AGENDA
BOARD OF TRUSTEES
REGULAR MEETING
DISTRICT ADMINISTRATION BUILDING
AUGUST 19, 2019

1. Call to order at 5:30 p.m.

2. Approval of the agenda

3. Enter executive session to consider the following:

   a. Receipt of legal advice regarding a personnel matter including discussions of a potential hearing pursuant to Section 59-25-430 of the South Carolina Teacher Employment and Dismissal Act
   b. Selected employment items (Exhibit A)

4. Call to order at 7 p.m.

5. Welcoming remarks

6. Invocation – Beth Hutchison, Board of Trustees

7. Pledge of Allegiance – Beth Hutchison, Board of Trustees

8. School Board Spotlight

9. Approval of the minutes of the August 5, 2019 board meeting

10. Superintendent's Report (Action as Necessary)

    a. Office of Human Resources
       1. 4.0 Rubric

b. Office of Planning and Administration/Office of Instruction
   1. New Programs (2019-2020 Superintendent's Priorities #5)

11. Public participation*

ACTION AGENDA

12. Action as Necessary or Appropriate on Matters Discussed in Executive Session

13. Second and final reading of proposed revisions to G board policies (Exhibit B): GBA "Open Hiring/Equal Employment Opportunity and Affirmative Action", GCE "Professional Staff Recruitment", GCEC "Posting and Adverting of Professional Vacancies", GCF "Professional Staff Hiring", and GDF "Support Staff Hiring"

14. Second and final reading of proposed revisions to board policy JFBA "Intra-District Transfer and Withdrawal" (Exhibit C)

DISCUSSION AGENDA

15. Adjourn

INFORMATION AGENDA

16. "Grading/Assessment Systems" IKA-R Administrative Rule (Exhibit D)

17. The next regular scheduled board meeting will be September 9, 2019 at H. E. Corley 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 will be handled in accordance with board policy BEDH.

Minutes/August 5, 2019

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

Mr. Robert Gantt, Chairman
Mr. Michael Cates, Secretary
Mrs. Nikki Gardner
Mrs. Jan Hammond
Mr. Ken Loveless
Mr. Ed White
Dr. Christina Melton, District Superintendent

The following staff were in attendance:

Mrs. Katrina Goggins, Director, Office of Communications
Mr. Michael Guliano, Chief Instructional Officer
Dr. Michael Harris, Chief Planning and Administrative Officer
Dr. Allison Jacques, Chief Human Resources Officer
Mr. Len Richardson, Chief Finance Officer

Chairman Gantt called the meeting to order.

The Invocation was given by Ken Loveless, Board of Trustees. The Pledge of Allegiance was led by Ken Loveless, Board of Trustees.

The Board conducted the School Board Spotlight.

During the Superintendent's Report, Michael Guliano presented a report on Summer Reading Camp.

No one spoke during the public participation.

A presentation was given by Milone & MacBroom on growth forecasting and redistricting services.

Dr. Jacques presented for discussion and first reading of proposed revisions to G board policies (Exhibit B) were presented by Dr. Jacques: GBA "Open Hiring/Equal Employment Opportunity and Affirmative Action", GCE "Professional Staff Recruitment", GCEC "Posting and Advertising of Professional Vacancies", GCF "Professional Staff Hiring", and GDF "Support Staff Hiring".

Dr. Harris presented for discussion and first reading of proposed revisions to board policy JFBA "Intra-District Transfer and Withdrawal" (Exhibit C).

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of August 5, 2019

	CATES	GANTT	GARDNER	HAMMOND	HUTCHISON	LOVELESS	WHITE
1. M. Loveless S. Cates Approve the agenda	X	X	X	X	A	X	X
2. M. Cates S. Gardner Enter executive session to consider the following : a) selected employment items (Exhibit A)	X	X	X	X	A	X	X
3. M. Cates S. Gardner Approve the minutes of the June 24, 2019 board meeting	X	AB	X	X	A	X	X
4. M. Loveless S. Gardner Approve the minutes of the July 15, 2019 board meeting	X	X	X	X	A	X	X
5. M. Cates S. Hammond Approve the selected employment items (Exhibit A)	X	X	X	X	A	X	X
6. M. Cates S. Hammond First reading approval of proposed revisions to G board policies (Exhibit B): GBA "Open Hiring/Equal Employment Opportunity and Affirmative Action", GCE "Professional Staff Recruitment", GCEC "Posting and Advertising of Professional Vacancies", GCF "Professional Staff Hiring", and GDF "Support Staff Hiring"	X	X	X	X	A	X	X
7. M. Cates S. Hammond First reading approval of proposed revisions to board policy JFBA "Intra-District Transfer and Withdrawal" (Exhibit C)	X	X	X	X	A	X	X
8. M. White S. Hammond Adjourn at 8:19 p.m.	X	X	X	X	A	X	X

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

EXHIBIT B

Memorandum

To: Members of the Board of Trustees

Through: Christina S. Melton, Ed.D.
Superintendent

From: Allison Jacques, Ph.D. Allison Jacques, Ph.D.
Chief Human Resources Officer

Date: August 14, 2019

Re: Board Policies – Section G

Issue: Proposed revisions to the Board Policies listed below:

a. Proposed revisions to Board Policy GBA "Open Hiring/Equal Employment Opportunity and Affirmative Action
b. Proposed revisions to Board Policy GCE "Professional Staff Recruitment"
c. Proposed revisions to Board Policy GCEC "Posting and Advertising of Professional Vacancies"
d. Proposed revisions to Board Policy GCF "Professional Staff Hiring"
e. Proposed revisions to GDF "Support Staff Hiring"

Recommendation: The administration recommends that the proposed revisions receive Second and Final Reading.

