

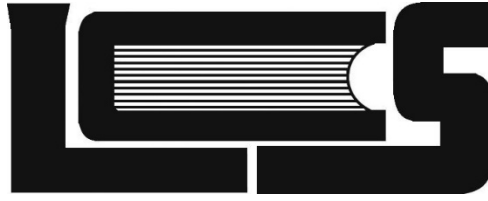
**2014-2015**

**Leon County Schools**

# **Student Progression Plan**



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## STATUTORY REQUIREMENTS

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The purpose of this document, the Student Progression Plan for Leon District Schools, is to present to school personnel, parents, students, and other interested citizens, the School Board adopted policies to implement state and local student progression requirements.

The 1976 Florida State Legislature passed into law the Educational Accountability Act of 1976, which includes the statutory requirement that each school district in the State of Florida establish a comprehensive program for student progression. The act specifically requires that each district school board shall establish a comprehensive program for student progression, which will be based upon an evaluation of each student's performance, including how well the minimum performance standards, approved by the state board, are mastered.

The district program for student progression shall be based upon local goals and objectives, which are compatible with the State's plan for education. Particular emphasis, however, shall be placed upon the student's mastery of the basic skills, especially reading, before they are promoted. Other pertinent factors considered by the teacher before recommending a student progress from one grade to another shall be prescribed by the district school board in its rules.

Each district school board shall establish standards for graduation to include state requirements. Such standards shall include criteria that emphasizes student reading proficiency in kindergarten through grade 3 and provide targeted instructional support for students with identified deficiencies in English language arts, mathematics, science, and social studies. High schools shall use all available assessment results, including the results of statewide, standardized English Language Arts assessments and end-of-course assessments for Algebra I and Geometry, to advise students of any identified deficiencies and to provide appropriate postsecondary preparatory instruction before high school. Based on these standards, each district shall provide for the awarding of certificates of completion and may provide for differentiated diplomas to correspond with the varying achievement levels or competencies of its secondary students.

The 2003 Legislature enacted § 1008.25, Fla. Stat., changing the name of this document from Pupil Progression to Student Progression Plan and requiring more stringent student performance for promotion and greater communication with parents regarding progress, including the publication of annual reports in the local newspaper.

**NOTE: Pursuant to HB 7069, 2015: Until such time as an independent verification of the psychometric validity of the statewide, standardized assessments first implemented in 2014-2015 is provided, for purposes of grade 3 English Language Arts student performance pursuant to § 1008.25(5), Fla. Stat., and high school graduation requirements pursuant to § 1003.4282, Fla. Stat., student performance on the 2014-2015 statewide, standardized assessments shall be linked to 2013-2014 student performance expectations. Students who score in the bottom quintile on the 2014-2015 grade 3 English Language Arts assessment shall be identified as students at risk of retention. School districts must notify parents of such students, provide evidence as outlined in § 1008.25(6)(b), Fla. Stat., and provide the appropriate intervention and support services for student success in grade 4.**

**Summary Substantive Changes  
to the  
2014/2015 Student Progression Plan**

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**K-12 General Guidelines**

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**Progression of Students**

Statewide Assessment Program

Adds references to the new Florida Standards and the Florida Standards Assessment (FSA) test

**Annual Reporting**

Public Notice

New section adding the data from the annual Student Progression Report for the most current completed school year.

**Elementary Education**

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**Program of Study**

Adds chart showing areas of study for each elementary grade level.

**State Standards**

Adds language introducing the change over to the new Florida Standards.

Language defining which subjects fall under the Next Generation Sunshine States Standards and which subjects fall under the Florida Standards

**Regular Promotion**

Updates language to current State Statutes and clarifies the promotion requirements for elementary grade students.

**Grade Level Promotional Standards**

Changes standards references from Next Generation Sunshine States Standards to the new Florida Standards for grades K-5.

**Mandatory Retention Third Grade (§ 1008.25, Fla. Stat.)**

**Good Cause Exemptions**

Adds new third grade promotion exemption (

Exemption 6. Students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. A student may not be retained more than once in grade 3

**Grading Scales**

Changes references from Next Generation Sunshine States Standards to the new Florida Standards

**Middle School**

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**Program of Study**

**Middle School Instruction and State Standards**

Updates language to reflect current State Statutes

**Performance Standards**

**Promotion Requirements**

Updates Promotion Requirements language to reflect current State Statutes

## **High School**

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### **Program of Study And State Standards**

Updates language to reflect current State Statues

### **General Requirements for High School Graduation**

#### **High School Testing/Graduation Requirements by 9th Grade Year of Entry**

Adds language to update all 9<sup>th</sup> grade cohort graduation requirements to current State Statutes and adds the 2014-15 9<sup>th</sup> grade cohort requirements.

### **High School Graduation Options**

Adds and defines the three Florida standard diploma options

- 24-credit Standard diploma
- 24 credit Scholar designation diploma
- 24 credit Merit designation diploma.

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## K-12 GENERAL GUIDELINES

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### I. ENROLLMENT

#### A. School of Enrollment

School of Enrollment is the school in which a student is officially enrolled in at least one course during the current school year. Enrollment begins on the first day the student attends school for educational purposes and is placed in the appropriate class(es) and/or program. School of enrollment is designated as the primary school for participation in athletic programs, commencement exercises and other extra-curricular activities.

#### B. Kindergarten Age Requirement

Children who have attained the age of five years on or before September 1 of the school year are eligible for admission to public kindergarten during that school year (§ 1003.21(1)(a)2), Fla. Stat.).

#### C. First Grade Age Requirement

First grade enrollment is limited to students who turn six years old on or before September 1, who have successfully completed kindergarten, and out-of-state students who turn six years old after September 1 who meet the age requirement for public kindergarten admission from the transferring state, and who have successfully completed kindergarten (§ 1003.21(1) (a)1), Fla. Stat.).

#### D. Termination of School Enrollment

A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond that date and may file a formal declaration of intent to terminate school enrollment. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's potential earning power and must be signed by the student and the student's parent.

The following steps must also be taken:

- The school district shall notify the student's parent of receipt of the student's declaration intent to terminate school enrollment.
- The student's guidance counselor or other school personnel shall conduct an exit interview with the student to determine the reason for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school.
- The student shall be informed of opportunities to continue his/her education in a different environment, including, but not limited to, adult education and GED test preparation.
- The student shall complete a survey in a format prescribed by the Department of Education to provide data on the student's reasons for terminating enrollment and actions taken by the school to keep student enrolled (§ 1003.21(1)(c), Fla. Stat.).

#### E. Maximum Age of Enrollment

1. All Leon County Schools' students shall be eligible for enrollment in the appropriate general education program authorized by Leon County Schools and the State of Florida except under ANY of the following conditions:

- a. The student has received a high school diploma or its equivalent.
- b. The student has attained the age of 20 by September 1.

No student shall be permitted to attend the regular high school program after attaining the age of 20. Those who attain the age of 20 during a school year may complete the school year. For students with disabilities who have not graduated with a standard diploma, the district provides services until the end of the semester in which the student turns 22 years of age.

- c. The student is 18 years of age or older and cannot meet regular graduation requirements by the end of the school year in which they attain the age of 20. Such persons shall be afforded an

- opportunity to pursue a high school diploma through the Adult Education or General Educational Development (GED) programs of the District.
- d. Principals may refuse enrollment in the regular high school program if the student has:
    - i. a documented history of disruptive behavior in the school setting and who has attained the age of 18 years; or
    - ii. previously dropped out of or discontinued enrollment in a regular high school program and has attained the age of 18 years.
    - iii. Students may be afforded an opportunity to pursue a high school diploma through the Adult Education or GED programs of the District.
  2. Students attending a Department of Juvenile Justice program or a contracted program with Leon County Schools may be exempt from the requirements for maximum age of enrollment. Once a student has exited the program, they are no longer exempt.

#### **F. Enrollment Appeal Process**

- If a parent/guardian or student wishes to contest the recommendation of the principal, a written statement specifying the basis for the disagreement must be submitted to the office of Curriculum Services within ten (10) working days of receipt of the principal's decision. The statement must not contain new matters that were not presented in the original request. The appeal will be evaluated by a committee established by the Superintendent to review such matters.
- If a parent/guardian or student wishes to contest the recommendation of the committee, a written appeal may be submitted to the Superintendent within ten (10) working days of notification. The decision of the Superintendent is final.

## **II. ADMISSION**

### **A. Evidence of residence within school district**

The residence of a student is defined as the primary residence of the student's parent/guardian or of either parent when custody is mutually agreed upon and shared. Proof of residence must be provided at both initial enrollment and upon promotion to the next level (from elementary to middle school or from middle to high school).

Reasonable proof of the residence must include one item from each of the following categories:

Category 1	Mortgage deed, Lease/Rental Agreement, Homestead Exemption, or Property Tax Record
Category 2	Driver's License, Voter Registration Card, Utility Bill, or Insurance Bill

All submitted documents, addresses, and changes of address are subject to verification by the School Board.

### **B. Evidence of Birth Date**

If the first prescribed evidence is not available, the next evidence obtainable in the order below may be accepted.

1. A transcript of birth record filed according to law;
2. A certificate of baptism showing the date of birth and place of baptism signed by the parent;
3. An life insurance policy on the child (at least 2 years old);
4. A Bible record of the child's birth accompanied by an affidavit sworn to by the parent;
5. A passport or certificate of arrival in the United States showing the age of the child;
6. A transcript of record of age shown in the child's school records (at least 4 years prior to application);
7. If none of the above evidences can be produced, the parent can submit a sworn affidavit of age, accompanied by a certificate of age signed by a public health officer or public school physician.

8. If neither of these is available, a licensed practicing physician, designated by the school board, may issue a certificate stating that a health officer or physician has examined the child and believes that the age as stated in the parent's affidavit is correct.

A homeless child, as defined by § 1003.02, Fla. Stat., shall be given temporary exemption from this requirement for 30 school days.

### **C. Evidence of Immunization**

All students (Pre K – 12), including Florida transfers who enroll in Leon County public schools, are required to have an up-to-date certificate of immunization prior to enrollment. Without this documentation, the student will not be allowed to attend school. This includes:

**DPT** (Diphtheria): Five doses, unless the 4th primary dose was administered on or after the 4th birthday then only four doses are required.

**POLIO** (TOPV): Four doses, unless the 3rd primary dose was administered on or after the 4th birthday, then only three doses are required.

**MEASLES, MUMPS & RUBELLA** (MMR): (Grades K-4) two doses are required for measles, one dose required for mumps and rubella. If MMR is combined, a second dose is required prior to kindergarten entrance.

**VARICELLA** (or proof of documentation of chicken pox): Pre-K and Kindergarten and each subsequent year the next highest grade will be included in the requirement (2006-2007 includes 5th grade).

**HIB** (Haemophilus Influenza): At least one dose between the ages of 2 months and 59 months.

**HEPATITIS B**: Pre-Kindergarten through 12th grade requires a Hepatitis B Series. 6th – 12th grade requires Hepatitis B Series, TB Booster, and second MMR, if not previously immunized.

**MENINGOCOCCAL VACCINE** (MCV4): Recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry.

Religious exemptions are allowed. They may be obtained at a Health Department clinic. Students may enter school on Temporary Medical Exemption (DOH 680-Part B; DOE Code 2) provided the expiration date has not passed. Students will be excluded from school if they do not comply with immunization laws.

### **D. Evidence of a Medical Examination**

Upon initial enrollment into a Florida school, students must present certification of a school-entry health examination performed within 1 year prior to enrollment. Physicals completed out-of-county or state are acceptable. Any child shall be exempt from the requirement of a health examination upon written request of the parent of the child stating objection to the examination on religious grounds (§ 1003.22(1), Fla. Stat.).

## **III. GRADE PLACEMENT (TRANSFER)**

### **A. Underage In-State Transfers from Nonpublic Schools to Kindergarten**

Students transferring from a nonpublic Florida kindergarten to Leon County Schools must meet the Florida age requirements for entry age to kindergarten as stated in §1003.21, Fla. Stat.

### **B. Underage In-State Transfers from Public & Nonpublic Schools to First Grade**

Children entering the first grade in Leon County Schools for the first time must comply with §1003.21, Fla. Stat. Any child who has attained the age of six (6) years old, on or before September 1, and has written documentation of satisfactory completion of kindergarten from a public or nonpublic school from which the district accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the district's student progression plan. Students not meeting the above requirements will be enrolled in kindergarten.

### **C. Underage Out-of-State Transfers to Kindergarten and First Grade from Public and Nonpublic Schools**

Entry into kindergarten and first grade by out-of-state transfer students who do not meet regular age requirements for admission to Florida public schools shall be in accordance with Fla. Admin. Code R. 6A-1.0985, which states:

1. Any student who transfers from an out-of-state public school shall be admitted upon presentation of the following information:
  - a. Official documentation from the parent(s) or guardian(s) that the child was a legal resident of the state in which he or she was previously enrolled in school;
  - b. An official letter or transcript from a proper school authority which shows record of attendance, academic information, and grade placement of the student;
  - c. Evidence of immunization against communicable diseases as required in §1003.22, Fla. Stat.;
  - d. Evidence of date of birth; and
  - e. Evidence of a medical examination completed within the last 12 months.
2. Any student who transfers from an out-of-state nonpublic school may be admitted if the student meets the age requirement for public schools within the state from which the student is transferring, and if the transfer of the student's academic credit is acceptable under the rules of Leon County Schools. Transfer students must provide the required information as stated above in subsection (1)(a) through (e).
3. Any student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he or she is transferring, and if the transfer of the student's academic credit is acceptable under the rules of the school board. Prior to admission, the parent or guardian must also provide the data required in subsection 1 (a) through (e) above.

### **D. All Transfer Students (K-12)**

Grade placement of all transfer students, including those enrolled in home education programs, shall be on a probationary basis until transfer work is validated using official evidence of student achievement or competence available to the school principal or designee. Grade placement of students transferring from home education will be determined by age, portfolio, annual evaluation, and other pertinent material furnished through the home education program. The grade placement of students transferring from other countries, states, counties, or private schools will be determined by the principal or designee of the receiving school based on placement tests, age, and previous school records, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

The results of competency tests may be used to assist in the grade placement determination. Academic performance of the transfer student on screening and placement tests and in the classroom shall be considered in making the final decision. The principal or designee of each school will make the final placement decision based on the grade level at which the student can academically perform best, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

### **E. Foreign Students**

Any student entering the public school system from outside the United States will be placed by a combination of the following criteria:

1. age appropriateness
2. previous school experience
3. academic proficiency

Each foreign student with educational documentation will receive a recommended grade placement after an evaluation of the student's educational records has been made. The family is responsible for providing

a certified English translation of all records. Adjustments to these recommended placements may be made by the school principal in accordance with relevant State Board of Education rules. Students who do not meet regular age requirements for entering kindergarten in Florida but who have attended kindergarten in their native county must have an official letter or transcript from the proper school authority, which shows record of attendance, academic information, and grade placement.

#### **F. English Language Learners**

Age appropriateness, parent input, review of records/assessments, and other pertinent data available are all considerations used when determining the proper academic placement of students. Initial determination of student's academic skills or performance is done based on a parent/guardian/student comprehensive interview and academic records available. ELL student may need more review than English proficient students in order to develop an appropriate instructional plan. Each school must document the prior school experiences of new students by means of school records and transcripts. Telephone calls and other means of communication to the student's previous school to request records will be made. Such experiences must be taken into account in planning and providing age appropriate instruction. In order to effectively place ELL students, their academic abilities must be determined exclusive of their lack of English proficiency. Grading systems and grade levels may differ from systems in the United States. Comprehensive parent/guardian/student interviews, teacher made tests, tests of academic abilities administered in the student's home language or other forms of informal assessment may be used to determine the appropriate grade level and class placements. The ELL Committee may be reconvened at any time after a student has been served for a semester to review and make recommendations for appropriate modifications. (Fla. Admin. Code R. 6A-6.0902)

#### **G. Interstate Compact on Educational Opportunity for Military Children and Assistance to Transitioning Students from Military Families (§ 1003, Fla. Stat.)**

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents.

This compact applies to the children of:

- Active-duty members of the uniformed services, including members of the National Guard and Reserve on active-duty orders pursuant to § 1209 & § 1211, 10 U.S.C.
- Members of veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.

The compact does not apply to the children of:

- Inactive members of the National Guard and military reserves;
- Members of the uniformed services now retired,
- Veterans of the uniformed services;
- Other United States Department of Defense personnel, other federal agency civilian, and contract employees not defined as active-duty members of the uniformed services.

#### **H. Educational Records and Enrollment**

If a child's official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, that school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon



receipt of the request, the school in the sending state shall process and furnish the official education records to the school in the receiving state within 10 days or within such time as is reasonably determined under the rules adopted by the Interstate Commission.

Districts must give 30 days from the date of enrollment or within such time as is reasonably determined under the rules adopted by the Interstate Commission for students to obtain any immunization or a series of immunizations required by the receiving school.

Students shall be allowed to continue their enrollment at grade level commensurate with their grade level (including kindergarten) from a local education agency in the sending state at the time of transition, regardless of age.

## **I. Placement**

If a student transfers before or during the school year, the receiving school shall initially honor placement in courses based on the student's enrollment in the sending school if the courses are offered. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, vocational, technical, and career pathways courses.

The receiving school is not precluded from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses. The receiving school must initially honor placement of the student in educational programs such as Gifted and Talented and English as a Second Language based on current educational assessments conducted at the sending school.

At the beginning of each school year, parents of students in or entering high school will be notified of the opportunity and benefits of Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Dual Enrollment, and Florida Virtual School courses.

Dependent children of active-duty military personnel who otherwise meet the eligibility criteria for special academic programs offered through public schools shall be given first preference for admission for such programs even if the program is being offered through a public school other than the school to which the student would be assigned. If the program is offered through a public school other than the school to which the student would be assigned, the parent or guardian of the student must assume responsibility for transporting the student to that school. For purposes of this subsection, special academic programs include magnet schools, advanced studies programs, Advanced Placement, Dual Enrollment, Advanced International Certificate of Education, and International Baccalaureate.

## **IV. ATTENDANCE**

Regular attendance provides students the opportunity to master required skills at each grade level. Each public K-12 student must remain in attendance throughout the school year, unless excused by the school for illness or other good cause, and must comply fully with the school's code of conduct. Types of absences listed as excused absences are considered to be "good cause. Therefore, with the goal of promoting student success, the Leon County School Board has adopted a uniform attendance policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators. It is the goal of the Leon County Schools that the parent of each public K-12 student comply with the school's reasonable and time-acceptable parental involvement requests (§ 1003.04, Fla. Stat.).

### **A. Parent Responsibility**

Florida law (§ 1003.24, Fla. Stat.) requires each parent of a child from five to sixteen years of age to be accountable for their child's school attendance and holds parents responsible for providing an explanation for any absence from school.

Students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent to terminate school enrollment is filed with the district school board by the student or parent/legal guardian of a student who is less than 18 years of age.

If a student has unauthorized absences sufficient enough to jeopardize academic progress and it is determined that the student's parent or legal guardian is at fault for the absence, in accordance with §

1003.24, Fla. Stat., the procedures under § 1003.26 & § 1003.27, Fla. Stat., shall be followed by the appropriate school personnel.

## **B. Absences**

Absence is nonattendance of a student at school or in an approved educational activity/field trip or program on days when school is in session. Absence occurs when a student is not physically present at school or not participating in an approved school activity as defined under the compulsory school law. Students shall be counted absent and shall not be recorded as in attendance on that day.

### **1. Excused Absences**

The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator, financial and certain other special circumstances or insurmountable conditions. A student with an excused absence is not subject to any disciplinary or academic penalties.

Parents may request and be granted permission for absence of a student from school for religious instruction or religious holidays (§ 1003.21(2)(b), Fla. Stat.).

### **2. Unexcused Absences**

An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties.

#### **a. Elementary/Middle**

Unexcused absenteeism sufficient enough to jeopardize academic progress at the elementary and middle school levels is defined as a student being absent without an acceptable reason five (5) times in a calendar month or ten (10) times in a 90 day calendar period.

#### **b. High School**

For each class in which the student has four or more unexcused absence(s) a grade of "F" shall be assigned for that nine (9) week grading period (§ 1001.53, 1003.21-27, 1003.31, Fla. Stat., LCS Policy 3.03, Compulsory Attendance (12)(b)4).

## **C. Tardiness**

Tardiness is any arrival to school or class after the bell to begin has sounded without an approved excuse.

Leaving school early before the end of school also falls under this category.

### **1. Elementary/Middle**

Unless the reason for arriving late or leaving early is covered under Florida Statute, elementary and middle school students who are chronically tardy or leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) times in a 90 day calendar period will be subjected to action as dictated by § 1003.27, Fla. Stat.

If it is determined that the parent is the cause of the chronic tardiness or early check out without an acceptable excuse, then a referral shall be made to the State Attorney's Office. For the purposes of this policy, tardiness and early check out without an acceptable excuse are seen as a violation of § 1003.21, Fla. Stat. (compulsory attendance).

