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**TO:** Members of the State Board of Education  
**FROM:** Karen B. Salmon, Ph.D.  
**DATE:** February 27, 2018  
**SUBJECT:** Local Grading Policies - Analysis

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**PURPOSE:**

To review local grading policies regarding grade changes, numerical value of a failing grade, impact of attendance on grades, and grade appeals by parent/guardian.

**BACKGROUND/HISTORICAL PERSPECTIVE:**

COMAR 13A.03.02.08 *Grading and Reporting* requires each local school system to develop a written policy on grading and reporting and to file its policies annually with the State Superintendent of Schools. The most recent grading policy for each of the local school systems was collected and reviewed for specific areas including grade changes, numerical value of a failing grade, impact of attendance on grades, and grade appeals by parent/guardian.

**EXECUTIVE SUMMARY:**

The analysis of the grading policies is included on the attached table, **Grading Policies February 2018**. Information that is included is based on policy or administrative regulation that could be cited and was confirmed by the Local Superintendent. Based on these results, I recommend that the regulations for grading be strengthened. I will be providing recommended changes for the Board's consideration at a future Board meeting.

**ACTION:**

For information only

Attachment: Grading Policies February 2018

SUMMARY OF GRADING POLICIES

GRADING POLICIES FEBRUARY 2018

LEA	Is there a standard grade change form?	Is there a time limit to make a grade change?	Who is authorized to change a grade?	Who may initiate a grade change?	Who approves a grade change?	What documentation is required to make a grade change?	Is a report of grade changes required to be generated at specified intervals?	A failing grade is no lower than 50%	Is attendance a factor in grading?	Grade Appeals by Parent/Guardian:
Allegany County	No, but we have a grade history change form.	No	Teachers authorize for current year. Principals authorize for previous years.	Teachers or Principals	No approval process if the teacher or principal initiates the change.	Either paper copy or email copy of the request by the teacher or principal.	No	No. A failing grade is 0 - 59%	Yes. Principals are authorized to withhold credit(s) for excessive absences or excessive tardiness.	Grade change protocol not indicated in provided policy.
Anne Arundel County	Yes, as of 2/1/18	Not Referenced	Teacher with Principal approval/ Principal after conferring with teacher	Teacher Implied	Principal	"There must be thorough documentation, evidence of opportunity for parental input, and approval by the principal to override a numerical average."	Not Referenced	Yes. Teachers shall assign a minimum grade of 50% to assignments or assessments for which the student made a good faith effort, as determined by the teacher, to meet the basic requirements. If a student does no work on an assignment or assessment, the teacher shall assign a grade of zero.	Yes, as of September 2017, truant students (students with more than 15 unlawful absences in a semester) may be in jeopardy of not receiving course credit. A student with lawful absences near or at the end of a grading period may receive a temporary "NG" (no grade) until makeup work can be completed.	Not Referenced
Baltimore City	Yes, Grade Change Request Form	Not Referenced	Principal	Teacher and/or Principal implied.	Principal	Grade Change Form, documentation of work used to justify grade change remains on file and is identified on grade change form. A copy is placed in the student's cumulative folder, with copies distributed to the teacher and the parent/guardian. Filed documentation should include a copy of the student work used to justify the grade change.	Not Referenced	Yes. "If a student receives an F as a marking period grade, the numerical equivalent of that grade cannot be lower than a 50 when used to calculate the student's final grade." Grades 6 -12 only.	No. "In City Schools absences will not be used as an element of a student's grade"	The Chief Academic Officer has the authority to review and require changes (to school-based grading practices) s/he deems necessary. Each school is required to develop its own grading practices.
Baltimore County	Yes. A Grade Variance Form and a Grade Change Form	<b>Grade Variance</b> - "while the grading window is open." <b>Grade Change</b> - "after grades have been posted"	After marking period grade has been determined, a grade change may be initiated by teachers in unusual cases in which, in their judgment, a course grade should be given which does not correspond to the grade generated using the computation shown in the Grading and Reporting Procedures. Principals must approve and sign all grade changes.	Teacher	Principal, teacher and department chair approve and sign forms.	"Sound educational purpose" based on the documentation provided on the Grade Variance and Grade Change Forms	Not Referenced	Schools can choose between a traditional grade scale (0-100) or a 50-point grading scale (50-100).	No	If the matter remains unresolved, a student and/or his parent may file a complaint with the principal within 15 business days of the report card being issued, indicating the reason for the dispute and the remedy sought. 1. The principal will evaluate the complaint and provide a written response within thirty (30) business days of receiving the complaint. 2. With the exception as outlined in XI.C., the principal's decision is final. C. A student and/or his parent may only appeal the principal's decision for alleged violations of procedures or violations of a student's due process. Otherwise, the principal's decision in the matter is final.

