

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: CGA-RA, IFA, IFA-RA, IKA, IKB-RA, IKC-RA, ISB-RA, JEA-RA, KBA-RA, KLA, KLA-RA

Responsible Offices: Division of School Leadership and Improvement; Division of Teaching and Learning

Grading and Reporting

I. PURPOSE

To align grading and reporting practices with the curriculum and assessment practices of Montgomery County Public Schools (MCPS) and the Maryland State Department of Education (MSDE), in order to accurately document and report student achievement.

II. DEFINITIONS

- A. *Academic Dishonesty* includes, but is not limited to, (1) plagiarism, taking credit for work or ideas created by others or Artificial Intelligence (AI); (2) cheating, acting unfairly in order to gain or give an advantage, including the unauthorized use of resources or AI; and (3) forgery, such as faking the signature of a teacher or parent/guardian.
- B. *Assessments* include, but are not limited to, districtwide assessments, end-of-unit tests, final evaluations, projects, performance-based assessments, and other similar formative and summative demonstrations of a student's mastery of grade-level or course material.
- C. *Body of evidence* is a collection of aligned instructional tasks used to determine if a student has met identified standards or goals.
- D. *Course expectations* are statements of skills and knowledge that the student should attain by the end of a course.
- E. *Course team* is all the teachers in a school who teach the same course.
- G. *Deadline* is the final date by which an assignment not submitted by the due date can be submitted to receive a grade other than a zero.

- H. *Due Date* is the date by which an assignment must be completed to receive full credit.
- I. *Extended Time* is considered a Timing Accommodation that changes the allowable length of time to complete assignments, tests, and activities, and may also change the way the time is organized. Timing Accommodations give students the time and the breaks they need to complete activities, assignments, and tests for students with accommodations documented in their IEP, 504 Plan, and EML Plan. ([Taken from the Maryland Assessment, Accessibility, and Accommodations Manual](#)).
- J. *Grade-level expectations* are statements of skills and knowledge that elementary students should attain in a subject by the end of a grade—what an elementary student is expected to know and be able to do by the end of a grade in a specific subject, as outlined in the grade/subject curriculum.
- K. *Late work* is work submitted after the due date but before or on the deadline.
- L. *Make-up work* is any assignment or assessment that is provided to students when a lawful absence occurs.
- M. *Marking period* is an approximately nine-week period, or quarter of a school year, at the end of which the individual student’s achievement of the concepts and skills taught during that period is reported.
- N. *Maryland System of Testing Academic Readiness (MSTAR)* refers to assessments developed for, or adopted by, the MSDE, beginning in the 2026–2027 school year.
 - 1. The MSDE establishes the conditions under which certain MSTAR assessments are required for graduation or contribute to a student’s grade.
 - 2. End-of-course assessments (EOCs) are taken at the completion of a corresponding course and are included in the student’s grade.
 - 3. Graduation requirements associated with MSTAR are addressed in MCPS Regulation ISB-RA, *High School Graduation Requirements*.
 - 4. Weights associated with EOCs are updated, as needed, in the *MCPS High School Course Catalog* and associated addenda (see also section III.G below).
- O. *Professional Learning Community (PLC)* is a term used to define a team of teachers who work collaboratively in recurring cycles to explore grade-level or content-specific curriculum, analyze data, and reflect on their practice to achieve better results for the students they serve.

- P. *Semester* is a term typically used only for high school credit-bearing courses, and refers to an approximately 18-week period comprising two 9-week marking periods, or quarters of a school year, at the end of which the individual student's achievement of the concepts and skills taught during that period is reported.
- Q. *Special populations* are groups of students who may require instructional adjustments, accommodations, or modifications to their instructional programs, based on learning needs and strengths.

III. PROCEDURES

A. Evidence of Student Learning

Consistent with MCPS Regulation IFA-RA, *Curriculum*, teachers will use a variety of assessment approaches over time to create a body of evidence and monitor student learning of the MCPS curriculum. Student grades are based on the collected body of evidence.

