

# Collierville Schools Board of Education

|   |                       |                                  |                                 |
|---|-----------------------|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually, in June</b> | <b>Grading System</b> | Descriptor Code:<br><b>4.600</b> | Issued Date:<br><b>07/27/21</b> |
|   |                       | Rescinds:<br><b>4.600</b>        | Issued:<br><b>06/22/21</b>      |

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and  
 2 assessment for evaluating and recording student progress and to measure student performance in  
 3 conjunction with Board-adopted content standards for grades K-12. The grading/assessment system shall  
 4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
 5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the  
 6 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes  
 7 in grades K-3 according to state rules and regulations.<sup>1</sup>

8 The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the  
 9 Board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students  
 10 and parents/guardians.<sup>1</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 A student’s academic grade is solely intended to reflect the student’s acquired knowledge, ability, and/or  
 13 skills in the designated subject. Therefore, academic credit/points may not be awarded or deducted for  
 14 any purpose that is not directly related to the student’s academic performance. For example, academic  
 15 credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school fund-  
 16 raising event.

17 In the event of an excused absence, students are expected to make up missed work within a reasonable  
 18 amount of time as determined by the school policy, with a minimum of one day allowed for each day  
 19 absent.

20 **KINDERGARTEN**

21 The kindergarten report card shows progress toward the state standards. The grade level standards are  
 22 set by the state and indicate what a student should know and be able to do. Students are evaluated  
 23 based on their progress toward meeting benchmarks for each standard. This is indicated by mastery  
 24 (M) or non-mastery (X) for each skill.

25 Social Expectations and Art, Music, and PE will be represented with “S” for satisfactory and “N” for  
 26 needs improvement.

27 Report Cards are issued at the end of each nine-week period. Parents must be notified within a report  
 28 card period when a student is not doing acceptable work.

**GRADES 1-5**

Student conduct is graded as “E”, “S”, “N” and is to be reported at each grading period on the report card.

The basic grading system for knowledge/subject area is expressed by the letters “A”, “B”, “C”, “D”, and “F” according to the numerical values listed under the Grading Scale.

**Grades 1-2**

- During the first 9-weeks a minimum of six (6) grades should be given for Language Arts and Math.
- During the second through fourth 9-weeks a minimum of nine (9) grades should be given in Language Arts and Math.

First (1<sup>st</sup>) and second (2<sup>nd</sup>) grade science and social studies will be expressed by the letter grades “S” or “N”.

**Grades 3-5**

- During the first 9-weeks a minimum of six (6) grades should be given for Language Arts, Math, Science, and Social Studies.
- During the second through fourth 9-weeks a minimum of six (6) grades should be given in Science and Social Studies, while a minimum of nine (9) grades should be given in Language Arts and Math.

**Grading Scale**

A..... 90-100

B..... 80-89

C..... 70-79

D..... 65-69

F..... Below 65

Plus and minus evaluations are not to be added to letter grades.

The numerical values listed are for teacher use only.

**Semester Grades**

Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms.

1 **Final Grades**

2 Final grades are determined by averaging the two semester grades.

3 **State Standardized Assessments**

4 For students in grades 3-5, scores on the state standardized assessments shall not count in the students'  
5 final grade. (TCA 49-1-617)

6 Report cards are issued at the end of each nine-week period. Parents must be notified within a report  
7 card period when a student is not doing acceptable work.

8 **GRADES 6-8**

9 Collierville Schools Board of Education policy in accordance with the Tennessee Uniform Grading  
10 System establishes the grading system for grades 6-12.

11 Report cards are issued at the end of each nine-week period. Parents must be notified within a report  
12 card period when a student is not doing acceptable work.

13 In all schools, students' conduct is graded as "E", "S", "N" and is to be reported at each grading period  
14 on the report card.

15 Grades will be reported on report cards and transcript records using numerical values as indicated below:

16 Grading Scale

17  
18 A..... 90-100

19  
20 B..... 80-89

21  
22 C..... 70-79

23  
24 D..... 65-69

25  
26 F..... Below 65

27  
28 Grades given at the end of each nine-week period will be determined by the average of daily work, oral  
29 and written assignments, and other meaningful assessments that allow students to demonstrate mastery  
30 of skills and concepts. A minimum of **twelve** grades for the nine-week period should be recorded for  
31 each subject. Teachers of career, pilot, and other competency-based courses may appeal to the principal  
32 on an annual basis for a waiver of this requirement. Fifty percent of the student's grade in the course  
33 should be earned and recorded by the interim of the nine-week term. This gives the teachers the basis  
34 for the grades at the end of the grading period.

35 Grades for homework assignments should be given with care. Homework assignments are of value in  
36 affording students needed practice, and such assignments should be made within practicable limits.

