

## ADMINISTRATIVE POLICY

### GRADING SYSTEM POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

The following grading systems shall be used in Clarksville Montgomery County School System:

#### Assignment of Grades

- Students will receive an electronic mid-term progress reports once during the 9 weeks grading term.
- Students will receive an electronic report card at the end of each 9 weeks grading term.
- The assignment of grades and the final evaluation of students is the responsibility of school administrators and teachers.

#### Early Withdraw or Late Enrollment

Students withdrawing from the district before the end of the semester will be given in progress grades and the decision regarding grades and credits shall be the responsibility of the school to which the student transfers. Students enrolling in the district when two weeks or less remain in the evaluation period shall receive evaluation marks based on the records/transcript from the sending school. Parents will be notified of this at enrollment.

#### Elementary School

- Grades K and 1 – Standards based grading scale includes Approaching Expectations (AE), Below Expectations (BE) and On Track (OT)
- Grades 2, 3, 4 and 5 – TN Uniform Grading Scale (see below)

#### Middle School

- Grades 6-8 – Middle school courses follow the TN Uniform Grading Scale (see below).
- Middle school courses taken for high school credit will follow high school grading policies.
- Students enrolled in high school courses with End of Course examinations may not withdraw from such courses for the remainder of the course after being enrolled in the course for at least twenty-five percent (25%) of the instructional days in the course.

#### High School

Grades 9-12

The Clarksville-Montgomery County School System has adopted the State's Uniform grading policy as per State Board of Education (July 22, 2022 per Public Chapter 1080). Effective 2022-2023 school year and thereafter, for the purposes of determining eligibility for the lottery scholarships, Tennessee's Uniform Grading System should consist of the following (see next page):

Uniform Grading System – Weighting for Advanced Coursework					
Grade	Percentage Range		Honors Courses	Local and Statewide Dual Credit Courses and Industry Certification- Aligned Courses	Advanced Placement, Cambridge International, College Level Exam Program (CLEP),International Baccalaureate Courses and Dual Enrollment Courses (Beginning August 1, 2024)
A	90	100	Shall include the addition of 3 <b>percentage points</b> to the grades used to calculate the semester average.	Shall include the addition of 4 <b>percentage points</b> to the grades used to calculate the semester average.	Shall include the addition of 5 <b>percentage points</b> to the grades used to calculate the semester average.
B	80	89			
C	70	79			
D	60	69			
F	0	59			

For Grades earned prior to the 2022-2023 school year the previous uniform grading policy will apply:

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

### End of Year Assessments

For students in grades 3-8, the end of year assessments in Language Arts, Math, Science and Social Studies will be calculated as 15% of the second semester grade.

Effective April 17, 2015, Clarksville Montgomery County School System will not include students' state assessment scores in their final spring semester grades if the state assessment scores are not received by the district at least five instructional days before the end of the academic year.

### **High School Courses without an end of course exam**

Average is calculated with each 9 weeks 40% and the semester exam 20%. When a student is exempt from 2nd semester exam, the average is calculated with each 9 week grade 50%. Students are exempt if they earned an A for N3 and an A for N4 in a year-long course.

### **High School Courses with an end of course exam**

First semester average is calculated with each 9 weeks 40% and the semester exam 20% • Second semester average is calculated with each 9 week grade 35%, end of course exam 15%, the semester exam 15%. When student is exempt from 2nd semester exam, count each 9 weeks 40% and the end of course exam is 20%. Students enrolled in high school courses with End of Course examinations may not withdraw from such courses for the remainder of the course after being enrolled in the course for at least twenty-five percent (25%) of the instructional days in the course.

Effective April 17, 2015 in alignment with HB 36 – SB 285 Amendment (005744), Clarksville Montgomery County School System will not include students' state assessment scores in their final spring semester grades if the state assessment scores are not received by the district at least five instructional days before the end of the academic year.

### **Advanced Placement (AP)**

First semester average is calculated with each 9 weeks 40% and the semester exam 20%. Second semester average is calculated with each 9 weeks as 50%. Students must complete the AP assessment and have a 60% or higher to receive additional 5 points on grades used to calculate the semester average. Students that fail to meet the class requirement of completing the AP exam will have the additional points removed as set forth by state requirements, and must complete a teacher created exam that will count as 20% of the 2<sup>nd</sup> semester grade. The teacher is responsible for calculating the 2<sup>nd</sup> semester grade with each nine weeks 40% and the teacher created exam 20%.

### **Dual Enrollment (DE)**

Average is calculated with each 9 weeks as 50% of the semester grade.

### **Semester Examinations**

Semester examinations will be administered each semester for all students taking high school courses. Semester Examination exemptions: A student will be exempt from a second semester course examination provided the student has an A for each 9-week grading period during the second semester and the course is a full year class.

