
Cumberland County Board of Education Administrative Procedures

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| Revised: 8/24/21 | Procedure: 4.600 | Policy Reference: 4.600 |
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I. K-2nd (Standard-based Grades)

- a. Teachers will use 1, 2, 3, and 4 to indicate level of mastery for each core curriculum standard. Science and Social Studies grades can be found under “Related Arts” on the report card and will also be given 1,2,3,4 to indicate level of mastery.
- b. A district assessment will be administered to each K-2 student every nine weeks for English Language Arts and Math.
- c. Special area grades will be based on a rubric. The primary teacher will record the special area grade in Skyward after hard copy grade sheets are received from the special area teacher.

II. 3rd -8th Special Areas (Art, Music, PE)

- a. Teachers must report a minimum of a mid-term grade and a final grade.
- b. All grades will be reported as A, B, C, D or F
 - i. A=97
 - ii. B=89
 - iii. C=80
 - iv. D=72
 - v. F=65

III. 3rd

- a. English Language Arts grades will be made up of:
Reading 60%
Composition 40% (Grammar and spelling should be embedded with authentic writing tasks.)

IV. 4th -8th

- a. One ELA report card grade will be based on the following weighted categories:
 - i. Reading - 60%
 - ii. Composition 40% (Grammar and spelling should be embedded with authentic writing task.)

V. Extra Credit for Elementary Classes

- a. Extra credit is optional. The teachers who choose to allow extra credit may do so with one of the following options:
- b. All grades and all subjects’ final grades may not exceed 100. Extra credit may be added in various ways, but pay attention to the final average to ensure it meets the guidelines above.
 - i. EC Option 1: Put in the assignment grade (even above 100) and then negatively adjust term average at the end if it exceeds 100 for all regular classes.
 - ii. EC Option 2: Create an assignment in the appropriate category (daily or test) with a maximum score of 0 and a weight multiplier of 1.00 to accumulate extra credit points.

- iii. EC Option 3: Adjust daily assignment grades along the way (ex. student makes 104 on an assignment, teacher gives student 100 in the gradebook and then adds 4 points to a lesser scoring assignment)
- iv. EC Option 4: Teacher decides to only allow extra credit points up to a certain grade (ex. teacher adds points to give assignment grade up to 100)

VI. Honor Roll: Honor Roll distinction may include grades 3-12.

VII. High School G.P.A. Calculations:

a. **Per State Board of Education Uniform Grading Policy 3.301**, there are a few adjustments that must be made in relation to adding points to the final grade for Honors/Dual/AP courses. Teachers will continue to add additional percentage points to the numeric average of the course, but the following guidelines must be adhered to:

- i. Honors courses: Previous guidelines are still in place
- ii. Dual enrollment courses (RSCC) – students must be enrolled at Roane State to receive four additional percentage points; for students not enrolled at RSCC, there will be a different course created in the Course Master in which students should be scheduled and will receive three additional percentage points as an honors course. These courses include:

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|--------|--------------------------------|
| C12H05 | DE Accounting |
| G04H45 | DE American Government |
| G02H51 | DE Calculus 1 |
| G02H52 | DE Calculus 2 |
| G02H48 | DE College Algebra |
| C15H08 | DE Criminal Justice 2 |
| C14H04 | DE Emergency Medical Services |
| G01H30 | DE English Comp 1 |
| G01H31 | DE English Comp 2 |
| G03H47 | DE General Chemistry 1 |
| C14H00 | DE Health Science/Medical Term |
| C10H02 | DE Networking |
| C14H03 | DE Nursing Services |
| G02H47 | DE Pre-Calculus |
| G04H44 | DE Psychology |
| G02H49 | DE Statistics |
| C25H02 | DE Teaching as a Profession |
| C10H03 | DE Web Design |

- iii. Dual Enrollment Courses (TCAT) – students enrolled at TCAT receive four additional points on their final grade. These courses include:

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|--------|-------------------------------------|
| C13H01 | DE Machining Technology |
| C13H03 | DE Welding 1 |
| C13H18 | DE Welding 2 |
| C17H17 | DE HVAC |
| C17H02 | DE Structural Systems |
| C19H04 | DE Cosmetology |
| C16H00 | DE Hospitality and Tourism |
| C12H02 | DE Administrative Office Management |
| C25H00 | DE Power Sports Technology |
| C20H02 | DE Collision and Repair |

iv. Statewide dual credit courses – students enrolled in a statewide dual credit course must sit for the dual credit exam in order to receive four additional points on their final grade. These courses include:

- C18H18 DC Organizational Leadership with MTSU
- C18H09 DC Plant Science with MTSU
- C18H01 DC Vet Science with MTSU

v. AP courses – In order to receive five additional points, students are now required to take the corresponding AP exam. Students who do not take the exam will receive three additional points to their final grade as an honors course. Students who intend to take the AP exam, along with their parents, must sign and return a letter of commitment on a date specified by school administration. These courses include:

- G05H30 AP Art 2D
- G03H10 AP Biology
- G03H16 AP Chemistry
- G02H45 AP Computer Science A
- G02H44 AP Computer Science Principles
- G01H17 AP Language & Composition
- G01H18 AP Literature & Composition
- G05H29 AP Studio Art 3D
- G04H21 AP U.S. History

b. The Local Weighted GPA will continue to be calculated in the same manner as in the past. State Board policy requires new quality point values for classes beyond regular course work. Honors courses will receive 0.5 additional quality points as opposed to the 1 that they previously received. Early post secondary courses will receive 1 additional quality point. EPSO courses include Advanced Placement, Dual Enrollment, Dual Credit, and courses aligned with an Industry Certification.