A parent or guardian may appeal an unexcused tardy or unexcused early check out if the parent or guardian has documented proof of a student's chronic illness as a reason for the tardiness or early check out.

### **2. High School**

A student who arrives to class over 10 minutes after the scheduled beginning time shall be recorded as late. Being "late" is equivalent to an unexcused absence.

A student with four (4) or more unexcused absences and/or lates shall be assigned a grade of "F" for the 9 week marking period for that class (LCS Policy 3.03 Compulsory Attendance (12)(d)6).

#### D. Truancy

Florida law (§ 1003.24, Fla. Stat.), requires each parent or guardian of a child from five to sixteen years of age to be accountable for their child's school attendance.

A student's primary teacher shall report to the principal or their designee if the student is exhibiting a pattern of non-attendance and is a potential habitual truant because:

1. at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or
2. ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-day calendar period. The following definitions apply with regard to truancy:

**Truant:** one who is not in attendance, with or without approval of the parent or other person having charge of the student, and whose absence has not been excused.

**Habitual Truant:** a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian.

If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Superintendent or their designee shall refer the case to the district staff and Child In Need of Services/Family In Need of Services (CINS/FINS) provider committee.

If the child has had more than fifteen (15) unexcused absences on a ninety (90) day calendar period the Superintendent or their designee may file a truancy petition pursuant to the Florida Statutory procedures (§ 984.151, Fla. Stat.) which may result in a court hearing.

#### V. MARRIED OR PREGNANT STUDENTS

Students who become or have become married and students who are pregnant shall not be prohibited from attending school. Married students and students who are parents shall receive the same educational instruction or its equivalent as other students but may voluntarily be assigned to a class or program suited to their special needs. Consistent with § 1003.54, Fla. Stat., pregnant or parenting teens may participate in a teenage parent program (§ 1003.21(1)(d), Fla. Stat.).

#### VI. PROGRESSION OF STUDENTS

The Leon County School Board, is dedicated to the total and continuous development of each student. The professional staff of the school system has the responsibility to develop administrative procedures to ensure the placement of each student in the subject, in the grade level, or in the special program best suited to meet the student's academic needs, with consideration given to social, emotional and physical development.

It is expected that all students will make progress annually and demonstrate appropriate reading ability sufficient to move to the next grade level or to graduate in a timely manner.

##### A. Multi-tiered Systems of Support (MTSS) (Problem Solving/Response to Intervention (PS/RtI)

The Leon County School District is committed to the implementation of a multi-tiered system of supports to integrate and align efforts to improve educational outcomes and meet the educational needs of all students. The district provides high quality intervention matched to student needs and uses learning rate and level of performance to inform instructional decisions, including decisions regarding promotion, acceleration, retention, and remediation. A Multi-Tiered System of Supports (MTSS) is a term used to describe an evidence-based model of schooling that uses data based problem solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate students (schools) at the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency.

A four-step problem-solving method and the systematic use of data at the district, school, grade, class, and individual level guide decisions about the allocation of resources and intensity of interventions needed to improve learning and/or behavior. Problem Solving/Response to Intervention (PS/RtI) is the practice of providing instruction and intervention matched to all student academic and behavioral needs

using learning rate over time and level of performance. PS/RtI uses a collaborative problem solving approach to make important educational decisions for all students in all tiers. It is a general education process and no one tier represents special education. PS/RtI is composed of three tiers:

**Tier 1:** Core Curriculum: All students, including students who require curricular enhancements for acceleration

**Tier 2:** Strategic Interventions: Students who need more support in addition to the core curriculum

**Tier 3:** Comprehensive and Intensive: Students who need individualized interventions

## **B. Statewide Assessment Program**

All students must participate in the statewide assessment tests required by § 1008.22, Fla. Stat. Each student who does not meet specific levels of performance as determined by the Leon County School Board in reading, writing, science, and mathematics for each grade level, or who does not meet specific levels of performance required by state assessments at selected grade levels, will be provided with additional diagnostic assessments to determine the nature of the student's difficulty and areas of academic need (§ 1008.22(b), Fla. Stat.).

The Florida Standards Assessment Test (FSA) measures a student's content knowledge and skills in reading, writing, and mathematics. The content knowledge and skills assessed by the FSA are aligned to the core curricular content established in the Florida Standards/Next Generation Sunshine State Standards (NGSSS). Other content areas are included as directed by the State Commissioner of Education. Comprehensive assessments of reading and mathematics are administered annually in grades 3 through 10. FCAT 2.0 Science will be administered at least once at the elementary, middle school levels. Beginning with the 2011-2012 school year, the administration of the FCAT 2.0 Science at the high school level was discontinued (§ 1008.22(3), Fla. Stat.).

Students entering 3rd grade in 2014-2015, who have only been taught using the Florida Standards since kindergarten, will be required to achieve a certain score on the 3rd grade ELA assessment in order to meet promotion requirements. The score will be determined in the spring, ensuring that students are appropriately identified for retention or promotion. Students not meeting these criteria may still meet promotion requirements through any one of seven good cause exemptions.

Middle grades students will not be tested on both the FSA mathematics and a mathematics EOC assessment. In accordance with §1008.22(3)(b)1, Fla. Stat., "Middle grades students enrolled in Algebra I, Geometry, or Biology I must take the statewide, standardized EOC assessment for those courses and shall not take the corresponding subject and grade-level statewide, standardized assessment."

Students entering 10th grade and/or taking Algebra 1 in 2014-2015 will be required to achieve a certain score on the respective 10th grade ELA test and the Algebra 1 assessment in order to meet graduation requirements. These students will continue to have the opportunity for retakes that all students have had before. Students who need to retake an assessment based on an FCAT 2.0 score will be able to retake the FCAT 2.0.

End of Course (EOC) assessments for a subject will be administered in addition to the comprehensive assessments required under § 1008.22, Fla. Stat. Students enrolled in a course, as specified in the course code directory, with an associated statewide, standardized EOC assessment must take the EOC assessment for such course and may not take the corresponding subject or grade-level statewide, standardized assessment pursuant to §1003.4156 and § 1003.4282, Fla. Stat., govern the use of statewide, standardized EOC assessment results for students. The content knowledge and skills assessed by EOC assessments are aligned to the core curricular content established in the Florida standards and the Next Generation Sunshine State Standards.

NOTE: Pursuant to HB 7069, 2015: Until such time as an independent verification of the psychometric validity of the statewide, standardized assessments first implemented in 2014-2015 is provided, for purposes of grade 3 English Language Arts student performance pursuant to § 1008.25(5), Fla. Stat., and high school graduation requirements pursuant to § 1003.4282, Fla. Stat., student performance on the

2014-2015 statewide, standardized assessments shall be linked to 2013-2014 student performance expectations. Students who score in the bottom quintile on the 2014-2015 grade 3 English Language Arts assessment shall be identified as students at risk of retention. School districts must notify parents of such students, provide evidence as outlined in § 1008.25(6)(b), Fla. Stat., and provide the appropriate intervention and support services for student success in grade 4.

### **C. Statewide Assessment Program for English Language Learners**

All ELL students are expected to participate in district and state assessments, to include FSA. However, if an ELL student has been receiving services in an ESOL program operated in accordance with an approved ELL Plan for less than one year, based on the date the student entered a United States School (DEUSS), and a majority of the student's ELL Committee determines that it is appropriate, a student may be given exemption status during the current FSA administration in FSA-ELA only. The ELL Committee must document the rationale for the exemption and mandate that CELLA be administered to the ELL student. DOE's determination is not a license to exempt all ELL students from the FSA-ELA. Instead, the principal and the ELL Committee in each school must make individual decisions about what is best for the child, what realistically can be learned from the assessment when administered to a new ELL student, and the impact of any ESOL exemptions on the school's compliance with school grading criteria as well as adequate yearly progress requirements for NCLB.

All ELL students must participate in FSA and FCAT 2.0 Science (grades 5 and 8), and EOC assessments regardless of participation in an ESOL program. Allowable test accommodations will be provided as indicated in the state Test Administration Manual. Parents must be notified if an ELL student receives accommodations and/or if a student is exempt from the FSA-ELA assessment. (Fla. Admin. Code R. 6A-6.0909, 6A-6.09091)

### **D. Progress Monitoring**

Any student who does not achieve a Level 3 or above on the statewide, standardized English Language Arts assessment, the statewide, standardized Mathematics assessment, or the Algebra I EOC assessment must be evaluated to determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic supports to improve the student's performance.

Any student who is not meeting the school district or state requirements for satisfactory performance in English Language Arts and mathematics must be covered by one of the following plans:

1. A federally required student plan such as an individual education plan;
2. A school wide system of progress monitoring for all students, except a student who scores Level 4 or above on the English Language Arts and mathematics assessments may be exempted from participation by the principal; or
3. An individualized progress-monitoring plan.

Reading intervention placement and progress monitoring must follow the guidelines established in Fla. Admin. Code R. 6A-6.054.

The Progress Monitoring Plan is intended to provide the school district and the school flexibility in meeting the academic needs of the student.

The plan should include:

- Identification of the specific diagnosed academic needs to be remediated;
- Identification of the success-based intervention strategies to be used;
- Identification of the remedial instruction to be provided; and
- Identification of the monitoring and re-evaluation activities to be employed.

## **E. Accelerated Promotion (§ 1002.3105, Fla. Stat.)**

Accelerated promotion is the assignment of a student to a higher grade that results in the student skipping a grade or part of a grade based on achievement by the student of the standards established by the district and evidence that the student will benefit more from the instructional program at the advanced grade level. Leon County Schools provides program offerings that present accelerated opportunities to all students at all grade levels with sufficient documentation.

### **1. Acceleration Options**

Academically Challenging Curriculum to Enhance Learning (ACCEL) Options provide academically challenging curriculum or accelerated instruction to eligible public school students in grades K-12. At a minimum, each school must offer the ACCEL options, which may include but not be limited to:

- Whole grade promotion;
- Midyear promotion;
- Subject matter acceleration;
- Virtual instruction in higher grade level subjects;
- and the Credit Acceleration Program under § 1003.4295, Fla. Stat.

Additional ACCEL options may include, but are not limited to, enriched science, technology, engineering, and mathematics coursework; enrichment programs; flexible grouping; advanced academic courses; combined classes; self-paced instruction; rigorous industry certifications that are articulated to college credit and approved pursuant to § 1003.492 & § 1008.44, Fla. Stat., work-related internships or apprenticeships; curriculum compacting; advanced-content instruction; and telescoping curriculum.

Information about these options shall be made available to the parents by the school pursuant to § 1002.3105, § 1003.492, & § 1008.44, Fla. Stat.

### **2. Eligibility and Procedural Requirements**

The following criteria will be used for accelerated grade placement:

- Extremely high academic achievement in standardized test scores, grades, and daily performance indicating achievement and academic aptitude two or more years above grade level
- A minimum of absences and/or transfers
- Comments and recommendations of previous teachers
- Reports from previous years indicating above average academic progress
- Demonstrated mastery in reading, language, science, and mathematics two or more years above grade level based on current state standards
- Successful completion of appropriate enrichment strategies
- Evidence that the student will benefit more, academically and emotionally, from an advanced assignment than from one based on chronological age
- Students in 4th and 5th grade that earned a Level 4 or 5 in Reading or Math on the prior year statewide assessment are eligible to take accelerated courses using virtual school. Options may vary slightly by school and include advancing to the next grade level for some coursework in a face-to-face setting or through virtual school.
- Students in Kindergarten and first grade must meet the age requirements as set forth in § 1003.21, Fla. Stat.
- All placement decisions shall be made on an annual basis and students shall be required to petition the principal each year they wish to enroll in above grade level courses.
- If a student participates in an ACCEL option pursuant to a parent's request, a performance contract must be executed by the student, the parent, and the principal.

- If a principal initiates a student's participation in an ACCEL option, the student's parent must be notified. A performance contract is not required when a principal initiates participation but may be used at the discretion of the principal.

All parents and students shall be notified of the opportunities for academic acceleration.

The final decision for accelerated grade placed is at the sole discretion of the school principal, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

#### **F. Social Promotion**

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

The district school board may only exempt students from mandatory retention, as provided in § 1008.25(5)(b), Fla. Stat., for good cause. A student who is promoted to grade 4 with a good cause exemption shall be provided intensive reading instruction and intervention that include specialized diagnostic information and specific reading strategies to meet the needs of each student so promoted. The school district shall assist schools and teachers with the implementation of reading strategies for students promoted with a good cause exemption which research has shown to be successful in improving reading among students who have reading difficulties (§ 1008.25(6)(a), Fla. Stat.).

#### **G. Exceptional Student Education**

The Individual Educational Plan (IEP) team will determine if an ESE student will follow the Regular or Special Student Progression Plan. This decision will be documented on the IEP. Every attempt will be made to insure that the ESE student has the opportunity to follow the Regular Student Progression Plan. The Individual Education Plan will specify the type of progression plan a student with disabilities will follow. If the Individual Education Plan team recommends that the student follow the Special Student Progression Plan, the parent must give consent for instruction using the Next Generation Sunshine State Standards Access Points. Progress towards mastery of annual goal(s) will be assessed and documented on the IEP.

A student with disabilities, following the general education curriculum, must meet the state or district levels of performance for student progression. If the student's IEP team has determined the student should follow a modified curriculum aligned with the Next Generation Sunshine State Standards Access Points, the student's IEP team will make the recommendation for promotion based upon progress toward mastery of the NGSSS Access Points and the student's annual goals.

#### **H. English Language Learners (ELLs)**

Promotion requirements for ELL students shall be the same as for general education students. Promotion decisions may not be made for an individual ELL based solely on a score on any single assessment instrument, whether such assessment instrument is part of the statewide assessment program or the district's formal or informal assessment process. The evaluation of each student's progress will be based upon the student's classroom work, observations, tests, district and state assessments, and other relevant information. No ELL student can be denied promotion based solely on limited English proficiency.

Retention of ELL students must be determined by a school's ELL Committee except in the case of mandatory retention for reading deficiencies in grade 3. Level of English proficiency may not be a primary consideration for retention. Retention decisions may not be made for an individual ELL based solely on a score on any single assessment instrument, whether such assessment instrument is part of the statewide assessment program or the district's formal or informal assessment process.

#### **I. Virtual Education K-12**

As stipulated by the Florida K-20 Education Code parents or legal guardians have the right to choose online (virtual) educational options for their children (§ 1002.20(6), Fla. Stat.). The School Board shall provide Leon County Schools' students with access to enroll in virtual courses and award credit for successful completion of such courses. The student's full-time school may not deny access to a student

choosing enrollment in an online provider as long as the enrollment meets statutory requirements. Access may be available to students during the normal school day.

Students may not be placed in the same course concurrently at a district school and a virtual school.

Online learning options available to Leon County Public School students include but are not limited to:

- Leon County Schools Virtual Instruction Program (LCSVIP)
- Leon County Public Schools Digital Academy
- Leon County Virtual School (LCVS)
- Florida Virtual School (FLVS)

### **1. Virtual Instruction Program (VIP) Enrollment Eligibility Requirements**

Students who enroll in one of the above Virtual School options must meet at least one of the following criteria as specified in § 1002.455, Fla. Stat., to participate in virtual instruction;

- the student spent the prior school year in attendance at a public school in the state and was enrolled and reported by the school district for funding during October and February for purposes of the Florida Education Finance Program surveys;
- the student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to this state from another state or from a foreign country pursuant to a permanent change of station order;
- the student was enrolled during the prior school year in a virtual instruction program under § 1002.45, Fla. Stat., the K-8 Virtual School Program under § 1002.415, Fla. Stat., or a full-time Florida Virtual School program under § 1002.37(8)(a), Fla. Stat.;
- the student has a sibling who is currently enrolled in a virtual instruction program and the sibling was enrolled in that program at the end of the prior school year;
- the student is eligible to enter kindergarten or first grade; or
- the student is eligible to enter grades 2 through 5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School.

### **2. Virtual Options**

- School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs under § 1002.45(1)(b), Fla. Stat. for students enrolled in the school district.
- Full-time virtual charter school instruction authorized under § 1002.33, Fla. Stat.
- Courses delivered in the traditional school setting by personnel providing direct instruction through a virtual environment or through a blended virtual and physical environment pursuant to § 1003.498, Fla. Stat., and as authorized pursuant to § 1002.321(4)(e), Fla. Stat.
- Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state pursuant to § 1003.498, Fla. Stat.

### **3. Assessment and Accountability**

All public school students are required to take state assessments, including virtual public school students. Both full-time and part-time students receiving instruction in courses requiring statewide end-of-course assessments students must take all required statewide end-of-course assessments.

Students enrolled in virtual courses in which a statewide, standardized EOC exists will be awarded credit only after taking the statewide, standardized EOC for that course in order to comply with the statutory requirement that EOC constitutes 30% of the final course grade.

## **J. Home Education**

Home Education, is the sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy Florida's requirement for compulsory education. Parents assuming responsibility for educating a child at home also assume the responsibility for providing curriculum, educational materials, and evaluations necessary to determine student progress. The school system does



not supply textbooks, curriculum guides, or educational standards for the home-educated student (§ 1002.01, § 1002.41, § 1003.01(4), & § 1003.21(1), Fla. Stat.).

To establish a Home Education Program under § 1002.41, Fla. Stat., a parent must:

1. Notify the district school superintendent of the county in which the parent resides of his or her intent to establish and maintain a home education program. The notice shall be in writing, signed by the parent, and shall include the names, addresses, and birthdates of all children who shall be enrolled as students in the Home Education Program. The notice shall be filed in the district school superintendent's office within 30 days of the establishment of the home education program. A written notice of termination of the Home Education Program shall be filed in the district school superintendent's office within 30 days after said termination.
2. Maintain a portfolio of educational records to include:
  - A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used, and
  - Samples of any writings, worksheets, workbooks or creative materials used or developed by the student.
  - The portfolio shall be preserved by the parent for 2 years and shall be made available for inspection by the district school superintendent, or designee, upon 15 days' written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.
3. Provide for an annual educational evaluation documenting the student's demonstration of educational progress at a level commensurate with her or his ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the Leon County School District's superintendent's office.
4. The annual educational evaluation shall consist of one of the following:
  - A teacher selected by the parent shall evaluate the student's educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level;
  - The student shall take any nationally normed student achievement test administered by a certified teacher;
  - The student shall take a state student assessment test used by the school district and administered by a certified teacher, at a location and under testing conditions approved by the school district;
  - The student shall be evaluated by an individual holding a valid, active license (as a school psychologist) pursuant to the provisions of § 490.003(7) or (8), Fla. Stat.; or
  - The student shall be evaluated with any other valid measurement tool as mutually agreed upon by the district school superintendent of the district in which the student resides and the student's parent resides.
  - Home education students may participate in interscholastic, extracurricular activities as long as they meet the requirements of § 1006.5, Fla. Stat. Home education students participating in interscholastic extracurricular activities, must meet the same immunization requirements as students attending any non-home education program (§ 1006.15, Fla. Stat.).

The district school superintendent's office shall review and accept the results of the annual educational evaluation of the student in a Home Education Program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the district school superintendent's office shall notify the parent, in writing, that such progress has not been achieved. The parent shall have 1 year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the 1-year probationary period, the student shall be reevaluated as specified in § 1002.41 (1)(c), Fla. Stat. Continuation in a Home Education Program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.

## **K. Enrolling in Public School from Home Education**

A student seeking to enter or re-enter a Leon County public school from a home education program must meet all entrance requirements (state and district) that any other student must meet. The principal or designee shall determine the grade placement through any of the following methods:

1. review of student portfolio
2. administration of any placement tests normally used
3. testing using prior year course final examinations
4. any other assessments, written or oral, deemed appropriate by the principal and/or faculty

The student shall be placed academically as any other student who seeks to enter a public school. Home education students may enroll in regular and special education programs on a part-time basis at the discretion of the principal, executive director, and/or director of ESE, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

Students enrolling from home education may be placed on probation until the school determines that the student can be successful at the grade placed. Home education students may participate in interscholastic extracurricular student activities in accordance with the provisions of § 1006.15, Fla. Stat. Home education students may participate in the Bright Futures Scholarship Program in accordance with the provisions of § 1009.53-1009.538, Fla. Stat. Home education students may participate in dual enrollment programs in accordance with § 1007.27(4) & § 1007.271(13), Fla. Stat.

## **VII. ANNUAL REPORTING**

### **A. Annual Reports to Parent**

The district school board must annually report, to the parent of each student, the progress of the student towards achieving state and district expectations for proficiency in English Language Arts, science, social studies and mathematics, including the student's results on each statewide, standardized assessment.

The evaluation of each student's progress must be based on the student's classroom work, observations, test, district and state assessments, and other relevant information. Progress reporting must be provided to the parent in writing in the format adopted by the district school board (§ 1008.25(8)(a), Fla. Stat.).