**SUMMARY OF GRADING POLICIES**

<b>LEA</b>	<b>Is there a standard grade change form?</b>	<b>Is there a time limit to make a grade change?</b>	<b>Who is authorized to change a grade?</b>	<b>Who may initiate a grade change?</b>	<b>Who approves a grade change?</b>	<b>What documentation is required to make a grade change?</b>	<b>Is a report of grade changes required to be generated at specified intervals?</b>	<b>A failing grade is no lower than 50%</b>	<b>Is attendance a factor in grading?</b>	<b>Grade Appeals by Parent/Guardian:</b>
<b>Calvert County</b>	Not Referenced	Not Referenced	Teacher implied	Teacher Implied	Administrator implied	"Exercise professional judgement when there is evidence that a student demonstrates a higher level of performance than a calculated marking period grade indicates."	Not Referenced	Yes. <b>Primary Grades</b> "minimum score of 50% of the points possible." <b>Middle Grades</b> same as primary but can award a zero after an additional make-up opportunity has been offered and is not completed <b>H.S.</b> can only award below a 50 in the 4th marking period or final exam. <b>High school quarterly grades lower than 50% are recorded as 50% for Quarter 1, Quarter 2 and Quarter 3.</b>	"Students shall not be penalized for absences."	Not Referenced
<b>Caroline County</b>	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	"In each school, the principal will ensure compliance of this regulation and will report on this matter to the Superintendent or his/her designee."	No. "Work completed and submitted by the deadline will receive a grade no lower than 50%. Work not attempted, completed, or submitted by the deadline will be recorded as a zero."	No, but, "Attendance and grades may effect eligibility for waivers."	Not Referenced
<b>Carroll County</b>	Not Referenced	Not Referenced	Teacher & Principal implied (see grade appeals)	Student and/or parent implied (see grade appeals)	Teacher, Principal, or Superintendent implied (see grade appeals)	Written appeal only for dispute of Principal's decision (see appeals)	Not Referenced	<b>Failing is 0-59%.</b>	"Attendance, effort, volunteering in class, lateness to class, and other student compliance behaviors or disciplinary action shall not be considered when calculating student grades..."	<b>Grade Appeals:</b> "In the instances when a student or parent disagrees with the grade assigned to a student, the student and/or parent shall arrange for a conference with the teacher. If the issue of the grade is not resolved, the parent or student may appeal the grade to the principal. If a disagreement still exists after the principal's decision is rendered, the parent or student may appeal the principal's decision in writing to the Superintendent of Schools."