AJ/aw

Attachments - Proposed/Current Board Policy GBA "Open Hiring/Equal Employment Opportunity and Affirmative Action"
Proposed/Current Board Policy GCE "Professional Staff Recruitment"
Proposed/Current Board Policy GCEC "Posting and Advertising of Professional Vacancies"
Proposed/Current Board Policy GCF "Professional Staff Hiring"
Proposed/Current Board Policy GDF "Support Staff Hiring"

RECOMMENDED REVISIONS – SECOND AND FINAL READING – AUGUST 19, 2019

Policy

OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY ~~AND AFFIRMATIVE ACTION~~

Code **GBA** *Issued* _____

~~**Purpose: To establish the basic structure for the hiring of all personnel.**~~

The District is an equal opportunity employer.

As required by applicable state and federal laws, the district will recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, religion, ~~**color,**~~ **sex, pregnancy (including childbirth or related medical conditions), age,** disability, **national origin,** ~~**gender, age, alienage,**~~ **genetic information,** ~~**or national origin,**~~ **or any other protected characteristic as may be required by State or federal law.**

The District also prohibits retaliation against an individual because he/she has either opposed an unlawful employment practice or has made a charge, testified, assisted, or participated in an investigation, proceeding, or hearing regarding an alleged incident of illegal discrimination or harassment.

The Superintendent will establish guidelines for organization of the teaching, administrative and other certified staff. Through his/her staff, the Superintendent will select, hire and promote such staff with approval of the Board. The Superintendent will select, hire and promote all other District employees. The Superintendent will direct the work of support employees.

The District**'s** ~~**maintains a**~~ policy of equal opportunity **applies, but is not limited to,** ~~**in**~~ the following areas.

- recruitment
- selection and hiring criteria and practices
- transfer and promotion
- demotions, terminations, layoffs and recalls
- compensation
- working conditions

- benefits and privileges of employment
- training

The Chief Human Resources Officer has been designated to handle inquiries regarding non-discrimination, retaliation, and harassment matters:

Chief Human Resources Officer
School District Five of Lexington
and Richland Counties
1020 Dutch Fork Road
Irmo, SC 29063

Cf. AC, JB

Adopted 8/19/85; Revised 4/2/90, 3/16/92, 5/3/93, 8/25/08, __/__/19

Legal references:

A. United States Code:
1. Title VII of Civil Rights Act of 1964, as amended, 42 USC 2000e - Prohibits discrimination in employment on basis of race, color, national origin, religion or sex.
2. ~~Section 504(b) of Rehabilitation Act of 1973 - Prohibits recipients of Federal assistance from discriminating in employment of handicapped.~~ Rehabilitation Act of 1973, Section 504, 29 U.S.C.A. Section 794 - Prohibits discrimination on the basis of disability.
3. Title IX of the Education Amendments of 1972, 20 USCA 1681, et seq. - ~~Prevents discrimination on the basis of sex by any educational program or activity receiving federal funds~~ Prohibits discrimination on the basis of sex.
4. ~~42 USC, Section 12101-12213 - Americans with Disabilities Act of 1990.~~ American with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, et seq. - Prohibits discrimination on the basis of disability by public entities.
5. Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C.A. Section 621, et seq. - Prohibits employment discrimination against persons 40 years of age or older.
6. Equal Pay Act of 1963, 29 U.S.C.A. Section 206 - Prohibits discrimination in pay rates.
7. Uniformed Services Employment and Reemployment Act of 1994, 38 U.S.C.A. Sections 4301-4334.

B. S.C. Code, 1976, as amended:
1. Section 1-13-10, et seq. - Prohibits discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

CURRENT POLICY

Policy GBA Open Hiring/Equal Employment Opportunity and Affirmative Action

Issued 8/08

Purpose: To establish the basic structure for the hiring of all personnel.

The district is an equal opportunity employer.

As required by applicable state and federal laws, the district will recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, religion, color, disability, gender, age, alienage or national origin.

The superintendent will establish guidelines for organization of the teaching, administrative and other certified staff. Through his/her staff, the superintendent will select, hire and promote such staff with approval of the board. The superintendent will select, hire and promote all other district employees. The superintendent will direct the work of support employees.

The district maintains a policy of equal opportunity in the following areas.

- recruitment
- selection and hiring criteria and practices
- transfer and promotion
- demotions, terminations, layoffs and recalls
- compensation
- working conditions
- benefits and privileges of employment
- training

Cf. AC, JB

Adopted 8/19/85; Revised 4/2/90, 3/16/92, 5/3/93, 8/25/08

Legal references:

United States Code:

Title VII of Civil Rights Act of 1964, as amended, 42 USC 2000e - Prohibits discrimination in employment on basis of race, color, national origin, religion or sex.

Section 504(b) of Rehabilitation Act of 1973 - Prohibits recipients of Federal assistance from discriminating in employment of handicapped.

Title IX of the Education Amendments of 1972, 20 USC 1681, *et seq.* - Prevents discrimination on the basis of sex by any educational program or activity receiving federal funds.

42 USC, Section 12101-12213 - Americans with Disabilities Act of 1990.

School District Five of Lexington and Richland Counties

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RECOMMENDED REVISIONS – SECOND AND FINAL READING – AUGUST 19, 2019

Policy

PROFESSIONAL STAFF RECRUITMENT

Code **GCE** *Issued* _____

Purpose: To establish the basic structure for recruitment of high-quality professional staff.

It is the policy of the Board to recruit and hire professional personnel on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the Superintendent. Principals and other supervisors will assist as needed.