37 **State Standardized Assessments**

38 For students in grades 6-8, scores on the state standardized assessments shall comprise 15 percent (in the  
39 subject areas of mathematics, reading/language arts, science, and social studies) of the students' final

1 grade for the spring semester. If Collierville Schools does not receive its students' state mandated test  
 2 scores at least five (5) instructional days before the end of the school year, the state mandated test scores  
 3 will not be included in the Collierville Schools students' grades in the subject areas of mathematics,  
 4 language arts, science, and social studies. (TCA 49-1-617).

### 5 **High School Level Course in Middle School**

6 Beginning with courses taken in the 2018-19 school year, students who successfully complete a high  
 7 school course in the middle school will earn a high school credit. Semester grades earned in high school  
 8 courses will be recorded on the high school transcript, but these grades will *not* factor into the student's  
 9 GPA or class rank at the high school level.

10 For courses which have no Tennessee State mandated EOC exam required during a given semester,  
 11 semester grades are determined by counting each of the two quarter grades as 50%.

12 For courses which have a Tennessee State mandated EOC exam required during second semester, the  
 13 semester grades are determined as follows:

- 14 • First semester grades are determined by counting each of the two quarter grades as 50%,
- 15 • Second semester grades are determined by counting each of the two quarter grades as 50%.
- 16 • The weight of the EOC examination on the student's final yearly average shall be fifteen
- 17 percent (15%), with each semester average weighted at 42.5%.
- 18 • If Collierville Schools does not receive its students' state mandated test scores at leave five
- 19 (5) instructional days before the end of the school year, the state mandated test scores will
- 20 not be included in the Collierville Schools students' grades in the subject areas of
- 21 mathematics, language arts, science and social studies.

22 Students who meet only the minimum requirements should be given minimum passing grades.

23 Credits will be awarded in a .5 increment upon successful completion of a semester.

24 Additionally, a student will receive one full credit in the course if he/she receives a passing yearly  
 25 grade in the course.

### 26 **GRADES 9-12<sup>1</sup>**

27 Collierville Schools Board of Education policy in accordance with the Tennessee Uniform Grading  
 28 System establishes the grading system for grades 9-12.

29 Report cards are issued at the end of each nine-week period. Parents must be notified within a report  
 30 card period when a student is not doing acceptable work.

31 Grades will be reported on report cards and transcript records using numerical values as indicated  
 32 below.

### 33 Grading Scale

34  
 35 A..... 90-100  
 36

|   |        |          |
|---|--------|----------|
| 1 | B..... | 80-89    |
| 2 |        |          |
| 3 | C..... | 70-79    |
| 4 |        |          |
| 5 | D..... | 65-69    |
| 6 |        |          |
| 7 | F..... | Below 65 |

8 Grades given at the end of each nine-week period will be determined by the average of daily work, oral  
 9 and written assignments, and other meaningful assessments that allow students to demonstrate mastery  
 10 of skills and concepts. A minimum of twelve grades for the nine-week period should be recorded for  
 11 recorded for each subject. Teachers of career, pilot, and other competency-based courses may appeal to  
 12 the principal on an annual basis for a waiver of this requirement. Fifty percent of the student's grade in  
 13 the course should be earned and recorded by the interim of the nine-week term. This gives the teachers  
 14 the basis for the grades at the end of the grading period.

15 Students who meet only the minimum requirements should be given minimum passing grades.

16 Credits will be awarded in a .5 increment upon successful completion of a semester.

18 Additionally, a student will receive one full credit in the course if he/she receives a passing yearly grade  
 19 in the course.

21 Semester grades are comprised of two quarterly grades, each worth forty percent (40%) and a semester  
 22 exam worth twenty percent (20%). For courses which have no state mandated end of course (EOC)  
 23 exam, each semester grade is fifty percent (50%) of the final grade. For courses which include a state  
 24 EOC exam, each semester grade is forty-two point five (42.5%) of the final grade, and the EOC exam  
 25 accounts for fifteen percent (15%).

26 If Collierville Schools does not receive its students' state mandated test scores at least five (5)  
 27 instructional days before the end of the school year, the state mandated test scores will not be included  
 28 in the Collierville Schools students' grades in the subject areas of mathematics, language arts, science,  
 29 and social studies.

31 For Dual Enrollment and Advanced Placement courses, the semester grades are determined as follows:

- 32 • Advanced Placement: Each semester, the grades will be determined by counting 50% for each  
 33 quarter.
- 34 • Dual Enrollment: The dual enrollment courses will follow the university's grading system for  
 35 that specific course.
- 36 • Students are required to sit for their AP, Dual Enrollment, IB, SWDC and CLEP final tests. If  
 37 a student does not sit for their final test, the additional points added to each quarter will be  
 38 removed from the student's grade and final grade will be re-calculated to reflect that change.

