



POLICY 8.01

5-A I recommend that the Board approve development of the proposed **revised** Policy 8.01, entitled “Promotion, Placement, and Graduation – Student Progression Plans.”

[Contact: Constance Tuman-Rugg, PX 48549.]

Development

CONSENT ITEM

- This item was adopted by emergency rule on September 7, 2010.
- This revision will incorporate the 2010-2011 editions of the Student Progression Plans, as amended, into Policy 8.01 immediately upon adoption. Pursuant to Section 1008.25, Florida Statutes: Public school student progression, remedial instruction, promotion, and reporting requirements require that each district school board shall establish a comprehensive program for student progression. The attached 2010-2011 Student Progression Plans (Elementary School, Middle School, High School, and Adult) contain the revisions to the Plans to reflect the requirements of Florida Statutes and State Board of Education Rules. Changes from the prior year are noted within the plans.
- This revision also updates statutory references.
- Staff has provided a summary of many of the substantive changes that appear within the plans. This summary has been attached for the Board’s reference.

POLICY 8.01

**PROMOTION, PLACEMENT, AND GRADUATION – STUDENT PROGRESSION
PLANS**

1. The School Board of Palm Beach County values the educational development of each student in the District. District instructional personnel will consider the individual student's academic needs when placing students in subjects, grade levels or specialty programs.
2. Promotion between grade levels shall be based upon evaluation of each student's performance and achievement. To assist and guide school officials in their decisions on placement, promotion, retention, and special programs, the Superintendent has developed the ~~2009-2010~~ 2010-2011 Student Progression Plans, which are incorporated by reference into this Board Policy. Copies of the Plans shall be maintained in the District office and at each school and are available online at [Division of Curriculum](#) ~~and District Document Center~~. The Plans must include student performance standards and promotional and graduation requirements for grades K-12, adult general education, exceptional student education, and dual enrollment. Before being presented to the Board for annual approval, the revised and updated Student Progression Plans will be reviewed for compliance with federal law and Florida law and State Board of Education rules, and the Plans shall be interpreted and implemented consistent with federal and state law.
3. All PBSO forms referenced to within the Student Progression Plans are incorporated herein by reference as a part of this Policy and may be found on the [School District Forms website](#).
4. All documents referred to within the Student Progression Plans are incorporated herein by reference as a part of this Policy and may be found on the [School District's website](#) or at the [Florida Department of Education website](#).
5. As required by Fla. Stat. § 1008.25(7)(b)5, the District shall annually publish in the local newspaper any revisions to this Policy on student retention and promotion from the prior year, referring to changes in the Student Progression Plan incorporated into this Policy.

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41; 1001.41(2); 1008.25; 1008.25(2)(7)(b)5; 1012.23(1)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1003.21; 1003.43; 1003.437; 1003.438; 1003.46; 1003.56; 1008.252

HISTORY: 2/18/72; 4/24/74; 12/19/74; 12/3/75; 10/20/76; 6/14/77; 10/17/79; 10/15/80; 5/4/83; 9/7/83; 6/5/85; 12/9/86; 3/16/88; 6/24/92; 7/28/03; 4/5/06; 9/6/06-(ER); 11/8/06;

38 8/22/07 (ER); 10/24/07; 5/7/2008: 9/3/08 (ER); 10/29/08; 9/9/09 (ER);11/4/2009;
39 9/7/2010(ER)

Legal Signoff:

The Legal Department has reviewed proposed Policy 8.01 and finds it legally sufficient for development by the Board.

Attorney

Date

STUDENT PROGRESSION PLANS CHANGES SUMMARY

(October 6, 2010 meeting)

Elementary School Student Progression Plan Changes:

- Page E/26- Correction of page number in the bottom of the 3rd grade chart was made.
- Pages E/46-47- Removal of the pilot report card verbiage- Language related to the elementary report card pilot has been deleted from the Student Progression Plan as this project will be assessed after implementation in a few elementary schools. Once that assessment is completed, it will be determined if this reporting system will become a part of the District Student Progression Plan.
- Page E/48- Marking Code Section- The explanation of the grading system is not being removed from the Student Progression Plan at this time. The changes in the system were recommended to align with standards-based reporting. Until the results of the pilot report card study are completed and analyzed, no changes will be made to the current grading system.

