



AGENDA  
BOARD OF TRUSTEES  
REGULAR MEETING  
HARBISON WEST ELEMENTARY SCHOOL'S THEATER  
FEBRUARY 12, 2018

1. Call to order at 6:00 p.m.
2. Approval of the agenda
3. Enter executive session to consider the following:
  - a. Selected employment items (Exhibit A)
  - b. Matter of contract involving potential source selection methods for design services
4. Call to order at 7:00 p.m.
5. Welcoming remarks
6. Invocation – Jan Hammond, Board of Trustees
7. Pledge of Allegiance – Clare Kerwin and Armani Moses, students at Harbison West Elementary School
8. School Board Spotlight
9. Approval of the minutes of the January 22, 2018 board meeting
10. Welcome and brief overview of Harbison West Elementary School by Ed Davis, Principal
11. Superintendent's Report
  - a. Human Resources Update
  - b. Student Health Update
12. Public participation\*

### **ACTION AGENDA**

13. Action as Necessary or Appropriate on Matters Discussed in Executive Session
14. First reading approval of the proposed Capital Budget for 2018-2019 (Exhibit B)
15. Approval of Memorandum of Understanding with the District Five Foundation (Exhibit C)
16. Request to procure design services for a potential elementary school

### **DISCUSSION AGENDA**

17. Proposed new board policy IKADD "Content and Credit Recovery", IKADD-E "Credit Recovery Application" and new Administrative Rule IKADD-R "Content and Credit Recovery" (Exhibit D)
18. Adjourn

### **INFORMATION AGENDA**

19. The next board meeting will be February 26, 2018 at Dutch Fork Elementary School.

\*The Board welcomes and encourages public participation. We respectfully ask that you adhere to the procedures and the decorum provided in board policy BEDH "Public Participation at Meetings". Your comments should be limited to three minutes. Questions asked during public participation that are placed in writing will receive a written response in a timely manner.



Minutes/January 22, 2018

The Board of Trustees of School District Five of Lexington and Richland Counties met at Ballentine Elementary School with the following members present:

Mr. Robert Gantt, Chairman  
Mr. Larry Haltiwanger, Vice Chairman  
Mrs. Ellen Baumgardner, Secretary  
Mr. Michael Cates  
Mrs. Jan Hammond  
Ms. Beth Hutchison  
Mr. Ed White  
Dr. Stephen Hefner, District Superintendent  
Dr. Christina Melton, District Superintendent-Elect

The following staff were in attendance:

Ms. Katrina Goggins, Director, Office of Communications  
Dr. Michael Harris, Chief Student Services Officer  
Dr. Allison Jacques, Chief Human Resources Officer  
Mr. Len Richardson, Chief Finance Officer

Chairman Gantt gave welcoming remarks.

The Invocation was given by Michael Cates, Board of Trustees. The Pledge of Allegiance was led by Brady Davis and Skye Veil, students at Ballentine Elementary School.

The Board conducted the School Board Spotlight.

A welcome and brief overview of Ballentine Elementary School was given by Robin Bright, Principal.

During the Superintendent's Report, Len Richardson presented the Monthly Financial Reports (Exhibit B); and Dr. Michael Harris and Dr. Dale Holden presented a report on the Milestone Dates for Collecting and Reporting Student Data.

During the public participation time, Kim Murphy spoke regarding the lack of transparency.

Len Richardson and Scott Carlin presented the Capital Budget Proposal for FY2019 (Exhibit C).