The District is committed to nondiscrimination in its employment practices including recruitment and advertising and does not discriminate on the basis of race, color, religion, **sex, pregnancy (including childbirth or related medical conditions), age,** disability, national origin, ~~**sex or age**~~ **genetic information, or any other protected characteristic as may be required by State or federal law.**

Adopted 9/23/85; Revised 12/13/10, __/__/19

Legal references:

A. United States Code:
   1. 20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.
   2. 42 U.S.C. 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
   3. Equal Pay Act of 1972 - Nondiscrimination as to wages on basis of sex.
   4. 29 U.S.C. 621 et seq. - Age Discrimination in Employment Act - Nondiscrimination on the basis of age in employment.
   5. 42 U.S.C. 12101, et seq. - Americans with Disabilities Act - Prohibits discrimination in employment and access to programs and facilities on the basis of disability.
   6. The Uniformed Services Employment and Reemployment Rights Act of 1994 (P.L. 103-353; 38 U.S.C. 4301).

B. Code of Federal Regulations
   1. Title 41, Chapter 60, Part 60-20 - Prohibits discrimination on the basis of sex.

C. S.C. Code, 1976, as amended:
   1. Section 1-1-550 - Public employees shall give preference to employment of honorably discharged veterans.
   2. Section 1-13-80 - Unlawful employment practices; exceptions.
   3. Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.
   4. Section 59-1-520 - Intervention by state department of education for non-compliance.
   5. Section 59-26-40 - "Prior to the initial employment of a teacher, the school shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, Offenses Against the Person, any crime listed in Chapter 15

of Title 16, Offenses Against Morality and Decency and for the crime of contributing to the delinquency of a minor, contained in section 16-17-490."

Policy GCE Professional Staff Recruitment

Issued 12/10

Purpose: To establish the basic structure for recruitment of high-quality professional staff.

It is the policy of the board to recruit and hire professional personnel on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. Principals and other supervisors will assist as needed.

The district is committed to nondiscrimination in its employment practices including recruitment and advertising and does not discriminate on the basis of race, color, religion, disability, national origin, sex or age.

Adopted 9/23/85; Revised 12/13/10

Legal references:

United States Code:

20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.

42 U.S.C. 2000e, *et seq.* - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

Equal Pay Act of 1972 - Nondiscrimination as to wages on basis of sex.

29 U.S.C. 621 *et seq.* - Age Discrimination in Employment Act - Nondiscrimination on the basis of age in employment.

42 U.S.C. 12101, *et seq.* - Americans with Disabilities Act - Prohibits discrimination in employment and access to programs and facilities on the basis of disability.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (P.L. 103-353; 38 U.S.C. 4301).

Code of Federal Regulations:

Title 41, Chapter 60, Part 60-20 - Prohibits discrimination on the basis of sex.

S.C. Code, 1976, as amended:

Section 1-1-550 - Public employees shall give preference to employment of honorably discharged veterans.

Section 1-13-80 - Unlawful employment practices; exceptions.

Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.

Section 59-1-520 - Intervention by state department of education for non-compliance.

Section 59-26-40 - "Prior to the initial employment of a teacher, the school shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, Offenses Against the Person, any crime listed in Chapter 15 of Title 16, Offenses Against Morality and Decency and for the crime of contributing to the delinquency of a minor, contained in section 16-17-490."

School District Five of Lexington and Richland Counties

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RECOMMENDED REVISIONS – SECOND AND FINAL READING – AUGUST 19, 2019

Policy

POSTING AND ADVERTISING OF PROFESSIONAL VACANCIES

Code **GCEC** *Issued* _____

~~**Purpose: To establish the basic structure for posting and advertising professional vacancies.**~~

The Board believes it has the obligation to provide the best professional personnel available for the District regardless of race, color, **religion,** ~~**creed,**~~ sex, **pregnancy (including childbirth or related medical conditions),** age, disability, ~~**or**~~ national origin, **genetic information, or any other protected characteristic as may be required by State or federal law.**

Should a vacancy occur in a position during the school year, the Board authorizes the Superintendent to fill such vacancy for the remainder of the school year pursuant to a letter of agreement. The Superintendent or his/her designee may determine whether to advertise the vacancy or whether the position should be filled through other means.

Promotional positions

The Board declares its support of a policy to give teachers and administrators from its present staff consideration with respect to the filling of promotional vacancies. Promotional positions are those positions which are administrative in nature, such as principal, assistant principal, etc.

The District may advertise openings in administrative and supervisory positions in local newspaper(s), on district and school offices/websites, and in university placement offices, as determined appropriate by the Superintendent or his/her designee.

The administration will generally advertise all administrative and supervisory job vacancies within the District, unless otherwise determined by the Superintendent or his/her designee, dependent upon the District's needs.

No promotional vacancy will be filled until it has been posted for at least three school days unless the Superintendent authorizes the placement based on the needs of the District.

Adopted 9/23/85; Revised 9/28/09, __/__/19

CURRENT POLICY

Policy GCEC Posting and Advertising of Professional Vacancies

Issued 9/09

Purpose: To establish the basic structure for posting and advertising professional vacancies.

The board believes it has the obligation to provide the best professional personnel available for the district regardless of race, color, creed, sex, age, disability or national origin.

Should a vacancy occur in a position during the school year, the board authorizes the superintendent to fill such vacancy for the remainder of the school year pursuant to a letter of agreement. The superintendent or his/her designee may determine whether to advertise the vacancy or whether the position should be filled through other means.

Promotional positions

The board declares its support of a policy to give teachers and administrators from its present staff consideration with respect to the filling of promotional vacancies. Promotional positions are those positions which are administrative in nature, such as principal, assistant principal, etc.

The district may advertise openings in administrative and supervisory positions in local newspaper(s), on district and school offices/websites, and in university placement offices, as determined appropriate by the superintendent or his/her designee.

The administration will generally advertise all administrative and supervisory job vacancies within the district, unless otherwise determined by the superintendent or his/her designee, dependent upon the district's needs.