SUMMARY OF GRADING POLICIES

LEA	Is there a standard grade change form?	Is there a time limit to make a grade change?	Who is authorized to change a grade?	Who may initiate a grade change?	Who approves a grade change?	What documentation is required to make a grade change?	Is a report of grade changes required to be generated at specified intervals?	A failing grade is no lower than 50%	Is attendance a factor in grading?	Grade Appeals by Parent/Guardian:
Cecil County	Cecil County Public Schools does not have a system-wide grade change form.	There is no written policy or regulation about time limits for grade changes.	Principal & Teacher implied (see grade appeals)	Principal or designee	Principal implied (see grade appeals)	"Extenuating circumstances" (see grade appeals)	No report is generated for grade changes.	A failing grade is 0 - 59%.	Habitual Truancy – A student is a habitual truant if the student is unlawfully absent from school for a number of days or portion of days in excess of 10% of the school days within any marking period, semester, or year. A student who is absent from school in excess of five (5) days in any single marking period for absences which are coded as Unlawful Causes (Codes 20, 21, 22, 23, and 24) will receive a failing grade in all subjects for the marking period. Any absences--properly certified--which are coded Lawful Causes (Codes 01, 02, 03, 04, 05, 07, 08, 09, 10, 13, 17, 18, and 19) will not count against the five (5) day limit. Parents will be notified when a student has accumulated absences coded Unlawful Causes in excess of five (5) school days in a single marking period. A student who arrives after the official start of the school day shall be considered tardy. Each school shall develop and implement regulations to encourage punctual attendance. These regulations shall be disseminated to each student at the beginning of the school year or upon enrollment. The parents or guardians of each student must provide the necessary certification for absences coded Lawful Causes on the day that the student returns to school following an absence. If the necessary certification is not received by the school within three (3) school days, the absence(s) may be coded Unlawful Causes (Codes 21 or 22, as appropriate). The Principal and/or Pupil Personnel Worker may require a physician's note from a parent or guardian of a student reported continuously absent from school. (Continuously absent means either a number of consecutive absences, or a total number of absences that are in excess of the standards set by the definition of habitual truant.)	Alternative Grades "Often, students' grades are affected by extenuating circumstances. Extended student illnesses, family issues, or other circumstances may prohibit a student from completing the required components of a course within originally designated time periods. When situations like this occur, the principal or designee will notify students and parents of opportunities to complete required work and available alternatives." REINSTATEMENT OF GRADES A student who has failed all subjects due to exceeding the five (5) day limit in a marking period shall have the earned grades reinstated provided the student does not exceed the five (5) day limit in the next marking period. This provision may be utilized up to two (2) times during any school year and is not applicable for absences in excess of the five (5) day limit incurred during the fourth marking period. High school students failing the fourth marking period due only to attendance may restore the earned grade by successfully completing a program offered for at least 5 days starting after the last day of school and ending on or before June 30.

**SUMMARY OF GRADING POLICIES**

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<b>Charles County</b>	Yes	Yes, but a grade change can be made based on an individual student's circumstances.	Deputy Superintendent	Teacher, Administrator, or Parent	Deputy Superintendent	A Grade Change Authorization Form supported by grade book information	Yes	Currently, some high schools use 50 as the lowest grade; however, grading policy is currently under review with the goal of consistency across all high schools.	Yes. Students in grades 9-12 who have two or more illegal absences in a course, during a quarter, will receive a failing grade for that course for the nine-week marking period. Illegal absences from preceding quarters will not carry over to following quarters. The student and his/her parent(s)/guardian(s) will be notified after the first illegal absence in a quarter (see attendance monitoring procedures). It should be noted that an excused absence will not have an adverse effect on the student's grade if he/she takes the initiative to make up all work missed during his/her absence. "For the purpose of determining a numerical grade for a quarter when students in grades 9-12 receive a failing grade because of two or more unlawful absences, the numerical grade assigned for such students who fail will be no higher than 59."	Deputy Superintendent and staff review any appeals made by parents and make changes based on individual circumstances.
<b>Dorchester County</b>	Yes	The grading policy does not specify any time limits.	The school principal has the authority to change grades.	Teachers and/or school counselors may initiate a grade change.	The School Principal will approve a grade change.	Grading artifacts relative to the request include report cards, PowerSchool reports, emails relating to the grade change, student work, etc. when appropriate	Reports from each high school are generated for each marking period and submitted to the Coordinator of School Counselors	A failing grade is 0 - 59%	Yes. Teachers may extend the deadline for make-up work as provided in school handbooks or in consultation with the principal when the length of the absence warrants, particularly in cases of extended illness or long-term suspensions. Policy 430.7 Work satisfactorily made up within the school's prescribed time after returning will receive full credit. Students who accumulate more than ten (10) days of unlawful absences in a High School year-long course and 20 or more days in a Middle school course will receive a failing grade in that course. Schools will develop and implement attendance improvement strategies. Policy: Section 430.5	Parents have autonomy to appeal grades to the School Principal. If the parent wishes to appeal the Principal's decision, the parent may appeal that decision to the Director of Secondary Education or the Director Student Services.
<b>Frederick County</b>	Not Referenced	Not Referenced (appeal timeline see grade appeals)	Teacher & Principal implied (see grade appeals)	Teacher, Student, and/or Parent	Teacher & Principal implied (see grade appeals)	Written complaint	Not Referenced	No. F = 0 - 59% "Teachers are expected to review their assignment of grades for student work and tests, recognizing that when using a 0-100 scale, assigning a grade of "0" for missing work can have a significant negative impact on the overall student grade when "averaging" is used to determine a grade."	"Regular school attendance is important for student achievement. Any impact on grades due to attendance should be in accordance with the guidelines in FCPS Regulation 500-25."	1. All questions about a student's grade should be directed first to the classroom teacher. 2. If the matter remains unresolved, a student and/or parent/legal guardian may file a complaint with the principal indicating the reason for the dispute and the remedy sought. The principal will evaluate the complaint and provide a written response within thirty (30) days of receiving the complaint. With the exception as outlined in 1.3., the principal's decision is final in all matters concerning student grades. 3. A student and/or parent/legal guardian may appeal the principal's decision for alleged violations of procedures or violations of a student's due process in accordance with Board Policy 105.
<b>Garrett County</b>	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	No. E/F Below 60%	Not Referenced	Grade change protocol not indicated in provided policy.