### **B. Report Cards**

Student report cards for elementary, middle, and high school students shall be issued after each grading period. The report cards must clearly depict and grade the students:

1. academic performance in each class or course in Grades 1 through 12 based on examinations as well as written papers, class participation, and other academic performance criteria,
2. conduct and behavior, and
3. attendance, including absences and tardiness.

The final report card for a school year shall contain a statement indicating end-of-the-year status or performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion (§ 1003.33, Fla. Stat.).

Teachers are required to provide their grading/assessment criteria in written form to the principal, students, and parents within two weeks of the beginning of class. No grade will be assigned without a plan approved by the principal, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

### **C. Public Notice**

The District must annually publish on the district website and in the local newspaper the following information on the prior school year (§ 1008.25 (8)(b), Fla. Stat., (2014)).

- The provisions of the law relating to public school student progression and the district school board's policies and procedures on student retention and promotion.

- By grade, the number and percentage of all students in Grades 3-10 performing at levels 1 and 2 on the statewide, standardized English Language Arts assessment.
- By grade, the number and percentage of all students retained in kindergarten through grade 10.
- The total number of students who were promoted for good cause, by each category of good cause
- Any revisions to the district school board's policies and procedures on retention and promotion from the prior year

#### D. Annual Student Progression Report 2013/2014 School Year

1. Total number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the reading portion of the FCAT (All Curriculum Groups)

Grade	Number of Students Tested in Reading	Number of Students Scoring Level 1 in Reading	Percent of Level 1 Students	Number of Students Scoring Level 2 in Reading	Percent of Level 2 Students	Number Scoring at Levels 1 and 2	Percent Scoring at Levels 1 and 2
<b>03</b>	2,634	386	14.65%	603	22.89%	989	37.55%
<b>04</b>	2,591	369	14.24%	608	23.47%	977	37.71%
<b>05</b>	2,424	317	13.08%	500	20.63%	817	33.70%
<b>06</b>	2,322	357	15.37%	566	24.38%	923	39.75%
<b>07</b>	2,422	389	16.06%	508	20.97%	897	37.04%
<b>08</b>	2,303	338	14.68%	551	23.93%	889	38.60%
<b>09</b>	2,391	387	16.19%	622	26.01%	1,009	42.20%
<b>10</b>	2,237	364	16.27%	551	24.63%	915	40.90%

2. Total number and percentage of all students retained in grades 3 through 10

Grade	3rd	4th	5th	6th	7th	8th	9th	10th
<b>Total Retentions</b>	93	39	11	87	90	34	245	163
<b>Grade Level Total</b>	2,747	2,690	2,541	2,486	2,596	2,467	2,793	2,408
<b>Total Percentages</b>	3.39%	1.45%	0.43%	3.50%	3.47%	1.38%	8.77%	6.77%

3. Total number of students promoted for good cause, by each category of good cause (3rd Grade Reading Only)

Code	Good Cause Exemptions	# of Students
<b>1</b>	Limited English proficient students having less than two years of instruction in an ESOL program	<b>6</b>
<b>2</b>	Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of § 1008.212, Fla. Stat.	<b>4</b>
<b>3</b>	Students who demonstrate an acceptable level of performance on an alternative standardized reading or English Language Arts assessment approved by the State Board of Education.	<b>53</b>
<b>4</b>	Students who demonstrates through a student portfolio that he or she is performing at least at Level 2 on the statewide, standardized Reading assessment or, upon implementation, the English Language Arts assessment.	<b>176</b>
<b>5</b>	Students with disabilities who take the statewide, standardized Reading assessment and who have an individual education plan or a Section 504 plan that reflects that the student has received intensive remediation in reading or English Language Arts for more than 2 years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2, or grade 3.	<b>57</b>
<b>6</b>	Students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. A student may not be retained more than once in grade 3.	<b>9</b>
<b>7</b>	Students who have received intensive remediation in reading or English Language Arts for 2 or more years but still demonstrate a deficiency and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years.	<b>6</b>
<b>Total Good Cause Promotions</b>		<b>311</b>

## ELEMENTARY EDUCATION

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### I. PROGRAM OF STUDY

It is the intent of the Florida Legislature that each student's progression from one grade to another be determined, in part, upon proficiency in reading, writing, science and mathematics; that District School Board policies facilitate such proficiency; and that each student and his or her parent/legal guardian be informed of that student's academic progress.

Leon County Schools has established a comprehensive program of study that includes standards for evaluating student performance, specific levels of achievement in reading, writing, science and mathematics for each grade level, and levels of performance on statewide assessments.

Though every effort is made to address State Statute and Federal mandates, it is possible that answers may not be found in this document. These omissions are not to be construed as Leon County Schools granting permission for issues not covered in the Student Progression Plan. For clarification on these types of issues, please contact Leon County Schools' Department of Teaching and Learning. The required program of study for elementary students in the Leon County Schools reflects state and local requirements for elementary education.

The areas of study required for each grade, Kindergarten through 5, are shown in the following table.

Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Language Arts (reading, writing, speaking, listening, and language)	Language Arts (reading, writing, speaking, listening, and language)	Language Arts (reading, writing, speaking, listening, and language)	Language Arts (reading, writing, speaking, listening, and language)	Language Arts (reading, writing, speaking, listening, and language)	Language Arts (reading, writing, speaking, listening, and language)
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
Science	Science	Science	Science	Science	Science
Social Studies	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
Physical Education	Physical Education	Physical Education	Physical Education	Physical Education	Physical Education
Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music

### A. State Standards

Leon County Schools is required to teach, and students are required to meet state curriculum standards as defined by the Florida Department of Education. Florida State Standards establish the core content of the curricula to be taught in the state and specify the core content knowledge and skills that Kindergarten through 12th grade public school students are expected to acquire. The standards must include distinct grade level expectations for the core content knowledge that students should acquire at each grade level k-12. All teachers are expected to be proficient in teaching those standards that are applicable to the course, subject, and grade level of their students. The grading system employed by Leon County Schools communicates to parents their student's level of performance based on achievement of these standards.

The Florida Standards are rigorous and relevant and provide for the logical, sequential progression of core curricular content that incrementally increases a student's core content knowledge and skills over time. Curricular content for all subjects integrate critical-thinking, problem-solving, and workforce-literacy skills; communication, reading, and writing skills; mathematics skills; collaboration skills; contextual and applied-learning skills; technology-literacy skills; information and media-literacy skills; and civic-engagement skills. The standards include distinct grade-level expectations for the core content

knowledge and skills that a student is expected to have acquired by each individual grade level from kindergarten through grade 5.

Leon County Schools' implements a standards-based instructional approach reflecting state and local requirements for K-12 education, using the Next Generation Sunshine State Standards (NGSSS)/and Florida Standards (FS).

Each student's performance on the Florida Standards Assessment Test English Language Arts (ELA), Mathematics, and FCAT 2.0 Science tests indicates his or her progress in reaching these expectations.

The Florida Standards (FS) and Next Generation Sunshine State Standards (NGSSS) must meet the following requirements:

1. English Language Arts Standards (Florida Standards) must establish specific curricular content for, at a minimum, reading, writing, speaking and listening, and language.
2. Mathematics standards (Florida Standards) must establish specific curricular content for, at a minimum, algebra, geometry, statistics and probability, number and quantity, functions, and modeling.
3. Science standards (Next Generation Sunshine State Standards) must establish specific curricular content for, at a minimum, the nature of science, earth and space science, physical science, and life science.
4. Social Studies standards (Next Generation Sunshine State Standards) must establish specific curricular content for, at a minimum, geography, United States and world history, government, civics, humanities, and economics, including financial literacy. Financial literacy includes knowledge, understanding skills, behaviors, attitudes, and values that will enable a student to make responsible and effective financial decisions on a daily basis. Financial literacy instruction shall be an integral part of instruction throughout the entire economics course and include information regarding earning income; buying goods and services; saving and financial investing; taxes; the use of credit and credit cards; budgeting and debt management, including student loans and secured loans; banking and financial services; planning for one's financial future, including higher education and career planning; credit reports and scores; and fraud and identify theft prevention.
5. Visual and performing arts, physical education, health, and foreign language standards must establish specific curricular content and include distinct grade level expectations for core content knowledge and skills that a student is expected to have acquired by each individual grade level from kindergarten through grade 12.

## **B. Health Education**

Leon County Schools offers a comprehensive health education curriculum that provides students with the opportunity to gain knowledge and skills necessary to make healthy choices with the overall goal of improving quality of life, as well as identify various health/safety influences, positive or negative, including family, friends, school, community, and media. Students will demonstrate and apply healthy practices and behaviors to improve personal, family, and community health.

## **C. Fine Arts**

Instruction in the fine arts is based on the NGSSS core curriculum for the elementary grades and is written to communicate what students are expected to know and be able to do in dance, music, theatre, and the visual arts. The intended result is to effect in students the development of affective, cognitive, and psychomotor skills in the arts, the joy of self-expression and aesthetic awareness.

## **D. Physical Education**

Physical education is defined as the development or maintenance of skills related to strength, agility, flexibility, movement, and stamina including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical

fitness as part of a healthy lifestyle; and the development of positive attitudes regarding sound nutrition and physical activity as a component of physical wellbeing.

Instruction is based on the NGSSS that have been adopted by the State Board of Education and delineate the academic achievement of students in grades K – 5 for which the state holds schools accountable in the area of physical education.

Students in grades K-5 will be provided 150 minutes of physical education each week (§ 1003.455, Fla. Stat.). Physical education shall consist of physical activities of at least a moderate intensity level and for a duration sufficient to provide significant health benefit to students, subject to the differing capabilities of students. The requirement shall be waived for a student who meets one of the following criteria:

1. The student is enrolled or required to enroll in a remedial course;
2. The parent requests in writing by completing the waiver request form and submitting to the principal that the student is enrolled in another enrichment or elective course; or
3. The parent indicates in writing by completing the waiver request form and submitting to the principal that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

Parents will be notified of the waiver options annually prior to the scheduling of classes for the following school year.

#### **E. Character Education**

Leon County Schools has adopted character education in the elementary schools that is secular in nature. The curriculum stresses the qualities of patriotism; responsibility; citizenship; kindness; respect for authority, life, liberty, and personal property; honesty; charity; self-control; racial, ethnic, and religious tolerance; and cooperation (§ 1003.42(2)(s), Fla. Stat.).

#### **F. Integrated Areas of Study**

Topics, which are not course specific, but are supported by state statute, will be integrated into the curriculum (§ 1003.42, Fla. Stat.).

## **II. PERFORMANCE STANDARDS**

### **A. Kindergarten Readiness Screening**

The statewide kindergarten screening must be administered to each student in the school district within the first 30 school days of each school year as outlined in § 1002.69(1), Fla. Stat.

The Florida Kindergarten Readiness Screener (FLKRS) implemented by the Department of Education consists of:

- The Early Childhood Observational Screener (ECHOS)
- and
- Florida Assessments for Instruction In Reading (FAIR)

This screening assesses the readiness of each student for kindergarten based upon the performance standards adopted by the DOE under § 1002.67(1), Fla. Stat., for the Voluntary Prekindergarten Program.

### **B. Regular Promotion**

The evaluation of each student's progress will be based upon the student's classroom work, observations, tests, district and state assessments, and other relevant information in terms of appropriate instructional goals established by the Florida Department of Education's NGSSS or FS. The primary responsibility for authorizing grade placement for the next year is that of professional staff members, subject to review and approval of the principal and superintendent, and subject to state statute, the rules

of the State Board of Education and/or the Leon County School Board. The only exception is the Mandatory Grade 3 Retention (§ 1008.25(5)(b), Fla. Stat.).

When establishing student eligibility requirements, principals and school districts must consider, at a minimum:

1. The student's performance on a locally determined assessment, a statewide assessment, or a statewide, standardized assessment administered pursuant to § 1008.22, Fla. Stat.;
2. The student's final passing grade in the grade-specific core courses;
3. The student's attendance;
4. Recommendations from one or more of the student's teachers in core-curricula courses as outlined in § 1003.01(14)(a)-(e), Fla. Stat.

No student shall be assigned to a grade level based solely on age or other factors that amount to social promotion or administrative placement. This does not prevent students from being promoted based upon exemption according to state law and district policy.

The student's growth toward the accomplishment of state and district identified minimum levels of performance in reading, writing, mathematics, and science shall be the primary consideration in promotion/retention decisions. Student progression decisions consider the effectiveness of core instruction and the student's response to evidence-based instruction/interventions implemented with fidelity (§ 1008.25(2)(b), Fla. Stat.).

All students shall be afforded every opportunity to meet achievement expectations. Students not meeting district/state identified minimum levels of performance must receive intensive instructional support in order to accelerate the student's rate of progress towards standards.

## **Grade Level Promotional Standards**

### **1. Kindergarten**

Promotion of students in Kindergarten will be determined by teacher judgment and the recommendation of the school site administrator based on the following indicators:

- Master each FS at 70% or greater in English Language Arts (ELA) and Mathematics
- Attain a grade equivalent (GE) score of 1.0 GE by year's end on an individualized assessment in the subjects of reading and math
- Exhibit letter and sound fluency equal to kindergarten end-of-year expectations

### **2. First Grade**

Promotion of students in First Grade will be determined by teacher judgment and the recommendation of the school site administrator based on the following indicators:

- Master each FS at 70% or greater in ELA and Mathematics
- Attain a grade equivalent (GE) score of 2.0 GE by year's end on an individualized assessment in the subjects of reading and math
- Read with accuracy and fluency equal to first grade end-of-year expectations

### **3. Second Grade**

Promotion of students in Second Grade will be determined by teacher judgment and the recommendation of the school site administrator based on the following indicators:

- Master each FS at 70% or greater in ELA and Mathematics
- Attain a grade equivalent (GE) score of 3.0 GE by year's end on an individualized assessment in the subjects of reading and math



- Read with accuracy and fluency equal to second grade end-of-year expectations

#### **4. Third Grade**

Promotion of students in Third Grade will be determined by teacher judgment and the recommendation of the school site administrator based on the following indicators:

- Master each FS at 70% or greater in ELA and Mathematics
- Attain a grade equivalent (GE) score of 4.0 GE by year's end on an individualized assessment in the subjects of reading and math
- Read with accuracy and fluency equal to third grade end-of-year expectations
- Score at Level 3 or higher on FSA Reading and Mathematics

#### **5. Fourth Grade**

Promotion of students in Fourth Grade will be determined by teacher judgment and the recommendation of the school site administrator based on the following indicators:

- Master each FS at 70% or greater in ELA and Mathematics
- Attain a grade equivalent (GE) score of 5.0 GE by year's end on an individualized assessment in the subjects of reading and math
- Read with accuracy and fluency equal to fourth grade end-of-year expectations
- Score Level 3 or higher on both FSA Reading and Mathematics

#### **6. Fifth Grade**

Promotion of students in Fifth Grade will be determined by teacher judgment and the recommendation of the school site administrator based on the following indicators:

- Master each FS at 70% or greater in ELA and Mathematics
- Attain a grade equivalent (GE) score of 6.0 GE by year's end on an individualized assessment in the subjects of reading and math
- Read with accuracy and fluency equal to fifth grade end-of-year expectations
- Score Level 3 or higher on both FSA Reading, Mathematics and FCAT 2.0 Science

### **C. Progression Alternates**

#### **1. Acceleration**

Accelerated promotion is designed for a student with exceptionally high achievement who possesses physical and social/emotional maturity such that the student may benefit from assignment to a higher grade level than the one to which the student would normally be assigned. An elementary student may be granted an accelerated promotion from an elementary school to a middle school. It will be the principal's responsibility to make a recommendation of acceleration to the Superintendent or his designee, who will make the final decision, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

#### **2. Retention**

- a. Student retention is to be used as the last resort to provide students with additional time to master skills required for success in the next higher grade. Any student being considered for possible retention should be referred to the school-based Intervention Assistance Team. Parents are to be notified of the fact that retention is being considered through progress alerts, quarterly report cards, and/or a letter. The principal in collaboration with the designated director has the final decision, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

- b. Prior to retention, students must receive documented remediation as required by the progress monitoring/RTI plan.
- c. Students with disabilities on regular student progression must meet the same promotion requirements as general education students. These students may have accommodations that help them to compensate for the effects of their disabilities.
- d. Accommodations are made in the area of instruction and assessment. Expectations for student achievement do not change when accommodations are used.
- e. It is the principal's responsibility to recommend retention for a student on Special Student Progression based upon information from the Individual Educational Plan (IEP) team.
- f. The IEP team's decision to recommend retention for a student with disabilities on special progression is based upon lack of progress toward mastery of IEP annual goals and lack of mastery of NGSSS Access Points. A student who does not show progress toward mastery of the IEP annual goals may be retained.
- g. School personnel considering retention of an English Language Learner (ELL) student should consult with the ELL Committee. A formal retention recommendation regarding an ELL student may be made through action of an ELL Committee (Fla. Admin. Code R. 6A-1.09432(6)).
- h. Students who are retained must be given a different educational experience from the one they had previously in that grade. The nature of this experience will be determined by the school staff through a diagnosis of each student's needs and shall include consideration of the student's learning style.
- i. Any decision as to promotion or retention of a student after the school year begins should be examined on a case-by-case basis using all available student data.

### **3. Promote with Interventions**

- a. Students who have not mastered grade level benchmarks in reading and/or math may be promoted with interventions in lieu of retention based on the recommendation of the classroom teacher and principal. A student promoted with interventions must receive a minimum of thirty additional minutes of remedial instruction per day in the deficient area. In addition, documentation of the interventions provided to the child and consistent progress monitoring to determine the effectiveness of the interventions will be required throughout the school year.
- b. Parents are to be notified that the child is being promoted with interventions through a letter or conference.

### **4. Reporting to Parents**

- a. Parents will be notified in writing:
- b. If a student's progress is below the standards established for the student's grade placement.
- c. If the student is not progressing satisfactorily in any subject.
- d. If the student is being considered for retention.
- e. When current and proposed supplemental remedial services are being provided to the child.
- f. To explain that if the reading deficiency is not remediated by the end of grade 3, the child will be retained, unless promoted with good cause exemption.
- g. To outline the student's results on each statewide assessment. In addition, parents must be notified annually of their child's progress towards achieving state and district expectations for proficiency in reading, writing, mathematics, science, and social studies.

#### **D. Exceptional Student Education Elementary Special Progression**

The Individual Educational Plan (IEP) team will determine if an ESE student will follow the Regular or Special Student Progression Plan. This decision will be documented on the IEP. Every attempt will be made to insure that the ESE student has the opportunity to follow the Regular Student Progression Plan. If the Individual Education Plan team recommends that the student follow the Special Student Progression Plan, the parent must give consent for instruction using the Next Generation Sunshine State Standards Access Points.

Students with disabilities, following the general education curriculum, must meet the state or district levels of performance for student progression unless the student's individual education plan (IEP) team has determined, and the parent consented, the student should follow a modified curriculum aligned with the Next Generation Sunshine State Standards Access Points and exceptional student education access course requirements.

It is the principal's responsibility to recommend promotion of a student on Special Student Progression based on information from the IEP team, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

The IEP team's decision to recommend promotion of a student to the principal should be based on progress toward mastery of NGSSS Access Points, progress toward mastery of his/her annual goals, and may include additional factors. Progress towards mastery of annual goal(s) will be assessed and documented on the IEP.

### **III. MANDATORY RETENTION THIRD GRADE**

**NOTE:** Pursuant to HB 7069, 2015: Until such time as an independent verification of the psychometric validity of the statewide, standardized assessments first implemented in 2014-2015 is provided, for purposes of grade 3 English Language Arts student performance pursuant to § 1008.25(5), Fla. Stat., and high school graduation requirements pursuant to § 1003.4282, Fla. Stat., student performance on the 2014-2015 statewide, standardized assessments shall be linked to 2013-2014 student performance expectations. Students who score in the bottom quintile on the 2014-2015 grade 3 English Language Arts assessment shall be identified as students at risk of retention. School districts must notify parents of such students, provide evidence as outlined in § 1008.25(6)(b), Fla. Stat., and provide the appropriate intervention and support services for student success in grade 4.

To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English Language Arts assessment required under § 1008.22, Fla. Stat., for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the statewide, standardized assessment required under § 1008.22, Fla. Stat., for grade 3, the student must be retained.

The parent of any student who exhibits a substantial deficiency in reading, must be notified in writing of the following:

1. That his or her child has been identified as having a substantial deficiency in reading.
2. A description of the current services that are provided to the child.
3. A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.

If the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he or she is exempt from mandatory retention for good cause.

The statewide, standardized English Language Arts assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available for the child to assist parents and the school district in knowing when a child is reading at or above grade level and ready for grade promotion, (§ 1008.25, Fla. Stat.).