A = Absent  
AB = Abstain  
N = No  
X = Yes  
R = Recuse

SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 22, 2018

	B A U M G A R D N E R	C A T E S	G A N T T	H A L T I W A N G E R	H A M M O N D	H U T C H I S O N	W H I T E
1. M. Cates                      S. Hammond Approve the agenda	A	X	X	X	X	A	A
2. M. Cates                      S. Haltiwanger Enter executive session to consider the following : a) selected employment items (Exhibit A)	A	X	X	X	X	A	A
3. M. Hutchison                S. Cates Approve the minutes of the January 8, 2018 board meeting	X	X	X	X	X	X	X
4. M. Hutchison                S. Baumgardner Approve the selected employment items (Exhibit A)	X	X	X	X	X	X	X
5. M. Baumgardner            S. White Adjourn at 8 :55 p.m.	X	X	X	X	X	X	X

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AB = Abstain  
N = No  
X = Yes  
R = Recuse






## MEMORANDUM

To: Members of the Board of Trustees

Through: Stephen W. Hefner, Ed. D.  
Superintendent

From: A. Len Richardson  
Chief Finance & Operations Officer

Through: Scott Carlin   
Coordinator of Facilities Operations

Date: February 7, 2018

Re: Proposed FY2019 Five (5) Year Capital Budget Plan

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The proposed Five (5) Year Capital Budget Plan for FY2019 has been developed for consideration. This plan is designed to insure the district maintains the physical plants, while addressing other necessary equipment priorities. The established priorities include necessary roof replacements, Heating, Ventilation, and Air Conditioning (HVAC) system replacements, technology, activity bus replacement, curriculum related renovations, and funds for contingencies.

**Administrative Consideration:** The five year proposal is based on the projected amount of funds available at the current millage rate. Although this is a five year plan, an updated proposal will be presented annually for Board approval. However, approval of the proposed Five (5) Year Capital Plan is requested, so staff can continue to allocate labor and effort towards the accomplishment of the overall plan.

**Recommendation:** The administration recommends first reading approval of the proposed Five (5) Year Capital Budget Plan and funding for FY2019.



**School District 5 of Lexington and Richland Counties**  
**Five (5) Year Capital Budget Plan Proposal**  
**1st Reading Approval 02.12.2018**

		A	B	C	D	E	F	G
			Proposed	Planning	Planning	Planning	Planning	
			FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Total
		Projected Revenue	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	50,000,000
<b>Maintenance and New Initiatives</b>								
1	<b>048 Harbison West Elementary</b>				1,901,250			1,901,250
2	Replace HVAC Phase I, Ceilings & Lighting					1,901,250		1,901,250
3	Replace HVAC Phase II, Ceilings & Lighting						1,370,150	1,370,150
4	Replace HVAC Phase III, Ceilings & Lighting							
5	<b>052 Lake Murray Elementary</b>							
6	Replace HVAC Phase III, Ceilings & Lighting		2,115,780					2,115,780
7	<b>047 Nursery Road Elementary</b>							
8	Replace HVAC Phase I, Ceilings & Lighting				1,901,250			1,901,250
9	Replace HVAC Phase II, Ceilings & Lighting					1,901,250		1,901,250
10	Replace HVAC Phase III, Ceilings & Lighting						1,370,150	1,370,150
11	<b>050 Chapin Intermediate</b>							
12	Replace Roof, Phase II, Original Building		1,191,829					1,191,829
13	<b>054 Dutch Fork Middle</b>							
14	Replace HVAC, Phase III, Ceilings & Lighting			2,572,300				2,572,300
15	<b>040 Irmo Middle</b>							
16	Replace HVAC, Phase IV, Ceilings & Lighting					1,776,000		1,776,000
17	Replace Roof, Buildings R & M, Phase I						1,326,210	1,326,210
18	<b>051 Dutch Fork High</b>							
19	Replace Roof, Phase I, Main Building, Metal Towers		1,330,800					1,330,800
20	Replace Roof, Phase II, Main Building			1,251,700				1,251,700
21	Replace Roof, Phase III, Main Building				1,251,700			1,251,700
22	<b>039 Irmo High</b>							
23	Replace HVAC, Fresh Air, 2 Units, West Wing				303,000			303,000
24	Rpl. HVAC, Choral, Arts, Locker Rm., Ceilings & Lighting			1,303,000				1,303,000
25	Replace HVAC, West Wing, Ceilings & Lighting			785,000				785,000
26	Replace HVAC, Phase I Main Bldg., Ceilings & Lighting						1,816,500	1,816,500
27	Construct Softball Pressbox/Concessions		600,612					600,612
28	Remodel Training Room, Activities Building		613,000					613,000
29	<b>009 District Office</b>							
30	Replace Roof, District Office				487,500	503,750		503,750
31	Replace HVAC, District Office							487,500



