



Grading Systems	IKA	7/1/09
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RATIONALE/OBJECTIVE:

The Curriculum and Instruction Division of the Cobb County School District (District) shall devise a grading system which shall be used to report student progress toward academic standards to parents/guardians and to record this progress in each student's educational record.

The administration is also authorized to establish differentiated quality points based upon the academic demands of specified high school courses.

RULE:

The following grading systems shall be used in the District:

A. GENERAL GUIDELINES:

1. Assignment of Grades:

While the District's grading system has been developed cooperatively between the Curriculum and Instruction Division and local school educators, the final evaluation of students and the assignment of grades is the responsibility of school administrators and teachers. The following guidelines shall be followed in the calculation of grades:

a. Courses with state-required End-of-Course Tests (EOCT) will count this test as the only comprehensive final exam and must calculate the score as 15% of the final grade. See Administrative [Rule IKAA](#) (Tests and Examinations: High School Courses).

b. Grade Changes:

In accordance with O.C.G.A. § 20-2-0989.20, no classroom teacher shall be required, coerced, intimidated, or disciplined in order to change the grade of a student. This Rule shall not apply when a teacher has failed to comply with the grading Policies or Rules adopted by the District or written procedures established by a school within the District that are applicable to the grading process unless such a Policy, Rule, or procedure would require a student be given a grade different than the actual grade achieved. Nothing in this Rule shall be construed to prevent a principal or other school administrator from discussing the grade of a student with a classroom teacher. Further, this Rule shall not be construed to prevent a central office administrator, Superintendent, or other District administrator from changing a student's grade. Any grade change made by a person other than the classroom teacher must be clearly indicated in the student's school records and must indicate the person responsible for making such grade change.

2. Late Enrollment:

Students enrolling in the District when two weeks or less remain in the evaluation period shall receive evaluation marks based on the transcript from the sending school. Parents/guardians shall be notified of this procedure.

3. Notification of Failure:

The Principal should establish school procedures requiring parent/guardian notification prior to a student's receiving a failing grade as a final grade for an evaluation period, quarter or semester.

4. Accommodations/Modifications:

a. Accommodations are changes in instruction that enable students to demonstrate their

classroom abilities. They provide equity, not advantage. Appropriate accommodations for disabled students do not reduce or lower the standards or expectations for content and do not invalidate assessment results. Therefore, students with accommodations may earn the same credit as those not receiving accommodations. Accommodations will adhere to the State Special Education Accommodations Manual and the decisions of the IEP/504 Team.

- b. Modifications are alterations that change, lower, or reduce learning expectations. Modifications can increase the gap between the achievement of students with disabilities and expectations for proficiency at a particular grade level. Consistent use of modifications could adversely affect students throughout their educational career. Modifications in Statewide assessments may invalidate the results.
- c. The report card shall designate modified curriculum as follows:
 - Elementary School: Circle the grade and provide a written comment;
 - Middle School: Place an asterisk after the grade and provide a written comment;
 - High School: Assign a special education-designated course number.

B. ELEMENTARY SCHOOL:

1. Kindergarten and Grades 1, 2 and 3:

- a. Students shall be evaluated on two scales that reflect the implementation of Georgia Performance Standards.
- b. **Academic Areas:**
 - Performance in some academic areas shall be marked on the following scale:
 - 3+** = Exceeds Standards-in addition to the 3, makes applications and inferences beyond expectations;
 - 3** = Meets Standards-consistently and independently;
 - 2** = Progressing toward meeting the standards;
 - 1** = Limited progress or does not meet the standards; and
 - N/A** = Not assessed at this time.
- c. **Learning Skills/Behaviors:**
 - Learning skills and behaviors shall be marked on the following scale:
 - S** = Successful;
 - P** = Progressing; and
 - N** = Needs Improvement.
- d. As provided by [Georgia Board of Education Rule 160-4-2-.13](#) and confirmed by the Board, standards based report cards will be limited to Kindergarten and Grades 1, 2 and 3.