Middle School Student Progression Plan Changes:

- Page M/43 Item 1- changed “Sunshine State Standards” to the “Next Generation Sunshine State Standards” to reflect the new standards utilized.

High School Student Progression Plan Changes:

- Page H/43- Four-year, 24-credit Traditional Options Section- No change in language was done. Moved new verbiage (in blue) from section A to B for more accurate placement in section. Added a statement to remind students that meeting only minimal mathematics credits could inversely impact college admissions.

Adult Student Progression Plan:

No changes made.

Elementary, Middle and High School Student Progression Plans

- Pages E/9, M/11 and H/10-ESE-Eligible Section-related to ESE transfer students- replaced verbiage to make the information clearer and consistent in all Plans.

- Page numbers and formatting changed since additions and deletions make changes to location. (After document approval all page numbers and table of contents are revised.)

STUDENT PROGRESSION PLANS CHANGES SUMMARY

Changes since Emergency Rule Meeting

(November 3, 2010 meeting)

Elementary School Student Progression Plan Changes:

- Pages E/15- Added a section on Standards and Acceleration. The Plan currently addresses remediation. Adding this section will ensure that guidance is provided for acceleration opportunities.
- Page E/27- Correction of page number in the bottom of the 3rd grade remediation chart was made.
- Pages E/27-29- On the remediation charts grade 3-5, changed the Palm Beach Writes scores to reflect the AYP benchmarks.
- Pages E/46-47- Removal of the pilot report card verbiage- Language related to the elementary report card pilot has been deleted from the Student Progression Plan as this project will be assessed after implementation in a few elementary schools. Once that assessment is completed, it will be determined if this reporting system will become a part of the District Student Progression Plan.
- Page E/48- Marking Code Section- The explanation of the grading system is not being removed from the Student Progression Plan at this time. The changes in the system were recommended to align with standards-based reporting. Until the results of the pilot report card study are completed and analyzed, no changes will be made to the current grading system.

Middle School Student Progression Plan Changes:

- Page M/17- Added a section on Standards and Acceleration. The Plan currently addresses remediation. Adding this section will ensure that guidance is provided for acceleration opportunities.
- Page M/44 Item 1- changed "Sunshine State Standards" to the "Next Generation Sunshine State Standards" to reflect the new standards utilized.

High School Student Progression Plan Changes:

- H/16-17- Added a section on Standards and Acceleration. The Plan currently addresses remediation. Adding this section will ensure that guidance is provided for acceleration opportunities.
- Pages H/38- On the remediation chart grade 9, changed the Palm Beach Writes scores to reflect the AYP benchmarks.

- Page H/44- Four-year, 24-credit Traditional Options Section- No change in language was done. Moved new verbiage (in blue) from section A to B for more accurate placement in section. Added a statement to remind students that meeting only minimal mathematics credits could inversely impact college admissions.

Adult Student Progression Plan:

No changes made.

Elementary, Middle and High School Student Progression Plans

- Pages E/9, M/11 and H/10-ESE-Eligible Section-related to ESE transfer students- replaced verbiage to make the information clearer and consistent in all Plans.
- Page numbers and formatting changed since additions and deletions make changes to location. (After document approval all page numbers and table of contents are revised.)

