

# Student Services Policies and Procedures

## New Student Enrollment

Required registration documents:

1. Child's state-issued birth certificate (not a hospital copy)
2. Child's SC Immunization
3. Proof of Pickens County Residence: To establish proof of residence, you must have one of the following documents: electricity bill, gas bill, water bill, cable/satellite bill. The bill must be current, must be in the legal parent's/guardian's name, and must show the service address  
\*If none of these documents are available in the legal parent/guardian name, then an Affidavit of Residence is required.
4. If custody is involved, a copy of the custody papers must be presented.
5. The child must be accompanied by the legal parent/guardian to enroll.

## Withdrawal Procedures

1. The legal parent/guardian must come to the guidance office to sign the official withdrawal papers.
2. The student must turn in all textbooks and library books to the guidance office. Guidance personnel will check to make sure no debts are owed to lunchroom or media center. The student must turn in his/her ID badge.
3. If the student is cleared, paperwork can be given to the student. This would be a copy of the withdrawal form, copy of the student's schedule, and a copy of immunization.
4. An official request for records must be received from the school the student is attending before any records will be forwarded. Requests may be faxed attention to Registrar at 864-898-5611.

## Resources/Websites

1. EEDA Law: [www.scstatehouse.net/sess116\\_2005-2006/bills/3155.htm](http://www.scstatehouse.net/sess116_2005-2006/bills/3155.htm)
2. SDE EEDA Guidelines: [www.sc.gov/agency/offices/cate/documents/EEDAGuidelines.pdf](http://www.sc.gov/agency/offices/cate/documents/EEDAGuidelines.pdf)
3. SDE Guidance website: [www.ed.sc.gov/agency/offices/ssys/youth\\_services/guidance/](http://www.ed.sc.gov/agency/offices/ssys/youth_services/guidance/)
4. Career Guidance: [www.ed.sc.gov/topics/careerandtech/cg/](http://www.ed.sc.gov/topics/careerandtech/cg/)
5. [www.knowitall.org/educatorplus](http://www.knowitall.org/educatorplus)
6. State Board regulations: [www.ed.sc.gov/agency/stateboard/regs/index.htm](http://www.ed.sc.gov/agency/stateboard/regs/index.htm)
7. Virtual High School: [www.blackboard.myschools.com](http://www.blackboard.myschools.com)
8. Southern Regional College Board: [www.collegeboard.com](http://www.collegeboard.com)
9. IGP Conferences: [www.teachscpathways.org/IGP's](http://www.teachscpathways.org/IGP's)

10. [www.yourchildscareer.org/](http://www.yourchildscareer.org/)
11. [www.scois.net](http://www.scois.net)
12. [www.kuder.com](http://www.kuder.com)
13. [www.fastweb.com](http://www.fastweb.com)

### **Assessments**

1. **HSAP** – Federal law mandates that students pass an exit examination prior to being awarded a high school diploma. In South Carolina, students meet this requirement by taking and passing the SC High School Assessment Program (HSAP). The test, taken over a three day period, consists of English language arts (ELA) and mathematics sections. The format includes multiple choice, short answer and essay. Students who are unable to pass both sections will have multiple opportunities to meet the requirement prior to graduation. English and mathematics sections have four achievement levels: 1,2,3 and 4. Students must score at level 2 or higher on each test to meet the graduation requirements. All students in their 2<sup>nd</sup> year of high school will take the HSAP for the first time in the spring of that year. The HSAP will also be administered in October to all students who have failed to pass both sections at prior attempts, as well as students who have moved to SC from out of state.
2. **Admissions Tests:**
  - 4-year colleges

SAT & ACT: The SAT & ACT are required college entrance examinations for students who plan to attend a 4 year college. Colleges accept either the SAT or the ACT. Some differences between the SAT and ACT are as follows: the ACT is an achievement test similar to the HSAP & PACT. The SAT is a reasoning test requiring critical thinking skills similar to the PSAT. Students are strongly encouraged to take both tests.

- 2-year technical colleges

COMPASS & ASSET: SAT/ACT is not required for tech school. Most technical colleges have an admissions test that is specific for their school. These tests are not pass/fail examinations. They are simply college placement tests.

- Military

ASVAB: The ASVAB is the military's required admissions test. The ASVAB helps students explore their readiness for a military training program.

## South Carolina Uniform Grading Policy

### Grade Point Conversion Chart

#### South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500

### South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0–61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

## Computing Grade Point Averages

GPA's already earned by students will be recalculated on the basis of the revised policy's three-decimal-point scale. All South Carolina public schools will use the following formula to compute all GPA's:

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

sum of units attempted

### STUDENT EXAMPLE

Course Taken	Numerical Average	Quality Points	Unit
English 1	91	3.750	1
Algebra 1	87	3.250	1
Physical Science	94	4.125	1
World Geography, Honors	83	3.250	1
Physical Education	92	3.875	.5
French 1	84	2.875	1

### COMPUTATION

Quality Points		Units		
3.750	x	1.0	=	3.750
3.250	x	1.0	=	3.250
4.125	x	1.0	=	4.125
3.250	x	1.0	=	3.250
3.875	x	.5	=	1.9375
2.875	x	1.0	=	2.875

sum of units attempted = 5.5      19.1875      ç sum of quality points x units

sum of quality points x units

divided by sum of units attempted =  $19.1875 \div 5.5 = \mathbf{3.488636}$  ç student's GPA

Computations will not be rounded to a higher number.

The establishment of criteria for determining honors graduates, including the valedictorian or salutatorian, is a local decision. Local boards may establish earlier cutoffs (e.g., the seventh semester of high school, the third nine weeks of the senior year) when ranking students for any local purpose. However, class rank for LIFE Scholarships is determined at the conclusion of the spring semester of the senior year.

## **Edgenuity**

### 1. Credit Recovery Edgenuity:

\*Students who failed a core class last year are able to do Credit Recovery Edgenuity.

\*Students will be given nine weeks to complete the Edgenuity.

\*Upon completion, the student's grade will be changed in the computer up to a 77.

\*The students who are doing Recovery Edgenuity will be scheduled in the next class in progression at the same time they are doing the recovery. Example: If a student failed Physical Science last year, the student will be scheduled for Biology this year and will do recovery for Physical Science.

### 2. Initial Credit Edgenuity:

\*These students will have access to Edgenuity.

\*These students will have to complete the entire curriculum for the chosen class.

\* These students must have permission from Mr. Lawson and Sharon Huff at the district office before beginning any Edgenuity course for initial credit.