Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Grading System	**4.600**	**05/04/20**
		Rescinds: **4.600**	Issued: **03/05/18**

The director of schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.[1]

The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented.[2] These guidelines shall be communicated annually to students and parents/guardians.[1]

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)[1]

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

This grading system shall be uniform throughout the school district for each grade.

The following high school courses will have weighted grades:

Honors English (Grades 9-12)	Trigonometry
Honors Biology I	Honors Algebra II
Honors Physical Science	Honors Geometry
Honors Chemistry	Dual Enrollment College Courses
Honors Physics	Honors American History
Anatomy	Honors Algebra I
Biology II	Calculus
Pre-Calculus	

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:[6]

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

Student Absent for State Mandated Exams:

1. If a student taking high school assessed subjects is absent, the student will receive a zero or incomplete. If the student is allowed to make up the exam, he or she will do so during the next scheduled administration. A locally-created exam cannot be administered in lieu of a state exam.

2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered a defined part(s) of any content area or all of the content areas, the student must take an alternate exam approved by the Chief Academic Officer to substitute for the corresponding content not tested.

   Administration of the alternate exam shall be scheduled by the principal for such a time which shall allow for scoring to be completed before the end of the spring semester of the current school year.

Failure to complete the alternative assessment before the end of the spring semester shall result in the student receiving a grade of zero which shall be counted for fifteen (15%) percent of a student's final grade for the spring semester.[3]

Conduct shall be marked as follows:

E..... Excellent
S..... Satisfactory
U..... Unsatisfactory

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

Attendance records **will not** be the sole criterion in determining the awarding of grades or the passing of a course or promotion or retention.

Plus and minus evaluations are not to be added to letter grades. Grades are not to be changed once recorded on a report card. If an erroneous grade has been recorded, correction must be made on a new card.

Grades given at the end of each nine (9) weeks period for elementary, intermediate, middle school, and high school will be determined from daily work, homework, written assignments and tests. The teacher will weigh the value of grades given for various assignments and tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Any assignments and tests required of a student must be considered in the computation of his grade.

At the middle school level and at the high school level, grades will be determined by an average of grades for each of the two 9-week periods. The grades given at the end of each nine (9) weeks period shall be the grade earned by the student, as computed by the teacher, and shall not be subject to manipulation, regardless of the passing or failing nature of the grade provided that said teacher has documented verification on file that he/she has reasonably attempted to contact the student's parent(s) or guardian(s) making them aware of the student's failing grade or grades. The final grade of the year will be determined by averaging the two (2) semester grades.

The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (I). If the incomplete is not removed in the time designated by the teacher, it will then become an "F".

GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS[5]

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.[1]

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at www.fafsa.ed.gov. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors should explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.[6]

Legal References

1.TRR/MS 0520-01-03-.05(3)
2.TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3.TCA 49-1-617
4.TCA 49-2-203(b)(7)
5.TCA 49-4-904-907; SBOE Policy 3.301
TCA 49-4-932(f)

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