Key to Colors in the Student Progression Plan Drafts

Blue- new additions

Red/Strike-out- deletions

Green- Moved section or statments

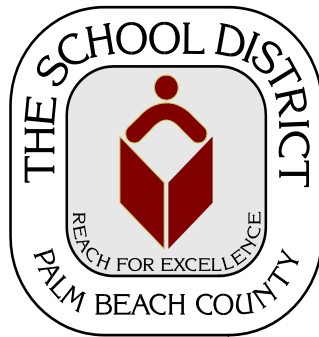
~~2009~~-2010-2011
**ELEMENTARY SCHOOL STUDENT
PROGRESSION PLAN**

Entry, Promotion, and Retention

for

Grades K - 5

Effective ~~September 9, 2009~~



Ann Killets, Chief Learning Officer
Dr. Constance Tuman-Rugg, Assistant Superintendent
Liz Perlman, Director
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Curriculum Development & School Improvement
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STUDENT PROGRESSION PLAN

The purpose of the Student Progression Plan is to inform school personnel, parents, students and other interested citizens about the School Board rules and administrative procedures required to implement State and local student progression requirements. It is the responsibility of the Board and District administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences. [Florida Statute §1008.25 (1)]

The School District is committed to the implementation of a Response to Intervention (RtI) framework to integrate/align efforts to improve educational outcomes and meet the academic/behavioral needs of all students. The District will provide high quality intervention/instruction matched to student needs and use learning rate and level of acceleration, retention and remediation. Response to ~~Intervention~~/Instruction/~~Intervention~~ is a data-based decision making process applied to education. A problem-solving method and the systemic use of assessment data, at the District, school, grade, class, and individual level will guide decisions about the allocation of resources and intensity of interventions/instruction needed to improve learning and/or behavior. (State Board of Education Rule 6A-6.03018; 34 C.F.R. § 300.30 (a)(2); See School Board Policy 5.725 “Exceptional Student Education Policies and Procedures (SP & P)” at 22 and 80)

The School District of Palm Beach County (School District) incorporates herein the Sunshine State Standards or Next Generation Sunshine State Standards into this School District Student Progression Plan (State Board of Education Rule 6A-1.09401(2)).

The principal of a school is responsible for making and maintaining required records and reports and providing leadership for instruction that meets the needs of all students. [[Florida Statute §1001.54 and 1012.28]

Teachers are responsible for providing effective instruction and remediation and documenting instruction in and students’ mastery of the above Standards.

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The Student Progression Plan's enclosed content is valid as of School Board approval ~~September 9, 2009~~. Revisions, if necessary, due to legislative action will be available at each District school.

ENTRY AND ATTENDANCE REQUIREMENTS

INITIAL ENTRY REQUIREMENTS

It is the responsibility of the parents of students entering Palm Beach County public schools for the first time to present the following at the time of registration:

1. a valid birth certificate or other documentation of birth [Florida Statute §1003.21];

Florida Statute §1003.21(4)

- (4) Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of subparagraph (1)(a)2. The district school superintendent may require evidence of the age of any child whom he or she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:*
- (a) A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;*
 - (b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;*
 - (c) An insurance policy on the child's life that has been in force for at least 2 years;*
 - (d) A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;*
 - (e) A passport* or certificate of arrival in the United States showing the age of the child;*
 - (f) A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or*
 - (g) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if these are not available in the county, by a licensed practicing physician designated by the district school board, which states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct. ~~Children and youths who are experiencing homelessness and children who are known to the department, as defined in s. 39.0016, shall be given temporary exemption from this section for 30 school days.~~*

¹ Children and youths who are experiencing homelessness and children who are known to the department, as defined in s.39.0016, shall be given a temporary exemption from these statutory requirements for 30 school days. The term "Children known to the department" means "children who are found to be dependent or children in shelter care."

- * Please note that if a passport is offered for verification of birth, it may not be duplicated for placement in the cumulative folder.
- 2. certification of a physical/health examination to be submitted within 30 school days if not available at the time of registration [Florida Statute §1003.22] ([State Board of Education Rule 6A-6.024](#); School Board Policy 5.06 (A) (2)) (Recommended form: DH 3040, that is incorporated here by reference as part of this plan – See *Health Requirements*) ([See footnote 1 above relating to a temporary exemption.](#))
- 3. proof of residence – For a student assigned to a school based on the student’s residence under School Board Policy 5.01 (1) (b), parent(s)/guardian(s) **must** provide proof of residence to show that the student resides within the boundary of the school to which he/she is applying by presenting documentation as required by School Board Policies 5.01 and 5.011 such as a lease, mortgage or utility bill; ([See exceptions to providing proof of residence within Policies 5.011 and 5.74](#))
- 4. a certificate of immunization [Florida Statute §1003.22] – Students will not be admitted into class without proof of immunization [unless there is a lawful exemption.](#) ([See footnote 1 above relating to a temporary exemption and School Board Policy 5.74.](#))