39 **Calculation for High School Course GPA Weighting:**

| Grade | Percentage Range | Standard | Honors / National | Statewide Dual Credit | Dual Enrollment and Advanced |
|-------|------------------|----------|-------------------|-----------------------|------------------------------|
|-------|------------------|----------|-------------------|-----------------------|------------------------------|

|   |          |     | <b>Industry Certification</b> |      | <b>Placement</b> |
|---|----------|-----|-------------------------------|------|------------------|
| A | 90-100   | 4.0 | 4.5                           | 4.75 | 5.0              |
| B | 80 - 89  | 3.0 | 3.5                           | 3.75 | 4.0              |
| C | 70 - 79  | 2.0 | 2.5                           | 2.75 | 3.0              |
| D | 65 - 69  | 1.0 | 1.5                           | 1.75 | 2.0              |
| F | Below 65 | 0.0 | 0.0                           | 0.0  | 0.0              |

| <b>Collierville Schools Grading System – Additional Points for Advanced Coursework</b> |                         |            |   |   |  |  |
|--|-------------------------|------------|---|---|--|--|
| <b>Grade</b>   | <b>Percentage Range</b> |            | <b>Honors Courses</b>   | <b>Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses, and Dual Enrollment Courses</b>    | <b>Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses</b>   |  |
| <b>A</b>   | <b>90</b>               | <b>100</b> | Shall include the addition of 3 <b>percentage points</b> to the quarter grades and exam used to calculate the semester average. | Shall include the addition of 4 <b>percentage points</b> to the quarter grades and exam used to calculate the semester average. | Shall include the addition of 5 <b>percentage points</b> to the quarter grades and exams used to calculate the semester average. |  |
| <b>B</b>   | <b>80</b>               | <b>89</b>  |   |   |  |  |
| <b>C</b>   | <b>70</b>               | <b>79</b>  |   |   |  |  |
| <b>D</b>   | <b>65</b>               | <b>69</b>  |   |   |  |  |
| <b>F</b>   | <b>0</b>                | <b>64</b>  |   |   |  |  |

1 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS<sup>3</sup>**

2 Local education agencies may allow students to participate in credit recovery programs as outlined in  
 3 the State Board of Education’s High School Policy 2.103. Students passing credit recovery courses shall  
 4 receive a grade of seventy percent (70%). The original failing grade shall not be considered in the HOPE  
 5 Scholarship Eligibility Grade Point Average calculation. A student may repeat any course in which an  
 6 “F” is made if the schedule of the student allows it. The subsequent grade, if higher than an “F” will be  
 7 placed on the student’s transcript and the “F” will be removed. The course taken over must be the same  
 8 course code number as the course which was failed and the course must be retaken in a Collierville  
 9 School. Collierville Schools will not remove an “F” from a transcript unless the course is repeated in a  
 10 Collierville School.

11 The GPA used to determine eligibility for the HOPE Scholarship and other Tennessee Student Assistance  
 12 Corporation funds shall be reported on the student’s transcript as the “Hope Scholarship GPA.” The  
 13 grade scale used to calculate the “Hope Scholarship GPA” and is the TN State Uniform Grading System  
 14 and will be calculated as follows in accordance with the State Board of Education’s Uniform Grading  
 15 Policy 3.301:

|  |
|--|
| <b>TN State Uniform Grading System – Additional Points for Advanced Coursework</b> |
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| Grade    | Percentage Range |            | Honors Courses  | Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses, and Dual Enrollment Courses           | Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses         |
|----------|------------------|------------|---|---|---|
| <b>A</b> | <b>93</b>        | <b>100</b> | Shall include the addition of 3 <b>percentage points</b> to the quarter grades and exam used to calculate the semester average. | Shall include the addition of 4 <b>percentage points</b> to the quarter grades and exam used to calculate the semester average. | Shall include the addition of 5 <b>percentage points</b> to the quarter grades and exam used to calculate the semester average. |
| <b>B</b> | <b>85</b>        | <b>92</b>  |   |   |   |
| <b>C</b> | <b>75</b>        | <b>84</b>  |   |   |   |
| <b>D</b> | <b>70</b>        | <b>74</b>  |   |   |   |
| <b>F</b> | <b>0</b>         | <b>69</b>  |   |   |   |

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 Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907

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 Cross References

Alternative Credit Options 4.209  
 Credit Recovery 4.210  
 Reporting Student Progress 4.601  
 Honor Roll, Awards, & Class Ranking 4.602  
 Promotion and Retention 4.603  
 Transcript Alterations 4.608