

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.