**School District 5 of Lexington and Richland Counties**  
**Five (5) Year Capital Budget Plan Proposal**  
**1st Reading Approval 02.12.2018**

A	B	C	D	E	F	G
	Proposed	Planning	Planning	Planning	Planning	
	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Total
	Projected Revenue	10,000,000	10,000,000	10,000,000	10,000,000	50,000,000
009 District						
	Issuance Costs (includes interest expense)	65,000	65,000	65,000	65,000	325,000
	Activity Bus Replacement	200,000	200,000	200,000	200,000	1,000,000
	Maintenance Equipment & Vehicles	75,000	75,000	75,000	75,000	375,000
	School-Identified Needs	307,979	315,300	77,750	276,990	1,226,019
	Contingency	500,000	500,000	500,000	500,000	2,500,000
	Sub Total - Maintenance and New Initiatives	7,000,000	7,000,000	7,000,000	7,000,000	35,000,000
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Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner  
Superintendent

From: Katrina Goggins  
Director of Communications 

Date: February 6, 2018

Re: Memorandum of Understanding with the District Five Foundation

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The District Five Foundation exists solely for the purpose of providing financial and other support to District Five in support of improving the District's ability to provide services and benefits to its students, employees and community.

The District Five and District Five Foundation leadership have concluded that it will be in their mutual best interests to combine efforts in managing certain routine clerical tasks and in hosting the Foundation's website. This effort will provide more efficient and effective support and communication from the Foundation to the community resulting in better support to District Five students, employees and the community.

The Foundation will reimburse the District for both the clerical support and web hosting services. Time and cost to the District will be monitored and financial reimbursements will be adjusted as needed for the purposes of fairness and equity.

This Memorandum of Understanding is entered into for the 2018 calendar year and will be evaluated and reconsidered for renewal annually.

We recommend that the School Board of Trustees approve execution of the Memorandum of Understanding and Agreement Relating to the Support of School District Five of Lexington and Richland Counties by the District Five Foundation for Educational Excellence, Inc.

**MEMORANDUM OF UNDERSTANDING  
AND  
AGREEMENT**

**RELATING TO**

**THE SUPPORT OF SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND  
COUNTIES BY THE DISTRICT 5 FOUNDATION FOR EDUCATIONAL  
EXCELLENCE, INC.**

This agreement (the "Agreement") is made and entered into on the date set forth herein by and between School District Five of Lexington and Richland Counties (the "District"), a South Carolina Public School District with such government, rights, privileges, and liabilities as other school districts possess under the provisions of the general laws of the State of South Carolina (the "State") and the District 5 Foundation for Educational Excellence, Inc. (the "Foundation"), a South Carolina Eleemosynary Corporation, a 501(c) non-profit entity organized and existing for the purpose of providing financial and other support for the District. Where the Foundation and the District are referred to collectively they are referred to as the "Parties".

***WITNESSETH:***

***WHEREAS***, the Foundation exists solely for the purpose of providing financial and other support to the District in support of improving its ability to provide services and benefits to its students and community so support the District's mission; and Whereas, after consideration and discussions, the Foundation and District have concluded that it will be in their mutual best interests to combine efforts in managing certain clerical tasks and in hosting the Foundation's web site; and both have determined that an arrangement whereby the District assists the Foundation in these areas while charging a cost commensurate with the District's expense in providing the proposed services will be mutually beneficial in that it will reduce expenses for the Foundation which will provide a direct and immediate benefit to the District.