Immunization Requirements for Entry into Grades Pre-K through 5
2009-2010-2011 School Year (Moved To Below)
 (Florida Department of Health Bureau of Immunization)

-	PK* (Age-4)	K	1	2	3	4	5
DTP /DTaP/ DPT-DT series	✓	✓	✓	✓	✓	✓	✓
OPV/IPV (Polio)-series	✓	✓	✓	✓	✓	✓	✓
MMR- 2 doses	✓	✓	✓	✓	✓	✓	✓
HEP Hepatitis B series	✓	✓	✓	✓	✓	✓	✓
Varicella 1 dose	✓	✓	✓	✓	✓	✓	✓
Varicella- 2 doses		✓	✓	✓			
HIB series	✓						

*PK-Age 3 vaccine doses as indicated for age.

Students who are without a fixed, regular and adequate nighttime residence are considered as children and youths who are experiencing homelessness. Florida Statute § 1003.01 (12)] and (State Board of Education Rule 6A-6.03411 (1) (s)) According to the McKinney-

Vento Act, (Section 725) 42 U.S.C.A. Section 11432 (g) (3) (A)-(C) ~~these children homeless students~~ are to be enrolled ~~immediately~~ in the school ~~immediately~~ that meets the “best interest” of the student. ~~For placement of these Homeless children, see School Board Policy 5.74. must be admitted to the school where they or their families live.~~ [Florida Statute §1003.21(1)(f)] Arrangements are to be made for immunization, transportation and all other school services. Appropriate student school and grade level placement as well as completion of required immunization and physical examination shall occur within 30 days of enrollment.

A School District of Palm Beach County *New and Returning Student Registration* form (PBSD 0636 found at <http://www.palmbeach.k12.fl.us/Records/>), <http://www.palmbeachschools.org/Forms/Index.asp>) must be completed at the beginning of each school year or when the student enters the Palm Beach County School District system by the student’s parent(s)/guardian(s), signed, and returned to the school. School personnel are strictly prohibited from requesting and/or requiring documentation of the immigration status of students and families. It is the responsibility of the parent(s)/guardian(s) to promptly notify the school, in writing, promptly of any change in a student’s address.

HEALTH REQUIREMENTS

~~All new students seeking entrance into a public school in Palm Beach County are required by Florida Statute §1003.22 and School Board Policy 5.06 to present, at the time of entry, valid documentation that they have received within the past year both a health examination and the required immunizations against the communicable diseases as identified by the Palm Beach County Health Department.~~

Immunization (Moved to below)

Students may provide a *Certificate of Medical Exemption* (temporary or permanent), DH 680, or a *Certificate of Religious Exemption*, DH Form 68, for exemption from immunizations based on medical reasons or religious tenets. The *Certificate of Religious Exemption*, DH Form 681, is available only through the Palm Beach County Health Department. It is not available from private physicians.

The Florida *Certification of Immunization* that includes temporary and permanent medical exemption sections is available from either private physicians or the Palm Beach County Health Department:

- Documentation of ImmunizationDH Form 680 (November 1996), Part A-1
- Documentation of Temporary Medical Exemption..... DH Form 680, Part B
- Documentation of Permanent Medical ExemptionDH s 680, Part C

Physical/Health Examination

All Pre-K, Kindergarten and new students seeking entrance into a public school in Palm Beach County are required by Florida Statute §1003.22 and School Board Policy 5.06 to present, at the time of entry, a health examination documented on State of Florida School Health Entry Exam DH 3040 performed within one (1) year prior to enrollment. (State Board of Education Rule 6A-1.0985)