| Uniform Grading System – <i>Weighting for Advanced Coursework</i> | | | | | |
|--|-------------------------|------------|--|--|--|
| 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 |
| A | 93 | 100 | Shall include the addition of 3 percentage points to the grades used to calculate the semester average. | Shall include the addition of 4 percentage points to the grades used to calculate the semester average. | Shall include the addition of 5 percentage points to the grades used to calculate the semester average. |
| B | 85 | 92 | | | |
| C | 75 | 84 | | | |
| D | 70 | 74 | | | |
| F | 0 | 69 | | | |

VIII. **High School Credit Recovery**

a. Eligible Courses and Numerical Grade Guidelines

- i. Algebra IA: Students who make 60-69 in Algebra IA may move on to Algebra IB but will not get the Algebra IA elective credit.
 - ii. Algebra IB: Credit recovery is available for students who receive a final grade of 65-69. A final grade of 64 or below will be cause for students to repeat Algebra IB
 - iii. Other Courses: Students must finish the failed course with a grade not lower than 60 in order to participate in credit recovery.
 - iv. Credit recovery offerings are based on need and availability of personnel.
 - b. Honors credit is lost if a student fails an honors course. If allowed to attend credit recovery from an honors failure, students will receive regular credit.
 - c. Credit Recovery Grading:
 - i. Students passing credit recovery shall receive a final grade of 70 per state guidelines. In regard to a student's academic transcript, this "credit recovery" credit will replace the zero credit from the first attempted class. The original failing grade will appear on the transcript but will not be calculated in the student's G.P.A. If the student failed the course more than one time, the original score does not count in the G.P.A, but the second (and beyond) attempt will count in the G.P.A.
 - ii. If a student fails to master deficient standards addressed through credit recovery by the end of the semester, then the student must repeat the course in its entirety.
 - d. Instruction and Content:
 - i. The teacher of record for credit recovery must be certified in that content area. The teacher of record is responsible for: overseeing the instructional plan, monitoring student progress, and confirming student mastery of deficient standards. The teacher of record will also be responsible for any additional assignments that may be necessary to complete the minimum 30 hour seat time requirement.
 - ii. A credit recovery facilitator (a certified teacher who does not have certification in the course offered in credit recovery) may provide credit recovery instruction under the direction of the teacher of record.
 - iii. Deficient standards for each student will be identified through either the EOC test data or the mid-term and final exams for that course.
 - e. Attendance:
 - i. If a student fails and has missed 15 or more days in the original course, the class must be repeated. No credit recovery for truancy.
 - ii. Seat time required for recovery is a minimum of 30 hours.
 - iii. If a student fails to attend credit recovery 70% of the time, he/she will be required to repeat the class.
 - f. Discipline:
 - i. Students may be dismissed from credit recovery for failure to follow school rules.

IX. **Extra Credit for High School Classes**

- a. High school courses' final grades may not exceed 100 with the exceptions of Honors classes and NIC (103); Dual Credit classes (104); and AP (105).
- b. Extra credit is optional.
- c. Extra credit may be added in various ways, but pay attention to the final average to ensure it meets the guidelines above. The teachers who choose to allow extra credit may do so with one of the following options:

- i. EC Option 1: Put in the assignment grade (even above 100) and then negatively adjust term average at the end if it exceeds 100 for all regular classes.
- ii. EC Option 2: Create an assignment in the appropriate category (daily or test) with a maximum score of 0 and a weight multiplier of 1.00 to accumulate extra credit points.
- iii. EC Option 3: Teacher may adjust daily assignment grades along the way (ex. student makes 104 on an assignment, teacher gives student 100 in the gradebook and then adds 4 points to a lesser scoring assignment)
- iv. EC Option 4: Teacher decides to only allow extra credit points up to a certain grade (ex. teacher adds points to give assignment grade up to 100)

X. High School Transfer Grades

- a. If a student transfers from another system with a numerical grade and an alpha grade that do not match Cumberland County's numerical/alpha grading scale, then the student's numerical grade will be converted to the lowest numerical grade in that same alpha grading scale.
For example: A student transfers with a 90 numerical grade on an alpha grading scale of an A then that student will receive a 93 numerical grade from the Cumberland County alpha grading scale.
For example: A student transfers with a 69 numerical grade on an alpha grading scale of a D then that student will receive a 70 numerical grade from the Cumberland County alpha grading scale.
- b. If a student transfers from another system with an alpha grade only, then the student's grade will be applied to our current transfer grading scale below.
For example: A student transfers with an A, their numerical grade will be 96.
- c. If a student transfers from another system with only a numerical grade, then that numerical grade will be used in the transfer process.
For example: A student transfers with a 90, their grade will be a 90 on the

Cumberland County transfer scale.

**Credits will not be taken away from any student once they have been awarded by another system.

** Cumberland County Transfer Grading Scale

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|----|--------------|
| A+ | 100 |
| A | 97 |
| A- | 93 |
| B+ | 92 |
| B | 89 |
| B- | 85 |
| C+ | 84 |
| C | 79 |
| C- | 75 |
| D+ | 74 |
| D | 72 |
| D- | 70 |
| F | 69 and below |

