

**I. Purpose and Introduction.** To establish the Superintendent's expectations for grading and reporting of student academic progress.

- A. Students respond more positively to the opportunity for success than to the threat of failure. Therefore, through learner objectives and its instructional program, the BCSD seeks to make the evaluation of student performance both recognizable and positive.
- B. Schools shall issue report cards every nine (9) academic weeks on the days noted on the annual BCSD school calendar for students. Such calendar shall be posted on the BCSD website.
- C. Interim notification, in the form of a progress report, is required to be sent to parents/legal guardians of all BCSD students enrolled in kindergarten through twelfth (12th) grade at approximately the midway point of each grading period.
- D. Teachers are expected to contact parents when a student's grade drops below a C/70. Teachers are also expected to send interim reports and report cards at the scheduled time.
- E. Assignment of student grades is the purview of the teacher. Grades cannot be changed without following BCSD established procedures which include explicit consent of the teacher. Teachers develop research-based grading and assessment practices to guide the recording and reporting of student progress under the supervision of the Principal. Grading practices by teachers must be approved by the school Principal. Each school Principal shall submit annually to the Superintendent or his/her designee a statement of approved school grading practices for approval by BCSD administration. The BCSD follows the South Carolina guidelines for grading/assessment. As such, no school leader or teacher will engage in grading practices that violate state policy.

**II. Uniform Grading Scale.**

- A. Each BCSD school will follow the uniform grading scale. This uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level. All report cards and transcripts will use numerical grades for courses carrying Carnegie units.
- B. The grading scale for Grades Three (3) through Twelve (12) shall be as follows:
  - 1. A = 90-100; Excellent
  - 2. B = 80-89; Above Average
  - 3. C = 70-79; Average
  - 4. D = 60-69; Passing, Needs Improvement
  - 5. F = 59 and below; Unsatisfactory

- 6. FA = 50; Failing, Excessive Absences
- ~~7. I = Incomplete~~
- ~~8. 7. WP = Withdrew Passing~~
- ~~9. 8. WF = 50; Withdrew Failing~~
- ~~10. 9. \_\_\_\_\_ NC = No Credit~~

C. All report cards and transcripts will use numerical grades for courses carrying Carnegie units.

**III. Final Grade Calculation.** Semester grades shall be determined by a weighted percentage of the two (2) nine (9) week grades in the semester. Each of the two (2) nine (9) week grades will equal fifty percent (50%) of the semester grade. Any semester or yearly final exams (non-state) will be calculated into the concurrent grading period. A yearly or final grade is determined by averaging the two (2) semester grades unless a state end-of-course test is given, in which case that test shall be twenty percent (20%) of the final grade and the two (2) semester grades shall account for a total of eighty percent (80%) of the final grade.

A. Final Grade Year Long Class:

- 1. 50% Semester 1
- 2. 50% Semester 2

B. Final Grade Year Long Class with State EOC:

- 1. 40% Semester 1
- 2. 40% Semester 2
- 3. 20% State EOC Exam

(See BCSD Administrative Regulation IS-44, Tests and Examinations, for further information on exams and testing.)

**IV. Grading Scales.**

A. Primary and Elementary (Pre-Kindergarten through Grade Five (5)). Each school will follow the BCSD marking system for primary and elementary students. The system may include letter grades, narratives or numeric percentages. The grading scale for grades three (3) through five (5) will follow the state grading scale as shown in Section III., above. In grades one (1) and two (2), the grading scale will include the following.

- 1. E = Excellent
- 2. G = Good
- 3. S = Satisfactory
- 4. N = Needs Improvement
- 5. U = Unsatisfactory

- B. State Uniform Grading Scale – Grades Six (6) through Twelve (12). Numerical breaks for letter grades, weightings for specified courses and a conversion chart for computing grade point ratios follow.