1. The body of evidence may include assessment products designed to evaluate the student's mastery of content, such as unit assessments, papers, projects, quizzes or tests, and/or performance tasks.
2. The body of evidence in elementary school may not include work assigned for practice or preparation for instruction. The body of evidence in middle and high school may include work assigned for practice or preparation for instruction.

B. Grades

1. Grades must be based on individual demonstration of skill and understanding.
2. Grades for elementary content areas are based on evidence of the attainment of assigned grade-level or course expectations.
3. Grades for secondary courses are based on evidence of attainment of course expectations.
4. Grade-level and course expectations are outlined in curriculum documents and discussed in section III.D.
5. Teachers of English Language Development (ELD) for emergent multilingual learners (EMLs), special educators, and general education

teachers who provide instruction for a student will collaboratively examine evidence collected to determine the student's grade.

6. Permissible grade symbols and scales used on report cards are set forth below.

a) Kindergarten and Grade 1 Academic Grades

P	Proficient with grade-level standards taught this marking period
I	In progress toward meeting the grade-level standards taught this marking period
N	Not yet making progress or making minimal progress toward meeting the grade-level standards taught this marking period
M	Missing data – no score recorded
NEP	Not English Proficient: NEP can be applied for newcomer Emergent Multilingual Learners with English Language Proficiency Level 1 or 2 for their first marking period of enrollment. NEP can be used for the following content areas: English Language Arts, Math, Science, and Social Studies.

b) Grade 2 to Grade 5 Academic Grades

A	The student consistently demonstrates mastery of the grade-level standards taught this marking period.
B	The student frequently demonstrates mastery of the grade-level standards taught this marking period.
C	The student periodically demonstrates mastery of the grade-level standards taught this marking period.
D	The student rarely demonstrates mastery of the grade-level standards taught this marking period.
M	Missing data – no score recorded
NEP	Not English Proficient: NEP can be applied for newcomer Emergent Multilingual Learners with English Language Proficiency Level 1 or 2 for their first marking period of enrollment. NEP can be used for the following content areas: English Language Arts, Math, Science, and Social Studies.

c) Grade 6 to Grade 12 Academic Grades

A	89.5-100 Outstanding level of performance
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B	79.5-89.4 High level of performance
C	69.5-79.4 Acceptable level of performance
D	59.5-69.4 Minimal level of performance
E	0-59.4 Unacceptable level of performance
M	Missing data – no score recorded
NG	No Grade. No grade assigned because the student is not enrolled in the course during this marking period or will not receive a grade for this marking period or semester because the student has an English Proficiency Level of 1 or 2 and the student's English skills limit ability to demonstrate learning in these subjects.

- d) Each marking period grade shall contribute equally to the final mark (i.e., 50 percent from each marking period in a semester course).
- e) The final course grade is determined by calculating the average of the numeric grades from each marking period.
 - (1) Missing work is assigned a numeric grade value of zero and included in the calculation.
 - (2) For semester-long courses, the final grade is the average of the two marking period grades. This is calculated by adding the numeric grades from both marking periods and dividing the sum by two.
 - (3) For full-year courses (or courses spanning four marking periods), the final grade is the average of all four numeric grades, calculated by adding the grades and dividing the total by four.
- f) In courses that have an MSDE-required end-of-course exam, the final semester mark is calculated by weighting each marking period within the semester at 40 percent, and the exam at 20 percent, aligned with MSDE requirements that these assessments count as 20 percent of the final mark. If the student is missing the EOC assessment grade at the close of the semester, the grade will be marked "I." Once the student's test score is received, the "I" will be replaced with the earned grade.