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Harford County	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	E = Below 60%	Not Referenced	Grade change protocol not indicated in provided policy.
Howard County	Yes "Grade changes must be documented on the grade change form."	Not Referenced	Teacher with Principal approval/ Principal after conferring with teacher	Teacher and/or Principal	Principal "The grade change form needs a signature from the teacher, the data clerk, and the principal." The data clerk signs the grade change not to approve it, but rather to indicate the change has been made once the principal approves the change.	The Office of School Support and Improvement and the Office of Curriculum and Instructional Programs will collaboratively implement procedures established by the chief academic officer to monitor implementation of Board of Education Policy IKA, Grading and Reporting, including review and/or change of grades.	Not Referenced	No.1. A letter grade or a code will be given for all courses in which a student is enrolled. 2. A letter grading (A, B, C, D, E) and coding (I, N/A, N, P, W, X, Z) system will be used; no plus or minus signs will be used for official records. E = 59% or lower High School - N (No credit due to absence) codes will be used when a student is denied credit in a course due to excessive absences. Any high school student with absences constituting five percent (5%) or greater of a semester or a yearlong course will be considered for denial of credit. Courses with N codes will receive no credit, will count as a credit attempted, and will earn 0 quality points in the end-of-year GPA and cumulative GPA.	N (No credit due to absence) codes will be used when a student is denied credit in a course due to excessive absences. Any high school student with absences constituting five percent (5%) or greater of a semester or a yearlong course will be considered for denial of credit. Courses with N codes will receive no credit, will count as a credit attempted, and will earn 0 quality points in the end-of-year GPA and cumulative GPA. "Student grades may not be subject to a percentage grade reduction for lateness to class, absence, behavior or disciplinary action. Such actions could impact the final grade"	Procedure "Grade changes must be documented on the grade change form. Parents must be notified of the grade change by the teacher or the principal. The grade change form needs a signature from the teacher, the data clerk, and the principal. Copies of the grade change form go into the student's cumulative record, to the teacher, and to the data clerk." Parents who would have a concern about grading are asked to follow either the informal or formal concern process. When concerns arise, parents and guardians are encouraged to direct their concerns to the persons most closely involved. However, when an informal process fails to provide resolution, a parent may file a formal complaint and seek review at a higher administrative level. In both processes, the intent is to protect the confidentiality and preserve the dignity of everyone involved. Concerns may be submitted by parents, guardians, custodial parents, or students. For the purposes of this process explanation, all complainants will be referred to as "parent".
Kent County	Yes	Not Referenced	Counselor	Teacher or Principal	Principal	Not Referenced	Not Referenced	No. F = 0 - Below 60% "Work submitted after the deadline will be recorded as a zero and documented in the gradebook."	"Student attendance has a direct impact on student academic achievement. Absences will impact grades according to the Kent County Public Schools' Attendance Policy."	Grade change protocol not indicated in provided policy.

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Montgomery County	Not referenced in the policy but there is a form for secondary school teachers to request a grade change.	Not referenced in the policy	Not referenced in the policy	Not referenced in the policy	Not referenced in the policy	Not referenced in the policy but there is a form for secondary school teachers to request a grade change.	Not referenced in the policy	Assigning a grade lower than 50 percent to a task/assessment is prohibited. "However, if a student does no work on the task/assessment, the teacher will assign a zero. If a teacher determines the student did not attempt to meet the basic requirements of the task/assessment or the student engaged in academic dishonesty, the teacher may assign a zero;"	The policy states that "attendance and tardiness are not calculated in the grade," but additional information is provided in related MCPS regulation JEA-RA, Student Attendance, which states: (for high school students) "Students with five unlawful absences in a class will automatically be notified to submit an appeal of the recording of their absences if they or their parents/guardians believe any absence was recorded incorrectly, or develop an attendance intervention plan with their school counselors/administrators. a) An appeal and/or attendance intervention plan may be initiated by the student, parent/guardian, or school counselor/administrative team, using MCPS Form 560-26A, Appeal of Attendance Recording, High School Students Only. b) The school counselor/administrative team will consult with the teacher regarding requirements for make-up work and will communicate the information to the student and the student's parent/guardian. c) Attendance appeal and intervention plan forms will be available at the counseling and administrative offices and on the school's website. d) An administrator will review and sign off on the intervention plan. e) If a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student will be considered to be in danger of receiving a failing grade in that course."	Not referenced in the policy, but there are instructions for parent/guardian appeals available on the MCPS website.

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Prince George's County	Yes "A Grade Change Authorization Form (PS-140) will be used to authorize and record the specific reasons for requesting each grade change."	Yes "Within five (5) days upon receipt of a report card by the parent/guardian, report card grades may be appealed in writing on the official appeals form."	The principal is responsible for following the standard procedure for the authorization and recording of all grade changes. 1. A Grade Change Authorization Form (PS-140) will be used to authorize and record the specific reasons for requesting each grade change. 2. Form PS-140 must be signed by the teacher of the course for which the grade change is requested and by the school principal. 3. Upon effecting the grade change in the appropriate database, the authorized data entry person must sign the PS-140. Appropriate staff must refer to the transcript guide when changing grades. <b>(continues below)</b>	Parent/Guardian or Principal for a quarter grade "If the principal deems that a quarter grade submitted for a student should be different than what is reflected on the report card, the principal is required to submit a Grade Change Authorization Form." Teachers may also initiate if they believe there was an error made on entry or make up work provided.	Teacher, Principal, Authorized data entry staff, and in some cases the School Instructional Team	Grade Change Authorization Form (Form PS-140)	Not Referenced	No. E = Failure toward meeting course objectives and learning outcomes (50-59%) for courses that are not high school credit bearing and (0-59%) for courses that are high school credit bearing. In both cases, a grade of 0 (zero) can be used in the event that a student does not attempt to complete an assignment. Teachers must assess a variety of student performances such as written assignments, homework, projects, classroom participation/class work, quizzes, tests, and end of quarter/course examinations. Teachers shall assign a minimum grade of 50% to assignments or assessments for which the student made a good faith effort, as defined by completing at least 50% of the assignment, to meet the basic requirements. If a student does no work on an assignment or assessment, the teacher shall assign a grade of zero.	"Students who are lawfully absent may not be penalized for work requested but not provided by the school for periods of such lawful absence. 8. In secondary schools, five (5) days of lawful absence per semester course, or ten (10) days of lawful absence per full year course will result in the assignment of an "E" for the course if a student did not complete makeup work for missed time or receive home teaching. However, the school must document that on at least one occasion during the course of the accrued absences, the school notified the student and parents or guardians of the following: a. Absences have been noted and recorded. b. The student stands in peril of receiving an "E" for the course. c. Work missed was not made up.9. An "E" should be assigned to a student with excessive lawful absences who has not completed make-up work within the prescribed time period and who otherwise would have received a passing grade. Teachers must notify the student and parents that an "E" was assigned for that course and do an override to change the grade. <b>(continues below)</b>	"Within five (5) days upon receipt of a report card by the parent/guardian, report card grades may be appealed in writing on the official appeals form. The steps of the appeal are as follows: 1. The parent/guardian will confer with the teacher and provide the reason(s) for appealing the grade. If the parent/guardian is dissatisfied with the resolution they may appeal the teacher's decision to the principal or designee. 2. The principal or designee will confer with the parent/guardian and teacher, make a decision and provide a written response. This decision will be included in the cumulative folder. 3. If the principal deems that a quarter grade submitted for a student should be different than what is reflected on the report card, the principal is required to submit a Grade Change Authorization Form (Form PS-140) to the School Instructional Team (SIT) with evidence and rationale for changing the grade. The decision of the SIT must be conveyed to the teacher that submitted the grade within 48 hours. <b>(continues below)</b>