## **A. Good Cause Exemptions**

- Exemption 1:** Limited English proficient students who have had less than 2 years of instruction in an English for Speakers of Other Languages program based on the initial date of entry into a school in the United States.
- Exemption 2:** Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education Rule.
- Exemption 3:** Students who demonstrate an acceptable level of performance on an alternate standardized reading assessment approved by the State Board of Education.
- Exemption 4:** Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the content standards in reading equal to at least a Level 2 performance on the statewide standardized reading assessment.
- Exemption 5:** Students with disabilities who take the statewide, standardized Reading assessment or, upon implementation, the English Language Arts assessment and who have an individual education plan or a Section 504 plan that reflects that the student has received intensive instruction in reading or English Language Arts for more than 2 years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2, or grade 3.
- Exemption 6:** Students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. A student may not be retained more than once in grade 3.
- Exemption 7:** Students who have received intensive remediation in reading or English Language Arts for 2 or more years but still demonstrate a deficiency and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. Intensive instruction for students so promoted must include an altered instructional day that includes specialized diagnostic information and specific reading strategies for each student. The district school board shall assist schools and teachers to implement reading strategies that research has shown to be successful in improving reading among low-performing readers.
- Note:** Students qualifying for one of the six good cause exemptions may be promoted to the fourth grade.

## **B. Requests for Good Cause Exemptions**

Florida Statute § 1008.25(6)(c), requires that requests for good cause exemptions for students from the mandatory retention requirement must include the following:

1. Documentation submitted from the student's teacher to the principal that indicates that the promotion of the student is appropriate and is based on the student's academic record.
2. Discussion between the teachers and the school principal to review the recommendation and make the determination if the student should be promoted or retained.
3. The principal submits the recommendation in writing through the area director to the superintendent.
4. The superintendent accepts or rejects the recommendation in writing.

### **C. Progression for Retained Grade 3 Readers**

Retained students whose reading deficiency has not been remediated by the end of third grade must be provided intensive interventions in reading, to improve the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment.

This intensive intervention must include effective instructional strategies, and appropriate teaching methodologies necessary to assist those students in becoming successful readers, able to read at or above grade level, and ready for promotion to the next grade.

The district shall:

1. Provide third grade students who are retained with intensive instructional services and supports to remediate the identified areas of reading deficiency, including participation in the school district's summer reading camp and a minimum of 90 minutes of daily, uninterrupted, scientifically research-based reading instruction which includes phonemic awareness, phonics, fluency, vocabulary, and comprehension and other strategies prescribed by the school district, which may include, but are not limited to:
  - a. Integration of science and social studies content within the 90-minute block
  - b. Small group instruction
  - c. Reduced teacher-student ratios
  - d. More frequent progress monitoring
  - e. Tutoring or mentoring
  - f. Transition classes containing 3rd and 4th grade students
  - g. Extended school day, week, or year
2. Provide written notification to the parent of a student who is retained that his or her child has not met the proficiency level required for promotion and the reasons the child is not eligible for a good cause exemption. The notification must comply with the provisions of § 1002.20(15), Fla. Stat. and must include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency.
3. Implement a policy for the midyear promotion of a student retained who can demonstrate that he or she is a successful and independent reader and performing, at or above grade level in reading or, upon implementation of English Language Arts assessments, performing at or above grade level in English Language Arts. Tools that the school district may use in reevaluating a student retained may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education.
4. Provide students who are retained with a highly effective high-performing teacher as determined by the teacher's performance evaluation under § 1012.34, Fla. Stat.
5. Establish at each school, when applicable, an Intensive Acceleration Class for retained grade 3 students who subsequently score Level 1 on the required statewide, standardized assessment. The focus of the Intensive Acceleration Class shall be to increase a child's reading and English Language Arts skill level at least two grade levels in 1 school year.

The Intensive Acceleration Class shall:

- a. Be provided to a student in grade 3 who scores Level 1 on the statewide, standardized Reading assessment or upon implementation, the English Language Arts assessment, and who was retained in grade 3 the prior year because of scoring Level 1.

- b. Have a reduced teacher-student ratio.
- c. Provide uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the grade 4 Next Generation Sunshine State Standards in other core subject areas.
- d. Use a reading program that is scientifically research-based and has proven results in accelerating student reading achievement within the same school year.
- e. Provide intensive language and vocabulary instruction using a scientifically research-based program, including use of speech-language therapist.

The district reports to the State Board of Education on the specific intensive reading interventions and supports implemented at the school district level (§ 1008.25(7)(b)9, Fla. Stat.).

The district will provide a student, who has been retained in Grade 3 and has received intensive instructional services but is still not ready for grade promotion, the option of being placed in a transitional instructional setting. Such setting shall specifically be designed to produce learning gains sufficient to meet Grade 4 performance standards while continuing to remediate the areas of reading deficiency.

#### **D. Mid-Year Promotion**

Mid-year promotion of a retained 3rd grade student may occur once the student has demonstrated the ability to read at or above grade level and is ready to be promoted to 4th grade. Tools that may be used in reevaluating any student retained may include subsequent assessments, alternative assessments, and portfolio reviews (§ 1008.25(7)(b)4, Fla. Stat.).

Mid-year promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level. Students promoted during the school year after November 1 must demonstrate proficiency levels in reading equivalent to the level necessary for the beginning of grade 4. The rules adopted by the State Board of Education must include standards that provide a reasonable expectation that the student's progress is sufficient to master appropriate grade 4 level reading skills (§ 1008.25(7)(b)3, Fla. Stat.).

### **IV. STUDENT READING INTERVENTION**

Any elementary student who exhibits a substantial deficiency in reading based on locally determined assessments, statewide assessments conducted in kindergarten or grade 1, grade 2, or grade 3, or through teacher observations must be given intensive reading instruction immediately following the identification of the reading deficiency. The student's reading proficiency must be monitored and the intensive instruction must continue until the student demonstrates grade level proficiency in a manner determined by the district, which may include achieving a Level 3 on the statewide, standardized English Language Arts assessment.

For elementary students not participating in the statewide reading assessment, substantial deficiency in reading is measured by a normed percentile score. For students required to participate in the statewide assessment, a substantial deficiency in reading is defined by scoring Level 1 or Level 2 on the Florida Standards Assessment Test (FSA) in Reading. Students who exhibit a substantial deficiency in reading must be provided with additional diagnostic assessments to determine the nature of the student's difficulty, the areas of academic need, and strategies for appropriate intervention and instruction.

Immediate intensive intervention must be provided daily for all students who have been identified with a reading deficiency. This intervention must be in addition to or as an extension of the ninety (90) minute reading block in a smaller group size setting or one on one. The student must continue to be provided with intensive reading instruction until the reading deficiency is remedied.

The reading proficiency of students transferring in to the district will be evaluated to determine if remediation is appropriate (§ 1008.25, Fla. Admin. Code R. 6A-6.054(1)).

## **V. PUPIL PROGRESS REPORTS**

### **A. Report Cards**

Report cards shall be issued to students in grades K-5 each nine weeks to inform parents of the child's progress. Grades on report cards must clearly reflect the student's level of achievement.

The final report card for the school year will indicate the following designations:

- Promoted
- Promoted with Interventions
- Retained

No penalty or reward shall be reflected in a student's academic grade for his/her conduct. Report cards will contain separate designations for:

- Behavior
- Work/Study Skills

### **B. Progress Alerts**

Parents of students in grades K-5 shall receive a progress alert if there are concerns about the student's social/academic/development progress. Progress alerts should be sent home no later than the last day of each grading period.

Progress for ESE students on annual goals must be monitored and periodically reported to parents. The IEP team must review the student's IEP at least annually to determine whether annual goals are being met. The IEP may be revised at any time to address any lack of expected progress toward annual goals or in the general curriculum.

### **C. Conferences**

Conferences regarding individual student achievement will be held with parents/guardians during the first nine-weeks for grades K through 1 and the first semester of school for all students in grades 2 through 5. A conference will be held during the third nine weeks for all K-5 students not meeting minimum proficiency levels.

## **VI. GRADING SCALES**

### **A. Grading Codes – Kindergarten through Fifth Grades**

The Report Card uses the codes "A, B, C, D, and F" for students working on grade level. Student achievement codes are not based on a student's work on his/her own instructional level, but reflect the student's performance as outlined by the Grade Level Benchmarks.

- A** Student has learned and can use at least 90% of the skills/concepts/processes outlined by the Grade Level Florida Standards taught during the nine weeks and daily work consistently meets high quality standards
- B** Student has learned and can use at least 80% of the skills/concepts/processes outlined by the Grade Level Florida Standards taught during the nine weeks and daily work consistently meets high quality standards
- C** Student has learned and can use at least 70% of the skills/concepts/process outlined by the Grade Level Florida Standards taught during the nine weeks and daily work consistently meets acceptable standards
- D** Student has learned and can use at least 60% of the skills/concepts/processes outlined by the Grade Level Florida Standards taught during the nine weeks or daily work is inconsistent in meeting acceptable standards

- F** Student has learned and can use less than 60% of the skills/concepts/processes outlined by the Grade Level Florida Standards taught during the nine weeks or daily work does not meet acceptable standards most of the time

The percentages indicated for the codes above should not be interpreted as a statistical percentage of the benchmarks within a domain. Individual benchmarks may be more or less inclusive in their coverage of the breadth of an area and benchmarks may differ in degree of complexity. These factors must be considered when a teacher is determining if a student has achieved the requisite, percentage of the skills/concepts/processes outlined by the standards and therefore, should be assigned a certain grade.

Academic grades will not appear for Kindergarten students the first grading period. In lieu of academic grades the first nine week period, the parents or guardian of a kindergarten student will be notified about the student's academic progress through conferencing with the teacher.

## **VII. BEHAVIOR AND WORK/STUDY SKILLS**

- E** Student is very consistent in demonstrating all characteristics listed under Behavior and Work/Study Skills
- S** Student demonstrates characteristics listed under Behavior and Work/Study Skills most of the time
- N** Student is inconsistent in demonstrating the characteristics listed under Behavior and Work/Study Skills
- ✓ Student consistently demonstrates this individual behavior/skill



## **MIDDLE SCHOOL**

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### **I. PROGRAM OF STUDY**

#### **A. Middle School Instruction**

It is the intent of the Florida Legislature that each student's progression from one grade to another be determined, in part, upon proficiency in reading, writing, science and mathematics; that District School Board policies facilitate such proficiency; and that each student and his or her parent/legal guardian be informed of that student's academic progress.

Leon County Schools has established a comprehensive program of study that includes standards for evaluating student performance, specific levels of achievement in reading, writing, science and mathematics for each grade level, and levels of performance on statewide assessments. Leon County Schools shall provide all courses necessary for instruction and promotion to ensure that students meet all appropriate State Board of Education adopted standards (Next Generation Sunshine State Standards/Florida State Standards), (§ 1003.413, Fla. Stat.).

#### **B. State Standards**

The Leon County School District is required to teach, and students are required to meet state curriculum standards as defined by the Florida Department of Education. Florida State Standards establish the core content of the curricula to be taught in the state and specify the core content knowledge and skills that Kindergarten through 12th grade public school students are expected to acquire. The standards must include distinct grade level expectations for the core content knowledge that students should acquire at each grade level K-12. All teachers are expected to be proficient in teaching those standards that are applicable to the course, subject, and grade level of their students. The grading system employed by Leon County Schools communicates to parents their student's level of performance based on achievement of these standards.

Standards must be rigorous and relevant and provide for the logical, sequential progression of core curricular content that incrementally increases a student's core content knowledge and skills over time. Curricular content for all subjects must integrate critical-thinking, problem-solving, and workforce-literacy skills; skills in communication, reading, and writing; mathematics; collaboration; contextual and applied-learning skills; technology-literacy; information and media-literacy; and civic-engagement. The standards must include distinct grade-level expectations for the core content knowledge and skills that a student is expected to have acquired by each individual grade level from kindergarten through grade 8. The standards for grades 9 through 12 may be organized by grade clusters of more than one grade level except as otherwise provided for visual and performing arts, physical education, health, and foreign language standards (§ 1003.41, Fla. Stat.).

Leon County Schools' has implemented this standards-based instructional approach reflecting state and local requirements for K-12 education, using the Next Generation Sunshine State Standards (NGSSS)/Florida Standards (FS).

Each student's performance on the Florida Standards Assessment Test (FSA) in Reading, Writing, Mathematics, and FCAT 2.0 Science tests indicates his or her progress in reaching these expectations.

The Next Generation Sunshine State Standards must meet the following requirements (§ 1003.41(2), Fla. Stat.):

1. English Language Arts standards (Florida Standards) must establish specific curricular content for, at a minimum, reading, writing, speaking and listening, and language.
2. Science standards (Next Generation Sunshine State Standards) must establish specific curricular content for, at a minimum, the nature of science, earth and space science, physical science, and life science.

3. Mathematics standards (Florida Standards) must establish specific curricular content for, at a minimum, algebra, geometry, statistics and probability, number and quantity, functions, and modeling.
4. Social Studies standards (Next Generation Sunshine State Standards) must establish specific curricular content for, at a minimum, geography, United States and world history, government, civics, humanities, and economics, including financial literacy.
5. Visual and performing arts, physical education, health, and foreign language standards must establish specific curricular content and include distinct grade level expectations for core content knowledge and skills that a student is expected to have acquired by each individual grade level from kindergarten through grade 12.

**C. General Requirements for Middle Grades Promotion (§ 1003.4156, Fla. Stat.)**

In order for a student to be promoted to high school from a school that includes middle grades 6, 7, and 8, the student must successfully complete the following courses:

**1. English/Language Arts**

Three (3) middle grades or higher courses in English Language Arts (ELA).

**2. Mathematics**

Three middle grades or higher courses in mathematics. Each school that includes middle grades must offer at least one high school level mathematics course for which students may earn high school credit.

Successful completion of a high school level Algebra I or Geometry course is not contingent upon the student's performance on the statewide, standardized end-of-course (EOC) assessment.

However, to earn high school credit for Algebra I, a middle grades student must take the statewide, standardized Algebra I EOC assessment, and pass the course. Beginning with the 2013-2014 school year and thereafter, a student's performance on the Algebra I EOC assessment constitutes 30 percent of the student's final course grade. To earn high school credit for a Geometry course, a middle grades student must take the statewide, standardized Geometry EOC assessment, which constitutes 30 percent of the student's final course grade, and earn a passing grade in the course.

**3. Social Studies**

Beginning with students entering grade 6 in the 2012-2013 school year, one of these courses must be at least a one-semester civics education course that includes the roles and responsibilities of federal, state, and local governments; the structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States.

Beginning with the 2013-2014 school year, each student's performance on the statewide, standardized EOC assessment in civics education required under § 1008.22, Fla. Stat., constitutes 30 percent of the student's final course grade.

A middle grades student who transfers into the state's public school system from out of country, out of state, a private school, or a home education program after the beginning of the second term of grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education.

**4. Science**

Three middle grades or higher courses in science. Successful completion of a high school level Biology I course is not contingent upon the student's performance on the statewide, standardized EOC assessment required under § 1008.22, Fla. Stat. However, beginning with the 2012-2013 school

year, to earn high school credit for a Biology I course, a middle grades student must take the statewide, standardized Biology I EOC assessment, which constitutes 30 percent of the student's final course grade, and earn a passing grade in the course.

## **5. Career and Education Planning**

One course in career and education planning to be completed in 6th, 7th, or 8th grade. The course may be taught by any member of the instructional staff. At a minimum, the course must be Internet-based, easy to use, and customizable to each student and include research-based assessments to assist students in determining educational and career options and goals. In addition, the course must result in a completed personalized academic and career plan for the student; must emphasize the importance of entrepreneurship skills; must emphasize technology or the application of technology in career fields. Beginning in the 2014-2015 academic year, must include information from the Department of Economic Opportunity's economic security report as described in § 445.07, Fla. Stat. The required personalized academic and career plan must inform students of high school graduation requirements, including a detailed explanation of the diploma designation options provided under s. 1003.4285; high school assessment and college entrance test requirements; Florida Bright Futures Scholarship Program requirements; state university and Florida College System institution admission requirements; available opportunities to earn college credit in high school, including Advanced Placement courses; the International Baccalaureate Program; the Advanced International Certificate of Education Program; dual enrollment, including career dual enrollment; and career education courses, including career-themed courses and courses that lead to industry certification pursuant to § 1003.492 or § 1008.44, Fla. Stat.

Each school must inform parents about the course curriculum and activities. Each student shall complete a personal education plan that must be signed by the student and the student's parent. The Department of Education shall develop course frameworks and professional development materials for the career and education planning course. The course may be implemented as a stand-alone course or integrated into another course or courses.

## **6. Health Education**

Middle school curriculum includes comprehensive health education that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; personal health; prevention and control of disease; and substance use and abuse (§ 1003.42(2)(n), Fla. Stat.).

Any student whose parent presents a written request to the principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of the exemption (§ 1003.42(3), Fla. Stat.).

## **7. Physical Education**

Physical Education is defined as the development or maintenance of skills related to strength, agility, flexibility, movement and stamina including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle and the development of positive attitudes regarding sound nutrition and physical activity as a component of physical well-being.

The physical education program is designed to stress physical fitness and encourage healthy, active lifestyles. The program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of the students.

Activities promoting physical education shall be regularly scheduled for students in grades six through eight and may be provided through formal physical education courses, regularly scheduled

intramural activities, and/or regularly scheduled school-wide activities. It is recommended that students in Grades six through eight participate in 225 minutes of physical education each week (§ 1003.455, Fla. Stat.).

The requirement shall be waived for a student who meets one of the following criteria:

- The student is enrolled or required to enroll in a remedial course;
- The parent requests in writing by completing the waiver request form and submitting to the principal that the student enroll in another enrichment or elective course; or
- The parent indicates in writing by completing the waiver request form and submitting to the principal that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.
- Parents will be notified of the waiver options annually prior to the scheduling of classes for the following school year.

#### **D. The Credit Acceleration Program (CAP)**

1. The Credit Acceleration Program (CAP) was created for the purpose of allowing a student to earn high school credit in Algebra I, Algebra II, geometry, United States history, or biology if the student passes the statewide, standardized assessment administered under § 1008.22, Fla. Stat. Leon County Schools shall award course credit to a student who is not enrolled in the course, or who has not completed the course, if the student attains a passing score on the corresponding statewide, standardized assessment. Leon County Schools permits a student who is not enrolled in the course, or who has not completed the course, to take the assessment during the regular administration of the assessment.
2. If a student fails a course requiring an EOC to earn credit, but attains a score indicating satisfactory performance on the corresponding EOC, credit will be awarded for the course as prescribed by state statute. Students must retake the course in order to use the grade forgiveness policy. The failing grade will be calculated in the GPA unless the student retakes the course and earns a “C” or above (§ 1003.4295, Fla. Stat.).

#### **E. Students with Disabilities on Special Progression**

The Individual Educational Plan (IEP) team will determine if an ESE student will follow the Regular or Special Student Progression Plan. This decision will be documented on the IEP. If the Individual Education Plan team recommends that the student follow the Special Student Progression Plan, the parent must give consent for instruction using the Next Generation Sunshine State Standards Access Points.

Every attempt will be made to insure that the ESE student has the opportunity to follow the Regular Student Progression Plan. The student's individual program of study is determined by strengths, areas of educational need, and present levels of performance as indicated by the IEP. Students on a Special Student Progression Plan should follow a modified curriculum aligned with the Next Generation Sunshine State Standards (NGSSS) Access Points or Common Core connectors and exceptional student education access courses. Students may enroll in general education courses as well.

Progress for ESE students on annual goals must be monitored and periodically reported to parents. The IEP team must review the student's IEP at least annually to determine whether annual goals are being met. The IEP may be revised at any time to address any lack of expected progress toward annual goals or in the general curriculum.

Grade and Citizenship Honor Rolls follow the individual school criteria for recognition.

#### **F. Parent Notice of Curriculum**

Each school must hold a parent meeting in the evening or on a weekend to inform parents about the course curriculum and activities (§ 1003.4156, Fla. Stat.).

## **II. PERFORMANCE STANDARDS**

### **A. Promotion Requirements**

Middle school students in Leon County schools are expected to meet state and local performance standards as follows:

#### **Grades 6, 7, & 8**

- Earn a yearly final grade of “D” or better in language arts, mathematics, science, and social studies
- Middle School Students must meet the following requirements to be promoted to the next grade:

#### **1. Promotion to Grade 7**

A sixth grade student must have earned a final grade of “D” or better in two of the four core courses; English, mathematics, science, or social studies.

Students who are retained and completely recover the failed course may have the opportunity for midyear promotion as determined by the school principal, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

#### **2. Promotion to Grade 8**

A seventh grade student must have earned a final grade of “D” or better in two of four core seventh grade courses; English, mathematics, science, or social studies and the required sixth grade courses.

Students must earn a passing final grade in all previous academic courses.

Students who are retained and completely recover the failed course may have the opportunity for midyear promotion as determined by the school principal, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

#### **3. Promotion to Grade 9**

An eighth grade student must meet the following criteria:

- Earn a final grade of “D” or better in three (3) yearlong courses taught at the middle school level or higher in each of the following areas:
- English (emphasizing literature, composition, and technical text)
- Mathematics
- Science
- Social studies, one (1) semester of which must include the study of state, federal, and civics education
- A passing grade of “D” or better in one (1) career and education planning course to be completed in grade seven or eight, which can be a stand-alone course or instruction integrated into an existing course or courses.