No promotional vacancy will be filled until it has been posted for at least three school days unless the superintendent authorizes the placement based on the needs of the district.

Adopted 9/23/85; Revised 9/28/09

School District Five of Lexington and Richland Counties

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RECOMMENDED REVISIONS – SECOND AND FINAL READING – AUGUST 19, 2019

Policy

PROFESSIONAL STAFF HIRING

Code **GCF** *Issued* _____

~~**Purpose: To establish the basic structure for the hiring of highly qualified district staff and filling vacancies**~~

Hiring

The District will provide equal employment opportunities to all persons without regard to race, color, ~~**creed,**~~ **religion,** sex, **pregnancy (including childbirth or related medical conditions),** ~~**disability**~~, age**,** **disability,** ~~**religion or**~~ national origin**, genetic information, or any other protected characteristic as may be required by State or federal law.** The District will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on District operations as determined by the district. Minority educators will receive fair and equal treatment including, but not limited to, employment opportunities and selection for training programs.

The Superintendent will make recommendations to the Board for employment **of professional staff.** The Superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

District office administrators and**/or** principals should be actively involved in the hiring of **professional staff.** ~~**instructional personnel.**~~

The District will not employ any new candidate without an interview and without checking references.

The Superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The Board will take final action on the employment of professional personnel upon recommendation of the administration.

The Superintendent is authorized to hire retired employees to work in the District on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the District. In such cases, the Superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the Superintendent, who will make such decisions in the best interests of the district and subject to Board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the District's grievance procedures.

Consistent with Board Policy GBEBDA (Criminal Record Checks), the District will obtain a criminal record history check **through the State Law Enforcement Division (SLED),** and a sexual registry history check on all new **professional employees** ~~**teachers and administrators from the State Law Enforcement Division (SLED),**~~ **and as otherwise required by law**, prior to initial employment.

Federal and state laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The District will use the federal work authorization program E-Verify for verification of work authorizations submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day. ~~**The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.**~~

Vacancies

The Superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the District, when appropriate, unless otherwise determined by the Superintendent or his/her designee.

Should a vacancy occur in a position during the year, the Board authorizes the Superintendent to fill such openings for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to Board approval. The Superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

(Replaces Policy GBD)

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 6/7/82, 3/19/85, 9/23/91, 10/17/94, 3/10/08, __/__/__

Legal references:

A. United States Code:
   1. 20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.
   2. 42 U.S.C. 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
   3. 42 U.S.C. 12101, et seq. - Prohibits employment discrimination on the basis of disability.
   4. Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and

paraprofessionals.

B. Code of Federal Regulations
1. 41 CFR 60-20 (1998) - Prohibits discrimination on the basis of sex.

C. S.C. Code, 1976, as amended:
1. Section 1-1-550 - School districts will give preference to employment of honorably discharged veterans.
2. Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.
3. Section 59-1-520 - Intervention by State Department of Education for non-compliance.
~~4. Section 59-19-80 - Teaching contracts to be issued in public meeting.~~
4~~5~~. Section 59-25-410, et seq. - Employment and Dismissal Act~~ - Teachers to be notified of employment status by April 15th.~~
5~~6~~. Section 59-26-40(M) - Before initial employment of a teacher, the local school district will request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes.
6~~7~~. Section 59-18-1300 - district accountability system.
~~8. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.~~
7~~9~~. Section 9-1-1790 - Amount which may be earned upon return to covered employment.

D. State Board of Education Regulations:
1. R-43-205 - Administrative and professional personnel qualifications, duties and workloads.

CURRENT POLICY

Policy GCF Professional Staff Hiring

Issued 3/08

Purpose: To establish the basic structure for the hiring of highly qualified district staff and filling vacancies

Hiring

The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, disability, age, religion or national origin. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on district operations as determined by the district.

Minority educators will receive fair and equal treatment including, but not limited to, employment opportunities and selection for training programs.

The superintendent will make recommendations to the board for employment. The superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

District office administrators and principals should be actively involved in the hiring of instructional personnel.

The district will not employ any new candidate without an interview and without checking references.

The superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The board will take final action on the employment of professional personnel upon recommendation of the administration.

The superintendent is authorized to hire retired employees to work in the district on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the district. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district and subject to board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the district's grievance procedures.

The district will obtain a criminal record history check and sexual registry history check on all new teachers and administrators from the State Law Enforcement Division (SLED) prior to initial employment.

The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.

Vacancies

The superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his/her designee.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such openings for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to board approval. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 6/7/82, 3/19/85, 9/23/91, 10/17/94, 3/10/08

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(Replaces Policy GBD)

Legal references:

United States Code:

20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.

42 U.S.C. 2000e, *et seq.* - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

42 U.S.C. 12101, *et seq.* - Prohibits employment discrimination on the basis of disability.

Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

Code of Federal Regulations:

41 CFR 60-20 (1998) - Prohibits discrimination on the basis of sex.

S.C. Code, 1976, as amended:

Section 1-1-550 - School districts will give preference to employment of honorably discharged veterans.

Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.

Section 59-1-520 - Intervention by State Department of Education for non-compliance.

Section 59-19-80 - Teaching contracts to be issued in public meeting.

Section 59-25-410, *et seq.* - Employment and Dismissal Act - Teachers to be notified of employment status by April 15th.

Section 59-26-40(M) - Before initial employment of a teacher, the local school district will request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes.

Section 59-18-1300 - district accountability system.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Section 9-1-1790 - Amount which may be earned upon return to covered employment.

State Board of Education Regulations:

R-43-205 - Administrative and professional personnel qualifications, duties and workloads.