C. Reporting Student Achievement

1. Report Cards

- a) Report cards summarize evidence of student achievement collected throughout the marking period and include the following:
 - (1) Grades, consistent with the required grading scale, indicating student achievement on grade-level/course expectations
 - (2) Students' Learning Skills for students in kindergarten through Grade 8
- b) Attendance and tardiness are not calculated in the grade, but they are included in the report card, consistent with MCPS Regulation JEA-RA, *Student Attendance*.
- c) Parents/guardians of students with an Individualized Education Program (IEP) will receive supplemental information on progress toward the attainment of IEP goals when report cards are issued, consistent with federal and state requirements.
- d) At the elementary level, report cards indicate adjustments to grade-level expectations.
 - (1) The report card will reflect the student's actual instructional level and achievement of assigned indicators in reading and math.
 - (2) Parents/guardians of EMLs will receive supplemental information on their student's performance in listening, speaking, reading, and writing, based on expectations that are appropriate to their English language proficiency level.

2. Formal reporting varies by grade level as follows:

- a) Prekindergarten teachers report student achievement to parents/guardians in parent conferences and narrative reports.
- b) Reporting for Grades K–5 is as follows:
 - (1) Report cards for students in Grades K–5 are issued at the end of each marking period.
 - (2) Between the fourth and sixth weeks of each marking period, interim reports are generated centrally for all students,

posted on the ParentVue Portal, and mailed home centrally for parents/guardians who do not have ParentVue accounts.

- (3) In Grades K–5, one parent/teacher conference is required during the first semester. Additional parent/teacher conferences are recommended for students who are not meeting or who are exceeding expectations.

c) Reporting for secondary schools is as follows:

- (1) Report cards for students in Grades 6–12 are issued at the end of each marking period.
- (2) Between the fourth and sixth weeks of each marking period, interim reports are generated centrally for all students, posted on the ParentVue Portal, and mailed home centrally for parents/guardians who do not have ParentVue accounts.

- 3. Teachers are encouraged to communicate informally with the parent/guardian via phone calls, emails, or password-protected sites on the MCPS website.
- 4. Teachers or parents/guardians may request additional conferences as needed to discuss student progress or concerns.
- 5. The interim marking period report will inform the parent/guardian of students in danger of failing or of dropping more than one letter grade from the previous marking period. If the student shows a marked decline in achievement after the interim marking period report, the teacher will inform the parent/guardian of this decline (e.g., by phone call, email, or text) in a timely manner and document the communication.
- 6. Teachers will use an electronic grade book and classroom-to-home communication systems selected, deployed, and supported by the Department of Student Data Systems.

D. Grade-level and Course Expectations

The Division of Teaching and Learning (DTL) is responsible for developing curricula consistent with MCPS Regulation IFA-RA, *Curriculum*, that establish grade-level expectations at the elementary level and course expectations at the secondary levels, aligned with MSDE standards and assessments or other nationally or internationally recognized standards.

1. All students will be considered diploma-bound and will be assessed and graded accordingly, unless and until an IEP team determines that a student will be instructed, assessed, and graded on Alternative Learning Outcomes that are aligned with the curriculum, leading to a Certificate of Completion. Such a determination requires written consent from the parent/guardian, except as otherwise provided in the Annotated Code of Maryland, Education Article, Section 8-405(f).
2. Procedures for adjusting assigned curricula for elementary students not on grade level will be developed by the DTL, in collaboration with the Division of Special Education Services and the Division of School Leadership and Improvement (DSLII), and approved by their chief officers.

E. School Procedures

1. Grading, homework, reteaching, and reassessment procedures will be applied consistently within and among schools.
2. The DSLII and the DTL collaboratively implement procedures established by the DTL to implement Montgomery County Board of Education Policy IKA, *Grading and Reporting*, and Policy IKB, *Homework*, including review and/or modification of grades, as set forth in sections III.J, K, and L below.
3. Unless other requirements have been established by the DTL, school-level processes are set forth by the principal, in collaboration with the school leadership team.
4. Principals are responsible for the following:
 - a) Designate and collaborate with a school leadership team to develop, communicate, and monitor consistent implementation of school-level grading and reporting processes, including the following:
 - (1) Review grading and reporting procedures with staff during pre-service days.
 - (2) Submit school-level processes to their DSLII director by the end of Pre-service Week or as otherwise directed by the DSLII.
 - (3) Communicate grading and reporting information in writing to students and parents/guardians at the beginning of each semester and when procedures change.

