



**Williamson County Board Policy Committee**

March 7, 2024 5:00 PM

Support Services Building - Professional Development Room

**1. Agenda**

**2. Board Policies First Reading**

- a. 4.600 Report Cards and Grading
- b. 6.200 Attendance

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Report Cards and Grading Systems</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>02/20/23</b>
		Rescinds: <b>4.600</b>	Issued: <b>08/15/22</b>

## 1 **REPORT CARDS**

2 The Superintendent shall develop an administrative procedure to establish a system of grading and  
3 assessment for evaluating and reporting student progress in conjunction with Tennessee academic  
4 standards for grades K-12.

5 The report cards shall indicate the information necessary to communicate effectively with the parents  
6 concerning their child's academic progress, conduct and attendance.

7 When a student's academic performance or behavior noticeably or suddenly changes, the teacher shall  
8 promptly inform the parents, maintain a record of the contact, and make an effort to have a conference  
9 with the parent. Parents will receive interim progress reports or other notification whenever a  
10 significant change in performance occurs or whenever a student is failing.

11 Report cards communicating student academic progress or status (grades) and attendance will be  
12 provided to parents on a regular basis (9 weeks).

13 Teachers may use supplemental reports to communicate additional progress as appropriate.

## 14 **K-1 STANDARDS-BASED GRADING SCALE**

15 The student consistently demonstrates understanding and application of the standard.

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

## 18 **GRADES 2- 12 NUMERICAL GRADING SCALE:<sup>1</sup>**

<u>Grade</u>	<u>Grade Range</u>
19 A	90 - 100
20 B	80 - 89
21 C	70 - 79
22 D	60 - 69
23 F	0 - 59
24 I	Incomplete (must be removed during the next grading period)
25 P/F	Credit by Examination

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

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1 Numerical grades may be used for tests and other daily or weekly work that is readily quantifiable and  
 2 shall be used on report cards. Only LETTER GRADES (A, B, C, etc.) will be used on high school  
 3 transcripts. No plus (+) or minus (-) notations will be used on high school transcripts.

#### 4 **WEIGHTED GRADES**

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

7 For Advanced Placement (A.P.) and International Baccalaureate (I.B.) courses, teachers will add five  
 8 (5) percentage points to grade each grading period and each semester exam. For the second semester,  
 9 the student must sit for the exam in order to earn five (5) percentage points for the second semester.  
 10 For Honors and Pre-AP courses, including middle school courses taught at high school honors level,  
 11 teachers will add three (3) percentage points to each grading period and each semester exam.

12 For courses that include an opportunity for industry certification and dual enrollment, teachers will add  
 13 four (4) percentage points for each grading period and each semester exam. For the second semester,  
 14 students must sit for the appropriate exam in order to earn the four (4) additional percentage points.  
 15 The methodology used to calculate the dual enrollment percentage points and the conversion chart  
 16 shall be included annually in the High School Programming Guide.

17 For local and statewide dual credit courses, students will receive four (4) additional percentage points  
 18 for each grading period and each semester exam. For the second semester, students must sit for the  
 19 appropriate exam in order to earn the four (4) additional percentage points.

20 I.B. Math Studies shall be treated as an Honors, not an A.P. / I.B. course for GPA and weighting  
 21 purposes.

22 High School courses taken by middle school students will receive honors credit only if taught at the  
 23 honors level.

24 Middle school students taking high school courses and high school students taking online courses will have  
 25 their grades recorded on the high school transcript with the earned letter grade and corresponding  
 26 grade point average (GPA).

27 *Middle school students taking high school courses prior to the 2023 school year who received a*  
 28 *pass/fail grade may request their grades be recorded on the high school transcript with the earned*  
 29 *letter grade and corresponding grade point average (GPA). The request must be supported by*  
 30 *documentation, including the reason for the request and evidence that the student earned the letter*  
 31 *grade.<sup>2</sup>*

32

#### 33 **GPA CALCULATION FOR HIGH SCHOOL COURSES**

34 <u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors/Pre-AP</u>	<u>Statewide/Local Dual Credit/AP/IB/Dual Enrollment</u>
35 A	90 – 100	4	4.5	5

1	B	80 – 89	3	3.5	4
2	C	70 – 79	2	2.5	3
3	D	60 – 69	1	1.5	2
4	F	0 – 59	0	0	0

5 This weighted grading scale shall be used for all official purposes including report cards, GPA, honor  
6 roll, etc.

### 7 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

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

11 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
12 Student Aid (FAFSA). The FAFSA is available at the counseling office or online. Students shall be made  
13 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

### 14 **LOTTERY SCHOLARSHIP DAY**

15 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
16 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

### 17 **COLLEGE ADMISSIONS**

18 For purposes of communicating with college admissions offices and scholarship granting agencies, grade  
19 point averages (GPA) will be calculated.