***WHEREAS***, the Foundation is in need of limited clerical services on a very part time basis, and the District has the ability to provide those services at no cost to the public; and

***WHEREAS***, the Foundation would like to have its web site hosted as a sub-site on the School District's web site and the District is able to provide that service at a fixed cost which the Foundation will reimburse and which will result in a direct benefit to the District at no cost to the public

***NOW THEREFORE***, in consideration of the mutual agreements between the parties as set forth herein and other good and valuable consideration, the parties hereto do agree as follows:

## **SECTION 1**

### **CLERICAL SERVICES**

The District shall provide limited clerical services to the Foundation to assist the Foundation with processing mailings, maintaining its books and records and carrying out other clerical tasks ancillary to the operation of the Foundation at the request of the Foundation's governing body.

The parties have analyzed these needs and concluded that they will require an average of approximately 12 hours of assistance per quarter more or less.

The District and Foundation have agreed that a reasonable cost reimbursement for these services based upon cost of staffing at the District will be the sum of \$250.00 per quarter. The District agrees to perform the requested services at this level and the Foundation agrees to pay the District the sum of \$250.00 per quarter as fair and agreed consideration for these services.

The Parties agree that this arrangement will be entered into on a trial basis during calendar year 2018 and provided it is acceptable to both parties this MOU will be renewed for the upcoming calendar year.

Should the time required or cost incurred by the District in providing the services require adjustment for purposes of fairness and equity, the Parties agree that they will do so.

## **SECTION 2**

### **WEB HOSTING SERVICES**

Because the sole purpose of the Foundation is to provide support to the District, the Parties have determined that they will mutually benefit from the Foundation's World Wide Web site being hosted from the District's web domain as a sub site thereon.

The parties agree that the District will provide the following services:

- a. The District will host the Foundations sub-site on its website during calendar year 2018. Should the Parties conclude that the relationship is mutually beneficial and economical, they will renew this arrangement for the ensuing calendar years.
- b. District staff will train Foundation representatives on how to manage the Foundations website and provide password access to the Foundation's portion of the site. No access will be provided to any of the District's web site.
- c. District staff will make reasonable emergency modifications to the Foundation's website to remove inaccurate and or inappropriate information / pictures.
- d. The District reserves the right to remove any content on the Foundation's website that disparages the District any District school or any District employee.
- e. District staff will act as a liaison between the Foundation and the web host.

In exchange for the District's agreement to host, the Foundation will provide the following:



- a. The Foundation will assign two persons as its website representatives to be trained on website management using the District's system. In the event that any representative is replaced, the Foundation will reimburse the District for any training costs incurred in training a replacement representative.
- b. The Foundation will maintain their website with current and accurate information.
- c. The District must approve all content displayed on the Foundation website prior to it being posted.
- d. The Foundation will follow and strictly adhere to all rules and regulations that the District imposes and abides by as it relates to web site content.
- e. The Foundation will pay the annual maintenance fee for the website. The Foundation will reimburse the actual annual maintenance fee incurred for each year that this MOU is in effect within thirty days of receiving a request for payment from the District

### **SECTION 3** **MISCELLANEOUS**

6.01 Binding Nature of Agreement. This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the School District and its Board of Trustees, the Foundation and its Board of Directors and their respective successors in office. All parties shall act reasonably, diligently and in good faith to address all issues that may arise during the implementation of the transactions that are the subject of this Agreement in a commercially reasonable manner so as to accomplish the intended purposes set forth herein, including entering into such other and further documents as are normally required for transactions of similar magnitude and complexity to appropriately address the duties and responsibilities of all parties.

6.02 No Personal Liability. No obligation or agreement contained herein shall be deemed to be an obligation or agreement of any present or future member, officer, agent or employee of the District in any other than his or her official capacity, and neither the members of the Board of Trustees, nor any official executing this Agreement shall be personally liable thereon or be subject to any personal liability or accountability by reason of the obligations or agreements of the District contained in this Agreement.