- (4) Monitor and ensure consistent implementation of grading and reporting practices for grading, homework, reteaching, reassessment, and reporting procedures.
 - b) Designate a staff member to serve as the school contact for grading and reporting concerns and for communicating the name of the contact to students, staff, parents/guardians, and the DTL at the beginning of each school year. The staff contact is responsible for facilitating communication and providing a timely response to grading and reporting questions as follows:
 - (1) Redirect questions to appropriate school staff members when questions are specific to an individual student's grade.
 - (2) Inform the principal or designee of recurring questions and questions about policy and procedures.
 - (3) Forward unanswered or recurring questions to the DTL.
5. Grade-level teachers or department PLCs are responsible for collaborating to establish consistency among the following:
- a) The body of evidence on which students' grades are based, and in what proportions each type of evidence contributes to the marking period and semester grades.
 - b) The weighting of assessments, if appropriate and unless otherwise directed by the MSDE or the DTL. See section III.G for additional information on grade-weight requirements established by the MSDE.
 - c) The method and schedule for reassessment opportunities, as described in Section III.F.4 below.
 - d) The extent to which homework counts toward the marking period grade in secondary school courses.
6. For secondary students, there are two categories of homework, and they count toward the marking period grade as follows:
- a) Homework for practice or preparation may account for a maximum of 10 percent of the marking-period grade. Homework is graded for completion.

7. Secondary teachers are responsible for the following:

- a) All Tasks/Assessments means products designed to evaluate the student's mastery of content (as compared to tasks for practice/preparation), such as unit assessments, papers, projects, quizzes or tests, and/or performance tasks. There shall be no fewer than nine "All Tasks" assignments, with feedback, each marking period. During the fourth marking period for seniors, there shall be no fewer than six "All Tasks" assignments.
- b) Practice/Preparation: There shall be no fewer than five practice/preparation assignments each marking period. For seniors in the 4th marking period, there shall be no fewer than three practice/preparation assignments.
- c) Establishing Due Dates and Deadlines:
 - (1) Teachers are expected to separate the due date from the deadline in order to increase opportunities for students to complete assignments. No deadline may be more than 10 school days after the original due date, unless the student has an extended time accommodation.
 - (2) Work turned in after the due date is considered late work. Students with an extended time accommodation may need an extended due date. Late work turned in by the deadline may be lowered no more than one letter grade or 10 percent of the grade.
 - (3) Late work will not be accepted after the deadline. To ensure timely grade reporting, no assignment deadline or assessment should be administered (unless a make-up assignment or assessment) after the final five school days leading up to the end of the marking period. This will allow students receiving the extended time accommodation the opportunity to complete the assignment(s) by the end of the marking period. Instruction must continue in the final five days of each marking period. Any assignment or assessment administered during this time period will be entered into the subsequent marking period, with the exception of quarterly courses or marking period 2 for high school courses. Semester 1 and quarterly course grades must be finalized by the teacher of record.

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- (4) Students with the extended time accommodation will be given their extended time due date and deadline according to the specifications outlined in their EML/IEP/504 Plan.
Teachers shall communicate to students and parent/guardians the due dates and deadlines for assignments using the online gradebook, accessible through StudentVue and ParentVue in the title of the assignment. For example: AT (R) 4.2 Evolution Assessment (Due: 4/20, Deadline: 4/27)
 - (5) Teachers will enter a “Z” in the gradebook to denote that the student did not submit an assignment by the due date but still has an opportunity to submit the missing work. Assignments noted as missing in StudentVue and ParentVue must be submitted by the deadline.
 - (6) If the student does not turn in the assignment after support and intervention, the teacher will enter a zero for the final grade.
- d) Documenting communication to inform students and parents/guardians about missing assignments in the All Tasks category.
 - e) Returning graded work to students, as described in Section III.H.
 - f) Allowing make-up work.
- (1) Teachers may assign an equivalent but different task or assessment to students when they return from any lawful absence.
 - (2) Students who are found to be unlawfully absent from school or class, as defined by MCPS Regulation, JEA-RA, *Student Attendance*, may not be given the opportunity to make up class work or assignments/ assessments. Students who are intentionally absent for portions of the school day without authorization from parents/guardians or the school (i.e., skipping class), or specific classes, will not be eligible to make up classwork or assignments/assessments. The determination as to whether a student's absence is considered skipping is to be made by the principal or principal designee, who will direct the teacher to assign a zero.