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Prince George's County - Continued			<p>4. If a grade change involves a final grade, the original grade as recorded on the electronic report and the final report card will be reprinted. The new grade, recorded by the registrar, will be recorded on the documents, initialed, and dated by the principal. 5. Form PS-140 must be filed in the student's cumulative record folder, with copies distributed as indicated on the form. 6. School staff will re-calculate the student's quarter Grade Point Average and cumulative Grade Point Average if a grade change is authorized. <b>(continues below)</b></p>						<p>1. In secondary schools, a student with unlawful absences will receive a "failing" grade for any day(s) of such absence(s). The failing grades will be averaged with other daily grades. A score of 0 (zero) will be given to students who do not attempt to complete or fail to submit an assignment. Failing grades for credit courses is zero percent. 2. In secondary schools, five (5) days of unlawful absence per semester course or ten (10) days of unlawful absence per full year course will result in the assignment of an "E" for the course. However, the school must document that on at least one occasion in the course of the accrued absences, the school notified the student and the parents/guardians of the following: <b>(continues below)</b></p>	<p>4. If the parent/guardian wishes to appeal the principal's decision, he/she will request a conference with the Area Associate Superintendent. A further appeal may be made to the Office of Appeals. 5. Appeals of grades will be considered if they are based on one or more of the following reasons: a. There is an allegation of an error in averaging or in data entry. b. There is an allegation that factors other than those established at the beginning of the school year were used to determine the grade. c. There is an allegation of personal teacher bias. 6. At each level of appeal, the written decision must be provided to the parent, student, and teacher. The request and written decision also must be included in the cumulative folder. 7. At any level of the appeal, if a grade change is authorized, a Grade Change Authorization Form (Form PS-140) must be completed."</p>

