I. PURPOSE

To ensure that uniformity exists throughout the district for reporting academic performance and student conduct.

II. SCOPE

This policy applies to all students.

III. POLICY STATEMENT

It is a goal of the Memphis City Schools to create a challenging, supportive, educational environment that results in higher levels of achievement for all students. The highest possible level of student academic achievement is a goal shared by both the school and the family. Regularly issued report cards, combined with scheduled parent-teacher conferences, serve to promote a continuous process of communicating a student's progress. Academic report card grades are determined by students' mastery of content in each subject using varied assessment strategies. Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not form the basis for conduct grades.

The superintendent 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. The grading/assessment system shall follow all applicable statues 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 Superintendent shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.

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

GRADING LEGEND

Elementary Grades K - 2
Special marking as indicated on the kindergarten and primary (grades 1 and 2) progress report will be used to report student progress.

Grades 3 - 5
Letter grades A, B, C, D and F will be used to report student progress in academic subjects Reading, Composition, Grammar, Spelling, Mathematics, Sciences, and Social Studies. E, S, N, and U will be used to report student progress in all special subjects.
Grades 6-12
For students in middle schools (grades 6, 7, and 8) and secondary schools (grades 7-12), numerical grades will be used for reporting achievement in all subjects.

Numerical grades will be used to report student progress in all academic subjects for students in grade 6 in elementary schools. E, S, N, and U will be used to report student progress in all special subjects.

Grading Scale

Grading Scale for students in grades 1-12, the numerical value upon which grades are based is as follows:

93-100 = A (Excellent)
85-92 = B (Good)
75-84 = C (Satisfactory)
70-74 = D (Poor but passing)
0-69 (Failure)

Conduct

Students are expected to conduct themselves in a manner that is conducive to learning. Conduct grades for students in grades K-12 will be reported as follows:

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Special Education

Students receiving special education services will receive reports and grades based on progress toward goals stated in their Individualized Education Program (IEP).

IV. RESPONSIBILITY

A. The Memphis City Schools is responsible for informing students and parents/guardians about grading policies and regulations; students and parents/guardians are responsible for becoming knowledgeable with grading guidelines.

B. Principals are responsible for ensuring that all teachers are provided current information pertaining to grading and assessment.

C. Teachers are responsible for determining student grades and accurately reporting information for generating report cards.

D. The Department of Research, Evaluation, and Assessment is responsible for answering questions concerning the interpretation of this policy.
E. The Superintendent is responsible for determining if this policy is followed.

Legal References:
1. TRR/MS 0520-1-3-.05(3)
2. TRR/MS 0520-1-3-.06
3. TCA 49-1-302
4. TCA 49-2-203(b)(7)
5. Uniform Grading Policy 3.301 – TN State

Cross References:
1. 4.602 Homework
2. 4.603 Promotion, Retention, and Student Progress
4.600 Grading System

Criteria for Grading

The assessment of student academic achievement to determine a grade must be documented. The grading criteria shall include documentation of all of the following:

• classwork (including projects, reports, presentations)
• homework
• test scores
• classroom participation (does not refer to student conduct)
• if applicable, alternative assessment strategies as determined by the state or school district (end-of-course tests where applicable)

Course Levels

The following are course levels currently used in grades 7-12.

Level 4 - Standard
Level 4 courses provide for the treatment of the subject matter at a level which is average in the school.

Level 6 - Enriched
Level 6 courses provide for the treatment of the subject matter in greater depth, with a much broader coverage of content. The course is designed to challenge the student’s originality and creativity. This level course is to be limited to outstanding students whose prior achievement or experience would enable them to benefit from an enriched course. The assignment of higher achieving students to a special class without enriched course content and activities does not constitute an enriched course.

Level 8 - Advanced Placement (A.P.)
Level 8 courses are offered to prepare exceptionally high achieving 11th and 12th grade students for the Advanced Placement Examination administered by the College Entrance Examination Board. An Advanced Placement course places emphasis on advanced subject matter content which is comparable to a college level course.

College level textbooks, study assignments, and course requirements are to be utilized. The primary goal is to enable students to score appropriately on the College Board Advanced Placement examination and earn college credit at participating colleges.