- g) Using grade scales, which may include letters, numbers, or symbols, as approved by the chief academic officer.
- h) Explaining if, when, and how artificial intelligence (AI) can be used during lessons and assignments.

8. The following grading practices are prohibited:

- a) Awarding extra credit and/or bonus points in any manner.
- b) Forcing grades into a normal frequency distribution or any other kind of curve that compares students in relation to others.
- c) Establishing rating scales that compare students in relation to others (sliding scales are not permitted).
- d) Assigning any single task/assessment that counts for more than 20 percent of the marking period grade.
- e) Relying solely on AI, without human oversight and professional judgement, when grading and/or providing feedback to students.
- f) Using unvetted or unauthorized digital or AI tools for any task, including to detect academic dishonesty and/or penalize students.

9. The “50 percent rule” is as follows:

- a) Teachers shall not assign a grade lower than 50 percent if the student’s work shows evidence of progress toward attaining the relevant standards that are being assessed. Examples of student work may include, but are not limited to, partially completed written responses, draft work or components of projects, rubric-scored tasks demonstrating emerging proficiency, formative assessments showing partial understanding, and observable performances aligned to standards-based criteria.
- b) Students receiving 50 percent may seek, and teachers shall offer, support and/or intervention to improve the accuracy or quality of the student’s assessment product.
- c) The teacher will assign a zero if –

- (1) the student does not seek support or does no work on the task/assessment after the teacher offers support and/or intervention; or
 - (2) the teacher determines the student did not attempt to meet the basic requirements of the task/assessment.
 - d) The teacher may assign a zero if the student engaged in academic dishonesty.
 - e) Teachers must document the support and/or intervention they offer the student, which may include, but is not limited to, the following: in- or out-of-class support; reteaching; reassessment when appropriate; communication with student, parent/guardian, or counselor; or, if these steps have not been successful, communication with administration.
- F. Pre-assessment, Formative Assessment, Summative Assessment, and Reassessment
 - 1. Pre-assessments are designed to determine what students know and can do in order to plan instruction.
 - a) Pre-assessments are administered before instruction and may include teacher and MCPS-designed assessments.
 - b) Pre-assessments may be recorded but cannot be used in the body of evidence to determine a student's marking period or final grade.
 - 2. Formative assessments are used during instruction and measure student mastery of specific indicators aligned with standards. Teachers use formative assessments to inform and guide subsequent instruction, and they may be included in the body of evidence.
 - 3. Summative assessments determine whether students understand and can apply what has been taught throughout the course, provide students with the opportunity to demonstrate knowledge/skills they have had time to practice, are based on known criteria, focus primarily on individual student performance, and integrate important skills and knowledge.
 - a) Summative assessments may take the form of teacher- or MCPS-designed examinations, papers, projects, and/or performance tasks.

- b) Except as specified below, grade-level or course teams establish the weighting of assessments and reassessment procedures.