**B. State Grading Scale (§ 1003.437, Fla. Stat.)**

A grading system of A, B, C, D, or F is used at the end of the grading period for each course. Grades reflect a student's achievement of grade level standards within the respective courses. The grading system and interpretation of letter grades used to measure student success in middle grade (6th through 8th) courses for students enrolled Leon County Schools shall be as follows:

Letter Grade	Percent Value	Point Value	Definition
A	90 - 100%	4	Outstanding
B	80 - 89%	3	Above Average
C	70 - 79%	2	Average
D	60 - 69%	1	Below Average
F	0 - 59%	0	Failure
I	0%	0	Incomplete

All students are continually monitored for progress throughout the school year and instruction is adjusted accordingly to help students reach their full potential. A student repeatedly earning a grade of "F" on the Middle School Report Card is in danger of not meeting expectations for promotion to the next grade level.

**C. End-of-Course Grades**

An end-of-course grade for each course will be computed by adding the numerical value of the available grades and dividing the number of grades recorded. (If a student is present all year this would be four nine-week grades divided by four.) Grades will be averaged according to the following scale:

Letter Grade	Point Range
A	3.50 – 4.00
B	2.50 – 3.49
C	1.50 – 2.49
D	0.75 – 1.49
F	0.00 – 0.74

A student must earn four or more grade points in a year, at least one of which must be earned during the second semester.

**D. Students with Disabilities on Special Progression**

Students with disabilities, following the general education curriculum, must meet the state or district levels of performance for student progression unless the student's individual education plan (IEP) team, with parental consent, has determined the student should follow a modified curriculum aligned with the Next Generation Sunshine State Standards Access Points and exceptional student education access course requirements.

It is the principal's responsibility to recommend promotion of a student on Special Student Progression based upon information from the Individual Educational Plan (IEP) team, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

The IEP team's decision to recommend promotion of a student to the principal should be based upon progress toward mastery of NGSSS Access Points, progress toward mastery of his/her annual goals, and may include additional factors. Progress towards mastery of annual goal(s) will be assessed and documented on the IEP.

### III. REMEDIATION AND ACCELERATION

#### A. Academically Challenging Curriculum, to Enhance Learning (ACCEL)/ Vertical Acceleration

1. Each school must offer the following ACCEL options:

- whole-grade and midyear promotion,
- subject matter acceleration,
- and virtual instruction in higher grade-level subjects.

2. Additional ACCEL options may include but are not limited to:

enriched science, technology, engineering, and mathematics (STEM) coursework, enrichment programs, flexible grouping, advanced academic courses, combined classes, self-paced instruction, rigorous industry certifications that are articulated to college credit and approved, work-related internships or apprenticeships, curriculum compacting, advanced-content instruction, and telescoping curriculum. Information about these options shall be made available to the parents by the school, pursuant to § 1003.492 & § 1008.44, Fla. Stat.

3. Student Eligibility Considerations

The principal, after consultation with the parent/guardian, guidance counselors, teachers, and the Division Director of Secondary Education shall determine if placement in an above-grade level course offered by a Leon County School or grade level acceleration is appropriate.

Factors considered in making this placement decision shall include, but not be limited to:

- The student's performance on a locally determined assessment, a statewide assessment, or a statewide, standardized assessment administered (§ 1008.22, Fla. Stat.).
- The student's grade point average.
- The student's attendance and conduct record.
- Recommendations from one or more of the student's teachers in core-curricula courses as defined in § 1003.01(14)(a)-(e), Fla. Stat.
- A recommendation from a certified school counselor if one is assigned to the school in which the student is enrolled.
- The student's academic history, standardized test performance, current final exam performance, the student's attendance and conduct record.

Placement decisions shall be made on a case-by-case basis and the decision of the principal is final. All placement decisions shall be made on an annual basis and students shall be required to petition the principal each year they wish to enroll in above grade level courses. If a student participates in an ACCEL option pursuant to a parent's request, a performance contract must be executed by the student, the parent, and the principal. If a principal initiates a student's participation in an ACCEL option, the student's parent must be notified. A performance contract is not required when a principal initiates participation but may be used at the discretion of the principal.

#### B. High School Credit Courses in Middle Schools

Students will be screened to determine readiness for high school credit classes in middle school using appropriate assessment and district set criteria. All middle school students will be given the opportunity to participate in the screening.

Students may enroll in high school credit courses that are offered on the middle school campus. Students must fulfill high school attendance requirements for these courses.

Students enrolled in a high school credit science course must remain co-enrolled in an Algebra 1 or higher math class in order to meet upper level high school science course prerequisites, unless determined otherwise by the school principal.

Students enrolled in a high school course that requires an end-of course exam will receive credit pursuant to district guidelines and timelines.

High school credit courses will apply to the student's promotion requirements in middle school. High school courses taken while in middle school will be included on the student's high school transcript and in the student's high school grade point average.

**C. Grade Forgiveness for High School Courses Taken in Middle School**

A student in the middle grades who takes any high school course for high school credit and earns a "C," "D," or "F" may replace the grade with a grade of "C" or higher earned subsequently in the same or comparable course. Only the new grade shall be used in the calculation of the student's grade point average (§ 1003.428, Fla. Stat.).

**D. Dual Enrollment in Middle School and High School**

The dual enrollment program for middle school and high school is designed for the student who has successfully demonstrated mastery of the highest available middle school course of a subject area. The student may be permitted in the next sequential course of the subject at the high school campus.

The principal of both the middle school and the high school must agree to the placement. The student will generate FTE funding for each respective school for the amount of time spent in class in that school.

High school credit courses will be applied to the student's promotion requirements in middle school.

**IV. REPORTING TO PARENTS**

**A. Class Standards for Grades**

Teachers are required to submit their standards, rules, and/or regulations for establishing a grade in their classes to the principal within two weeks after classes begin. No grade will be assigned without a plan approved by the principal. Teachers are required to provide approved grading standards and classroom rules and/or regulations that affect grades in written form to the students they are instructing.

**B. Progress Reports**

All students will receive an interim progress report during the mid-point of each nine week grading period. The progress report dates will be published annually by the school and placed on school and district websites.

Progress reports may be either mailed from the school to the student's home address or given to the student. In the latter case, the student is charged with delivering the interim progress report to his/her parent.

The school will be responsible for maintaining documentation of parent notification. However, the failure to advise the parent of the student's academic progress shall not be grounds for modifying a student's grades.

**C. Report Cards**

Report cards shall be issued to students in grades 6-8 each nine weeks to inform parents of the child's progress. Grades on report cards must clearly reflect the student's level of achievement.

The final report card for the school year will indicate promotion or retention.

**D. Honor Roll Criteria**

Honor roll designations will be determined using the following criteria:

1. All "A" Honor Roll – 4.0 grade point average
2. Honor Roll – 3.0 grade point average with only one grade of C permitted and no grade of D or F
3. Citizenship Honor Roll – All 3's in Citizenship



## HIGH SCHOOL

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### I. PROGRAM OF STUDY

It is the intent of the Florida Legislature that each student's progression from one grade to another be determined, in part, upon proficiency in reading, writing, science and mathematics; that District School Board policies facilitate such proficiency; and that each student and his or her parent/legal guardian be informed of that student's academic progress.

Leon County Schools has established a comprehensive program of study that includes standards for evaluating student performance, specific levels of achievement in reading, writing, science and mathematics for each grade level, and levels of performance on statewide assessments. Leon County Schools shall provide all courses necessary for instruction and promotion to ensure that students meet all appropriate State Board of Education adopted standards (Next Generation Sunshine State Standards/Florida State Standards), (§ 1003.41, Fla. Stat.).

### II. STATE STANDARDS

Leon County Schools is required to teach, and students are required to meet state curriculum standards as defined by the Florida Department of Education. Florida State Standards establish the core content of the curricula to be taught in the state and specify the core content knowledge and skills that Kindergarten through 12th grade public school students are expected to acquire. The standards must include distinct grade level expectations for the core content knowledge that students should acquire at each grade level K-12. All teachers are expected to be proficient in teaching those standards that are applicable to the course, subject, and grade level of their students. The grading system employed by Leon County Schools communicates to parents their student's level of performance based on achievement of these standards.

Standards must be rigorous and relevant and provide for the logical, sequential progression of core curricular content that incrementally increases a student's core content knowledge and skills over time. Curricular content for all subjects must integrate critical-thinking, problem-solving, and workforce-literacy skills; communication, reading, and writing skills; mathematics skills; collaboration skills; contextual and applied-learning skills; technology-literacy skills; information and media-literacy skills; and civic-engagement skills. The standards must include distinct grade-level expectations for the core content knowledge and skills that a student is expected to have acquired by each individual grade level from kindergarten through grade 8. The standards for grades 9 through 12 may be organized by grade clusters of more than one grade level except as otherwise provided for visual and performing arts, physical education, health, and foreign language standards. Florida is migrating to the Florida Standards and some grades have already implemented them as required core curriculum (§ 1003.41, Fla. Stat.).

Leon County Schools' has implemented this standards-based instructional approach reflecting state and local requirements for K-12 education, using the Next Generation Sunshine State Standards (NGSSS)/Florida Standards (FS).

Each student's performance on the Florida Standards Assessment Test (FSA) Reading, Writing, Mathematics, and FCAT 2.0 Science tests indicates his or her progress in reaching these expectations.

#### **The Next Generation Sunshine State Standards must meet the following requirements:**

1. English Language Arts standards (Florida Standards) must establish specific curricular content for, at a minimum, reading, writing, speaking and listening, and language.
2. Science standards (Next Generation Sunshine State Standards) must establish specific curricular content for, at a minimum, the nature of science, earth and space science, physical science, and life science.
3. Mathematics standards (Florida Standards) must establish specific curricular content for, at a minimum, algebra, geometry, statistics and probability, number and quantity, functions, and modeling.
4. Social Studies standards (Next Generation Sunshine State Standards) must establish specific curricular content for, at a minimum, geography, United States and world history, government, civics, humanities,

and economics, including financial literacy. Financial literacy includes knowledge, understanding skills, behaviors, attitudes, and values that will enable a student to make responsible and effective financial decisions on a daily basis. Financial literacy instruction shall be an integral part of instruction throughout the entire economics course and include information regarding earning income; buying goods and services; saving and financial investing; taxes; the use of credit and credit cards; budgeting and debt management, including student loans and secured loans; banking and financial services; planning for one's financial future, including higher education and career planning; credit reports and scores; and fraud and identify theft prevention.

5. Visual and performing arts, physical education, health, and foreign language standards must establish specific curricular content and include distinct grade level expectations for core content knowledge and skills that a student is expected to have acquired by each individual grade level from kindergarten through grade 12.

### **III. GENERAL REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

To graduate from high school a student must meet all the requirements of this plan, demonstrate mastery of the Student Performance Standards (§ 1001.03 & § 1010.305, Fla. Stat.), and meet all requirements established by the Florida Department of Education and the Leon County School Board.

Beginning with students entering grade 9 in the 2007-2008 school year, graduation requires the successful completion of a minimum of 24 credits. In addition, students are required to satisfy the graduation requirements in effect at the time the student first enters the ninth grade regardless of the date the student graduates, unless the requirements change for the entire class, or unless requirements are changed for all students by Florida Statute, or unless the student is scheduled to graduate more than two years after the student's original class.

Graduation requirements prescribed by Florida Statute may not be waived.

As a result of the many acceleration mechanisms, students can graduate in fewer than four years (less than eight semesters) if the student has completed a minimum of 24 credits and meets the general requirements for graduation. If a student meets the requirements, the student must be allowed to graduate early.

- The 24 credits required for a standard diploma can be earned through career education courses.
- The one-half credit required in economics shall include financial literacy.

Section 1003 of the Florida Statutes; identify state minimum graduation requirements for basic, adult, and students with disabilities who are to be awarded a standard high school diploma by any public school. The state has specified a total number of credits that students shall earn in certain subject areas.

Students enrolled in high school prior to 2013-2014 that opted for one of the former 18 credit accelerated high school graduation options, may continue earning credits as part of that program and upon completion of the former option, can graduate with a standard diploma.

#### **A. High School Testing/Graduation Requirements by 9th Grade Year of Entry**

##### **1. Students Entering Ninth Grade in the 2011-12 School Year**

###### **a. Diploma Options**

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- International Baccalaureate (IB) Diploma curriculum

###### **b. State Assessment Requirements**

- i. Students must pass the following statewide assessments:
  - Grade 10 reading (or ACT/SAT concordant score)

- Algebra I end-of-course (EOC) if Algebra I is taken after 2010–2011 or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)
- ii. Students must participate in the following EOC assessments:
  - Algebra I (if enrolled after 2010-2011)
  - Biology I (if enrolled after 2010-2011)
  - Geometry (if enrolled after 2010-2011)
  - U.S. History (if enrolled after 2011-2012)
- c. Requirements for the 24-Credit Standard Diploma Option**
  - i. 4 Credits English Language Arts (ELA)
  - ii. 4 Credits Mathematics
    - One of which must be Algebra I and one of which must be Geometry
    - Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)
  - iii. 3 Credits Science
    - One of which must be Biology I, two of which must have a laboratory component
    - An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
    - An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)
  - iv. 3 Credits Social Studies
    - 1 credit in World History
    - 1 credit in U.S. History
    - .5 credit in U.S. Government
    - .5 credit in Economics
  - v. 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts  
Eligible courses are specified in the Florida Course Code Directory at <http://www.fldoe.org/articulation/CCD/default.asp>
  - vi. 1 Credit Physical Education  
To include the integration of health
  - vii. 8 Elective Credits
  - viii. 1 Online Course

Students must earn a 2.0 grade point average on a 4.0 scale.
- d. Standard Diploma Designation Requirements**
  - i. **Scholar Diploma Designation**
    - In addition to meeting the 24-credit standard high school diploma requirements, a student must:
    - Earn 1 credit in Algebra II;
    - Earn 1 credit in Statistics or an equally rigorous mathematics course;
    - Pass the Biology I EOC;
    - Earn 1 credit in Chemistry or Physics;

- Earn 1 credit in a course equally rigorous to Chemistry or Physics;
- Pass the U.S. History EOC;
- Earn 2 credits in the same World Language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U.S. History course and the student

- Takes the respective AP, IB or AICE assessment; and
- Earns the minimum score to earn college credit.

ii. Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (§ 1003.492, Fla. Stat.)

**e. Credit Acceleration Program (CAP)**

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I
- Geometry
- Biology I
- U.S. History
- Algebra II

**f. Difference between the 18-credit ACCEL option and the 24-credit option**

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (§ 1003.4282(10)(d)1-5, Fla. Stat.)

**g. Florida State University System (SUS) Admission Requirements**

To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements:

- High school graduation with a standard diploma
- Admission test scores
- 16 credits of college preparatory academic courses
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra I level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language)
- 2 approved electives

<http://www.flbog.edu/forstudents/planning>

## **2. Students Entering Ninth Grade in the 2012-13 School Year**

### **a. Diploma Options**

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

### **b. State Assessment Requirements**

i. Students must pass the following statewide assessments:

- Grade 10 reading (or ACT/SAT concordant score)
- Algebra I end-of-course (EOC) if Algebra I is taken after 2010–2011 or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)

ii. Students must participate in the following EOC assessments:

- Algebra I (if enrolled after 2010-2011)
- Biology I (if enrolled after 2010-2011)
- Geometry (if enrolled after 2010-2011)
- U.S. History (if enrolled after 2011-2012)
- Algebra II (if enrolled after 2014-2015)

### **c. Requirements for the 24-Credit Standard Diploma Option**

i. 4 Credits English Language Arts (ELA)

ii. 4 Credits Mathematics

- One of which must be Algebra I and one of which must be Geometry
- Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)

iii. 3 Credits Science

- One of which must be Biology I, two of which must have a laboratory component
- An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
- An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)

iv. 3 Credits Social Studies

- 1 credit in World History
- 1 credit in U.S. History
- .5 credit in U.S. Government
- .5 credit in Economics

v. 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts

Eligible courses are specified in the Florida Course Code Directory at  
<http://www.fldoe.org/articulation/CCD/default.asp>

vi. 1 Credit Physical Education

To include the integration of health

vii. 8 Elective Credits

viii. 1 Online Course

Students must earn a 2.0 grade point average on a 4.0 scale

**d. Standard Diploma Designation Requirements**

i. Scholar Diploma Designation

- In addition to meeting the 24-credit standard high school diploma requirements, a student must:
- Earn 1 credit in Algebra II;
- Earn 1 credit in Statistics or an equally rigorous mathematics course;
- Pass the Biology I EOC;
- Earn 1 credit in Chemistry or Physics;
- Earn 1 credit in a course equally rigorous to Chemistry or Physics;
- Pass the U.S. History EOC;
- Earn 2 credits in the same World Language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U.S. History course and the student

- Takes the respective AP, IB or AICE assessment; and
- Earns the minimum score to earn college credit.

ii. Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (§ 1003.492, Fla. Stat.)

**e. Credit Acceleration Program (CAP)**

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I
- Geometry
- Biology I
- U.S. History
- Algebra II

**f. Difference between the 18-credit ACCEL option and the 24-credit option**

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (§ 1003.4282(10)(d)1-5, Fla. Stat.)

**g. Florida State University System (SUS) Admission Requirements**

To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements:

- High school graduation with a standard diploma
- Admission test scores
- 16 credits of college preparatory academic courses
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra I level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language)
- 2 approved electives

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**3. Students Entering Ninth Grade in the 2013-14 School Year**

**a. Diploma Options**

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

**b. State Assessment Requirements**

- i. Students must pass the following statewide assessments:
  - Grade 10 ELA (or ACT/SAT concordant score)
  - Algebra I end-of-course (EOC) or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)
- ii. Students must participate in the EOC assessments and the results constitute 30 percent of the final course grade. These assessments are in the following subjects:
  - Algebra I
  - Biology I
  - Geometry
  - U.S. History
  - Algebra II (if enrolled)

**c. Requirements for the 24-Credit Standard Diploma Option**

- i. 4 Credits English Language Arts (ELA)
  - ELA I, II III, IV
  - ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement
- ii. 4 Credits Mathematics

- One of which must be Algebra I and one of which must be Geometry
  - Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)
- iii. 3 Credits Science
- One of which must be Biology I, two of which must be equally rigorous science courses.
  - Two of the three required credits must have a laboratory component.
  - An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
  - An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)
- iv. 3 Credits Social Studies
- 1 credit in World History
  - 1 credit in U.S. History
  - .5 credit in U.S. Government
  - .5 credit in Economics with Financial Literacy
- v. 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts
- Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory at <http://www.fldoe.org/articulation/CCD/default.asp>.
- vi. 1 Credit Physical Education
- To include the integration of health
- vii. 8 Elective Credits
- viii. 1 Online Course

Students must earn a 2.0 grade point average on a 4.0 scale

**d. Standard Diploma Designation Requirements**

- i. Scholar Diploma Designation
- In addition to meeting the 24-credit standard high school diploma requirements, a student must:
  - Earn 1 credit in Algebra II;
  - Earn 1 credit in Statistics or an equally rigorous mathematics course;
  - Pass the Biology I EOC;
  - Earn 1 credit in Chemistry or Physics;
  - Earn 1 credit in a course equally rigorous to Chemistry or Physics;
  - Pass the U.S. History EOC;
  - Earn 2 credits in the same World Language; and
  - Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U.S. History course and the student

- Takes the respective AP, IB or AICE assessment; and



- Earns the minimum score to earn college credit.
- ii. Merit Diploma Designation
  - Meet the standard high school diploma requirements
  - Attain one or more industry certifications from the list established (§ 1003.492, Fla. Stat.)

**e. Credit Acceleration Program (CAP)**

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I
- Geometry
- Biology I
- U.S. History
- Algebra II

**f. Difference between the 18-credit ACCEL option and the 24-credit option**

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (§ 1003.4282(10)(d)1-5, Fla. Stat.)