School District Five of Lexington and Richland Counties

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RECOMMENDED REVISIONS – SECOND AND FINAL READING – AUGUST 19, 2019

Policy

SUPPORT STAFF HIRING

Code **GDF** *Issued* _____

~~**Purpose: To establish the basic structure for the hiring of support staff.**~~

Hiring

The District will provide equal employment opportunities to all persons without regard to race, color, ~~**creed**~~, **religion,** sex, **pregnancy (including childbirth or related medical conditions),** ~~**disability,**~~ age, **disability**, ~~religion or~~ national origin, **genetic information, or any other protected characteristic as may be required by State or federal law.** The District will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on district operations as determined by the District.

The Superintendent will make recommendations to the Board for employment. The Superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

Site administrators and principals should be actively involved in the hiring of support personnel.

The District will not employ any new candidate without an interview and without checking references.

The Superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The Board will take final action on the employment of support personnel upon recommendation of the administration.

The Superintendent is authorized to hire retired employees to work in the District on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the District. In such cases, the Superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the Superintendent, who will make such decisions in the best interests of the District and subject to Board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the District's grievance procedures.

Consistent with Board Policy GBEBDA (Criminal Record Checks), the District will obtain a criminal record history check **through the State Law Enforcement Division (SLED),** and a

sexual registry history check on all new support employees, **and as otherwise required by law**, ~~**from the State Law Enforcement Division (SLED)**~~ prior to initial employment.

Federal and state laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The District will use the federal work authorization program E-Verify for verification of work authorizations submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day. ~~**The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.**~~

Vacancies

The Superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the District, when appropriate, unless otherwise determined by the superintendent or his/her designee.

Should a vacancy occur in a position during the year, the Board authorizes the Superintendent to fill such opening for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to Board approval. The Superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Adopted 2/24/69; Revised 11/16/81, 6/7/82, 3/19/85, 4/28/08, __/__/19

Legal references:

A. United States Code:
   1. 20 U.S.C.A. Sections 1681-86 - Prohibits discrimination on the basis of sex.
   2. 29 U.S.C.A. Section 794, et. seq. - The Rehabilitation Act of 1973 - Prohibits discrimination in hiring based on handicap.
   3. 42 U.S.C.A 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
   4. Public Law 99-603 - Immigration Reform and Control Act of 1987.
   5. Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

B. Code of Federal Regulations
   1. 8 CFR 274a.2 - Verification of employment eligibility.

C. S.C. Code, 1976, as amended:

1. Section 1-13-20 - Declaration of policy.
2. Section 43-33-60 - Policy regarding employment of blind and other physically disabled persons.
3. Section 43-33-510, et seq. - Bill of rights for handicapped persons.
4. Section 59-18-1300 - district accountability system.
5. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.
6. Section 9-1-1790 - Amount which may be earned upon return to covered employment.

D. State Board of Education Regulations
1. R-43-209 - Nonprofessional/paraprofessional personnel positions, qualifications and duties.

CURRENT POLICY

Policy GDF Support Staff Hiring

Issued 4/08

Purpose: To establish the basic structure for the hiring of support staff.

Hiring

The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, disability, age, religion or national origin. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on district operations as determined by the district.

The superintendent will make recommendations to the board for employment. The superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

Site administrators and principals should be actively involved in the hiring of support personnel.

The district will not employ any new candidate without an interview and without checking references.

The superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The board will take final action on the employment of support personnel upon recommendation of the administration.

The superintendent is authorized to hire retired employees to work in the district on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the district. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district and subject to board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the district's grievance procedures.

The district will obtain a criminal record history check and sexual registry history check on all new support employees from the State Law Enforcement Division (SLED) prior to initial employment.

The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.

Vacancies

The superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his/her designee.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such opening for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to board approval. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Adopted 2/24/69; Revised 11/16/81, 6/7/82, 3/19/85, 4/28/08

Legal references:

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United States Code:

20 U.S.C.A. Sections 1681-86 - Prohibits discrimination on the basis of sex.

29 U.S.C.A. Section 794, *et. seq.* - The Rehabilitation Act of 1973 - Prohibits discrimination in hiring based on handicap.

42 U.S.C.A 2000e, *et seq.* - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

Public Law 99-603 - Immigration Reform and Control Act of 1987.

Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

Code of Federal Regulations:

8 CFR 274a.2 - Verification of employment eligibility.

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

Section 1-13-20 - Declaration of policy.

Section 43-33-60 - Policy regarding employment of blind and other physically disabled persons.

Section 43-33-510, *et seq.* - Bill of rights for handicapped persons.

Section 59-18-1300 - district accountability system.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Section 9-1-1790 - Amount which may be earned upon return to covered employment.

State board of Education Regulations:

R-43-209 - Nonprofessional/paraprofessional personnel positions, qualifications and duties.

School District Five of Lexington and Richland Counties

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EXHIBIT C

MEMORANDUM

TO: Members of the Board of Trustees
Christina S. Melton, Ed.D., Superintendent

FROM: Dr. Michael R. Harris
Chief Planning and Administrative Officer

DATE: August 14, 2019

RE: August 19, 2019 Board Meeting, Second and Final Reading.
Proposed Revisions to Board Policy JFBA "Intra-District Transfer and Withdrawal"

Recommendation:

The administration recommends that proposed revisions to Policy JFBA "Intra-District Transfer and Withdrawal" proceed for Board Approval.

Attachments: Revised Policy JFBA "Intra-District Transfer and Withdrawal"
Current Policy JFBA "Intra-District Transfer and Withdrawal"

Suggested Revisions

Policy JFBA Intra-District Transfer and Withdrawal

Purpose: To establish the basic structure for the intra-district transfer and withdrawal of students.