4. Reassessment

- a) Teachers must provide students with at least two opportunities per marking period to retake or revise assessment products designed to evaluate the student's mastery of content, such as unit assessments, papers, projects, quizzes or tests, and/or performance tasks. The PLC will make recommendations around the assignments that are eligible for reassessment or revision. Students must participate in any reteaching opportunities offered by the teacher in order to participate in the reassessment opportunities provided, when applicable.
- b) Teachers shall communicate to students and parent/guardians those assignments eligible for reassessment using the online gradebook, accessible through StudentVue and ParentVue, and indicated with an "R" for "Reassessment" at the beginning of the assignment name. Reassessment opportunities for secondary students are as follows:
 - (1) Within an instructional unit, assessments/tasks that provide measures of student progress may be reassessed.
 - (2) At the end of a unit, marking period, or course, the following assessments/tasks that indicate a final measurement of learning may not be reassessed:
 - (a) End-of-course assessments, marking period assessments, required districtwide assessments, or end-of-semester summative assessments.
 - (b) Final research papers, reports, or essays.
 - (c) Culminating projects or performances.
 - (d) When tasks/assessments are reassessed, they may be reassessed partially, entirely, or in a different format, as determined by the teacher.
 - (e) The reassessment grade replaces the original grade (if higher than the grade previously earned).

G. MCPS Districtwide Assessments and MSDE Statewide EOC Assessments

The body of evidence includes state- and/or district-required assessments in credit-bearing courses administered districtwide or statewide.

1. The MSDE establishes requirements and grade weight procedures for the MSTAR EOC assessments.
 - a) The MSDE may vary MSTAR requirements by the year a student enrolls in a course or the year a student enrolls in ninth grade for the first time.
 - b) Consult the *MCPS High School Course Catalog* and associated addenda for guidance related to MSTAR grade weight procedures for the EOCs.
 - c) Consult MCPS Regulation ISB-RA, *High School Graduation Requirements*, for guidance related to MSTAR requirements for transfer students.
2. Marking period (i.e., academic quarter) and Semester Assessments in credit-bearing courses:
 - a) The DTL identifies which MCPS districtwide assessments are calculated into a grade and establishes the associated grade weight.
 - b) MCPS districtwide quarterly assessments in secondary courses shall have a grade weight of no more than 10 percent of the student's marking-period grade.
 - c) MCPS districtwide summative assessments in secondary courses shall have a grade weight of no more than 20 percent of the semester.

H. Return of Graded Work

1. In order to be graded, work must be turned in by the deadline and will be returned, including posting of grades, within 10 school days.
2. When tests are computer-scored or have answer sheets separate from test questions, students must have an opportunity to review their answers with the test questions in hand. This shall not be construed to require teachers to return all quizzes and tests permanently, as specified below.
3. Students may retain graded work for their personal later review and are encouraged to take work home to share with their parents/guardians, including marking-period assessments. Exceptions are noted below:

- a) In certain cases, teachers may retain items of an assessment to protect copyright permissions or to maintain the security of items, or when assessment items are administered through an online platform and it is not feasible to redistribute them in other formats.
- b) Teachers may retain graded work temporarily for review with parents/guardians, as is common practice in elementary schools, or they may retain selected work temporarily for portfolio entry, as is the practice in some classes such as art and English.
- c) Upon request by individual parents/guardians, teachers will make tests and quizzes given during the course or marking period available to parents/guardians so that parents/guardians can review student progress. The intent of returning graded work in a timely manner is to promote transparency in assessment and provide individual feedback; however, this must be balanced with maintaining the security of assessment items. Therefore, students and parents/guardians are expected not to share, or otherwise distribute, information contained on assessments or other graded work.

I. Retaking a Course or Portion of a Course

A student who is eligible for enrollment may retake a high school credit-bearing course or a portion of a course, subject to the conditions below. On successful completion of the course or portion of the course, the grade earned by the student may replace the student's previous grade as described below.

1. Retaking a course

- a) A student who has not met diploma requirements may retake a high school credit-bearing course, no matter the final grade.
 - (1) Per the Code of Maryland Regulations (COMAR) 13A.03.02.09, a Maryland school district is legally mandated to award a Maryland high school diploma to any student who has met all state and local graduation requirements. Under Maryland law, once a student is eligible for a diploma, they are no longer eligible for enrollment in a public high school, as the district's obligation to provide a free public education is satisfied on completion of the graduation requirements.
- b) Further, COMAR 13A.03.02.03 establishes the high school program as a four-year course of study.