**g. Florida State University System (SUS) Admission Requirements**

To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements:

- High school graduation with a standard diploma
- Admission test scores
- 16 credits of college preparatory academic courses
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra I level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language)
- 2 approved electives

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**4. Students Entering Ninth Grade in the 2014-15 School Year**

**a. Diploma Options**

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum

- International Baccalaureate (IB) Diploma curriculum

**b. State Assessment Requirements**

- Students must pass the following statewide assessments:
  - Grade 10 ELA (or ACT/SAT concordant score)
  - Algebra I end-of-course (EOC) or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)
- Students must participate in the EOC assessments and the results constitute 30 percent of the final course grade. These assessments are in the following subjects:
  - Algebra I
  - Biology I
  - Geometry
  - U.S. History
  - Algebra II (if enrolled)

**c. Requirements for the 24-Credit Standard Diploma Option**

- 4 Credits English Language Arts (ELA)
  - ELA I, II III, IV
  - ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement
- 4 Credits Mathematics
  - One of which must be Algebra I and one of which must be Geometry
  - Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)
- 3 Credits Science
  - One of which must be Biology I, two of which must be equally rigorous science courses
  - Two of the three required credits must have a laboratory component
  - An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
  - An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)
- 3 Credits Social Studies
  - 1 credit in World History
  - 1 credit in U.S. History
  - .5 credit in U.S. Government
  - .5 credit in Economics with Financial Literacy
- 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts  
 Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory at <http://www.fldoe.org/articulation/CCD/default.asp>
- 1 Credit Physical Education

To include the integration of health

vii. 8 Elective Credits

viii.1 Online Course

Students must earn a 2.0 grade point average on a 4.0 scale

**d. Standard Diploma Designation Requirements**

i. Scholar Diploma Designation

In addition to meeting the 24-credit standard high school diploma requirements, a student must:

- Earn 1 credit in Algebra II (must pass EOC);
- Pass the Geometry EOC;
- Earn 1 credit in Statistics or an equally rigorous mathematics course;
- Pass the Biology I EOC;
- Earn 1 credit in Chemistry or Physics;
- Earn 1 credit in a course equally rigorous to Chemistry or Physics;
- Pass the U.S. History EOC;
- Earn 2 credits in the same World Language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U.S. History course and the student

- Takes the respective AP, IB or AICE assessment; and
- Earns the minimum score to earn college credit.

ii. Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (§ 1003.492, Fla. Stat.)

**e. Credit Acceleration Program (CAP)**

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I
- Geometry
- Biology I
- U.S. History
- Algebra II

**f. Difference between the 18-credit ACCEL option and the 24-credit option**

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (§ 1003.4282(10)(d)1-5, Fla. Stat.)

**g. Florida State University System (SUS) Admission Requirements**

To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements:

- High school graduation with a standard diploma
- Admission test scores
- 16 credits of college preparatory academic courses
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra I level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language)
- 2 approved electives

<http://www.flbog.edu/forstudents/planning>

**B. District and State Assessment Requirements**

All students are required to participate in state and district assessments for accountability purposes. The exams are aligned to the NGSSS/FSA, are mandated by the state of Florida and dependent on a student's ninth (9th) grade cohort (§ 1008.22 (9)(b), Fla. Stat., Fla. Admin. Code R. 6A-1.09941).

**NOTE:** Pursuant to HB 7069, 2015: Until such time as an independent verification of the psychometric validity of the statewide, standardized assessments first implemented in 2014-2015 is provided, for purposes of grade 3 English Language Arts student performance pursuant to § 1008.25(5), Fla. Stat., and high school graduation requirements pursuant to § 1003.4282, Fla. Stat., student performance on the 2014-2015 statewide, standardized assessments shall be linked to 2013-2014 student performance expectations. Students who score in the bottom quintile on the 2014-2015 grade 3 English Language Arts assessment shall be identified as students at risk of retention. School districts must notify parents of such students, provide evidence as outlined in § 1008.25(6)(b), Fla. Stat., and provide the appropriate intervention and support services for student success in grade 4.

**C. Online Course Requirement**

At least one course within the 24 credits required under this section must be completed through online learning. A school district may not require a student to take the online course outside the school day or in addition to a student's courses for a given semester. An online course taken in grade 6, grade 7, or grade 8 may meet this requirement if it is a high school credit course. This requirement is met through an online course offered by the Leon County Virtual School or Florida Virtual School, a virtual education provider approved by the State Board of Education, a high school, or an online dual enrollment course.

A student who is enrolled in a full-time or part-time virtual instruction program under § 1002.45, Fla. Stat., meets this requirement. This requirement does not apply to a student who has an individual education plan under § 1003.57, Fla. Stat., which indicates that an online course would be inappropriate or to an out-of-state transfer student who is enrolled in a Florida high school and has 1 academic year or less remaining in high school (§ 1003.4282(4), Fla. Stat.).

**D. Physical Education (PE) Requirements**

Physical education must include the integration of health. Participation in an interscholastic sport at the junior varsity or varsity level for two full seasons shall satisfy the one-credit requirement in physical

education if the student passes a competency test on personal fitness with a score of “C” or better. The competency test on personal fitness developed by the Department of Education must be used. A district school board may not require that the one credit in physical education be taken during the 9th grade year. Completion of one semester with a grade of “C” or better in a marching band class, in a physical activity class that requires participation in marching band activities as an extracurricular activity, or in a dance class shall satisfy one-half credit in physical education or one-half credit in performing arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an individual education plan (IEP) or 504 plan. Completion of 2 years in a Reserve Officer Training Corps (R.O.T.C.) class, a significant component of which is drills, shall satisfy the one-credit requirement in physical education and the one-credit requirement in performing arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or 504 plan (§ 1003.4282 (1)(f), Fla. Stat.).

#### **E. Remedial and Compensatory Credit**

Remedial and compensatory courses taken in Grades 9-12 may only be counted as elective credit.

#### **F. Credit Accumulation**

For the purposes of requirements for high school graduation, one full credit means a minimum of 135 hours of valid instruction in a designated course of study that contains student performance standards except as otherwise provided through the Credit Acceleration Program (CAP) under § 1003.4295(3), Fla. Stat.

The State Board of Education shall determine the number of post-secondary credit hours earned through Dual Enrollment, as specified in § 1007.271, Fla. Stat., that satisfy the requirements of the District’s inter-institutional articulation agreement, as specified in § 1007.23, Fla. Stat., and that equal one full credit of the equivalent high school course identified, as specified in § 1007.271(6), Fla. Stat.

One-half credit means one-half the requirement for a full credit.

Credit is earned upon successful mastery of course performance standards requirements, Next Generation Sunshine State Standards or Florida Standards as appropriate.

In awarding credit for high school graduation, Leon County Schools maintains a one-half credit earned system that includes courses provided on a full-year basis.

- Students enrolled in a full-year course receive one-half credit if they successfully complete either the first half or the second half of a full-year course but fail to successfully complete the other half of the course and the averaging of the grades obtained in each half do not result in a passing grade.
- A student enrolled in a full-year course shall receive a full credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the averaging of the grades obtained in each half would result in a passing grade.

Students must meet the district policies for attendance applied to the class in question for the purpose of grade averaging, homework, participation, and other indicators of performance.

A student earning 3 or more grade points during the first marking period must earn at least one additional point in the second nine weeks or on the semester exam in order to earn credit for the semester. Should a student earn no additional points, during the second nine weeks or on the semester exam, the final grade average for that semester will be an “F” (§ 1003.436,(2), Fla. Stat.).

The District will provide opportunities to students to make up missed instructional time or work for excused absences. In the event the student has not been in instruction for a minimum of 67.5 hours for a half-credit course, credit may still be awarded if the student demonstrated mastery of at least 70% of the District course performance standards and passed the teacher’s written grading standards.

## **G. High School Uniform Transfer of Credits**

Leon County Schools accepts transfer work and courses for students entering grades 9, 10, 11, and 12 from out of state, out of country, or home schooling in accordance with Fla. Admin. Code R. 6A-1.09941.

The procedures are as follows:

### **1. Credits and Grades**

Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period as outlined in subsection 3 below.

### **2. State Assessments**

If a student transfers into a Florida high school from out of country, out of state, a private school, or a home school, and that student's transcript shows a mathematics credit in a course that requires passage of a statewide, standardized assessment in order to earn a standard high school diploma, the student must pass the statewide standardized assessment unless the student earned a comparative score pursuant to § 1008.22, Fla. Stat., passed a statewide assessment in that subject administered by the transferring entity, or passed the statewide assessment the transferring entity uses to satisfy the requirements of the Elementary and Secondary Education Act, 20, § 6301, U.S.C.

If a student's transcript shows a credit in high school reading or English Language Arts II or III, in order to earn a standard high school diploma the student must take and pass the statewide, standardized grade 10 Reading assessment or, earn a concordant score; earn a passing score on the English Language Arts assessment as required under this section.

If a transfer student's transcript shows a final course grade and course credit in Algebra I, Geometry, Biology I, or United States History, the transferring course final grade and credit shall be honored without the student taking the requisite statewide, standardized EOC assessment and without the assessment results constituting 30 percent of the student's final course grade (§ 1003.4282(8), Fla. Stat.).

### **3. Validation of Credits**

Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection 4 below.

### **4. Alternative Validation Procedure**

If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:

- a. portfolio evaluation by the superintendent or designee
- b. written recommendation by a Florida certified teacher selected by the parent and approved by the principal
- c. demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools
- d. demonstrated proficiencies on nationally-normed standardized subject area assessments

- e. demonstrated proficiencies on the FCAT and on EOC assessment(s) for course(s) that require a passing score on an EOC assessment in order to award course credit; or
- f. written review of the criteria utilized for a given subject provided by the former school

Note: Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined § 1003.25(3), Fla. Stat., and Fla. Admin. Code R. 6A-1.09941.

#### **H. Secondary Student Transfers (§ 1003.433, Fla. Stat.)**

Students who enter Leon County Schools in the 11th or 12th grade from out of state or out of country are not required to spend additional time in school in order to meet the high school course requirements if the student has met all requirements of the school district, state, or country from which they are transferring.

Such students who are not proficient in English shall receive immediate and intensive instruction in English language acquisition. However, to receive a standard high school diploma, a transfer student must earn a 2.0 GPA and meet the requirements under § 1008.22, Fla. Stat.

Students who have earned the required 24 credits for the standard high school diploma except for passage of any must-pass assessment under § 1003.4282 or § 1008.22, Fla. Stat., or an alternate assessment by the end of Grade 12 must be provided the following learning opportunities:

1. Participation in an accelerated high school equivalency diploma preparation program during the summer.
2. Graduates with a Certificate of Completion, may enroll in any public community college in Florida by taking the Postsecondary Education Readiness Test (P.E.R.T.) to determine if they qualify to register for college-credit courses or must take remedial courses to continue their college-preparatory studies.
3. Participation in an adult general education program as provided in § 1004.93, Fla. Stat., for such time as the student requires to master English, reading, mathematics, or any other subject required for high school graduation. A student attending an adult general education program shall have the opportunity to take any must-pass assessment under § 1003.4282 or § 1008.22, Fla. Stat., an unlimited number of times in order to receive a standard high school diploma.
4. Students who have been enrolled in an ESOL program for less than two school years and have met all requirements for the standard high school diploma except for passage of any must-pass assessment under § 1003.4282 or § 1008.22, Fla. Stat., or alternate assessment may receive immersion English language instruction during the summer following their senior year. Students receiving such instruction are eligible to take the required assessment FCAT 2.0 or alternate assessment and receive a standard high school diploma upon passage of the required assessment or alternate assessment.

#### **I. Enrollment in Courses**

Students designated at the beginning of the school year as freshmen or sophomores must be enrolled in six periods per day. Students designated as juniors or seniors, unless participating in a certified work program, will also be enrolled in six periods.

#### **J. Participation in Graduation Ceremonies**

- A student must complete all requirements for a standard or special diploma in order to participate in his/her high school graduation ceremony.
- A student must be registered at a Leon County high school in order to participate in that high school's graduation ceremony.
- A student who withdraws from a high school, enrolls in an adult program, and successfully completes the Graduate Educational Development (GED) tests, may participate in the adult high

school graduation ceremony and is awarded a State of Florida diploma. These students may not participate in the graduation ceremony with their previous high school.

- A student who receives a Certificate of Completion may participate in a graduation ceremony.

#### **IV. HIGH SCHOOL GRADUATION OPTIONS**

It is the goal of the State of Florida and Leon County Schools to provide students, with help and guidance from their parents or guardians, the opportunity to select the graduation option that will most appropriately prepare them for their chosen postsecondary path. To assist students and parents with this task, Leon County Schools provides each student in grades six through twelve, and their parents, with information concerning the three 24-credit high school graduation options. Selection of one of the graduation options may be completed by the student at any time during grades 9 through 12, subject to the written consent of the student's parent or the written consent of the student if the student is 18 years of age or older (§ 1003.429,(3), Fla. Stat.).

##### **Standard high school diplomas—**

- 24-credit Standard diploma
  - 24 credit Scholar designation
  - 24 credit Merit designation.

##### **A. 24 Credit Standard Diploma**

This program requires students to take 24 credits in the subject areas of English, mathematics, science, social studies, fine or performing arts, and a physical education course. Foreign language credit is not required for this program although it is recommended for community college preparation and is required for admission to Florida's state universities. This program requires students to take eight elective credits (§ 1003.428, Fla. Stat.), (See graduation requirements by ninth (9th) grade cohort.)

##### **B. 24 Credit Scholar Designation Diploma**

In order to earn a Scholar designation diploma, a student must satisfy the following requirements in addition to the requirements for a standard diploma as set forth in § 1003.428 and § 1003.4282, Fla. Stat.:

1. English Language Arts (ELA). – Florida Standards Assessments.
2. Mathematics – Earn one credit in Algebra II and one credit in statistics or an equally rigorous course.
3. Science – Pass the statewide, standardized Biology I end-of-course assessment and earn one credit in chemistry or physics and one credit in a course equally rigorous to chemistry or physics.
4. Social studies – Pass the statewide, standardized United States History end-of-course assessment.
5. Foreign language – Earn two credits in the same foreign language.
6. Electives – Earn at least one credit in an Advanced Placement, an International Baccalaureate, an Advanced International Certificate of Education, or a dual enrollment course.

##### **C. 24 Merit Designation Diploma**

In addition to the requirements of § 1003.428 & § 1003.4282, Fla. Stat., as applicable, in order to earn the Merit designation, a student must attain one or more industry certifications from the list established under § 1003.492, Fla. Stat.

Students and parents shall be provided information about diploma designations through an online education and career planning tool, which allows students to monitor their progress toward the attainment of each designation.

The State Board of Education may make recommendations to the Legislature regarding the establishment of additional designations.



#### **D. Accelerated High School Graduation Information**

Students shall be advised of courses through which a high school student can earn college credit, including Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, dual enrollment, early admission, and career academy courses, and courses that lead to industry certification, as well as the availability of course offerings through virtual instruction.

#### **E. Early Graduation Options under § 1003.4281, Fla. Stat.**

Award of a standard high school diploma – A student who meets the requirements of § 1003.4282(3)(a)-(e), Fla. Stat., earns three credits in electives, and earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale shall be awarded a standard high school diploma in the approved form prescribed by the Florida State Board of Education. Such students are not required to complete any additional district mandated graduation requirements.

#### **F. The Credit Acceleration Program (CAP)**

The Credit Acceleration Program allows a student to earn high school credit in Algebra I, Algebra II, geometry, United States history, or biology if the student passes the statewide, standardized assessment administered under § 1008.22, Fla. Stat. Notwithstanding, § 1003.436, Fla. Stat., course credit may be awarded to a student who is not enrolled in the course, or who has not completed the course, if the student attains a passing score on the corresponding statewide, standardized assessment. Students not enrolled in the course, or who have not completed the course may take the assessment during the regular administration of the assessment.

#### **G. High School Graduation Requirements for Students with Disabilities (Fla. Admin. Code R. 6A-1.09963)**

##### **1. General requirements**

Beginning in the 2014-2015 school year, students with disabilities entering grade nine may attain a standard diploma and earn standard diploma designations by meeting the requirements in § 1003.4282(1)-(9), § 1002.3105(5) or § 1003.4282(11) & § 1003.4285, Fla. Stat. Nothing contained in this rule shall be construed to limit or restrict the right of a student with a disability solely to the options described in this rule. A certificate of completion will be awarded to students who earn the required eighteen (18) or twenty-four (24) credits required for graduation, but who do not achieve the required grade point average or who do not pass required assessments unless a waiver of the results has been granted in accordance with § 1008.22(3)(c)2, Fla. Stat., or participation in a statewide assessment has been exempted in accordance with § 1008.212 or § 1008.22(9), Fla. Stat. Students who entered grade nine before the 2014-2015 school year and whose individual educational plan (IEP), as of June 20, 2014, contained a statement of intent to receive a special diploma may continue to work toward a special diploma.

##### **2. Requirements for a standard diploma for students with disabilities for whom the IEP team has determined that participation in the Florida Alternate Assessment is the most appropriate measure of the student's skills, in accordance with Fla. Admin. Code R. 6A-1.0943(5) and instruction in the access points is the most appropriate means of providing the student access to the general curriculum. Students must meet the graduation requirements specified in § 1003.4282(1)-(9) or § 1002.3105(5), Fla. Stat., through the access course specified for each required core course, through more rigorous ESE courses in the same content area or through core academic courses. Eligible access courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Fla. Admin. Code R. 6A-1.09441.**

- a. Eligible career and technical education (CTE) courses, may substitute for Access English IV; one (1) mathematics credit, with the exception of Access Algebra 1A and Access Algebra 1B and Access Geometry; one (1) science credit, with the exception of Access Biology; and one (1) social studies credit with the exception of Access United States History. Eligible courses are

- described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Fla. Admin. Code R. 6A-1.09441.
- b. Participation in the Florida Alternate Assessments in reading, mathematics, and science is required until replaced by Florida Alternate Assessments in English Language Arts I, II, and III, Algebra I, Geometry, Algebra II, Biology I, and United States History.
  - c. A score of at least four (4) on the Florida Alternate Assessments in reading and math must be attained, until replaced by the grade 10 English Language Arts alternate assessment and the End-of-Course (EOC) assessment for Access Algebra I, unless assessment results are waived in accordance with § 1008.22(3)(c), Fla. Stat. A waiver of the results of the statewide, standardized assessment requirements by the IEP team, pursuant to § 1008.22(3)(c), Fla. Stat., must be approved by the parents and is subject to verification for appropriateness by an independent reviewer selected by the parents as provided for in § 1003.572, Fla. Stat.
  - d. For those students whose performance on standardized assessments are waived by the IEP team as approved by the parent, the development of a graduation portfolio of quantifiable evidence of achievement is required. The portfolio must include a listing of courses the student has taken, grades received, student work samples and other materials that demonstrate growth, improvement, and mastery of required course standards. Multi-media portfolios that contain electronic evidence of progress, including videos and audio recordings, are permissible. Community based instruction, MOCPs, work experience, internships, community service, and postsecondary credit, if any, must be documented in the portfolio.
3. Requirements for a standard diploma for students with disabilities for whom the IEP team has determined that mastery of both academic and employment competencies is the most appropriate way for the student to demonstrate his or her skills. A student must meet all of the graduation requirements specified in § 1003.4282(1)-(9) or § 1002.3105(5), Fla. Stat. Eligible courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Fla. Admin. Code R. 6A-1.09441.
- a. Eligible CTE courses, may substitute for English IV; one (1) mathematics credit, with the exception of Algebra and Geometry; one (1) science credit, with the exception of Biology; and one (1) social studies credit with the exception of United States History. Eligible courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Fla. Admin. Code R. 6A-1.09441.
  - b. Students must earn a minimum of one-half (.5) credit in a course that includes employment. Such employment must be at a minimum wage or above in compliance with the requirements of the Federal Fair Labor Standards Act, for the number of hours a week specified in the student's completed and signed employment transition plan, as specified in § 1003.4282(11)(b)2d., Fla. Stat., for the equivalent of at least one (1) semester. Additional credits in employment-based courses are permitted as electives.
  - c. Documented achievement of all components defined in § 1003.4282(11)(b)2b, Fla. Stat., on the student's employment transition plan.
4. A waiver of the results of the statewide, standardized assessment requirements by the IEP team, pursuant to § 1008.22(3)(c), Fla. Stat., must be approved by the parents and is subject to verification for appropriateness by an independent reviewer selected by the parents as provided for in § 1003.572, Fla. Stat.
5. Deferral of receipt of a standard diploma
- A student with a disability who meets the standard high school diploma requirements may defer the receipt of the diploma and continue to receive services if the student meets the requirements found at § 1003.4282(11)(c), Fla. Stat.

- a. The decision to accept or defer the standard high school diploma must be made during the school year in which the student is expected to meet all requirements for a standard high school diploma. The decision must be noted on the IEP and the parent, or the student over the age of eighteen (18) for whom rights have transferred in accordance with Fla. Admin. Code R. 6A-6.03311(8), must sign a separate document stating the decision.
    - i. The IEP team must review the benefits of deferring the standard high school diploma, including continuation of educational and related services, and describe to the parent and the student all services and program options available to students who defer. This description must be done in writing.
    - ii. School districts must inform the parent and the student, in writing by January 30 of the year in which the student is expected to meet graduation requirements, that failure to defer receipt of a standard high school diploma after all requirements are met releases the school district from the obligation to provide a free appropriate public education (FAPE). This communication must state that the deadline for acceptance or deferral of the diploma is May 15 of the year in which the student is expected to meet graduation requirements, and that failure to attend a graduation ceremony does not constitute a deferral.
    - iii. The school district must ensure that the names of students deferring their diploma be submitted to appropriate district staff for entry in the district's management information system. Improper coding in the district database will not constitute failure to defer.
  - b. In accordance with Fla. Admin. Code R. 6A-6.03028(1), a student with a disability who receives a certificate of completion may continue to receive FAPE until their 22nd birthday, or, at the discretion of the school district, until the end of the school semester or year in which the student turns twenty-two (22) (§ 1003.4282, § 1008.22, Fla. Stat.).
6. Students with Disabilities Seeking a Special diploma who entered the 9th Grade prior to the 2014 – 2015 School Year

Special diploma options are available to certain students with disabilities who have been identified as a student with an intellectual disability; an autism spectrum disorder; a language impairment; an orthopedic impairment; another health impairment; a traumatic brain injury; an emotional or behavioral disability; a specific learning disability; or students who are deaf or hard of hearing; or dual sensory impaired and who are not able to meet the requirements for a standard diploma and who require instruction on the NGSSS Access Points and or Common Core Connectors to support the development of academic and functional life skills. Students identified as visually impaired or speech impaired are not eligible for a special diploma unless they have another identified disability. Parents must consent to instruction in the NGSSS Access Points or Common Core Connectors and participation in the Florida Alternate Assessment.