6.03 Effect of Agreement. All obligations of the parties, each to the other, contained in any memorandum and any other document or based upon any other communications prior to the execution of this Agreement have been satisfied or are superseded by this Agreement and are no longer valid and enforceable, provided this Agreement is properly executed and duly authorized by the parties. This Agreement constitutes and is intended by the parties to constitute the entire agreement between the parties.

6.04 Amendments. This Agreement may not be effectively amended, changed, modified, altered or terminated, except in accordance with the express provisions of this Agreement or with the written consent of all parties hereto.

6.05 Captions. The captions and headings of the paragraphs of this Agreement are for convenience only and are not to be used to interpret or define any or all of the provisions of this Agreement.

6.06 Sections; Headings. The sections, headings and other titles to paragraphs of this Agreement are inserted solely for the convenience of reference. None shall in any way define, limit, extend or aid in the construction of the scope, extent, meaning or intent of this Agreement.

6.07 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

6.08 No Construction Against Drafter. The parties hereby acknowledge that they have reviewed this Agreement and concur that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of any provision of this Agreement.

6.09 Severability. If any provision of this Agreement or any obligation or agreement contained herein is determined by a court of competent jurisdiction to be invalid or unenforceable, that determination shall not affect any other provision, obligation or agreement, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. That invalidity or unenforceability shall not affect any valid and enforceable application thereof; and each such provision, obligation, or agreement shall be deemed to be effective, operative, made, entered into, or taken in the manner and to the full extent permitted by law.

6.10 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State, and by their signatures herein below, the parties consent to the exclusive jurisdiction of the courts of the State, Lexington County, for resolution of any dispute arising hereunder.

6.11 Notices. All notices or other communications hereunder shall be sufficiently given and shall be deemed given when mailed by U.S. Mail addressed as follows:

If to the District:

School District Five of Lexington and Richland Counties  
Attn: Superintendent  
1020 Dutch Fork Road  
Irmo, South Carolina 29063

If to the Foundation:

District 5 Foundation for Educational Excellence  
Attn: Allison Jacques, President  
1020 Dutch Fork Road  
Irmo, South Carolina 29063

6.12 No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to or shall confer upon any person, other than the parties hereto, any rights, benefits or remedies of any nature whatsoever under or by reason of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto, each after due authorization, have executed this Agreement on the respective dates indicated below.

SCHOOL DISTRICT FIVE OF LEXINGTON  
AND RICHLAND COUNTY

By: \_\_\_\_\_  
Robert Gantt  
Its: Board Chair

(SEAL)

ATTEST:

By: \_\_\_\_\_  
Stephen W. Hefner, Ed.D.  
Its: Superintendent

Date: February \_\_\_\_, 2018

DISTRICT 5 FOUNDATION FOR  
EDUCATIONAL EXCELLENCE, INC.

By: \_\_\_\_\_

Name: \_\_\_\_\_  
Its: President

(SEAL)

ATTEST:

By: \_\_\_\_\_

Name: \_\_\_\_\_  
Its: Secretary

Date: February \_\_\_\_\_, 2018







**MEMORANDUM**

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner, Superintendent

From: Dr. Christina S. Melton  
Superintendent-Elect *CSM*

Date: February 5, 2018

Re: February 12, 2018 Board Meeting  
Discussion: Approval of New Policies

- Board Policy IKADD "Content and Credit Recovery"
- Administrative Rule IKADD-R "Content and Credit Recovery"
- Exhibit IKADD-E "Credit Recovery Application"

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Item: Proposed new Board Policy IKADD "Content and Credit Recovery", new Administrative Rule IKADD-R "Content and Credit Recovery", and new Exhibit IKADD-E "Credit Recovery Application" are attached for your review.