2. Grades 4-5:

- a. Students in grades 4 and 5 shall be evaluated in Reading, English, Spelling, Mathematics, Social Studies, Science and Health by means of an **A, B, C, D, or F**, according to the following guidelines:
 - A** Shall represent an average of 90-100 and shall indicate superior achievement.
 - B** Shall represent an average of 80-89 and shall indicate above average achievement.
 - C** Shall represent an average of 74-79 and shall indicate average achievement.
 - D** Shall represent an average of 70-73 and shall indicate minimum achievement.
 - F** Shall represent an average of below 70 and shall indicate failure to achieve.
- b. In grades 4 and 5 an academic evaluation of D or above shall indicate that the student's academic performance complies with the Georgia Board of Education Rule 160-4-2.13 Grading Systems, which establishes 70 as a minimum passing score.
- c. Reading shall be reported as a grade and **Above, On, or Below Level**.
- d. Handwriting, Behavior and Work/Study Habits shall be graded on a scale of **Outstanding, Satisfactory or Needs Improvement**.
- e. Art, Music and Physical Education shall be evaluated in participation and conduct on a scale of **Outstanding, Satisfactory or Needs Improvement**.

C. MIDDLE SCHOOL:

1. Grades:

All subjects shall be graded by means of an **A, B, C, D, F, I**, according to the following guidelines:

- A** Shall represent an average of 90-100 and shall indicate superior achievement.
- B** Shall represent an average of 80-89 and shall indicate above average achievement.
- C** Shall represent an average of 74-79 and shall indicate average achievement.
- D** Shall represent an average of 70-73 and shall indicate minimum achievement.
- F** Shall represent an average of below 70 and shall indicate failure to achieve.
- I** Shall represent incomplete work:
 - A student may have fourteen (14) calendar days after the close of each quarter to complete make-up work that shall be accepted on the same basis for all students.
 - The Principal may extend this time for medical reasons. A student is ineligible for interscholastic activities until the make-up work is completed and the required passing grade(s) is/are recorded.

2. Mathematics:

Mathematics shall be reported as an instructional level and a grade.

3. Conduct:

Conduct shall be evaluated as:

- S** = Satisfactory;
- NI** = Needs Improvement; or
- U** = Unsatisfactory.

D. HIGH SCHOOL:

1. Grades:

Student performance shall be recorded on the permanent record using numerical grades. These numerical grades represent the following letter grades.

- A** Shall represent an average of 90-100 and shall indicate superior achievement.
- B** Shall represent an average of 80-89 and shall indicate above average achievement.
- C** Shall represent an average of 74-79 and shall indicate average achievement.
- D** Shall represent an average of 70-73 and shall indicate minimum acceptable achievement.
- F** Shall represent an average of below 70 and shall indicate failure to achieve.
- I** Shall represent incomplete work:

A student may have fourteen (14) calendar days after the close of each semester to complete make-up work that shall be accepted on the same basis for all students. The Principal may extend this time for medical reasons. The final grade will be the average of all grade-bearing activities required throughout the semester. A student is ineligible for interscholastic activities until the make-up work is completed and the required passing grade(s) is/are recorded.

2. Conduct:

Student conduct shall be evaluated as:

- S** = **Satisfactory**,
- NI** = **Needs Improvement, or**
- U** = **Unsatisfactory**.

3. Advancement:

Refer to Administrative [Rule IKE](#) (Promotion, Placement, and Retention) for requirements to advance with the student's entering class.

4. Late Enrollment: Grading of High School Students Who Enter During a Semester:

a. Previously Enrolled:

Students who enter a District high school during a semester who have previously been enrolled in a high school program shall be graded on the basis of their transcript from the previous school attended and their performance in class for the remainder of the semester.

b. Not Previously Enrolled:

Students who enroll in a District high school during the semester who have not previously been enrolled in school during that semester shall declare at the time of enrollment whether or not their participation in class shall be on an audit basis or a credit basis:

- (1) The school should make every effort to involve parents/guardians in this declaration of intention at the time of enrollment.
- (2) Students enrolling in a District high school for the first time during a semester on a credit basis shall be responsible for the content and objectives for the total semester's work and all grade-bearing activities for the class. Teachers shall be responsible for informing students of their obligation for grade-bearing activities, but they shall not be responsible for providing information to students on content that was presented prior to the time of the student's enrollment in school. These students will be assigned grades for credit at the end of the semester based upon their declared intention at the time of enrollment.