There are two types of special diplomas: Option 1 and Option 2. The requirements for each are listed below. The three-year, 18-credit graduation programs are not available for students working toward a special diploma.

#### **Option 1: Special Diploma Graduation Requirements**

For students entering 9th grade prior to the 2013-2014 school year, in order to graduate with Special Diploma Option 1, a student must earn a total of 24 credits in the following courses:

- 11 credits in:

Any of the basic courses or Exceptional Student Education Academic Access Courses in Language Arts, mathematics, science, and social studies, with 1 credit in any PE, which may include specially designed PE.

- 4 credits in:

any career course

- 9 credits in:

any appropriate elective

The student must demonstrate progress toward mastery of Next Generation Sunshine State Standards Access Points. The student follows a specialized curriculum offered through ESE non-equivalent courses and has no specific GPA requirement.

For students entering 9th grade in 2013-2014 school year, in order to graduate with Special Diploma Option 1, a student must earn a cumulative 2.0 GPA in a minimum of 24 credits in the following courses:

- Thirteen (13) credits in core academic skills required for postsecondary education or training, employment, and/or independent living, to include:
  - Four (4) credits in reading/language arts;
  - Four (4) credits in mathematics;
  - Three (3) credits in science; and
  - Two (2) credits in social studies.
- One half (.5) credit in health and one-half (.5) credit in physical education, or one (1) credit in physical education to include the integration of health
- Four (4) credits in exceptional student education (ESE) career and technical education or basic career and technical education; and
- Six (6) credits in electives, (Fla. Admin. Code R. 6A-1.09961).

### **Option 2: Special Diploma Graduation Requirements**

The goal of Option 2 is to prepare the student for the transition from school to work and independent living that will continue after graduation. Graduation is based on demonstration of mastery of specified employment and community competencies. Students will be assigned to the 12th grade when Option 2 is initiated. This status shall remain until graduation or diploma options change.

Students entering 9th grade prior to the 2013-2014 school year, wishing to be considered for a special diploma under Option 2 must:

- be at least 17 years of age,
- obtain mastery of a set of employment and community competencies identified in the Graduation Training Plan developed for each individual student by the IEP team, and
- Complete at least 1 semester of successful paid employment.

If a change in diploma option from Option 2 occurs, the Employment and Community Competencies mastered under the Option 2 plan shall be converted to credits. Converted credits shall determine grade classification.

Students entering 9th grade in the 2013-2014 school year, who want to be considered for a special diploma under Option 2 must:

- be at least 17 years of age;
- have earned a 2.0 cumulative GPA in a minimum of eight (8) credits in the following courses:
  - Four (4) credits in core academic areas to include
  - Two (2) credits in reading/language arts; and

- Two (2) credits in mathematics
- One (1) credit in ESE career and technical education or basic career and technical education
- Three (3) credits in electives
- have achieved all the annual goals and short term objectives or benchmarks, if required, that were specified on the IEP related to employment and community competencies;
- have mastered the academic, employment, community, and technology competencies specified in his/her training plan. The training plan shall be developed and signed by the student, parent(s) and/or guardian(s), teacher, and employer prior to placement in employment and shall identify the following:
  - The expected employment and community competencies
  - The criteria for determining and certifying mastery of the competencies;
  - The work schedule and the minimum number of hours to be worked per week; and
  - A description of the supervision to be provided by school district staff.
- be employed in a community-based job for the number of hours a week specified in the student's training plan, for the equivalent of one (1) semester or eighteen (18) weeks of successful employment and be paid a minimum wage in compliance with the requirements of the Fair Labor Standards Act (Fla. Admin. Code R. 6A-1.09961).

#### **H. Florida High School Diploma (GED)**

The State of Florida High School Diploma is awarded to students based on the student's satisfactory completion of the General Education Development (GED) Test.

#### **I. Florida High School Performance Based Diploma**

Awarded to students who complete the Performance Based Exit Option Model, are enrolled in credit earning courses, and pass the FCAT 2.0 Reading (or alternate assessment) and the GED tests. A performance-based diploma may not provide the same post-secondary options as a standard diploma (Fla. Admin. Code R. 6A-6.0212).

#### **J. Certificates of Completion**

A certificate of completion is available to any student who completes the State-required courses but fails to meet the other diploma requirements.

A regular Certificate of Completion shall be awarded to a student who has passed the courses required by the State of Florida but failed to pass the Grade 10 FCAT 2.0 or FSA, to pass courses required by the District, and/or achieve the required grade point average.

A College Placement Test Eligible Certificate of Completion (CPT) shall be awarded to a student who has completed all requirements for the standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passage of the state approved graduation test or alternate assessment. A student who receives a CPT-Eligible certificate of completion is allowed to take the College Placement Test (CPT) and be admitted to remedial or credit courses at a state community college, as appropriate.

A College Placement Test Eligible Certificate of Completion shall be awarded to a student who has met all graduation requirements except passing the Grade 10 FCAT 2.0 or FSA.

A Special Certificate of Completion shall be awarded to students with disabilities who are unable to meet all of the requirements for a special diploma. The certificate indicates that the student completed the required ESE courses but did not meet the requirements for a Special Diploma as required by Fla. Admin. Code R. 6A-1.0996.

## **K. Certificate Acceptance**

A student may accept the Certificate of Completion, in order to retake FCAT 2.0 or FSA through the adult education program; the student may enroll in a remedial course.

A former student who was issued a Certificate of Completion and who subsequently meets the State requirements for the year the certificate was issued shall be issued a diploma. According to the student's wishes, this diploma may be awarded from the high school formerly attended, from adult education, or other program at the end of the school term in which the deficiencies were rectified. The date on the student's diploma should be the year during which graduation requirements were met.

## **L. Certificate Refusal**

A student may refuse the Certificate of Completion. The student may elect to remain in high school, as designated by the District, either as a full-time student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.

The student may retake the FCAT 2.0 or FSA. Upon completion of the State requirements, the student is eligible to receive a diploma. The date on the student's diploma should be the year in which the student met all applicable State of Florida and Leon County Schools' graduation requirements.

# **V. PERFORMANCE STANDARDS**

## **A. Promotion/Grade Classification**

A student, including an ELL student, will be placed in accordance with the number of credits earned by the beginning of the school year. Unless enrolled in an alternative site, students must fulfill the following requirements in order to be promoted:

**Freshman (9th Grade):** A student must have been assigned to the ninth grade by his/her middle school.

**Sophomore (10th Grade):** A student must have earned five (5) credits and a cumulative grade point average of 1.0 on an unweighted 4.0 scale on the credit being submitted for promotion.

**Junior (11th Grade):** A student must have earned a total of ten (10) credits and a cumulative grade point average of 1.50 on an unweighted 4.0 scale on the credit being submitted for promotion.

**Senior (12th Grade):** A student must have earned a total of seventeen (17) credits and a cumulative grade point average of 2.0 on an unweighted 4.0 scale on the credit being submitted for promotion.

## **B. Grading Standard**

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

A marking system of A, B, C, D, and F is used at the end of the grading period for each course. Grades reflect student's achievement of grade level benchmarks within the respective courses.

A student's GPA is the standardized scale used to determine if the student has met the state high school graduation requirements of a minimum of 24 credits (18 credits for the accelerated graduation option.)

The GPA represents the average number of grade points a student earns for each graded high school course. Grade points are points per course credit assigned to a grade, indicating the numerical value of the grade.

To determine a student's GPA, the total number of grade points earned are divided by the total number of possible grade points in a course.

The meaning of each letter, its numerical value, and GPA conversion to a letter grade of each letter is based on the following scales:

**Table: Grading Scale and Definitions**

Definition	Percent Value	Letter Grade with Numeric Equivalent
Outstanding	90 - 100%	A (4.0)
Above Average	80 - 89%	B (3.0)
Average	70 - 79%	C (2.0)
Below Average	60 - 69%	D (1.0)
Failure	0 - 59%	F (0.0)

## 2. Quality Points

Quality Points, ranging from 0 to 4, are earned for all courses completed in which an academic grade has been awarded. This total is used in the calculation of the Grade Point Average and is cumulative.

Quality points are assigned to all letter grades earned in a course according to the following table:

**Table: Conversion of Letter Grades to Quality Points**

Letter Grade	Quality Points
A	4
B	3
C	2
D	1
All Other Grades	0

**Table: Conversion of a GPA to a Letter Grade**

Summative Quality Points GPA	Final Grade
3.50 – 4.00	A
2.50 – 3.49	B
1.50 – 2.49	C
0.50 – 1.49	D
0 – 0.49	F

## C. Final Grades

### 1. Traditional Courses

Traditionally, high school course final grades are calculated on a semester basis, using one of two calculation methods.

- a. Courses with a final exam grade:

# of grading periods	The formula used to determine the Grade Point Average (GPA) is:
2	$GPA = (\text{Total Grading Period Quality Points} * .4) + (\text{Exam Quality Points} * .2)$

- b. Courses with final exam exempted:

# of grading periods	The formula used to determine the Grade Point Average (GPA) is:
2	$GPA = (\text{Total Grading Period Quality Points} / \text{Number of Grading Periods})$

## 2. Courses with a DOE End of Course Exam

Starting in school year 2010/11 statewide, standardized end-of-course (EOC) exams began to be required for certain core academic courses, with a final grade being calculated on a yearly basis.

A statewide, standardized EOC assessment must be used as the final cumulative examination for its associated course. No additional final assessment may be administered in a course with a statewide, standardized EOC assessment. A district required local assessment may be used as the final cumulative examination for its associated course in accordance with the Leon County Schools' district policy (§ 1008.22(7)(e), Fla. Stat.).

Just as with traditional courses, these courses also use one calculation method for courses that have an exam grade.

First, quality points are assigned to all letter grades earned in a course according to the table "Conversion of Letter Grades to Quality Points" at the end of this Final Grades section.

These quality points are then totaled and a GPA is calculated according to one of two formulas as shown in the following tables:

### Courses with a final exam grade:

# of grading periods	The formula used to determine the GPA is:
4	$GPA = (\text{Total Grading Period Quality Points} * .175) + (\text{Exam Quality Points} * .3)$

Finally, the GPA is converted back to a final letter grade based on the table "Conversion of a GPA to a Letter Grade".

## D. Semester and Final Exams

All students must take a written or performance-based final semester exam in each course unless otherwise exempted. Students with 10 or more unexcused absences per semester must earn a passing grade on the semester examination in order to be eligible to receive credit in that course.

## E. Exemption from Exams

A student with parent permission may elect to exempt non-core academic exams provided that the student has earned an "A" each grading period. If approved by the school advisory council any high school may offer a student the opportunity to exempt core academic exams provided the student has earned an "A" each grading period, has satisfactory citizenship, has provided a permission form authentically signed by the parent or guardian, and is not taking a course that has a required final exam or end of course assessment.

1. A student will not be exempt from any exam if any of the following occur:

- The student transfers in or out of the district during the semester or transfers to or from one Leon County School to another.
- The student is suspended from school or assigned to in-school detention or the teacher determines or informs the students at the beginning of the semester that an exam will be required of all students.

2. Second semester exams for seniors:

Final semester senior students who have met attendance requirements may exempt their final exams for each class in which they have earned a "D" average or higher and scored a minimum of a "D" during the final grading period.

## F. Honor Roll Criteria

High Honor Roll will be awarded to students with a 3.6 grade point average or better and no grade of "C," "D," or "F."

Honor Roll will be awarded to students with a 3.0 grade point average or better and no grade of "D" or "F."



Students with Disabilities seeking a special diploma are placed on Grade and Citizenship Honor Rolls as per the individual school criteria for recognition. However, students with disabilities working below grade level and enrolled in courses designed to meet the state adopted standards for students working on the NGSSS Access Points and/or Common Core Connectors shall not be eligible for high honors designation as defined by the Leon County School Board.

#### **G. Recognition of Honor Students**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian, salutatorian or cum laude honors will be selected for each high school graduating class.

To be eligible for consideration for valedictorian or salutatorian or cum laude honors, a student must be enrolled in a district high school, must be in attendance the last two semesters of their senior year at the same high school, and have met all requirements for graduation. If the student is a transfer, official transcripts must be submitted to the school registrar no later than December 1 of the student's senior year.

#### **H. Honors Designation**

Upon approval of the School Advisory Council, a high school may choose from the recognition options below:

##### **1. Weighted GPA – Cum Laude**

- a. Recognition will be based upon a weighted grade point average calculated at the end of the first semester of the senior year on all credits attempted and/or earned while taking high school courses and college/high school dual enrollment courses.
- b. All grades received in courses taken through college/high school dual enrollment shall receive the same quality point assignment as district-approved honors courses when the college courses are equivalent to district-approved honors courses.
- c. All other college courses will receive the appropriate quality points as designated by Leon County's "Educational Programs and Graduation Requirements".
- d. A minimum 4.0 or higher weighted grade point average will be required for any Cum Laude recognition.
- e. Each school choosing the weighted grade point average Cum Laude option may determine the grade point average range for Cum Laude, Magna Cum Laude and Summa Cum Laude designations. The ranges must be approved by the School Advisory Council and communicated to all affected students at the beginning of their 9th grade year.

##### **2. Unweighted GPA – Cum Laude**

- a. Recognition will be based upon an unweighted grade point average calculated at the end of the first semester of the senior year on all credits attempted and/or earned while taking high school courses and college/high dual enrollment courses.
- b. All courses will receive quality points based upon a four-point scale as designated by Leon County's "Educational Programs and Graduation Requirements".
- c. A minimum 3.7 higher unweighted grade point average will be required for any Cum Laude recognition.
- d. The following grade point average ranges will be used for recognition categories:
  - Summa Cum Laude: Seniors with an unweighted grade point average of 3.9 to 4.0
  - Magna Cum Laude: Seniors with an unweighted grade point average of 3.8 to 3.899
  - Cum Laude: Seniors with an unweighted grade point average of 3.7 to 3.799

### 3. Valedictorian/Salutatorian

In addition to Cum Laude recognition, a high school may choose with the approval of the School Advisory Council, to include the recognition of a Valedictorian and Salutatorian.

With this addition, the following procedures will be followed:

- a. The designation of Valedictorian will be given to the student with the highest grade point average of a given high school at the end of the first semester of the senior year based upon a weighted grade point average calculated on all credits attempted and/or earned while taking high school courses and college/high school dual-enrollment courses.
- b. For this calculation purpose, all grades received in courses taken through college/high school dual enrollment shall receive the same quality point assignment as district-approved honors courses when the college courses are equivalent to district-approved honors courses.
- c. All other college courses will receive the appropriate quality points as designated by Leon County's "Educational Programs and Graduation Requirements".
- d. In the event of a tie, the nine-week's grades will be compared. If there remains a tie, co-valedictorians may be selected.
- e. The person selected as Salutatorian shall be the student or students with the second highest weighted grade point average of a given high school following the same procedures outlined for the selection of Valedictorian.

### I. Grade Forgiveness

Students who earn a "D" or "F" in a course may retake the same course or a comparable course. Any student eligible to repeat a required course that is part of a progressive sequence must retake the course prior to or jointly with the next higher-level course in the sequence.

For any repeated course, the original grade of "D" or "F" may only be replaced with a grade of "C" or higher. All semester grades will be placed on the student's transcript; however, only the higher semester grade will be used in computing the student's grade point average. No additional credit shall be awarded for a previously passed repeated course (§ 1003.4282, Fla. Stat.).

### J. Mid-Year Promotion

Students who do not meet promotion requirements prior to the beginning of the subsequent school year may be promoted at mid-year provided all requirements have been met by that time and they have earned required credits and GPA as indicated on the chart:

Classification	Required # Credits	Grade Point Average
<b>Sophomore</b>	7	1.25
<b>Junior</b>	13	1.75
<b>Senior</b>	21	2.0

### K. Required Grade Point Average

All students must earn a cumulative grade point average of 2.0 on an unweighted 4.0 scale, as required by § 1003.4282, Fla. Stat., on the credits being submitted for graduation before the diploma will be awarded. The required grade point average must be based on all courses taken, except courses forgiven under state and district forgiveness policies. Parents of students who have cumulative grade point averages less than 0.5 above the required graduation level shall be notified that the student is at risk of not meeting graduation requirements. This notification shall be in the form provided for in the District approved reporting procedures.

## VI. FLORIDA'S STANDARDS ASSESSMENTS

### A. Overview

Florida law requires that all students must meet all academic requirements in order to receive a standard high school diploma from a public school. This means that students must take required courses, earn minimum number of credits, earn a minimum grade point average, and pass the required statewide assessments. Students who meet all other requirements but do not pass the required assessments will receive a Certificate of Completion, which is not equivalent to a standard high school diploma. Passing scores for the statewide assessments are determined by the State Board of Education.

### B. Graduation Options

Beginning with the 2014-15 academic year, the Florida Department of Education is implementing to the new Florida Standards Assessments (FSA), which replace the FCAT 2.0 assessments in reading, writing, and mathematics. The Grade 10 FCAT 2.0 Reading Retake NGSSS assessments will continue to be administered to those students enrolled in grade nine prior to 2014-15.

**NOTE:** Pursuant to HB 7069, 2015: Until such time as an independent verification of the psychometric validity of the statewide, standardized assessments first implemented in 2014-2015 is provided, for purposes of grade 3 English Language Arts student performance pursuant to § 1008.25(5), Fla. Stat., and high school graduation requirements pursuant to § 1003.4282, Fla. Stat., student performance on the 2014-2015 statewide, standardized assessments shall be linked to 2013-2014 student performance expectations. Students who score in the bottom quintile on the 2014-2015 grade 3 English Language Arts assessment shall be identified as students at risk of retention. School districts must notify parents of such students, provide evidence as outlined in § 1008.25(6)(b), Fla. Stat., and provide the appropriate intervention and support services for student success in grade 4.

#### 1. Retaking the Statewide Assessments

Students can retake Grade 10 FCAT 2.0 Reading each time the test is administered until achieving a passing score and students can enroll beyond the 12th grade year should they need additional instruction to successfully pass the assessment. Students currently have up to five opportunities to pass the Grade 10 FCAT 2.0 Reading before their scheduled graduation. The number of opportunities to retake EOC assessments will depend on when students first participate in each EOC assessment. Students who do not pass the Grade 10 FCAT 2.0 Reading in the spring of their 10th grade year may retest in fall and spring of their 11th and 12th grade years.

In addition, if students do not pass the required Florida Algebra I EOC assessment, they must retake the assessment until they pass it or earn a comparative score on a State identified alternative assessment. The Algebra I EOC assessment is administered at the conclusion of both the fall and spring semesters to accommodate courses that conclude at the end of each semester. In addition to fall and spring administrations, there is a summer administration.

#### 2. Concordant Scores Option

A student can also graduate by receiving a score comparable to the Grade 10 FCAT 2.0 passing score on either the ACT or SAT. FCAT concordant scores were set in 2003 and revised in 2009. FCAT 2.0 concordant scores for students entering grade 9 in 2011-12 and after were established in January 2013.

The table below shows the concordant scores students must achieve based on the year they entered grade 9. Even if they have achieved a concordant score before the grade 10 assessment, all students enrolled in grade 10 are required to participate in the statewide assessments in accordance with §

1008.22, Fla. Stat. Additional guidance regarding FCAT concordant scores is posted at <http://www.fldoe.org/BII/StudentPro/resources.asp>.

### **FCAT Concordant Scores by Year Student Entered Grade 9**

Assessment	Reading
	2010-11 and beyond
<b>FCAT 2.0</b>	245
<b>SAT</b>	430
<b>ACT</b>	19

### **Algebra 1 EOC Concordant Scores**

<b>Algebra 1 EOC Assessment</b>	<b>PERT Mathematics</b>
399	97

### **3. Waiver for Students with Disabilities**

Students with disabilities who enrolled in ninth grade prior to 2014/15 and who are working toward a standard high school diploma are expected to participate in the FCAT and FCAT 2.0; however, legislation provides for a waiver of the FCAT and FCAT 2.0 as a requirement for graduation with a standard high school diploma for students with disabilities whose abilities cannot be accurately measured by the statewide assessments after attempting each required assessment at least twice. The individual educational plan (IEP) team may request a waiver of the FCAT/FCAT 2.0 requirement for a standard high school diploma for those students with disabilities identified in the Enhanced New Needed Opportunity for Better Life and Education for Students with Disabilities Act (ENNOBLES) who also meet the requirements set forth in § 1003.4282, Fla. Stat. Students with disabilities with Section 504 plans are not eligible for a waiver.