Under certain conditions, a student may transfer to a school in another attendance area within the district. To request a special hardship transfer, the parent/legal guardian must make a written request to the district superintendent or his/her designee. A district transfer committee will consider the basis for the request and will also consider available space in the requested school. The decision of the transfer committee is final. A school should not be allowed to become overcrowded because of special transfers. If the ~~one-year~~ transfer is granted, the parent/legal guardian is responsible for the student's transportation and must have the student at school on time and picked up promptly at dismissal. As with all transfers, the student must maintain an acceptable discipline record in order for the transfer to remain in effect. In all student transfer cases, it is the responsibility of the parent/legal guardian to establish eligibility of student participation in activities sponsored by the South Carolina High School League. In order to participate in such activities, a student must meet all league eligibility requirements.

Magnets and schools of choice

Students will attend the school located in the attendance zone where their parent/legal guardian resides. Students/Families interested in another educational option should participate in the online application process to attend one of the district's magnet and/or schools of choice. To make a selection, an online application must be completed during the annual application process. If selected through the random lottery to enroll into a magnet and/or school of choice, the student may remain through the highest grade in that school. Yearly readmission is not required. ~~however, selection through the random lottery for school of choice will require an annual application during the online application process.~~ Parents/Legal guardians must assume all responsibility for transportation for their child(ren) and the student(s) must maintain an acceptable discipline and attendance record in order for the approval to remain in effect. (Students who qualify under the McKinney-Vento Education Program and whose school of origin is within the attendance zone of School District Five are eligible to participate in the online application process for magnet and school of choice). For more information, see policy JFAA/JFAB, Admission of Resident/Non-Resident Students.

Children of employees

A resident employee of the district (0.6-1.0 FTE) will have the option of enrolling his/her child at the employee's school, the appropriate grade level school in the high school attendance zone (cluster boundary) of the employee's location or an appropriate grade level school en route to the employee's school. The district reserves the right to make the school assignment and written approval of such transfers must be obtained from the

district superintendent. The employee must assume responsibility for transportation of the child to and from the school in which he/she is enrolled.

Special education students

When a student is placed by an IEP team in a school other than his/her home school, the parent/ legal guardian will have the option of enrolling their other school age children in that particular school pending the availability of space in the requested grade. The parent/legal guardian choosing this option must assume responsibility for the transportation for their children who are not provided special education.

Students who move during the school year

A parent/legal guardian who moves from one attendance area in the district to another attendance area within the district must exercise one of the following two options.

- Transfer the student immediately to a school within the new attendance area.
- Transfer the student at the end of the semester.

If the last option is exercised, a parent/legal guardian must provide transportation to and from school during the time in which his/her child attends a school in their former attendance area. The parent/legal guardian must also insure that the student will arrive at school on time and be picked up promptly upon dismissal. In any event, the student must enroll in the school in his/her attendance area at the beginning of the next school year. High school juniors who move within the district during that school year or during the following summer may elect to complete their senior year at their former school. The parent/legal guardian is responsible for transportation.

Students planning to move into the district

A parent/legal guardian of a student residing in one attendance area of the district who is in the process of building, buying or leasing a residence in another attendance area of the district into which he/she intends to move during the school year may enroll his/her child in a school of that attendance area if approval is granted by the district superintendent or his/her designee. The parent/legal guardian will present a letter of intent to reside in that attendance area as well as a copy of a building permit or lease in support of his/her request. The parent/legal guardian must provide all transportation and have the student at school on time and picked up promptly at dismissal.

Adopted 11/16/81; Revised 4/28/86, 1/25/88, 7/27/95, 9/8/97, 7/24/00, 6/24/02, 2/24/03, 4/25/05, 7/23/07, 3/10/10, 11/10/14

Policy JFBA Intra-District Transfer and Withdrawal

Issued 11/14

Purpose: To establish the basic structure for the intra-district transfer and withdrawal of students.

Under certain conditions, a student may transfer to a school in another attendance area within the district. To request a special hardship transfer, the parent/legal guardian must make a written request to the district superintendent or his/her designee. A district transfer committee will consider the basis for the request and will also consider available space in the requested school. The decision of the transfer committee is final. A school should not be allowed to become overcrowded because of special transfers. If the one-year transfer is granted, the parent/legal guardian is responsible for the student's transportation and must have the student at school on time and picked up promptly at dismissal. As with all transfers, the student must maintain an acceptable discipline record in order for the transfer to remain in effect. In all student transfer cases, it is the responsibility of the parent/legal guardian to establish eligibility of student participation in activities sponsored by the South Carolina High School League. In order to participate in such activities, a student must meet all league eligibility requirements.

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Students will attend the school located in the attendance zone where their parent/legal guardian resides. Students/Families interested in another educational option should participate in the online application process to attend one of the district's magnet and/or schools of choice. To make a selection, an online application must be completed during the annual application process. If selected through the random lottery to enroll into a magnet school, the student may remain through the highest grade in that school. Yearly readmission is not required; however, selection through the random lottery for school of choice will require an annual application during the online application process. Parents/Legal guardians must assume all responsibility for transportation for their child(ren) and the student(s) must maintain an acceptable discipline and attendance record in order for the approval to remain in effect. (Students who qualify under the McKinney-Vento Education Program and whose school of origin is within the attendance zone of School District Five are eligible to participate in the online application process for magnet and school of choice). For more information, see policy JFAA/JFAB, Admission of Resident/Non-Resident Students.

Children of employees

A resident employee of the district (0.6-1.0 FTE) will have the option of enrolling his/her child at the employee's school, the appropriate grade level school in the high school attendance zone (cluster boundary) of the employee's location or an appropriate grade level school en route to the employee's school. The district reserves the right to make the school assignment and written approval of such transfers must be obtained from the

district superintendent. The employee must assume responsibility for transportation of the child to and from the school in which he/she is enrolled.

Special education students

When a student is placed by an IEP team in a school other than his/her home school, the parent/ legal guardian will have the option of enrolling their other school age children in that particular school. The parent/legal guardian choosing this option must assume responsibility for the transportation for their children who are not provided special education.