5. Withdrawing:

a. From A Course:

If a student withdraws from a course after the first ten days of the semester, the withdrawing student will receive the grade of 10 in the course, and the course and grade shall be recorded on the cumulative record. The Superintendent or designee may make exceptions to this paragraph if a different action is appropriate. In the event the Superintendent or designee elects to change a withdrawing student's grade of 10, the grade change and identity of the party responsible for the grade change must be clearly indicated in the withdrawing student's record.

b. From School:

If a student withdraws from school prior to the completion of a semester, the courses taken, grades earned, or attendance shall not be recorded on the cumulative record. This information shall be recorded on the withdrawal form and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers.

c. From A Dual Enrollment Course:

If a student withdraws from a dual enrollment course, a grade of 10 will not be recorded on the high school transcript but will likely remain on any college transcript. Students should contact the college regarding its specific transcript policies and/or procedures as the District cannot alter the college's transcript. Withdrawals from dual enrollment courses may affect full time high school student status and extra curricular eligibility.

6. Transfer of Grades and Credits Between Block and Non-Block Schedules

Within the District:

The District will make every attempt to accommodate the scheduling needs of high school students who transfer between block and non-block schools within the District. Course placement will be based on courses passed as reflected on the official transcript, the date of the transfer, the availability of classes, and prerequisite requirements.

7. Transferring Grades and Credits from Accredited and Non-Accredited Schools:

a. Course Titles:

Transfer course titles will be changed to the appropriate Cobb County course titles for courses in English, mathematics, science, social studies, foreign language, health, and the specific course Becoming Physically Educated. Transfer elective course titles will be changed to broad categorical titles, such as physical education, business education and vocational education.

b. Government/Economics:

Credit will be awarded for courses in economics and American government regardless of the year in which the courses were taken if they were taken in a Georgia school system.

c. Credit:

(1) **Accredited Schools:**

- (a) Carnegie unit credit received from the schools accredited by a designated regional or state accrediting agency will be accepted as established by Georgia Board of Education Rules and Cobb County School District Administrative Rules.
- (b) Grades of students transferring from schools accredited by a designated regional or state accreditation agency will be recorded as numerical grades.
- (c) For students transferring to a Cobb County High School from an accredited school as defined previously, from August 1999 through June 3, 2002, the following procedures will be followed:
 - 1) All grades will be recorded numerically exactly as they are received from the issuing school. The only exemption to this will be if a student enters with a numeric grade below 70 that is considered passing by the previous school. In this circumstance, a grade of 70 will be assigned.
 - 2) It is the responsibility of the parents and/or student to obtain the numeric grade if the official transcript from the issuing school contains a letter grade. The numeric equivalent must be on an official transcript and will not be accepted in any other form.
 - 3) In cases where the issuing school uses a letter grade or is unable to provide a numeric grade, the following conversion scale will be implemented:

A+	=	99	B+	=	89	C+	=	79	D+	=	73	F	=	69 and below
A	=	95	B	=	85	C	=	76	D	=	72			
A-	=	90	B-	=	80	C-	=	74	D-	=	70			

NOTE: High School students transferring to Cobb County after June 3, 2002, will be subject to the preceding conversion scale. In cases where the issuing school uses a grading scale different from Cobb County's, the numerical grade to be recorded will be derived by the following steps:

§ Converting the transferred numerical grade to a letter grade according to the issuing school's grading scale, and then,

§ Assigning a numerical grade based on the preceding conversion scale.

- 4) If grades of pass or fail are received, the following procedure must be applied:
 - a) Fail will be recorded as "F", and no credit will be included in the calculation of the cumulative average;
 - b) Pass will be recorded as "P", and no credit will be included in the calculation of the cumulative average.
- 5) If a situation occurs where the above procedures adversely affects the academic standing of the student, a request for transcript review may be made to the school administration. A written request for a transcript review may be made for a central review committee through the Principal only after the local appeal. A review committee consisting of two counselors, two curriculum directors and an Area Assistant Superintendent will meet on a quarterly basis to review requests.

