grades

Grades are expected to be submitted in a timely fashion to be reported to parents. Submission of grades will be open until a date set by the Building Principal, at which point the grading system will be closed and locked. Any submissions after that date must be accompanied by a written request. Grading systems will only be unlocked for enough time to allow the modification. Any extension to the date the system will be locked must be approved by the Building Principal.

While the professional judgment of the teacher shall be respected it is understood that occasionally there may need to be an adjustment in grades after the term. Examples include, but are not limited to, reflecting additional assignments, correcting mistakes, or to accommodate student illnesses. Once a grade is assigned to a student by a teacher and grades close, the grade may only be changed by a Building Principal or his/her designee after notification to the teacher of the reason for such change, or upon request of the teacher. All grade changes

require supporting documentation, to be maintained in the system and in the student's record, including the name and title of the person making the request, the date of the request, and the specific reason(s) for the change.

The district's student management system will serve as a historic and official representation of the grades and credits earned. Grade changes and documentation will be filed in the student's permanent record folder.

Should an administrator enforce a grade change contrary to the teacher's assigned grade, he/she shall be prepared to report to the Superintendent of Schools and/or the Board.

All re-opening of the grading system and grade changes will be reviewed annually to ensure the process is being followed and that there is no unusual or inappropriate activity.

There will be a limited number of personnel other than teachers who have access or permissions to enter or change grades in the system. This list includes the School Counselor (grades 7-12), CIO, Building Principal, Assistant Superintendent for Instruction, and Superintendent.

The Superintendent will develop regulations and procedures for adding users, establishing user's access rights, deactivating or modifying user accounts, granting user permissions, and monitoring user access to and activity within the system.

Access and permission will be reviewed annually to ensure that appropriate individual users have the correct permissions to perform the tasks required of them. Access and permissions will be compatible with roles or job duties. The access and permissions of people no longer employed by the district, or no longer in positions requiring access and permissions, will be removed, modified or deactivated immediately.

Ref:

Education Law §§3202; 3205 et seq.

Matter of Nathaniel D., 32 EDR 67 (1992)

Matter of Hegarty, 31 EDR 232 (1992)

Matter of Shepard, 31 EDR 315 (1992)

Matter of Handicapped Child, 32 EDR 83 (1992)

Matter of Ackert, 30 EDR 31 (1990)

Matter of Augustine, 30 EDR 13 (1990)

Matter of Boylan, 24 EDR 421 (1985)

Matter of Burns, 29 EDR 103 (1989)

Matter of Chipman, 10 EDR 224 (1971)

Matter of Dickershaide, 26 EDR 112 (1986)

Matter of Fitchett-Delk, 25 EDR 178 (1985)

Matter of Gibbons, 22 EDR 134 (1982)

Matter of LaViolette, 24 EDR 37 (1984)

Matter of MacWhinnie, 20 EDR 145 (1980)

Matter of McClurkin, 28 EDR 136 (1988)

Matter of Reid, 65 Misc. 2d 718 (1971)

Matter of Rivers, 27 EDR 73 (1987)

Matter of Shamon, 22 EDR 428 (1983)

Adoption date: