



Karen B. Salmon, Ph.D.
State Superintendent of Schools

TO: Members of the State Board of Education
FROM: Karen B. Salmon, Ph.D.
DATE: April 24, 2018
SUBJECT: COMAR 13A.03.02.08
Grading and Reporting
PERMISSION TO PUBLISH

PURPOSE:

To request permission to publish amendments to COMAR 13A.03.02.08 *Grading and Reporting*.

REGULATION PROMULGATION PROCESS:

Under Maryland law, a state agency, such as the State Board, may propose an amendment to a regulation whenever the circumstances arise to do so. After the State Board votes to propose an amendment, the proposed regulation is sent to the Administrative, Executive, and Legislative Review (AELR) Committee for a 15-day review period. If the AELR Committee does not hold up the proposed regulation for further review, it is published in the Maryland Register for a 30-day public comment period. At the end of the comment period, the Maryland State Department of Education (MSDE) staff reviews and summarizes the public comments. Thereafter, MSDE staff will present a recommendation to the State Board to either: (1) adopt the regulation in the form it was proposed; or (2) revise the regulation and adopt it as final because suggested revision is not a substantive change. At any time during this process, the AELR Committee may stop the promulgation process and hold a hearing. Thereafter, it may recommend to the Governor that the regulation not be adopted as a final regulation or the AELR Committee may release the regulation for final adoption.

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. The collection of the local grading policies was shared with the State Board on February 27, 2018. Following the review of the local grading policies, I am presenting recommendations for amended COMAR language to strengthen the grading and reporting policies in local school systems.

EXECUTIVE SUMMARY:

The proposed amendment describes requirements that local school systems must incorporate in their grading and reporting policies. These requirements include: information on the timeline for final grade changes; identification of personnel at the school and central office levels authorized to make the change; documentation that is required for the change; identification of how the school system will audit the validity of the grade changes; appeal procedures; explanation of the meaning of each grade; and explanation of how attendance factors into the student's grade. Local school systems will also be required to submit a copy of the grade change validity audit to the State Superintendent of Schools.

ACTION:

Request permission to publish amendments to COMAR 13A.03.02.08 *Grading and Reporting*.

Title 13A
State Board of Education
Subtitle 03 General Instructional Programs
Chapter 02 Graduation Requirements for Public High Schools in Maryland

.08 Grading and Reporting.

A. Each local school system shall develop a written policy on grading and reporting that complies with the student record requirements as set forth in COMAR 13.A.08.02 *and that includes:*

- (1) Grade change procedures with explanations to include the following:*
 - (a) Timeline for final grade changes that cannot exceed 30 school days following the last day of the grading period;*
 - (b) Personnel at the school and central office level authorized to make final grade changes;*
 - (c) Documentation that authorized personnel are required to maintain to support the final grade changes. Documentation must include at minimum:*
 - (1) name of teacher requesting grade change;*
 - (2) reason for the grade change;*
 - (3) signature of person approving the grade change;*
 - (4) reason for the approval;*
 - (5) date of the approval; and*
 - (6) signature of the principal;*
 - (d) How and when the school system will audit the validity of the grade changes each year; and*
 - (e) Appeal procedures.*
- (2) Explanation of meaning of each grade. For example, A – 100-90; B – 89-80; C – 79-70; D – 69-60; E – 59-50; or 59-0.*
- (3) Explanation of how attendance factors into the student's grade.*

B. On October 1 of each school year, each local school system shall:

- (1) file its policy on grading and reporting with State Superintendent of Schools; and*
- (2) submit a copy of the grade change validity audit to the State Superintendent of Schools.*