All students enrolled in an Advanced Placement course must take the AP exam. At the beginning of the school year, students should make appropriate financial arrangements at their school to cover the examination fees for the course(s) in which they enroll. Fee reductions for needy students can be arranged with Educational Testing Services.

Students are not exempt from exams in A.P. courses because of the courses’ college format. Completion of the A.P. exam does not exempt students from that course’s final semester examination.
Calculation of Grades

Academic
93-100 = A (Excellent)
85-92 = B (Good)
75-84 = C (Satisfactory)
70-74 = D (Poor but passing)
0-69 = F (Failure)

Conduct
E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

*Incomplete I is Not a final grade.

*Incomplete grades, usually given because of student absences, shall be changed to a regular academic grade by the end of the following six weeks period. Incomplete grades are not to be left as final grades. An incomplete grade will be changed to reflect the average supported by documentation if the assignments are not completed within the specified time frame.

Six weeks averages
Six weeks averages are to be calculated based on documented student performance and must include all of the following criteria: classwork, homework, test scores, participation (does not refer to student conduct), alternative assessment strategies as determined by the state or school district (end-of-course tests where applicable).

Semester averages (grades 7-12)
Semester averages for students in grades 7-12 are to be calculated by adding the numerical averages for the three (3) six weeks, doubling the sum, adding the semester exam grade, and dividing the total by seven.

Quarter averages (grades 7-12)
Quarter averages for students in grades 7-12 are to be calculated by multiplying the quarter grade by six (6), adding the quarter examination grade, and dividing the total by seven (7).

Final grades
Final grades of students in grades 1-6 are to be calculated by averaging the grades for the six reporting periods. Final grades of students in grades 7-12 are to be calculated by averaging the two semester grades. Final grades in vocational education stand alone. Semester grades under the four-by-four modified block schedule are final grades.

Exemption From Semester Examinations
Second semester seniors may be exempt from semester exams if they have B average or above in the course and have no more than three (3) excused absences during the second semester. Any unexcused absence in the course will disqualify a student from exemption. Semester grades for students who are
exempted from the semester exam are to be computed by dividing the sum of the three six weeks grades by three. Because of the college format of the A.P. courses, students are not exempt from semester exams in A.P. courses.

The following guidelines apply to exemptions:

• Absences due to school-sponsored activities do not count against the student.

• Absences due to religious holidays do not count against the student.

• Any student who receives a suspension will not be exempt from semester exams.

• Any student who is eligible for an exemption may elect to take his/her exam in an attempt to improve his/her average. If the student takes the exam, the score will count and be used to determine the semester average.

• The classroom teacher is responsible for maintaining the accurate attendance. If discrepancies occur, the principal makes the final decision.

• The principal shall have final authority regarding any questions of student eligibility for exemption.

Grade Point Average (GPA)
Grade Point Average is calculated based on semester grades for each semester taken. (Calculation of unweighted GPA for Hope Scholarship will be based on the highest first semester and the highest second semester grades for each course taken.)

The grade points assigned to each letter grade in courses in grades 7-12 will depend upon course difficulty as shown by the scale below:

<table>
<thead>
<tr>
<th>Standard (Level 4)</th>
<th>Enriched (Level 6)</th>
<th>A. P. (Level 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4 grade points</td>
<td>A = 5 grade points</td>
<td>A = 6 grade points</td>
</tr>
<tr>
<td>B = 3 grade points</td>
<td>B = 4 grade points</td>
<td>B = 5 grade points</td>
</tr>
<tr>
<td>C = 2 grade points</td>
<td>C = 3 grade points</td>
<td>C = 4 grade points</td>
</tr>
<tr>
<td>D = 1 grade point</td>
<td>D = 1 grade point</td>
<td>D = 1 grade point</td>
</tr>
<tr>
<td>F = 0 grade points</td>
<td>F = 0 grade points</td>
<td>F = 0 grade points</td>
</tr>
</tbody>
</table>

Grade Adjustments

Student grades are determined by the teacher in accordance with grading criteria. The grade given by the teacher must be supported by documentation. The principal has the responsibility and authority to modify a grade only when it has been determined that the grade was based upon inaccurate data or when he/she feels that policy has not been followed.