EXPLANATION OF PHYSICAL EXAMINATION REQUIREMENTS 2009-2010-2011

STUDENTS	PHYSICAL EXAMINATION
All Palm Beach County	School Health Entry Exam on form **DH 3040 rRequired for Pre-K, Kindergarten and Grade 7
Transfers within Palm Beach County and other counties within the State of Florida (including private schools)	Review of School Health Entry Exam on form DH Form-3040 (original or copy) for Pre-K, Kindergarten and Grade 7 documentation. and-DH Form-680 for documentation
Transfers within Florida	Required for Kindergarten and Grade 7 Review and file DH Form 3040 and DH Form 680 in the cumulative folder for all other grades
Transfers from another state or country	School Health Entry Exam on form DH 3040 (original or copy) rRequired for all grades Physicals presented on forms from another state are acceptable if they include all components covered on DH Form 3040** Physicals mMust have been performed within one year of enrollment unless exempt based on a written request for religious reasons.

**DH Form 3040 – State of Florida Health Examination Form

Immunization (Moved from above)

All Pre-K, Kindergarten and new sStudents seeking entrance into a public high school in Palm Beach County are required by Florida Statute §1003.22 and School Board policy to present, at the time of entry, a Florida Certificate of Immunization DH 680. Students will not be admitted into class without proof of immunization absent a lawful exemption. (State Board of Education Rule 6A-1.0985) (Fla. Admin. Code 64D-3.046)

~~may provide a Certificate of Medical Exemption (temporary or permanent), DH 680, or a Certificate of Religious Exemption, DH Form 68, for exemption from immunizations based on medical reasons or religious tenets. The Certificate of Religious Exemption, DH Form 681, is available only through the Palm Beach County Health Department. It is not available from private physicians.~~

- The Florida Certification of Immunization (DH 680) is available from either private physicians or the Palm Beach County Health Department.
- The Florida Certification of Immunization (DH 680) that includes temporary and permanent medical exemption sections based on medical reasons.is

available from either private physicians or the Palm Beach County Health Department:

1. Documentation of Complete Immunization..... DH Form 680 (November 1996), Part A-1.....
2. Documentation of Temporary Medical Exemption... DH Form 680, Part B
3. Documentation of Permanent Medical ExemptionDH s 680, Part C

- A Certificate of Religious Exemption, (DH 681) is available only through the Palm Beach County Health Department. It is not available from private physicians.

The required immunizations and dosages for elementary school students are as follows:

**Immunization Requirements for Entry into Grades Pre-K through 5
2009-2010-2011 School Year (Moved From Above)**
(Florida Department of Health Bureau of Immunization)

-	PK* (Age-4)	K	1	2	3	4	5
DTP /DTaP/ DPT-DT series	✓	✓	✓	✓	✓	✓	✓
OPV/IPV (Polio)-series	✓	✓	✓	✓	✓	✓	✓
MMR- 2 doses	✓	✓	✓	✓	✓	✓	✓
HEP Hepatitis B series	✓	✓	✓	✓	✓	✓	✓
Varicella 1 dose	✓	✓	✓	✓	✓	✓	✓
Varicella- 2 doses		✓	✓	✓			
HIB series	✓						

*PK-Age 3 vaccine doses as indicated for age.

KINDERGARTEN AND FIRST GRADE ENTRY

Kindergarten Age Entry

Entering kindergarten students **must** attain the age of 5 on or before September 1 of the school year for which entry is sought. [Florida Statute §1003.21 (1) (a) 2]

First Grade Age Entry

1. Entering first grade students **must** attain the age of 6 on or before September 1 of the school year for which entry is sought. [Florida Statute §1003.21]

Florida Statute §1003.21

2 (b) *Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for kindergarten in a private school from which the district school board 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. However, nothing in this section shall authorize the state or any school district to oversee or exercise control over the curricula or academic programs of private schools or home education programs.*

2. Students who have been enrolled in a public kindergarten **must** progress according to the district's Student Progression Plan.
3. Students transferring from nonpublic kindergartens:
 - a. **must** attain the age of 6 on or before September 1 of the school year for which entry is sought; and
 - b. **must** have written verification of satisfactory completion of kindergarten requirements from the nonpublic school. [Florida Statute §1003.21(1) (b)]