<b>South Carolina Uniform Grading Scale Conversions</b>				
<b>Numerical average</b>	<b>Letter grade</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP/IB/Dual credit</b>
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300

62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
<del>50WF</del>	<del>FWF</del>	0.000	0.000	0.000
<u>50</u>	<u>FA</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<del>-WP</del>	<u>WPF</u>	0.000	0.000	0.000

### C. Montessori Programs.

1. Lower Montessori (Grades 1-3). At the Lower Montessori level student mastery of skills occurs at different times for different children. A quarterly narrative report card will include, for each content area, the teachers' evaluation of the students' level of mastery using the following grading scale:
  - a. E = Excellent
  - b. G = Good
  - c. S = Satisfactory
  - d. N = Needs Improvement
  - e. U = Unsatisfactory
  
2. Upper Montessori (Grades 4-6) and Middle Montessori (Grades 7-8). At the Upper Montessori level student mastery of skills occurs at different times for different children. A quarterly narrative report card will include, for each content area, the teachers' evaluation of the students' level of mastery using the following grading scale:
  - a. A = 90-100; Excellent
  - b. B = 80-89; Above Average
  - c. C = 70-79; Average
  - d. D = 60-69; Passing, Needs Improvement
  - e. F = 59 and below; Unsatisfactory

### V. Conversion Process.

- A. All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will show course title and level/type of course taken. The grading scale must be printed on the report card.

When transcripts are received from accredited out-of-state schools (or in-state from accredited sources other than the public schools) and numerical averages are provided, those averages must be used in transferring the grades to the student's record. If letter grades with no numerical averages are provided, the BCSD, via PowerSchool, will convert the letter grade to the appropriate numerical grade. Converting grades on transcripts will be done as described in the South Carolina Uniform Grading Policy.

~~B. If the transcript indicates the student earned a passing grade in any course with a numerical average lower than 60, the student's school Principal will review whether to award credit and, in conjunction with the appropriate instructional staff, will determine the numerical grade to assign for such course.~~

~~C. If the transcript shows that the student has earned a grade of "P" (passing), that grade will be converted to a numerical grade based upon information secured from the sending institution as to the approximate numerical value of the "P". If no numerical average can be obtained from the sending institution, the receiving school will calculate the student's cumulative transfer GPA and the corresponding number equivalent will be assigned to replace the "P".~~

**VI. End-of-course testing and the credit recovery option.** In courses requiring state end-of-course testing, the BCSD will apply the mandatory twenty percent (20%) weighting of the end-of-course test to the student's final grade. The student will be allowed to take the examination only once, at the end of the regular course duration and not at the end of an extended period granted through the credit recovery option. The school will treat students who repeat the course with regular course duration as though they were taking the course for the first time and all requirements will apply.

**VII. Honors Courses.**

A. Honors courses are intended for students exhibiting superior abilities in the particular course content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision making and inductive and deductive reasoning. Honors courses should not encourage a student to graduate early, but should extend course opportunities at the high school level.

B. The BCSD may designate honors courses and give the assigned weighting under the following conditions:

1. There must be evidence that the honors-level course represents extension, acceleration, and enrichment of the South Carolina College Preparatory (CP) level course study. Curriculum should indicate depth in rigor, complexity,

challenges, and creativity beyond the CP level course as outlined in the Profile of the South Carolina Graduate.

2. There must be evidence of appropriate differentiation in instructional practices for advanced learners that will enhance the delivery of instruction while strengthening the components outlined in the Profile of the South Carolina Graduate.
  3. There must be evidence that purposeful assessment practices align with the honors level curriculum and instructional best practices, to include pre-assessment, formative assessment, and summative assessment.
- ~~1. An honors course must have a published syllabus verifying rigor sufficiently beyond the College Preparatory (CP) requirements.~~
  - ~~2. Instructional materials must be differentiated and more rigorous than those used in CP courses.~~
  - ~~3. Honors courses may be offered in English, mathematics, science and social studies. Additionally, honors courses may be designated in other content areas for the third or fourth level of the courses provided the two (2) criteria listed above are met. Honors weighting may not be designated in any physical education courses.~~
- C. ~~One-half (1/2) of a quality point (0.5) will be added to the CP weighting for honors courses that meet all three criteria listed above. These criteria apply to all courses, including those offered online and in other nontraditional settings as well as those recorded on a transcript from an out-of-state school accredited under the board of education of that state or the appropriate regional accrediting agency. These conditions are further described in the SC Honors Framework, Appendix A. One-half of a quality point (0.5) is added to the CP weighting for honors courses that have evidence of meeting the three (3) criteria listed above. These criteria apply to all honors courses, including those offered online and in non-traditional settings.~~

