



**Policy SY15-16.3: Assessing students who are relatives of faculty or staff
To Be Approved: November 18, 2015**

The following policy is to protect MacLaren employees and their children or other close relatives, who are students at MacLaren, both to ensure fairness and to prevent any appearance of favoritism.

Grades

1. MacLaren faculty awarding grades to students who are their relatives must have such grades reviewed and approved by the Head of School. This review may consist not only of reviewing assessments and writing samples, but sitting in on class as well. If the Head of School is related to the student, the review should be conducted by an unrelated senior faculty member qualified to conduct the review, designated by the Head of School or his/her designee.

2. If a MacLaren employee, student, or parent wishes to challenge a grade that has been given to a student-relative, the appeal must be made in writing to the Head of School for adjudication. The appellant may not directly challenge or question the teacher who assigned the grade. If the Head of School finds merit in the appeal, he/she may conduct a full review of the situation, either directly or by appointing 2-3 neutral, unrelated other MacLaren employees whose charge will be to ensure fairness in grading and prevent any appearance of favoritism. The Head of School may also allow a meeting of the appellant with the relevant faculty member, provided that another faculty member is assigned to be present. If the Head of School is a relative of the appellant or is the teacher who assigned the grade, the appeal should be made to a senior faculty member, who has the same authority to properly resolve the situation.

Awards

With regard to awards which involve faculty discussion and nomination, faculty members must recuse themselves if they have a relative in the pool of potential awardees. The recused faculty member must be absent from any deliberations and actions with regard to these specific awards. If the Head of School is thereby recused from making the final decision regarding an award, the Head of School should designate a senior faculty member to act in his/her stead.

Faculty members who are recused may submit input to the grade level team lead for awards such as the *Per Aspera* and Highlander awards, but may not be present at the team deliberations. Regardless, a faculty member should not advocate for his or her child receiving an award.

The Head of School is responsible for maintaining these principles and their positive, fair and just application. Any concerns with the Head of School in this regard should be directed to the Board Chair according to MacLaren's grievance policy.

“Relative” defined. For the purpose of this policy, a "relative" is considered a spouse, parent, child, foster child, sibling, grandparent, grandchild, uncle, aunt, cousin, niece or nephew of the employee or of the employee's spouse. Relatives also include "step" relationships such as stepchild and step-parent.

Faculty and staff who live with MacLaren students need to disclose this relationship to the Head of School. This policy applies in these relationships as well. If any faculty member has some other kind of special relationship with a student outside of these circumstances, he or she should disclose this to the Head of School to determine if this policy applies or not.