(2) **Non-Accredited Schools and/or Home Schools:**

(a) **Probationary Placement:**

Students transferring from a non-accredited school or from a home study program will be granted probationary placement based on records of prior school(s) and/or home study programs and satisfactory performance of the student for a grading period.

- 1) Students who successfully complete the probationary courses will receive

credit and the transfer grade (as documented by an official transcript or paperwork) from the non-accredited school or home study program. Mandatory state testing requirements for specific courses must also be met before credit shall be issued.

- 2) Students who do not successfully complete a probationary subject will be required to pass a proficiency exam in the preceding subject for credit.
 - a) Each exam will be administered one time;
 - b) If not passed, the next required level exam will be administered until proficiency is established and credit awarded;
 - c) If the exam is passed, numerical grades will be recorded on the transcript by following traditional grade reporting.
- 3) Courses for which there is no counterpart in the Cobb County curriculum will be considered as electives and credit given in that category after academic courses have been validated.

(b) **Ninth Grade:**

Students entering the ninth grade from a non-accredited school or from a home study program will be registered for on-grade-level classes unless the parent(s)/guardian(s) signs a waiver form requesting a different placement.

(c) **Grade Point Averages:**

Grade point averages are based on quality points as specified in 6.a. of this Rule and Administrative [Rule LBD](#) (Cooperative Programming with Higher Education). Courses which receive extra quality points are specified in the "Quality Points" table below.

8. Repeated Courses:

- a. Once a student has received credit for a course, he/she may not repeat the course for additional credit or to improve his/her grade.
- b. A student may repeat for credit a course in which he/she has received an F. Both grades must be recorded on the cumulative record and figured in the grade point average.

9. Grade Point Average/Rank In Class/Honor Graduates:

- a. A student's grade point average is based on quality points awarded for each grade earned.

QUALITY POINTS		
Regular Courses	Honors Courses (see school registration forms)	Advanced Placement (AP), and college/University courses as described in Rule LBD
	Selected Tenth, Eleventh, Twelfth Grade Courses	International Baccalaureate (IB)
	Mathematics courses for students entering high school prior to 2008-2009 school year: Algebra II/Honors Geometry/Honors Calculus (non AP)	4 th and 5th Year Foreign Language Mathematics Courses: Analysis, Multi-Variable Calculus
	Mathematics courses for students entering high school in 2008-2009 and later:	Science Courses: Advanced Physics Robotics Advanced Genetics/DNA Research

	Accelerated Math II Accelerated Math III	Advanced Scientific Internship Chemical and Material Science Engineering Advanced Scientific Research
A = 4 Quality Points	A = 4.5 Quality Points	A = 5 Quality Points
B = 3 Quality Points	B = 3.5 Quality Points	B = 4 Quality Points
C = 2 Quality Points	C = 2.5 Quality Points	C = 3 Quality Points
D = 1 Quality Points	D = 1.5 Quality Points	D = 2 Quality Points
F = 0 Quality Points	F = 0 Quality Points	F = 0 Quality Points

b. Class Rank:

- (1) The student's rank in class shall be assigned according to grade point average in descending order.
- (2) When two or more students have the same grade point average, they shall be given the same rank in class, but each student shall be counted as though he/she were occupying a separate station in the ranking. For example: Students A, B, C have a GPA of 3.729. The immediately preceding average is 3.750 which ranks number 8 in the class. Students A, B, C are assigned rank number 9. Student D, with a GPA of 3.695 is assigned rank number 12.

(3) Honor Graduates:

After the final computation of the grade point average, Honor Graduates shall be only the students with a grade point average of 3.500 or better.

10. Valedictorian/Salutatorian:

It is the option of the local school to recognize the valedictorian and salutatorian of the graduating class. If two or more persons earn exact equivalent GPA's (Grade Point Averages), each may be recognized with valedictory honors. The valedictorian and salutatorian will be determined by the grade point average at the end of the senior year.

11. Summer Educational Activities:

Student participation in summer educational activities such as the Governor's Honors Program, music camps, etc. may be noted on the student's permanent record as non-credit participation.

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Reclassified an Administrative Rule: 9/1/04

Revised: 4/28/83; 8/8/84; 6/25/92; 7/28/94; 2/1/02; 8/13/08; 7/1/09