- c) The highest of the grades earned shall be entered on the student's transcript by the principal/designee and shall be used to compute weighted and unweighted grade point averages.
- d) Students may replace a course grade only with the grade earned in a course with the same or a comparable course code, as authorized by the DTL.
- e) If space in a class is limited, students taking a course for the first time have priority for placement in the class over students retaking the course.
- f) The school counselor shall complete MCPS Form 560-55, *Notice of High School Course Mark Exclusion*, to update the student's grade.

2. Retaking a portion of a course (credit recovery)

- a) High school students who fail a semester of a course required for graduation may retake the failed portion(s) of the course to raise a failing grade to a passing grade of "D" and recover credit for the course, subject to the following eligibility requirements:
 - (1) Credit recovery is available to high school students who failed one marking period of a semester of a course. Under exceptional circumstances, approval of the principal and the appropriate DSLI designee may be granted for a student to take credit recovery after receiving an E in the first marking period of a semester and an E in the second marking period of a semester.
 - (2) Credit recovery may be obtained only by enrolling in a credit-recovery course in order to demonstrate successful completion of all marking-period objectives.
- b) For those courses for which a centrally administered online credit-recovery module is not available, the superintendent of schools/designee may approve credit-recovery materials administered by the local school, subject to submission to and review by the DTL of appropriate documentation of student work demonstrating successful completion of all marking-period objectives.

- c) If the student demonstrates successful completion of marking-period objectives, the student's marking-period grade will be updated to reflect the grades earned on retaken work.
- d) School counselors will assist students to—
 - (1) register for appropriate courses that will meet their credit-recovery requirements, which may include summer school or centrally administered online courses; and
 - (2) initiate the process for obtaining approval from the principal and the DSLI for those students who seek to take credit recovery after receiving an E in the first marking period of a semester.
 - (3) The school counselor must complete MCPS Form 560-55, *Notice of High School Course Mark Exclusion*, to update the student's grade.
 - (4) The principal/designee must approve Form 560-55 before they can update the course grade in the student information system under Student Course History. The documentation to update a grade from an E to a D and exclude the prior grade must be reviewed and a determination issued by the principal within 45 school days of the end of the semester in which the student took the credit-recovery course.
 - (5) The former teacher, if different from the teacher with whom the student enrolled for credit recovery, must be notified when a student's grade is replaced through credit recovery.
 - (6) A copy of MCPS Form 560-55 must be provided to the teacher and the school counseling office to retain, according to established procedures.

J. Grade Modifications

When there is evidence to demonstrate that a student's final marking-period or semester grade differs from a student's performance on grade level or course expectations, a grade may only be modified in compliance with MSDE procedures.

1. Reasons for modifying a grade include, but are not limited to, correcting errors in the implementation of grading and reporting procedures.

2. Grades associated with end-of-course assessments required by the MSDE may not be modified.
3. A grade modification may be issued for only the immediately preceding marking period or semester. The documentation to request a grade modification must be reviewed and a determination issued by the principal within 45 school days of the end of the marking period or semester, as appropriate. Requests to modify fourth marking-period or spring semester course grades must be reviewed and a determination issued by the principal within 45 school days of the beginning of the following school year.
4. Modification of a student's grade is initiated by the teacher, except as set forth in section III.K.6 below, and must be approved by the principal before modifying the student's grade in the grade-reporting module of the student information system. The teacher must be notified when a student's grade is modified.
5. To modify a marking period or semester grade for a secondary student –
 - a) the requestor (i.e., the teacher or the principal in consultation with the teacher) must complete MCPS Form 355-27A, *Secondary Grade Modification*, and submit the grade modification request to the principal;
 - b) MCPS Form 355-27A must be approved by the principal in order for the principal/designee to update the course grade in the grade-reporting module of the student information system, according to established procedures; and
 - c) a copy of MCPS Form 355-27A must be provided to the teacher and the school counseling office to retain, according to established procedures.
6. To modify a marking period grade for an elementary school student, the teacher provides documentation, as appropriate, and the principal/designee updates the course grade in the grade-reporting module of the student information system, according to established procedures.
7. Teachers have a responsibility to implement grading and reporting procedures. In cases in which procedures have not been implemented in accordance with Board Policy IKA, *Grading and Reporting*, this regulation, and published guidance, a principal will consult with the teacher and may modify a grade, with the appropriate documentation designated above.

