

## GRADING/ASSESSMENT SYSTEMS

Code **IKA-R** Issued **11/17**

The primary purpose of grading is to keep parents/legal guardians and students fully informed of a student's progress and to provide continuous and accurate records of each student's achievement for use in instruction. Grading is not to be influenced by pressure from parents/legal guardians. It is not to be used as a weapon for disciplinary purposes.

### Grading Scales

#### *Elementary/Intermediate/Middle schools (grades kindergarten through eight)*

Letter, number and standards based assessments will be used for report cards in the elementary, intermediate, and middle school grades based on the following scale:

Kindergarten (four and five-year-old) and first grade will use standards-based progress reports.

Second grade will use a combination of letter/number grades and standards-based progress reports.

Grade three through six will use the following:

<b>Letter Grade</b>	<b>Numerical Average</b>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
U	59 and below
I	Incomplete

Grades seven and eight will use the following:

<b>Letter Grade</b>	<b>Numerical Average</b>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

Where alternative assessments are being utilized, special administrative permission may be given for alternative forms of reporting to parents/legal guardians.

Those students placed in below grade level groups will receive actual grade earned. However, the fact that the child is performing below grade level **MUST** be clearly stated during each reporting period. This information must be communicated to the parents/legal guardians on all report cards, interim reports and during all conferences.

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*High school (grades nine through 12)*

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

<b>Letter Grade</b>	<b>Numerical Average</b>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

## State Uniform Grading Scale (Grades Nine through 12)

*Carnegie-bearing courses*

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

<b>South Carolina Uniform Grading Scale Conversions</b>				
<b>Numerical Average</b>	<b>Letter Grade</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP/IB/Dual Credit</b>
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100

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<b>South Carolina Uniform Grading Scale Conversions</b>				
<b>Numerical Average</b>	<b>Letter Grade</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP/IB/Dual Credit</b>
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
50	WF	0.000	0.000	0.000
50	FA	0.000	0.000	0.000
-	WP	0.000	0.000	0.000

### 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 following equivalents will be used to transfer the grades into the student's record:

- 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 average will be converted to a 65 numerical grade.

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."

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If no numerical average can be obtained from the sending institution, the receiving school will calculate the student's cumulative transfer GPA and the corresponding number equivalent will be assigned to replace the "P."

If no numerical average can be obtained from the sending institution on the "F," the grade entered will be a 50.

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 homeschooled students.

For international students, the district will attempt to gather as much course information as possible 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.

### **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:

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.

### **Advanced Placement (AP) and International Baccalaureate (IB) Courses**

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

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

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- A standard-level (SL) IB course can carry only one quality point. 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 home school 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.

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 not be rounded to a higher number~~ 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 determine the criteria for determining honor graduates, to include valedictorian or salutatorian, and may establish earlier cutoffs (e.g., the seventh semester of high school, the third nine weeks of the senior year) when determining a rank for any local purpose. However, class rank for LIFE Scholarships is determined at the conclusion of the spring semester of the senior year.

### 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) 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

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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, the school may record an FA 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 or F in that course. 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 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, only the retake grade will be used in figuring the student's GPA.

### Academic Honors\*

Students graduating early will be ranked as members of the senior class.

Byrnes High School will identify a valedictorian, a salutatorian, marshals, honor graduates, and highest rank in each class as follows:

- *Valedictorian* - the student who has the highest class rank in the graduation class after the interim of the eighth semester.
- *Salutatorian* - the student who has the second highest class rank in the graduation class after the interim of the eighth semester.
- *Marshals* - the 20 juniors who have the highest class rank at the interim of the sixth semester.
- *Honor graduates* - the top 10 percent of the senior class at the interim of the eighth semester.
- *Highest rank in each class (for recognition at graduation)* - the highest ranking students in 9th, 10th and 11th grades at the interim of the current semester. (The interim grades will be used as the projected end-of-course grades.)

## **PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION**

Code **KDB** Issued **5/13**

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The board is a public body and its meetings and records are a matter of public record except as such meetings and records pertain to classified matters as provided by law.

The official minutes of the board, its written policies, and its financial records will be open for inspection at the superintendent's office. Any citizen may examine these documents during the hours when the office of the superintendent is open. However, no district employee will release records pertaining to individual students or staff members for inspection by the public or any unauthorized persons.

### **Information Requests**

When an individual makes an information request to the district as provided by the South Carolina Freedom of Information Act (FOIA), the district will adhere to established procedures for processing, responding to, and fulfilling the request. All such requests must be made in writing to **the superintendent**. Certain records will be exempted from disclosure and/or redacted as permitted under state and federal law.

The schedule of fees for fulfilling requests will be posted on the district's website. A deposit of up to 25 percent of the reasonably anticipated costs for reproduction of any associated records may be required prior to processing the request. The full and actual costs of the response to an information request will be paid at the time the records are produced.

Adopted ^

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### Legal references:

- A. S.C. Code, 1976, as amended:
  - 1. Section 30-4-10, *et seq.* - South Carolina Freedom of Information Act.

**District Five Schools of Spartanburg County  
Schedule of Fees for Public Records  
South Carolina Freedom of Information Act (§ 30-4-30(B))**

A reasonable fee not to exceed the actual cost ~~will~~ may be charged for the search, retrieval, and, when appropriate, redaction of records produced in response to a request for public records under the South Carolina Freedom of Information Act ("FOIA"). Additionally, copies will be charged at a cost not to exceed the prevailing commercial rate for the producing of copies. In certain cases, particularly FOIA requests in which a large number of records or confidential information is requested, a deposit not exceeding 25% of the total estimated fee will be required prior to commencing the retrieval and production of records.

Reasonable efforts will be made to produce records at the lowest possible cost, and the following fee schedule will apply:

- Copying costs will be charged at a commercially reasonable rate of \$0.10 per page, and, the fee for non-standard size documents, such as architectural plans or property plats, will be individually determined at the time of copying based on actual copying cost.
- Search, retrieval, and redaction costs of records will be charged at the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the search, retrieval, and, if appropriate, redaction. Records requests involving specialized, technical, or confidential information, or otherwise requiring redaction, will in many cases require an employee with a higher salary to perform the search, retrieval, and/or redaction. The fee rate, accordingly, will vary based on the nature of the records requested, depending on the necessary skill and training level necessary. However, the current minimum applicable fee rate is \$20 per hour. Employee time will be billed based on 1/4 hour increments.

The fee schedule may vary from time to time as hourly wages, salaries, and commercially reasonable copying costs change.

Fees will not be charged for examination and review of documents to determine if the documents are subject to disclosure. Additionally, copying costs will not be charged for copies of records that are transmitted in electronic format, although if requested records are not already in electronic format, fees will be charged for staff time required to transfer the documents to electronic format.

Effective: September 1, 2017