Students with disabilities enrolled in courses for which a statewide EOC assessment is required are expected to participate in the Florida EOC Assessments. Waivers are available for an EOC requirement for students who have IEPs. The IEP team must determine that an EOC assessment cannot accurately measure the student's abilities, taking into consideration all allowable accommodations. The student may have the EOC assessment results waived for the purpose of determining the student's course grade.

### **4. General Education Diploma (GED)**

If students have not received passing Grade 10 FCAT 2.0 Reading scores, they may enroll in a GED preparation course through Leon County Schools Adult and Community Education.

## **VII. PROGRESSION ALTERNATIVES**

### **A. Early Completion of Credits**

Early completion is available for students who begin the senior year with enough credits to meet the District graduation requirements by the end of the first semester. Provided the course and grade point requirements are met, these students are not required to attend school the second semester.

### **B. Correspondence Courses**

High school correspondence courses, which fully meet the requirements in the Course Performance Standards and State Board rules and Statutes, may be accepted for credit. The student shall submit a course description and a rationale for taking the course and receive written approval by the principal or his/her designee prior to the course enrollment. In such instances, all costs shall be borne by the student.

In order for credits earned to be used for promotion or graduation, the course shall be completed and the credit report received by the school within the time previously determined by the principal.

### **C. Co-Enrollment in High School and Adult Education**

While still in high school, any student in grade 9 through 12 may enroll in adult education classes deemed appropriate and authorized in writing by the high school principal or designee at the same time. All credits earned may be transferred to the high school to be credited toward graduation requirements. Classes in the Adult Education Program are performance based. Students must demonstrate mastery at 70% or higher to be issued a grade of “C” or higher. A grade of “D” or higher is required to earn credit for the course.

### **D. Full-Time Enrollment in Adult Education**

When a student becomes 16, they are no longer required by Florida law to attend school. A student 16 years of age or older and has withdrawn from school is eligible to enroll in the adult education program.

### **E. Dual Enrollment in High School and Lively Technical Center**

While still enrolled in high school, a student who has completed grade 9 or has reached age 16 may, with the prior written permission of the high school principal or designee, enroll at the same time in vocational-technical classes at Lively Technical Center. All credits earned may be transferred to the high school to be credited toward graduation requirements. To qualify for vocational certificate dual enrollment courses, a student must have a 2.0 unweighted grade point average. The age and grade point average requirements may be waived by the joint approval of both the high school principal and the principal of Lively Technical Center.

### **F. Enrollment in Lively Technical Center as an Adult**

When a student becomes 16, they are no longer required by Florida law to attend school. Out-of-school students who are 16 years of age or older may complete the requirements for a high school diploma through the Leon County Adult and Community Education Program. Elective vocational credits may be earned toward graduation through Lively's occupational training programs.

### **G. Vocational Cooperative Education**

The Co-Op Program provides students the opportunity to earn money and to learn on-the-job skills while they are going to school. A student in a Co-Op program is enrolled in school part-time and employed part-time. In some cases, the student may be employed full-time while learning and earning credit under the supervision of a program coordinator. A student interested in a Co-Op program should consult the guidance counselor or a cooperative vocational education program coordinator for current requirements and other details.

### **H. General Education Development Test (GED)**

The GED is a national test that permits a person to receive the equivalent of a high school diploma upon successfully passing an examination. The credential issued by the Department of Education is the State of Florida High School Diploma. The GED is a battery of five tests covering the areas of writing, social studies, science, reading, and mathematics.

A person must be eighteen years of age or older and reside in the State of Florida at the time of application unless, they have been granted a GED age waiver by the Leon County School Board. Information regarding GED testing is available online at <http://www.fldoe.org/academics/career-adult-edu/hse>

When a student enrolled in regular high school successfully passes the GED test, the following rules apply:

The regular high school program is terminated immediately.

The student is no longer eligible to participate in any high school function or activity reserved for students.

These activities include, but are not limited to, the following:

- graduation exercise,
- prom, and
- athletic events, etc.

## **I. Performance-Based Exit Option**

The Performance-Based Exit Option Model, (formerly known as the GED Exit Option), is not the preferred method nor is it to be considered an accelerated means of completing high school. This model may only be exercised for students who are off track to graduate with their kindergarten cohort due to being overage for grade, behind in credits or have a low Grade Point Average (GPA). Students participating in the Performance-Based Exit Option Model may not graduate prior to their kindergarten cohort.

Participation in this model is voluntary and requires parental notification and consent.

Any eligible student currently enrolled in a PK-12 program, including special programs such as exceptional student education, dropout prevention, teenage parent, Department of Juvenile Justice, and English for Speakers of Other Languages (ESOL) may participate in the Performance-Based Exit Option Model if they are enrolled at one of the eligible special/alternative/Department of Juvenile Justice programs at which this program is provided.

- The minimum requirements for a student to be eligible to participate in the Performance-Based Exit Option Model are:
  - a. The student must be at least sixteen (16) years old and currently enrolled in a PK-12 program;
  - b. Enrolled in and attending high school courses that meet high school graduation requirements as specified in § 1003.4282, Fla. Stat.;
  - c. In jeopardy of not graduating with their kindergarten cohort because they are overage for grade, behind in credits, or have a low GPA;
  - d. Assessed at a seventh grade reading level or higher at the time of selection (ninth grade or higher at the time of GED testing), as documented by the Test of Adult Basic Education (TABE) reading component or other assessment to determine grade level proficiency.
- Students enrolled in a Performance-Based Exit Option program are required to adhere to the Leon County Schools' attendance and code of conduct policies.
- For students to successfully complete the Performance-Based Exit Option Model, the student must:
  - a. Continue enrollment and attendance in high school courses that meet high school graduation requirements until graduation requirements for the program are met (§ 1003.4282, Fla. Stat.);
  - b. Pass the required sections of the FCAT, or receive a concordant score in accordance with § 1008.22, Fla. Stat.
  - c. Pass the GED Tests;

and

- a. Complete any additional requirements established by the Leon County School District.
- Students earning the State of Florida High School Performance-Based Diploma are not required to obtain the minimum credits and GPA that are required for a standard high school diploma.
  - Students must successfully participate in the Performance-Based Exit Option Model for at least one full semester.
  - Students who are participating in the Performance-Based Exit Option Model during their 13th year of school and their kindergarten cohort has already graduated are not required to continue classes until the end of the currently enrolled semester if they have:
    - a. Successfully passed the required sections of the FCAT or received a concordant score in accordance with § 1008.22, Fla. Stat.;

- b. Passed the GED Tests;
- and
- c. Completed any additional requirements established by Leon County Schools.
- Official Recognition
  - a. Students enrolled in the Performance-Based Exit Option Model are eligible to participate in all standard high school activities, including extracurricular activities, as well as graduation and other recognition ceremonies.
  - b. A student completing the Performance-Based Exit Option Model who passes the GED Tests and the required sections of the Grade 10 FCAT 2.0 Reading, or receives a concordant score (§ 1008.22, Fla. Stat.), will earn a State of Florida High School Performance-Based Diploma.
  - c. A student completing the Performance-Based Exit Option Model who does not meet the graduation requirements (§ 1003.4282, Fla. Stat.), does not qualify to receive a standard high school diploma.
  - d. If a student passes the GED Tests but does not pass the FCAT, the student will only be awarded the State of Florida High School Diploma (GED).

**J. Thirteenth Year Students (§ 1003.4282(7)(c)(d), Fla. Stat.)**

- a. A student who earns the required 24 credits, or the required 18 credits under § 1002.3105(5), Fla. Stat., but fails to pass the assessments required under § 1008.22(3), Fla. Stat., or achieve a 2.0 GPA shall be awarded a certificate of completion in a form prescribed by the State Board of Education. However, a student who is otherwise entitled to a certificate of completion may elect to remain in high school either as a full-time student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.
- b. A student with a disability who receives a certificate of completion and has an individual education plan that prescribes special education, transition planning, transition services, or related services through 21 years of age may continue to receive the specified instruction and services.

**VIII. POSTSECONDARY CREDIT**

**A. Advanced Placement Courses**

Advanced Placement (AP) courses are offered by specially trained teachers on the high school campuses through the Advanced Placement Program administered by the College Board. Postsecondary credit for an AP course may be awarded by the enrolling institute to students who score a minimum of 3 on a 5-point scale on the corresponding AP exam. Students shall be exempt from the payment of any fees.

**B. International Baccalaureate Program**

The International Baccalaureate (IB) Program allows students to participate in a specialized international curriculum. The State Board of Education has established rules that specify the cutoff scores for the IB Examination that will be used to grant postsecondary credit. Students shall be exempt from the payment of any fees.

**C. Dual Enrollment in High School and College**

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

The Dual Enrollment program permits upper level high school students to enroll simultaneously in high school, college, community college or technical school. The purpose is to provide courses that are not available to the student at the high school. Credits earned at the college level may be applied toward graduation requirements

according to the State equivalency table. These credits, with permission from the college, may also be placed in escrow and, upon entering college, are applied toward college graduation requirements.

The student must be accepted for admission to the college and have written permission from the high school principal to participate in this program. The institution must have a current contract with the Leon County School Board to provide instruction under this provision. The Inter-institutional Articulation Agreement with each college specifies the grade point average and entering grade level required for college credit dual enrollment.

Courses may be taken either on the college campus or in specially arranged courses on the high school campus where the college or community college instructors come to the high school. Students in a dual enrollment program at a college may attend the college at no cost. Instructional materials assigned for use within dual enrollment courses will be supplied free of charge for students dually enrolled in college courses which are creditable towards a high school diploma (§ 1007.271, Fla. Stat.).

#### **D. Full-Time Early Admission**

Early admission is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis on a college or technical center campus. Students can earn both high school and college/career credits for courses completed. Participation in the career early admission program is limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade (§ 1007.271, Fla. Stat.).



## **Adult and Community Education (ACE)**

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Florida does not require students who are sixteen years or older to attend school. The adult program is designed to further educate this population. To qualify for the adult program, a person must be sixteen or older and not enrolled in another school. Effective July 1, 2011 the Florida Statutes have been amended to include a tuition requirement for some of the adult general education programs. Tuition is \$30 per semester. High school credit co-enrolled students do not pay tuition. Students may enroll in adult general education classes at any time and progress at their own rates of speed.

### **I. PROGRAMS**

#### **A. Adult High School**

Persons who left high school but only lack a few credits to graduate may join the Adult High School program. Students are enrolled following an evaluation of the student's official high school transcript. To receive a high school diploma a student must earn 24 credits. Credits are earned as stated in the Student Progression Plan for all high school students in the county with the exception of science lab, physical education and practical or fine arts requirements, which are not required for adult students. Credits earned in high school in these areas may be counted as elective credits toward graduation requirements.

Students must pass graduation assessments and End of Course exams (EOCs) as stated in district and state guidelines. To complete diploma requirements, students must have at least a 2.0 overall average on an unweighted 4.0 scale.

#### **B. High School Credit Co-Enrolled**

High school students who need to retrieve credit in classes for which they earned a grade of D or F, or who need credit for dropout prevention may co-enroll in the adult education program with prior written permission from their high school guidance counselor. Students co-enrolled in high school credit courses must demonstrate proficiency (70% "C" or higher/grade) on the course standards before credit can be awarded. There is no tuition charge for these classes. Fall, spring and summer semesters are offered. As a result of legislative changes high school credit co-enrolled students are limited to two courses (not credits) per school year. Enrollment in these courses is limited to an approved core list generated by the Florida Department of Education, Division of Career and Adult Education.

#### **C. GED Preparation**

The General Educational Development (GED) course of instruction prepares students for academic and personal success through obtaining the necessary skills required to pass the GED test. When a student passes the GED test, a State of Florida High School Diploma will be issued. A score of 150 on each subtest and a total of 600 is required. The GED students take the GED test when their skills are evaluated as sufficient to pass the test. The 2014 GED test has four sections, reasoning through Language Arts, Science, Social Studies, and Mathematical Reasoning.

- To take the test, a person must be eighteen years of age or older at the time of application. Candidates sixteen or seventeen years of age may take the current GED test only if they enroll in a GED class at ACE and score at least 158 on each GED Ready test. Scores from the GED Ready achieved by taking the test away from ACE will not be accepted in the approval process for a GED age waiver. Any GED subtests taken before the approval of an age waiver will be invalidated.
- Extraordinary circumstances are also considered and include emotional, psychological, medical or serious social difficulty prohibiting the student from attending regular classes or principal discretion.
- There are no refunds in the GED testing program. A student must reschedule a test through the GED Testing Service registration system at [www.gedtestingservice.com](http://www.gedtestingservice.com).

#### **D. English for Speakers of Other Languages (ESOL)**

Classes are offered at all levels of English: beginning, intermediate and advanced. ACE classes emphasize English skills needed for everyday life in the United States. The purpose of this program is to improve the employability skills of the state's workforce.

##### **ESOL GED Preparation**

At ACE, we offer ESOL GED classes as a part of our ESOL course offerings. These classes are GED preparation classes specifically designed for native speakers of other languages. The GED preparation curriculum is taught using ESOL strategies. These classes will help high intermediate and advanced level ESOL students learn about the GED program and prepare them to take the GED test, while simultaneously addressing their English language proficiency needs.

#### **E. Adults with Disabilities**

This program provides classes for adults with disabilities including academic, daily living and economic independence skills. A variety of enrichment activities such as arts and crafts, music appreciation, online technologies, and community participation that balance academics, recreation and offer intellectual stimulation are part of this class. The activities are selected by adult center personnel in collaboration with the affiliated agency provider.

#### **F. Senior Adult Learners**

This program provides educational experiences for adults aged 55 and over and includes current events discussions, computer training and other programs of interest to this special population.

Eligibility for adult education for adults with disabilities and senior adult learners will be in accord with the Florida Department of Education's Adults with Disabilities Grant Program, and approved annually by the Florida Department of Education. Classes offered to adults with disabilities and senior adult learners will be determined by the adult education principal and specified in the approved project application submitted annually to DOE for approval. Access to programs shall be limited to those persons who meet eligibility requirements for participation and within staffing ranges, which do not exceed funding provided through the Adults with Disabilities Grant Program annual appropriation.

## **II. GENERAL GUIDELINES**

### **A. Student Conduct**

All students will be given a copy of "Rules of Student Conduct - Adult Education", which include attendance and behavioral expectations. Rules will be reviewed orally with those students who do not possess functional literacy skills.

Since adult education students are beyond compulsory school age, participation in the program is voluntary; therefore, student conduct must be consistent with required behavioral and attendance standards. When it is not, informal disciplinary measures, such as teacher-student conference(s), administrator-student conference(s), counseling and/or temporary dismissal, may be used. Students who require repeated informal disciplinary measures, present a threat to the safety of others and/or interrupt the learning environment shall be administratively withdrawn by the principal or his/her designee. In all such cases, the informal disciplinary measures must be documented. Students who are administratively withdrawn due to behavioral problems may be permitted to re-enroll in the adult education program at the discretion of the principal.

Students may appeal withdrawal for inappropriate conduct. Such appeals must be made to the Superintendent or designee, in writing, within five school days following the withdrawal action. The Superintendent or designee shall investigate the facts of the situation and shall render a final decision in writing to the student within ten school days following notification of student appeal.

Where adult education classes are offered in facilities owned and operated by another agency, students shall be notified that the rules of that agency will apply, in addition to those of adult education, and that observation of the agency rules is a condition of enrollment in that class.

## **B. Rules of Student Conduct**

The following rules of conduct are expected to serve as a guide to students in the program. Students are reminded that participation in all programs is voluntary. Student conduct must be consistent with required behavioral and attendance standards. Failure to observe these rules may result in administrative withdrawal from the program.

1. Students are expected to identify themselves and the program they are attending to staff members, if asked.
2. Students are expected to report to classes on time and remain for the entire class period.
3. Students are expected to attend classes consistently. Failure to attend on a regular basis may result in the student's withdrawal from the program.
4. Students with vehicles are expected to park in the designated student parking area only (ACE campus).
5. Students are expected to respect the rights and property of other students, visitors and staff, at all times in all class locations. Discriminatory slurs, sexual harassment, vulgar or profane language or gestures, loud, disruptive talk, provision of false information and moral laxity will not be permitted.
6. Use of tobacco products on school property is prohibited.
7. Trash receptacles must be used to dispose of trash.
8. Defacement of school property is a violation of school board policy. All students are expected to refrain from behavior which is damaging to school property.
9. Students are expected to inform friends and acquaintances not to visit them at school during class time unless prior approval is given by the teacher.
10. Food and beverages are not permitted inside of classrooms, unless authorized. This includes gum, candy, and snacks.
11. Students on the ACE campus must use hall passes when out of the classroom during class time.
12. No weapons of any kind are permitted. Metal detectors may be used to scan and screen for weapons and may be used at random without cause at times to be determined by administration.
13. Students are expected to dress appropriately for a school/work environment.
14. Possession or use of illegal substances or alcohol is prohibited at all class locations.
15. Alteration of grade reports, transcripts, cheating, and plagiarism may result in student withdrawal from the program.
16. Personal telephones or other electronic communication devices may not be used during school hours. Devices may not be on or visible during class time.

Statutory Authority: § 1001.41, Fla. Stat.

Law Implemented: § 1000.04 & 1011.80, Fla. Stat.

## **C. Attendance**

Students are expected to attend as many class meetings as possible to gain the maximum benefit from the instructional program. A student who misses six consecutive class meetings will be withdrawn from that course. Though many adult students have competing demands for their time, such as child care, jobs and other family responsibilities, continued patterns of excessive absence shall be grounds for administrative withdrawal. Excessive absence is defined, in this case, as absence or tardiness so repetitive as to impede the learning progress for that student in the judgment of the teacher. Conditions for re-enrollment in any adult education course will be determined by the principal of the Adult and Community Education Program.

#### **D. Grading**

Grades are not used in adult education programs, with the exception of the adult high school program and the high school credit program. The grading system used in those two programs is as follows:

<b>Definition</b>	<b>Percent Value</b>	<b>Letter Grade</b>
<b>Outstanding</b>	90-100%	A
<b>Above Average</b>	80-89%	B
<b>Average</b>	70-79%	C
<b>Below Average</b>	60-69%	D
<b>Failure</b>	0-59%	F

Adult education high school and adult high school credit co-enrolled courses are individualized, self-paced, and performance based. Students in high school credit co-enrolled must demonstrate proficiency (70% "C" or higher/grade) on the course standards before credit can be awarded. Student progress in other adult education courses is determined by pre and posttests using Department of Education approved assessment instruments.

#### **E. Placement**

Students are placed in courses based on their performance level as assessed by available student records and Department of Education approved placement tests.

#### **F. Records and Reports**

Individual folders with records showing participation and progress are maintained on all students who enroll in adult education classes. All information is recorded according to procedures in the Leon District Schools' Educational Records Policy. The student work folders will be kept in the class and will be purged during the year following the student's withdrawal.

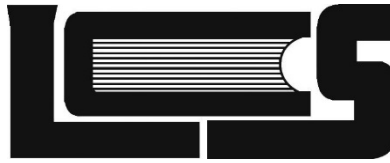
#### **G. Monitoring Process**

The principal or designee is responsible for monitoring the adult education program to ensure compliance with the Student Progression Plan. The Superintendent shall establish procedures and guidelines for district-wide monitoring of compliance with provisions of this policy, subject to state statute, the rules of the State Board of Education and/or the Leon County School Board.

#### **H. Grievance Procedure**

When a dispute on student placement or progression arises, the student (or guardian) shall first discuss the complaint informally with the person against whom it is directed. If the dispute is not resolved at this level, the student (or guardian) shall, within five school days following the dispute, discuss the dispute with the principal or designated assistant principal who shall render a written decision within five school days.

The decision, normally made by the principal or designated assistant principal, may be appealed to the Superintendent or designee in writing, within five school days following the school administrator's decision. The Superintendent or designee shall investigate the facts of the situation and shall render a final decision in writing to the student within ten days following notification of student appeal.



## Leon County Schools

*Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304*

**Superintendent  
Jackie Pons**

### **Nondiscrimination Contact Information**

*No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

*An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:*

*Dr. Kathleen L. Rodgers  
Equity and Title IX Compliance Officer  
(850) 487-7306    [rogersk@leonschools.net](mailto:rogersk@leonschools.net)*

*A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:*

*Dr. Margot Palazes, 504 Specialist  
(850) 487-7161    [palazesim@leonschools.net](mailto:palazesim@leonschools.net)*