**VIII. Advanced Placement (AP) and International Baccalaureate (IB) Courses.** The following criteria apply to the College Board's AP courses and to IB courses, including those offered online and in other nontraditional settings as well as those recorded on a transcript from an out-of-state-school accredited under the board of education of that state or the appropriate regional accrediting agency.

- A. Only AP or IB courses can be awarded a full quality point above the CP weighting. Seminar or support courses for AP or IB may be weighted as honors but not as AP or IB courses.
- B. An AP course can carry only one (1) quality point with the additional quality point above CP.

- C. A standard-level (SL) IB course can carry only one (1) quality point. However, two (2) quality points of IB credit may be granted for higher-level (HL) courses in the IB program requiring a minimum of 240 hours of instruction.

## **IX. Dual Credit Courses.**

- A. Dual credit courses, whether the course is taken at the school site where the student is enrolled or at a post-secondary institution, are defined as those courses for which the student has received permission from his/her home school to earn both Carnegie units and credit for those particular courses. One (1) quality point will be added to the CP weighting for dual credit courses applicable to baccalaureate degrees or associate degrees offered by accredited institutions. Any dual credit college class that is not applicable to an AA/AS or BA/BS degree program will be weighted as CP.

### **B. Procedures.**

1. Courses approved by a college and listed in the institution's catalogue for the AA or AS college transfer program or approved and listed in a four-year institution's course catalogue for a BS or BA program will be recorded as a Carnegie unit (one credit) in the corresponding core academic subject as determined by the School Counselor and approved by the principal. The credit may be counted as part of the required core academic distribution for graduation and the college must meet the standards approved by state board of education regulation. *Note: Exceptions to this practice are those HS courses that require the SDE EOC exams.*
2. Students and parents/legal guardians, with the assistance of a School Counselor, are ultimately responsible for selecting and completing those academic courses required for admission to their college of choice.
3. College transfer courses taken for dual credit are to be codified and described using the South Carolina Department of Education instructional activity code for the corresponding academic course. In the seventh position of the code, continue to use an "E" for dual enrollment and enter the college's course title in the "long title" space in the student information system. An example: 3013 00 EW English 3 (long title explanation = TCL American Literature I second semester).
4. Courses not included on the approved college transfer program list will continue to be recorded as elective credit.
5. It is the responsibility of School Counselors to advise students to verify admission requirements and course transfer policies for their college of choice before selecting and enrolling in early college credit courses. BCSD School Counselors are not responsible for verifying the admission requirements and course transfer policies.
6. Students who successfully complete a dual enrollment/dual credit course for a graduation requirement will have the letter grade awarded by a college, converted

to a numeric grade, in accordance with the Uniform Grading Scale, and their grade will appear on the transcript under the high school course requirement with a modifier in the course activity code. College courses taken through the ECCO/Dual Enrollment programs are calculated in the GPA at AP weight in keeping with the Uniformed Grading Scale.

7. In the event that a college awards a grade not represented on the Uniform Grading Scale, the BCSD will establish a procedure for translating that grade. For example, the grade of W is not represented in the Uniform Grading Scale but is issued by some colleges. Students who choose to withdraw from a dual enrollment course and are issued a W will have the W translated as follows:

- a. Technical College of the Low Country (TCL):

- i. Students who drop a dual enrollment course at TCL should do so prior the TCL published date of each session's mid-term. A grade of W (not WP or WF), awarded to students dropping prior to the published mid-term date will be interpreted and recorded on the transcript as a WP. A grade of W, awarded to students dropping after the published mid-term date will be interpreted and recorded on the transcript as a WF.