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A parent/legal guardian who moves from one attendance area in the district to another attendance area within the district must exercise one of the following two options.

- Transfer the student immediately to a school within the new attendance area.
- Transfer the student at the end of the semester.

If the last option is exercised, a parent/legal guardian must provide transportation to and from school during the time in which his/her child attends a school in their former attendance area. The parent/legal guardian must also insure that the student will arrive at school on time and be picked up promptly upon dismissal. In any event, the student must enroll in the school in his/her attendance area at the beginning of the next school year. High school juniors who move within the district during that school year or during the following summer may elect to complete their senior year at their former school. The parent/legal guardian is responsible for transportation.

Students planning to move into the district

A parent/legal guardian of a student residing in one attendance area of the district who is in the process of building, buying or leasing a residence in another attendance area of the district into which he/she intends to move during the school year may enroll his/her child in a school of that attendance area if approval is granted by the district superintendent or his/her designee. The parent/legal guardian will present a letter of intent to reside in that attendance area as well as a copy of a building permit or lease in support of his/her request. The parent/legal guardian must provide all transportation and have the student at school on time and picked up promptly at dismissal.

Adopted 11/16/81; Revised 4/28/86, 1/25/88, 7/27/95, 9/8/97, 7/24/00, 6/24/02, 2/24/03, 4/25/05, 7/23/07, 3/10/10, 11/10/14

EXHIBIT D

District Five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Christina S. Melton, Superintendent

From: Michael Guliano MG
Chief Instructional Officer

Date: August 14, 2019

Re: August 19, 2019 Board Meeting
Information: Revised Administrative Rule

- Administrative Rule IKA-R "Grading/Assessment Systems"

Information: Revised Administrative Rule IKA-R "Grading/Assessment Systems"

Attachment: Revised Administrative Rule IKA-R "Grading/Assessment Systems"

Revised Administrative
Rule 8.13.19

IKA-R
Grading/Assessment Systems

Issued 11/17

Grading Scales

Grades kindergarten through two

Student progress in grades kindergarten through two is reported for language arts, mathematics, science, social studies, art, music, physical education, and world language through a standards-based progress report using the following key:

- M = meets the grade level expectations at this time (independent achievement consistently meets grade level expectations [standards] at this time)
- P = progressing satisfactorily towards grade level expectations at this time(independent achievement shows inconsistent application of skills but is making progress at this time)
- U = unable to meet grade level expectations at this time (little or no evidence of meeting grade level expectations [standards] at this time)
- * = not assessed at this time

Grades third through fifth

Student progress in grades third through fifth is reported for language arts, mathematics, science, and social studies as follows:

Letter Grade	Numerical Average
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

Grades third through fifth

Student progress in grades third through fifth is reported for art, music, physical education, and world language through a standards-based progress report using the following key:

- M = meets the grade level expectations at this time (independent achievement consistently meets grade level expectations [standards] at this time)
- P = progressing satisfactorily towards grade level expectations at this time(independent achievement shows inconsistent application of skills but is making progress at this time)
- U = unable to meet grade level expectations at this time (little or no evidence of meeting grade level expectations [standards] at this time)
- * = not assessed at this time

Grades six through 12

Student progress in grades six through 12 is reported for all subjects as follows:

Letter Grade	**Numerical Average**
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

State Uniform Grading Scale (Grades Nine through 12)

Numerical breaks for letter grades, weightings for specified courses, and a conversion chart for computing grade point ratios follow:

South Carolina Uniform Grading Scale Conversions				
Numerical Average	**Letter Grade**	**College Prep**	**Honors**	**AP/IB/Dual Credit**
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	1.00	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
50~~WF~~	WF	0.000	0.000	0.000
50~~WP~~	FA	0.000	0.000	0.000
_	WP	0.000	0.000	0.000
_	P	0.000	0.000	0.000
_	NP	0.000	0.000	0.000
_	AU	0.000	0.000	0.000

When a student successfully recovers the credit for a failed course with a 60 or higher, a "P" will be recorded as the letter grade. When a student fails to recover the credit for a failed course with a grade below a 60, an "NP" will be entered as the letter grade. When a student is allowed to audit a course, an "AU" will be recorded for the letter grade. The course and grade information will display on the student's transcript.

Conversion Process

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 conversion scale effective during the year the course was completed will be used. For courses completed during school years 2015-16 and prior, the following equivalents will be used to transfer the grades into the student's record:

A = 96~~5~~

B = 88~~5~~

C = 80~~75~~

D = 73~~65~~

F = 61~~50~~

For courses completed in 2016-17 and thereafter, the following conversion will apply:

A = 95

B = 85

C = 75

D = 65

F = 50

If the transcript indicates that the student has earned a passing grade in any course with a numerical average lower than 60, the grade will be recorded as a "P" on the transcript. ~~the average will be converted to a 65 numerical grade.~~

If the transcript indicates that the student has earned a failing grade in any course in which he or she has a numerical average of 60 or above, the grade will be recorded as an "NP" on the transcript.

If the transcript shows that the student has earned a grade of "P" (passing) or "F" (failing), 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" or the "F."

If no numerical average can be obtained from the sending institution, an earned credit will be awarded and the receiving school will ~~calculate the student's cumulative transfer GPA and the corresponding number equivalent will be assigned to replace the~~ enter a "P" on the transcript.

If no numerical average can be obtained from the sending institution on the "F," the ~~grade entered will be a 50~~ receiving school will enter an "NP" on the transcript.

The district will consider a student's transcript along with additional supporting evidence such as course syllabi, lesson plans, schedules, textbooks, or other instructional resources to validate course credits from home schools and non-accredited schools. The district can award an elective transfer credit in a content area for a course that does not match those approved by the state.