### 20 **HONORS RECOGNITION**

21 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.  
22 GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship  
23 purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on  
24 the transcript.

25 Williamson County Schools will not rank students numerically.

26 For the purposes of honors recognition WCS will use the following Latin System:

27 Summa Cum Laude 4.25 and above

28 Magna Cum Laude 4.00-4.24

29 Cum Laude 3.75-3.99

30 Valedictorian and Salutatorian will be chosen using the following criteria:

31 Student must qualify for the highest Latin System honor awarded in the respective school.

- 1 Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3
- 2 or above on 75% of the AP / IB exams taken.
- 3 Student will participate in at least 20 hours of community service during their four years of high
- 4 school.
  
- 5 Students must earn the highest overall ACT composite for their graduating class. The highest ACT is
- 6 considered the valedictorian(s), and the second highest is considered the salutatorian(s).

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Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; TCA 49-6-407
2. *TCA 49-50-1101*
3. *TCA 49-4-904, 907*
4. *TCA 49-4-932(f)*

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Cross References

Credit Recovery 4.210  
Promotion and Retention 4.603

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>09/14/23</b>
		Rescinds: <b>6.200</b>	Issued: <b>11/18/19</b>

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
2 each day school is in session. The Superintendent of Schools/designee shall develop appropriate  
3 administrative procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance  
7 requirements;
- 8 3. Ensuring that all school age children attend school;
- 9 4. Providing documentation of enrollment status upon request for students applying for new or  
10 reinstatement of driver's permit or license; and  
11
- 12 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
13 withdraws from school.<sup>2</sup>

14 Student attendance records shall be given the same level of confidentiality as other student records. Only  
15 authorized school officials with legitimate educational purposes may have access to student information  
16 without the consent of the student or parent(s)/guardian(s).<sup>3</sup>

17 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
18 Excused absences shall include:<sup>4</sup>

- 19 1. Personal illness/injury (The Principal may require a doctor's statement);  
20
- 21 2. Illness of immediate family member which requires absence of the student from school (The  
22 Principal may require a doctor's statement);  
23
- 24 3. Death in the immediate family of the student (should not exceed 5 days);  
25
- 26 4. Extreme weather conditions;  
27
- 28 5. Religious holidays regularly observed by persons of the student's faith<sup>5</sup> (The Principal may  
29 require a statement from the minister or other person recognized by the given religious group);  
30

- 1 6. Pregnancy;
- 2
- 3 7. School-endorsed activities;
- 4
- 5 8. Summons, subpoena, or court order; ~~or~~
- 6
- 7 9. Circumstances which in the judgment of the principal warrant absence from school and over
- 8 which the student has no control; *or*
- 9
- 10 ***10. Up to five (5) absences over the school year with a note from a parent or guardian that will***
- 11 ***be deemed excused as long as the student has no unexcused absences.***

12 The principal/designee shall be responsible for ensuring that:<sup>6</sup>

- 13 1. Attendance is checked and reported daily for each class;
- 14
- 15 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 16 for the majority of the day;
- 17
- 18 3. All student absences are verified;
- 19
- 20 4. Written excuses are submitted for absences and tardiness; and
- 21
- 22 5. System-wide procedures for accounting and reporting are followed.

## 23 TRUANCY

### 24 *General*

25 Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s)  
26 that attendance at school is required. Students shall be present at least fifty percent (50%) of the  
27 scheduled school day in order to be counted present. Students may attend part-time days, alternating  
28 days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan  
29 and shall be considered present for school attendance purposes. If a student is required to participate in  
30 a remedial instruction program outside of the regular school day where there is no cost to the  
31 parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these  
32 programs shall be reported in the same manner.<sup>7</sup>

33 A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent of  
34 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
35 absence. If a parent does not provide documentation within adequate time excusing those absences, or  
36 request an attendance hearing, then the Superintendent of Schools shall implement the progressive  
37 truancy intervention plan described below prior to referral to juvenile court.