K. Appeals

1. A grade may be appealed consistent with Board Policy KLA, *Responding to Inquiries and Complaints from the Public*.
2. Formal steps set forth in MCPS Regulation KLA-RA, *Concerns, Complaints, and Appeals to the Superintendent of Schools*, for resolving complaints, should be used only after informal approaches at the local school have been unsuccessful in resolving the complaint. At the secondary level, these informal approaches may include consultation with the resource teacher/content specialist.

L. Review and Reporting

1. On an annual basis, the DSLI, the DTL, and the Division of Technology Services will monitor the use of grade modifications, course retakes, and credit recovery to evaluate adherence to procedures and timelines set forth in this regulation; MCPS Regulation JEA-RA, *Student Attendance*; and the Code of Maryland Regulations (COMAR) §13A.03.02.08B(5).
2. Such monitoring includes a record review of an appropriate sample of student records across schools and school levels (i.e., elementary, middle, and high school).

Related Sources:

Individuals with Disabilities Education Improvement Act of 2004, 34 CFR Section 300.320; *Annotated Code of Maryland*, Education Article §8-405(f); *Code of Maryland Regulations* §13A.03.02 et seq and §13A.05.01.09(B)

Regulation History:

Formerly Regulation No. 3554, October 30, 1981; revised December 1986; revised June 10, 1988; revised November 2, 1993; revised October 1, 1996; revised August 5, 2008; revised May 12, 2010; revised June 27, 2016; revised June 28, 2017; revised September 24, 2019; revised April 27, 2022; technical amendment, April 12, 2023; revised September 28, 2023, effective January 30, 2024, technical amendment, June 5, 2024; revised August 22, 2024; revised June 6, 2025, effective August 26, 2025, including updates to directory information that are effective July 1, 2025; revised August 12, 2026.

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.*

It is the policy of the state of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal *Civil Rights Act of 1964*; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not
 - (a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.**

Please note that contact information and federal, state, or local content requirements may change between editions of this document and shall supersede the statements and references contained in this version. Please see the online version for the most up-to-date information at www.montgomeryschoolsmd.org/info/nondiscrimination.

For inquiries or complaints about discrimination against MCPS students***	For inquiries or complaints about discrimination against MCPS staff***
Director of Student Conduct and Appeals Division of Equity and Organizational Development 850 Hungerford Drive, Suite 200, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Division of Human Resources and Talent Management Department of Compliance and Investigations 15 West Gude Drive, Suite B400, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973	For staff requests for accommodations under the Americans with Disabilities Act
Section 504 Coordinator Division of Specialized Support Services, Department of School Counseling 850 Hungerford Drive, Room 170, Rockville, MD 20850 240-987-8031 504@mcpsmd.org	ADA Compliance Coordinator Division of Human Resources and Talent Management Department of Compliance and Investigations 15 West Gude Drive, Suite B400, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff***	
Title IX Coordinator Division of Equity and Organizational Development, Department of Student Conduct and Appeals 850 Hungerford Drive, Suite 200, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

*This notification complies with the federal *Elementary and Secondary Education Act*, as amended.

**This notification complies with the *Code of Maryland Regulations Section 13A.01.07*.

***Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mccr@maryland.gov; Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, oeac.msde@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303, 404-974-9406 and TDD: 800-877-8339, OCR.Atlanta@ed.gov, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpainterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.