Recommendation: The administration recommends the proposed new Board Policy (IKADD "Content and Credit Recovery"), new Administrative Rule (IKADD-R "Content and Credit Recovery"), and new Exhibit (IKADD-E "Credit Recovery Application") move to First Reading.

I will be present to answer any questions you may have regarding the addition of these new items.

Attachments: New Board Policy IKADD "Content and Credit Recovery"  
New Administrative Rule IKADD-R "Content and Credit Recovery"  
New Exhibit IKADD-E "Credit Recovery Application"

## **CONTENT AND CREDIT RECOVERY**

**IKADD  
DRAFT**

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Students who have been unsuccessful in mastering content or skills required to receive course credit may be offered the opportunity to participate in the district's content or credit recovery programs.

### **Content Recovery**

The district's content recovery program consists of a course-specific, skill-based learning opportunity for students who are still enrolled in a course with the original teacher of record assigned by the school who have not achieved mastery of course content that has already been addressed. Content recovery allows a student to retake a subset of a course, including a single unit, more than one unit, or other supplemental assignments/activities assigned and approved by a certified teacher as needed for the student to achieve mastery of the course content.

### **Credit Recovery**

The district's credit recovery program consists of a course-specific, skill-based learning opportunity for students who have previously failed to master content or skills required to receive credit in a given course. The program is designed for students who are no longer enrolled in a course but who have achieved sufficient mastery to benefit from a block of instruction, less than the entirety of the course, which targets specific components or a subset of standards to address the student's deficiencies.

There will be no increase in the GPA of a student who achieves credit for a credit recovery course. Should a student wish to modify his/her GPA, he/she should repeat the full course for credit and not seek participation in the credit recovery program.

### **Student Athletes**

Student athletes and their parents/legal guardians should be aware that current National Collegiate Athletic Association (NCAA) rules place strict limitations on credits earned through content recovery and credit recovery programs. Participation in these programs **are likely to affect a student's eligibility for NCAA play** (i.e., VirtualSC credit recovery courses are not approved by the NCAA). Consult the district athletic director for more information.

Issued ^



*Recommended New Administrative Rule  
Discussion 2/12/18*

## **CONTENT AND CREDIT RECOVERY**

**IKADD-R  
DRAFT**

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School administrators will coordinate with staff members to identify students appropriate for participation in content and credit recovery programs.

### **Content Recovery**

Students must be currently enrolled in a course to participate in content recovery.

#### *Eligibility*

Students are eligible for participation in content recovery through the recommendation of their classroom teacher based upon a variety of factors including, but not limited to, documented student performance on formative and summative classroom assessments, student attendance patterns, and course content and curriculum pacing.

Students are generally not limited in the amount of courses for which they may participate in content recovery; however, school administrators may elect to limit participation based upon parent/legal guardian and/or teacher recommendation.

#### *Grading*

Content recovery assignments must be completed no later than ten school days after the date of enrollment. Seniors must complete any content recovery assignments no later than the last day of senior exams. Upon satisfactory completion of all assigned work within the time allowed, the teacher will factor the content recovery grade in with the currently recorded grade for that subset of the course by averaging the student's initial grade for the nine weeks with the content recovery grade for that nine weeks.

### **Credit Recovery**

Students must have previously failed a course to be eligible for credit recovery. Participation in credit recovery will not affect a student's GPA. Should a student wish to modify his/her GPA, he/she should repeat the full course for credit and not seek participation in the credit recovery program.

#### *Eligibility*

Students are eligible for a credit recovery course if they have previously taken and failed an initial credit (first attempt) course. Students must have obtained a grade of 50 or higher in the initial credit course, or the student is not eligible for credit recovery and must retake the full course to receive credit. Students must have met District Five of Lexington and Richland Counties' High School Attendance Guidelines in the initial credit course to be eligible for Credit Recovery in that



same course. Students who have already received credit for a course are ineligible to participate in credit recovery to improve their final grade. Students are eligible for a credit recovery course immediately following the academic year/semester they failed an initial credit course. Credit recovery courses may be completed in a summer session or in the next academic school year for the same failed course.