For eight-week courses, "maymester" courses, summer courses, and/or other courses that do not meet for an entire semester, the BCSD will calculate the amount of time spent in the course to the ratio equivalent of a full course.

- b. Embry-Riddle Aeronautical University (ER): As established by Embry-Riddle, students receive a grade of W if they withdraw prior to the half-way point of the semester and an F if they withdraw from a course after the half-way point. Thus, Ws from Embry-Riddle will be recorded as WP for students and no further interpretation is needed after the half-way point of the semester in session as those students would receive an F from Embry-Riddle.
- c. Through the University of South Carolina and its satellite campuses an articulation agreement exists with each BCSD high school offering the Teacher Cadet course.

## **X. Grade Point Average (GPA).**

- A. The uniform grading scale and system for figuring GPA and class rank will apply to all courses carrying Carnegie units, including units earned at the middle school level.
- B. As applicable, the BCSD will recalculate GPAs already earned by students as set forth in the table in Section IV.B., *supra*.
- C. Grade point averages will be figured uniformly in all BCSD schools using the following formula. The formula will yield each student's GPA which can then be ranked from



highest to lowest rank in class. Computations will not be rounded to a higher number. All diploma candidates are included in the ranking.

$$\text{GPR} = \frac{\text{sum (quality points x units)}}{\text{sum of units accepted}}$$

- D. The BCSD administration will determine the criteria for determining honor graduates, to include valedictorian or salutatorian, and may establish earlier cutoffs (e.g., the seventh semester of high school, the third nine weeks of the senior year) when determining a rank for any local purpose. However, class rank for LIFE Scholarships is determined at the conclusion of the spring semester of the senior year.

**XI. Student Schedule Changes.** Students are expected to choose courses thoughtfully during the registration period. Students select courses totaling seven or eight credits for each high school year. Students receive a verification of their course requests following the registration process. The verification form allows students the opportunity to review their course request and to make appropriate changes prior to the start of the school year. High schools will publish the dates for preference course changes. No preference course changes will be made after the published dates. Only course changes related to errors, course failure, new registrations or credit recovery will be allowed during the first ten days of school. Schedules will not be changed because a student does not like the course, the teacher, or the time of day the course is scheduled. Schedules will be changed only if there is a conflict or an extenuating circumstance, such as a student being assigned a class not requested on the IGP or if the student fails a required class needed for graduation. See Course Withdrawals section below regarding changing course levels.

**XII. Course Withdrawals.**

- A. Students may not withdraw from a required course. Permission to withdraw/change a course will be granted based on availability. Student, parent, teacher and administrator approval must be submitted in writing before any course withdrawal can be made by the guidance department. With the first day of enrollment as the baseline, students who withdraw from a course within three days in a 45-day course, five school days in a 90-day course, or 10 school days in a 180-day course will do so without penalty.
- B. School days are defined as days within the approved calendar when students are in session. The three (3), five (5), and ten (10) ~~10~~-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. The withdrawal limitation for distance learning courses is also three (3), five (5), and ten (10) days as described above.
- C. Students who withdraw from a course after the specified time of three (3) days in a 45-day course, five (5) school days in a 90-day course, or ten (10) school days in a 180-day course will be assigned a WF, which will be calculated in the student's overall grade point ratio as a 500.00.