### **Incoming Transfer Records**

- Students transferring from an accredited school
  - Students entering a district high school during a semester, who have been previously enrolled in an accredited school, shall be graded on the basis of their transfer in-progress grade and their performance in CMCSS for the remainder of the semester.
  - Students that were not previously enrolled in school shall declare at the time of enrollment if they will participate in the class on an audit or credit basis. If choosing a credit basis, students will be responsible for completing semester work provided by teacher. Grades will be assigned based upon the declared intention at the time of enrollment.
  - CMCSS will make every effort to accommodate those student transferring from a different school structure. Students transferring from one schedule structure to another (block, non-block, trimesters, etc.) will be allowed to complete benchmarks or teacher assessments to determine placement and credit.

- Students transferring with completed credits from an accredited school will have all credits transferred to the CMCSS school.
- Students transferring from a non-accredited school
  - Students entering a district high school from a non-accredited school will complete a district benchmark or teacher assessment to determine credits that will be added to the CMCSS transcript. State law requires the completion of certain courses at an accredited school.
- Students transferring from a foreign country
  - Transcripts from foreign countries will be evaluated by a district committee for placement. Foreign students who have a diploma from their own country shall not be a candidate for a diploma from CMCSS.
- Foreign Exchange Students
  - All foreign exchange students will be enrolled as juniors at the high school level and are not eligible to earn a diploma.

### **Grade Conversion**

For grades earned in the 2022-2023 school year and beyond, It is the intent of the district to attain the numerical grade from a sending school or post-secondary institution. When the numerical grade is not provided, the following scale will be used to convert the letter grade that is provided:

<b>A+ = 98</b>	<b>B+ = 88</b>	<b>C+ = 78</b>	<b>D+ = 68</b>	<b>F = 55</b>
<b>A = 95</b>	<b>B = 85</b>	<b>C = 75</b>	<b>D = 65</b>	
<b>A- = 92</b>	<b>B- = 82</b>	<b>C- = 72</b>	<b>D- = 62</b>	

For grades earned prior to the 2022-2023 school year, It is the intent of the district to attain the numerical grade from a sending school or post-secondary institution. When the numerical grade is not provided, the following scale will be used to convert the letter grade that is provided:

<b>A+ = 98</b>	<b>B+ = 91</b>	<b>C+ = 83</b>	<b>D+ = 74</b>	<b>F = 65</b>
<b>A = 95</b>	<b>B = 88</b>	<b>C = 80</b>	<b>D = 72</b>	
<b>A- = 93</b>	<b>B- = 85</b>	<b>C- = 76</b>	<b>D- = 70</b>	

### **Credit Recovery**

Students may complete credit recovery to earn credit for graduation requirements courses. The original failing grade will not be included in the HOPE scholarship calculation. It will be listed on the transcript. Credit recovery courses receive a grade of a 60.

**Associated Documents:** <http://www.tn.gov/education/INS-P035> Credit Recovery

### **Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
6/25/07		Initial Release
6/13/11	A	Deleted Grade Calculations for High School Courses section. Added Grade Calculations for High School Courses without State End-of-Course Tests. Added Grade Calculations for High School Courses with State End-of-Course Tests with subsections for 2010-2011 and 2011-2012. Added Grade Calculations for Elementary and Middle School Courses with subsections for 2010-2011 and 2011-2012.
10/01/12	B	Deleted 2010-2011 School year section from Grade Calculations for High School Courses without State End-of-Course Tests. Deleted 2010-2011

		School year section from Grade Calculations for Elementary and Middle School Courses. Added Association Document INS-A060. Updated logo.
9/5/14	C	Updated wording in Grade Calculations for Elementary and Middle School Courses section to reflect state requirements for middle school students taking high school credits; updated logo
2/2/15	D	Added information regarding Statewide Dual Credit Courses to the Uniform Grading System table
9/28/15	E	Added TCAP score information. Clarified grade conversion when numerical grade is not received.
4/4/16	F	Changed TCAP to state assessment throughout. Updated percentages under Elementary and Middle School Courses.
11/7/17	G	Updated Uniform Grading System table and added dual enrollment courses explanation (last para.). Updated grade calculations for high school courses with and without TNReady and end of course exams.
7/29/19	H	Added: assignment of grades, early withdraw or late enrollment, incoming transfer records, and credit recovery sections. Updated eligibility chart in accordance with state policy. Associated documents: Removed obsolete policies INS-A025 and INS-A060, added INS-P035.
7/27/22	I	Updated uniform grading scale and grade conversion.
		Updated wording for assignment of grades and EOY assessments.
6/24/24	J	Updated to reflect 2 <sup>nd</sup> grade going to grades.
12/5/24	K	Updated to include 5 pts. for DE beginning August 1, 2024

**\*\*\* End of Policy \*\*\***