Students will be required to complete an application to request placement in a credit recovery course. Consent of the student's parent/legal guardian must be obtained prior to enrollment.

Only students in grades 9-12 may participate in Credit Recovery.

### *Instruction and curriculum*

The method of instruction for credit recovery courses may vary based upon the district resources available, and includes, but is not limited to, use of an online or computer-based program, VirtualSC, direct instruction by a certified teacher either in person or via distance learning, or blended learning. Individuals charged with facilitating credit recovery courses will receive training in online instruction management and related technology, when applicable.

Each credit recovery course will be based upon state curriculum standards and objectives for the corresponding subject and will be aligned across courses within the district.

Credit recovery course offerings may be limited by the availability of space, facilitators, and appropriate computer-based content and/or due to district budgetary constraints.

### *Grading*

Students are not permitted to remain in a credit recovery course for more than one academic year. Credit recovery courses taken during the final semester of the school year must be completed by the last day of the academic year. Graduating seniors must complete credit recovery courses no later than the last day of senior exams. Additionally, rising seniors enrolled in credit recovery courses during a summer session must complete those courses no later than August 15th to count for the current academic year. Other students enrolled in credit recovery courses during a summer session may extend past August 15th, but the course credit will be recorded in the next academic year.

When a student has shown mastery of the credit recovery material, the student will receive credit for the course. Because end-of-course examinations focus on assessing a student's mastery of an entire course, and credit recovery only focuses on a portion of the course's content, students will not be permitted to retake the exam.

Student grades in credit recovery courses are designed to be GPA-neutral, meaning that the student's GPA will not be affected by the student's grade in the course. The failing grade in the initial credit course will remain on the student's transcript. If the student passes the credit recovery course with a 60 or higher, the student will receive a grade of "P" (pass) and credit for the course. There will be no increase in the GPA of a student who achieves credit for a credit recovery course. Should a student wish to modify his/her GPA, he/she should repeat the full course for credit and not seek participation in the credit recovery program.

### *Cost*

The district may elect to charge a fee for Credit Recovery courses.

Issued ^



*Recommended New Exhibit  
Discussion 2/12/18*

**FILE: IKADD-E  
DRAFT**

**CREDIT RECOVERY APPLICATION**

Student name: \_\_\_\_\_ Grade level: \_\_\_\_\_

Name of course(s) to be recovered: \_\_\_\_\_

***To be completed by the student***

I understand that School District Five of Lexington Richland Counties' credit recovery program is designed to allow me the opportunity to earn credits towards graduation for courses I have previously taken and failed.

I understand that "Credit Recovery" refers to a block of instruction that is less than the entirety of the course and targets specific components or standards necessary for student proficiency in the overall course. I understand that upon passing the credit recovery course with a grade of 60 or higher, I will receive a grade of "P" (pass) and credit for the course. This grade will be recorded on my transcript and denoted that it was completed in the form of credit recovery. My grade in the initial course will remain on my transcript as well. There will be no increase in my GPA for achieving credit for a credit recovery course.

I understand participation in the credit recovery program is likely to affect my eligibility for National Collegiate Athletic Association (NCAA) play.

I have read and understand district policy IKADD, and I, the undersigned, agree to the terms and conditions of the program contained therein.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date of application

***To be completed by the parent/legal guardian***

I, the parent/legal guardian of the above named student, do hereby give my consent for my child to participate in School District Five of Lexington Richland Counties' credit recovery program.

I have read and understand district policy IKADD, and I, the undersigned, agree to the terms and conditions of the program contained therein.

\_\_\_\_\_  
Parent/Legal guardian's name (please print)

\_\_\_\_\_  
Parent/Legal guardian's signature

***To be completed by the school upon receipt of completed form***

\_\_\_\_\_  
Received on (date)

\_\_\_\_\_  
School

\_\_\_\_\_  
School designee's signature