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<b>Prince George's County - Continued</b>			If the principal deems that a quarter grade submitted for a student should be different than what is reflected on the report card, the principal is required to submit a Grade Change Authorization Form (Form PS-140) to the School Instructional Team (SIT) with evidence and rationale for changing the grade. The decision of the SIT must be conveyed to the teacher that submitted the grade within 48 hours.						a. Absences have been noted and recorded. b. The student stands in the peril of receiving an "E" for the course. c. An offer is made to explore and remediate the causes of unlawful absences. 3. The school is not required to provide make-up work for unlawful absences. 4. A final grade of "E" should be given to a student with excessive unlawful absences who otherwise would have received a passing grade."	
<b>Queen Anne's County</b>	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	No grade value assigned for attendance, tardiness, participation, and preparation as they "do not reflect academic achievement"	Grade change protocol not indicated in provided policy.
<b>Somerset County</b>	No. However, a grade change form has been developed to address grade changes associated with attendance failures following the appeal process as outlined in Policy #600-7 (Attendance – Elementary & Secondary)	No. If a grade change is pending, this change should be made as soon as possible.	Principal or their designee	Principal or their designee, Counselor, Teacher	Principal	Substantial and convincing evidence. Input gathered from the teacher, counselor, and parent.	No	Quarter grades that appear on the report card cannot be lower than a 40%. Mid-quarter progress reports display the actual grade earned (which may be below a 40%). Final exam grades (which appear on the report card) display the actual grade earned on the exam. Final Course Grades displayed on a report card could be lower than a 40% after calculating in the final exam grade.	Yes. As listed in Policy 600-7 The student in collaboration with their parents/guardians shall be responsible to see that all requested makeup work is completed within a maximum of five school days of receiving make-up work. For extended absences, the guidelines will be: five days for the first day of absence and one day for each additional day of absence thereafter. If students need assistance in completing the assignment the student/parent should contact the teacher immediately. Make up work not completed within this timeline will result in the student receiving a failing grade for the missed assignments. Teachers will provide written documentation to parents indicating opportunities given and a list of assignments that were not completed.	Parents can appeal a grading practice and reported grades to the Principal. Attendance Failures have an authorized appeal process as indicated in Policy 600-7.
<b>St. Mary's County</b>	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Grade change protocol not indicated in provided policy.

**SUMMARY OF GRADING POLICIES**

<b>LEA</b>	<b>Is there a standard grade change form?</b>	<b>Is there a time limit to make a grade change?</b>	<b>Who is authorized to change a grade?</b>	<b>Who may initiate a grade change?</b>	<b>Who approves a grade change?</b>	<b>What documentation is required to make a grade change?</b>	<b>Is a report of grade changes required to be generated at specified intervals?</b>	<b>A failing grade is no lower than 50%</b>	<b>Is attendance a factor in grading?</b>	<b>Grade Appeals by Parent/Guardian:</b>
<b>Talbot County</b>	Not Referenced	Not Referenced	Teacher implied	Teacher and/or Principal	Principal	"There may be rare instances when, in the teacher's or principal's professional judgment, the extent of student achievement is greater than reflected by the averaging methods described above. In those situations the teacher, working with the principal and with the principal's approval, may override the average percent. Any such adjustment must be fully substantiated by the professionals involved." "fully substantiated by the professions involved"	Not Referenced	F = 59% or Below	Not Referenced	Grade change protocol not indicated in provided policy.
<b>Washington County</b>	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	Not Referenced	0 - 59% indicates failure	Not Referenced	Grade change protocol not indicated in provided policy.
<b>Wicomico County</b>	Not Referenced	Not Referenced	Principal & Teacher implied (see notes)	Teacher and/or Principal	Principal	Students who earn an E as a final grade for the work done during the last marking period of a course will receive a final grade of an E for the course. The Principal has the authority, working with teachers, to deviate from this policy for individual cases. <b>Grade change request from teachers documented through e-mail correspondance.</b>	Not Referenced	No. E = 0 - 59% Students who earn an E as a final grade for the work done during the last marking period of a course will receive a final grade of an E for the course.	I = Incomplete work due to excessive lawful absences from school. Any student absent for reason coded as lawful or unlawful will have the privilege of making up work for credit.	Grade change protocol not indicated in provided policy.
<b>Worcester County</b>	Yes	Yes. If a student receives an "Incomplete" on a report card they have one week to complete their work for the course. There is no time limit for students who receive a "D" or an "F" and take a review credit course.	Coordinator of the Student Information System (SIS)	Teacher or principal may initiate a grade change.	Principal gives initial approval. Final approval is made by the Coordinator for the SIS	Specific forms are available for grade changes and review credit.	Not Referenced	Yes. 50% is the lowest grade that appears on student records.	High school students automatically fail a class with 11 <b>unlawful</b> absences. For a given subject, 5 unlawful absences during any one grading period shall result in a failing grade.	Grade change protocol not indicated in provided policy.