For international students, the district will attempt to gather as much course information from the sending school including course syllabi, standards, end of course assessment results, or other instructional resources to determine the course credits that are the best match.

The district will allow a student to audit a course for no grade. The student must obtain permission before taking the class and must agree to follow all school and classroom attendance, behavior, participation, and course requirements. The course will be marked for "no credit" and "not included in GPA" at the student level. Students should not take the end-of-course examination in an audited class.

End-of-Course Testing and the Credit Recovery Option

In courses requiring state end-of-course testing, the district will apply the mandatory 20 percent 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 as though they were taking the course for the first time and all requirements will apply.

Honors Courses

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.

The district may designate honors courses and give the assigned weighting under the following conditions:

- An honors course must have a curriculum that extends, accelerates, and enriches the College Preparatory (CP) course study in rigor, complexity, challenges, and creativity as outlined in the *Profile of the South Carolina Graduate*.

- Instructional practices for advanced learners must demonstrate appropriate differentiation that will enhance the delivery of instruction while strengthening the components outlined in the *Profile of the South Carolina Student*.

- Assessments must be aligned with the honors level curriculum and instructional best practices, to include pre-assessment, formative assessment, and summative assessment.

One-half of a quality point (.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. This is applicable even if the district does not offer the course being transferred.

Physical Education I, or any course that can be substituted for Physical Education I (e.g. Marching Band or ROTC), is not eligible to receive honors weight.

Transfer courses

Student transferring from schools not accredited under the regulations of the appropriate board of education of a state, regional accrediting agency, or by the U.S. Department of Education, including, but not limited to home school, private school, or out-of-state non-public school students, will have the opportunity to provide evidence of work to be considered for honors weighting when transferring to a public school. The district will evaluate evidence provided by the parent/legal guardian or student before transcribing the course at honors weight. The receiving school may use the South Carolina Honors Framework criteria to evaluate such evidence and will make the final decision on whether to award the honors weighting.

Advanced Learning Opportunities (ALO): Advanced Placement (AP), ~~and~~ International Baccalaureate (IB), and Advanced International Certificate of Education Courses

The following criteria apply to the ~~College Board's AP courses and to IB~~ all ALO 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:

- Only ~~AP or IB~~ ALO courses can be awarded a full quality point above the CP weighting. Seminar or support courses for ~~AP or IB~~ ALOs may be weighted as honors but not as ~~AP or IB~~ ALO courses. Quality points awarded to AOL courses cannot be changed based on participation or non-participation in an AOL standardized final examination (i.e. AP examination).
- An ~~AP~~ ALO course can carry only one quality point above the CP weighting.
- An ALO course that requires a minimum of 240 hours of instruction may receive one quality point of weighting per course (i.e. two weighted credits).
- ~~A standard-level (SL) IB course can carry only one quality point weighting per course. However, two quality points of IB credit can be granted for higher-level (HL) courses in the IB program that require a minimum of 240 hours of instruction.~~

Dual Credit Courses

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 principal or his/her designee to earn both Carnegie units and credit for those particular courses. One quality point will be added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees, associate degrees, or certification programs that lead to an industry credential offered by accredited institutions. Dual credit courses are not to exceed four per year. Courses must be taken during the regular school day (8:00 a.m. – 3:30 p.m.) during the academic year (August – May). Tuition and other costs are the responsibility of the individual student or his/her parent/legal guardian. Dual credit courses will be counted in the term the course is completed.

College remediation and orientation classes for dual credit will be weighted as CP.

All dual credit courses earned in South Carolina should be transcribed with the 1.0 quality point weight when the student transfers to a new school. Dual credit courses earned out of state may or may not carry quality point weightings. When a student transfers, the weight applied at the sending institution according to that state's regulations will be applied to the student's transcript. The district will not change the weight of a dual credit course to match South Carolina's process.

Grade Point Averages (GPA)

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/junior high school level.

As applicable, the district will recalculate GPAs already earned by students based on the three-decimal-point scale as outlined in this administrative rule.

Grade point averages will be figured uniformly in all 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 be rounded to the third decimal place as outlined in the state's uniform grading policy. All diploma candidates are included in the ranking.

$$\text{GPA} = \frac{\text{sum (quality points x units)}}{\text{sum of units attempted}}$$

The board will establish the criteria for determining honor graduates and distinguished honor graduates 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.

Course Withdrawals

With the first day of enrollment as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or 10 days in a 180-day course will do so without penalty.

Students who withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course, or 10 days in a 180-day course will be assigned a WF ~~and the F~~ (as a 50) and the WF will be calculated in the student's overall grade point average.

The three, five, and 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. Students who withdraw with administrative approval will be given a WP. The district will establish withdrawal limitations for distance learning courses.

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:

- 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.
- The student will receive a WF if he/she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 50.

If a student fails a course due to excessive absences and is unable to successfully make up the work or demonstrate proficiency in the course, the school will record an FA (Failure due to Absences) on his/her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 50.

Retaking Courses

Students in grades nine through 12 may retake a course at the same level of difficulty if they earned a D, P, NO, WP, FA, or F in that course. If the same level course is not accessible, the course may be retaken at a different level of rigor. The student's transcript will reflect all courses taken and the grades earned. However, only one course attempt and the highest grade earned for the course will be calculated in the GPA.

The student may retake the course either during the current school year or during the next school year but no later than the next school 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 administration to do so).

A student who has taken a course for a Carnegie unit prior to his/her ninth grade year may retake that course at the same level of difficulty regardless of the grade earned. A student who retakes a high school credit course from middle school must complete it before the beginning of the second year of high school. In this case, although all attempts for credit must remain on the transcript, only the highest grade will be used in figuring the student's GPA.

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