

Office of the Deputy Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

June 7, 2007

MEMORANDUM

To: Elementary School Principals

From: Frieda K. Lacey, Deputy Superintendent of Schools

Subject: INFORMATION: Grading and Reporting



The purpose of this memorandum is to clarify the process for answering questions from parents on grading and reporting. Attached is *Procedures for Answering Grading and Reporting Questions from Parents*. The document reflects the work of the Grading and Reporting Implementation Team (GRIT), which is an advisory group made up of Montgomery County Public Schools (MCPS) central office and school-based staff, parents, and students. One of the team's tasks is to clarify procedures for the implementation of the grading and reporting policy and make recommendations to the deputy superintendent. The document is available on the MCPS Web site at <http://www.mcps.k12.md.us/info/grading>.

It is expected that you will provide time during a staff meeting to review the *Procedures for Answering Grading and Reporting Questions from Parents*, and that you will monitor implementation. It is important that this information be conveyed in writing to staff and parents through the appropriate resources such as the staff handbook, parent newsletters, summer mailings, and your school Web site.

A work group of stakeholders will convene in the fall to draft guidelines for implementing elementary standards-based grading and reporting procedures. Some of the issues that the group will address are reteach and reassess, homework, and due dates and deadlines. The group also will address expectations for communicating to students, staff, and parents regarding procedures and criteria for summer packets.

I look forward to a productive school year as we continue to implement procedures that will have a positive impact on learning. If you have any questions about the document, please contact Ms. Janice Faden, director, Elementary School Instruction and Achievement, at 301-517-5007 or via e-mail.

FKL:pae

Attachment

Copy to:

Executive Staff
Ms. Bedford

Ms. Cepaitis
Directors of School Performance

Ms. Faden
GRIT Members

MONTGOMERY COUNTY PUBLIC SCHOOLS
Procedures for Answering Grading and Reporting
Questions from Parents in Grades 1–12 — July 2, 2007



www.montgomeryschoolsmd.org/info/grading

Purpose

The purpose of this procedure is to identify and respond to questions from parents about grading and reporting. There are two types of questions for which a parent may want assistance or clarification—questions that pertain to their child, and questions that pertain to policy and general procedures. Each school has a staff contact to facilitate communication and timely response to grading and reporting questions. The following procedures will be used:

Procedures for Questions Specific to a Student's Grade

1. Parents contact the teacher.
2. The teacher consults with the team, resource teacher, guidance counselor, or local staff contact to resolve unanswered questions.
3. The team leader, resource teacher, or local school staff contact refers unanswered questions to the school administrator.
4. Answered questions are disseminated to the student's parents, the student, and staff as appropriate.
5. For unresolved questions, parents may complete the Montgomery County Public Schools (MCPS) Form 270-8: *Complaint from the Public* and submit it to the principal. This form is available at the local school or on the MCPS Web site: www.montgomeryschoolsmd.org/departments/forms/public.shtm. The form and the Web site provide detailed information on the process for filing a complaint and resolving differences.

Procedures for Questions about Policy and General Procedures

1. Parents contact the teacher.
2. The teacher consults with the team, resource teacher, guidance counselor, or local staff contact to resolve unanswered questions.
3. The team leader, resource teacher, or local school staff contact refers unanswered questions to the school administrator.

4. Answered questions are disseminated to parents, students, and staff, as appropriate.
5. Local school staff contact communicates unanswered questions to appropriate director of instruction and achievement (DIA).
6. Appropriate DIA either answers questions or logs unanswered questions, completes unanswered question form, and presents to the Grading and Reporting Implementation Team (GRIT).
7. GRIT recommendation goes to Steering Committee.
8. Steering Committee accepts, modifies, or rejects recommendation and provides rationale to GRIT.
9. DIA sends information to designated groups.