- D. At the mid-point of the 1<sup>st</sup> quarter (26<sup>th</sup> day), if the student is failing an AP, IB, or Honors course, the student may be rescheduled to the CP course level.
- E. Requests for changes in a course level will be accommodated until the close of school on the eighth school day after the end of the first nine weeks in ~~ana~~ 180-day course (53<sup>rd</sup> day). Change requests for semester-long courses will be accommodated until the close of school on the 26<sup>th</sup> day of school.
- F. Students should not be dropped, moved or reassigned to any other class after the designated day as per course length. Requests will be considered provided that the proposed change may not result in a class having over the maximum of 25 students, the proposed change is not in conflict with the master schedule, and if approved by the school principal.
- G. See Section IX., *supra*, for Dual Enrollment withdrawal information.
- H. Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following:
  - 1. The student will receive a WP if he/she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA.
  - 2. The student will receive a WF if he/she was failing the course. The grade of WF will carry no Carnegie units and will be factored into the student's GPA as a ~~500.00~~.
- I. If a student fails a course due to excessive absences, the school will record an FA on his/her transcript. The grade of FA will carry no Carnegie units and will be factored into the student's GPA as a ~~500.00~~

### **XIII. Retaking Courses.**

- A. Students in grades nine (9) through twelve (12) may retake a course at the same level of difficulty if they earned a D or F in that course. The student's record will reflect all courses taken and the grades earned.
- B. The student may retake the course either during the current school year or during the next school year but no later than that second year. In addition, the student must retake the course before he/she has enrolled in the next sequential course (unless granted approval by the school Principal).
- C. A student who has taken a course for a Carnegie unit prior to his/her ninth grade year may retake that course regardless of the grade earned. In this case, only the retake grade will be used in figuring the student's GPA and only the retake attempt will show on the transcript. This rule will apply whether the retake grade is higher or lower than the

grade previously earned by the student. This includes both virtual and traditional courses. Students who have earned a Carnegie unit at the middle school will not be required to retake the same course at the high school level.

**XIV. Carnegie Unit/Credit Recovery.**

- A. Students must be referred to Carnegie unit/credit recovery by their teacher, counselor or administrator with parent/legal guardian approval.
- B. In order to be enrolled in a Carnegie unit/credit recovery program, a student must meet one of the following criteria:
  - 1. Failed a course. If students have a failing grade less than 50, a principal's recommendation is required.
  - 2. Failed a course due to excessive absences and received a grade of FA = 50 (based on the uniform grading scale).
  - 3. A certified content area teacher must develop a program of study designed to address skills and objectives not mastered and to supervise the course.
  - 4. Upon successful completion of the program, transcribing of the final grade will be done as described in the South Carolina Uniform Grading Policy.
  - ~~4. Upon successful completion of the program of study, a change of grade form will be submitted to guidance by the supervising teacher and a numerical grade of 60 will be recorded in place of the original grade [60 is the maximum grade a student will receive through Carnegie unit/credit recovery].~~

**XV. Grade Changes.** Grade changes can only be made following a meeting of the Principal, teacher of record, and School Counselor of the requesting student. At least two (2) of those persons must agree to the change. Substantial documentation must exist to warrant the proposed grade change. If a student's grade must be changed, a grade change form must be completed. The form should be signed by the teacher of record, the School Counselor and the principal and recorded in the student information system. All grade changes must be entered on the transcript before the start of the next school year; exceptions may be made only with the approval of the Principal.

**XVI. Academic Eligibility for Athletics.** Participation in extracurricular activities is a privilege, not a right. Student-athletes are expected to follow codes of conduct in order to participate. In addition, a minimum GPA of 2.0 is required for participation in interscholastic athletics. A student, while participating in athletics, must be a full-time student as determined by the guidelines set forth by the state department of education. Eligibility requirements are set by the South Carolina High School League. For additional information regarding student eligibility for athletics, please see BCSD Administrative Regulation SS-36, Student Athletics.

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Legal References:

A. S.C. Code of Laws, 1976, as amended:

1. Section 59-18-310(B) - Development or adoption of statewide assessment program to measure student performance.
2. Section 59-18-320 - Review of field test; general administration of test; accommodations for students with disabilities; adoption of new standards.
3. Section 59-5-68 - Uniform grading scale

B. State Board of Education Regulations

1. R-43-262 - Assessment program.
2. R-43-262.4 - End of course tests.
3. R-43-274 - Student attendance.
4. R-43-234 - Defined program, grades 9-12.