### 38 *Progressive Truancy Intervention Plan*<sup>8</sup>

39 Prior to referral to juvenile court, the following progressive truancy intervention plan will be  
40 implemented.

1 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide  
2 prevention-oriented supports to assist with satisfactory attendance.

### 3 **Tier II**

4 This tier of the progressive truancy plan shall be implemented after the student accumulates five (5)  
5 unexcused absences, but before referral to juvenile court, and includes the following:

- 6 1. A conference with the student and the student's parent(s)/guardian(s);  
7
- 8 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),  
9 and the Attendance Supervisor/designee. The contract shall include:
  - 10 a. A specific description of the school's attendance expectations for the student;
  - 11 b. The period for which the contract is effective; and
  - 12 c. Penalties for additional absences and alleged school offenses, including additional  
13 disciplinary action and potential referral to juvenile court.  
14
- 15 3. Regularly scheduled follow-up meetings to discuss the student's progress; and  
16
- 17 4. A school employee shall conduct an individualized assessment detailing the reasons a student  
18 has been absent from school. The employee may refer the student to counseling, community-  
19 based services, or other services to address the student's attendance problems.  
20

### 21 **Tier III**

22 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

23 These interventions shall be determined by a team formed at each school. The interventions shall  
24 address student needs in an age-appropriate manner. Finalized plans shall be approved by the  
25 Superintendent of Schools/designee.

### 26 **MILITARY SERVICE OF PARENT/GUARDIAN<sup>9</sup>**

27 School principals shall provide students with a one-day excused absence prior to the deployment of and  
28 a one-day excused absence upon the return of a parent or custodian serving active military service.

29 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a  
30 parent/guardian during a deployment cycle. The student shall provide documentation to the school as  
31 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork  
32 missed during these absences.

### 33 **MAKE-UP WORK**

34 Any student whose absence is unexcused will be expected to make up the work missed or due on dates  
35 of absence.

1 All missed class work or tests from absences may be made up provided that the student makes the  
2 request immediately upon returning to school and provided class time is not taken from other students.

### 3 **CREDIT/PROMOTION DENIAL**

4 Credit/promotion denial determinations may include student attendance; however, student attendance  
5 may not be the sole criterion.<sup>10</sup> If attendance is a factor prior to credit/promotion denial, the following  
6 shall occur:

- 7 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of  
8 credit/promotion denial due to excessive absenteeism.  
9
- 10 2. Procedures in due process are available to the student when credit or promotion is denied.

### 11 **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

12 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
13 semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

### 14 ***NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>11</sup>***

15 *A principal/designee may excuse a student to participate in non-school sponsored extracurricular*  
16 *activities. The principal shall document the approval in writing and shall excuse no more than ten*  
17 *(10) absences each school year. No later than seven (7) business days prior to the student's absence,*  
18 *the student shall provide documentation to the school as proof of the student's participation along*  
19 *with a written request for the excused absence from the student's parent/guardian. The request shall*  
20 *include the following:*

- 21 *1. Student's name and personal identification number;*
- 22 *2. Student's grade;*
- 23 *3. The dates of the student's absence;*
- 24 *4. The reason for the student's absence; and*
- 25 *5. The signatures of the student and parent/guardian.*

### 26 **ATTENDANCE HEARING<sup>12</sup>**

27 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion  
28 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the  
29 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided  
30 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.  
31 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an  
32 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass  
33 the course or be promoted. Upon notification of the attendance committee's decision, the principal shall

- 1 send written notification to the Superintendent of Schools/designee and the parent(s)/guardian(s) of the
- 2 student of any action taken regarding the excessive unexcused absences. The notification shall advise
- 3 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent
- 4 of Schools/designee.
  
- 5 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
  
- 6 Within five (5) school days of the Superintendent of Schools/designee rendering a decision, the student's
- 7 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 8 Following the review, the Board may affirm or overturn the decision of the Superintendent of
- 9 Schools/designee. The action of the Board shall be final.

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**Legal References**

1. TCA 49-6-3006
2. TCA 49-6-3017
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
11. [TCA 49-6-3022](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

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**Cross References**

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips 4.302
- Promotion and Retention 4.603
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600