FLORIDA KINDERGARTEN READINESS SCREENER (FLKRS)

Kindergarten Entry

The Florida Kindergarten Readiness Screener (FLKRS) must be administered within the first 30 school days. Upon entry, each kindergarten student shall participate in the statewide kindergarten screening [Florida Statute §1002.69(1)] and shall be administered the FKLRS, which includes the Early Childhood Observation System™ (ECHOS™) and the Broad Diagnostic Inventory of the *Florida Assessment for Instruction in Reading* (FAIR).

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0900-6.09091 and School District of Palm Beach County Plan for Services to English Language Learner (ELLs) found at <http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf>—<http://www.palmbeachschools.org/multicultural/ELLPlan.asp>) per State Board of Education Rule 6A-6.0905).

ELL Students are identified and assessed to determine eligibility for services in accordance with State Board of Education Rule 6A-6.0902 (1) and (2).

For **ELLs students**, administration of the FLKRS should be conducted as close as possible to the conclusion of the 30-day administration period and **after** the English language proficiency test has been administered. The ELL Committee should determine whether the student should be administered the FLKRS in English. Spanish speakers for whom the ELL Committee has determined the screening should **not** be administered in English may be screened using the Spanish version of the instrument. Speakers of languages other than English and Spanish should not be administered the FLKRS.

Students with Disabilities

ESE Students

An ESE student with disabilities who is entering kindergarten and has a current IEP/EP as well as evaluation data necessary to determine that the student meets Florida's eligibility criteria for special programs will be placed immediately in the appropriate educational program(s) without temporary assignment. The receiving school **must** review the current IEP/EP and may revise the document as necessary.

The IEP Team will determine whether the FLKRS is appropriate for **kindergarten** students with disabilities.

Students who have been retained in kindergarten are not included in the administration of the FLKRS.

Section 504 Eligibility

A Multi-Disciplinary Team must meet as necessary to determine if an otherwise qualified student's mental and/or physical impairment substantially limits one or more of the student's major life activities. Major life activities include, **but are not limited to, concentrating**, learning, walking, seeing, hearing, speaking, and/or breathing. A student need only be substantially limited in one major life activity to qualify for Section 504 eligibility. **In addition, students with impairments that are episodic or in remission are eligible during the times the impairment is active.**

PLACEMENT OF TRANSFER STUDENTS [Florida Statute §1003.25]

General Transfer Information

A student who transfers to a Palm Beach County public school with documentation of completed course work from a state or regionally accredited public or private school or institution is awarded equivalent credits and all records from the previous school are accepted, subject to validation if deemed necessary.

The school administrator(s) will determine placement of a student who transfers from a home education program [School Board Policy 8.14 (12))] or a state or regionally accredited school or institution. If a student transfers from a school or program other than a state or regionally accredited institution or with inadequate or incomplete records, placement will be based upon the information available, including any or all of the following:

1. student's age
 2. a review of all existing school records, home education portfolio (e.g., student work samples, annual evaluations) and/or credit transcripts
 3. a review of the previous educational program including, but not limited to, time spent in a program and curriculum requirements of the program
 4. a test on individual subject-area objectives (or competencies) to be identified by the principal
 5. interview with the student (and/or the parent(s)/guardian(s)) by the principal or designee(s); or
 6. grade placement shall be validated through satisfactory completion of academic work in the district within a forty-five (45) school-day period or equivalent period or passing appropriate examination(s) for each subject.
7. The student who does not satisfactorily complete the forty-five (45) school-day period specified above shall be provided remedial assistance or placement in the appropriate grade level according to the *Student Progression Plan*.
8. The student's custodial parent(s)/guardian(s) may appeal the placement decision to the superintendent or designee within fourteen (14) calendar days of the principal's decision.

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0900-6.09091 and School District of Palm Beach County Plan for Services to English Language Learner (ELLs) found at <http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf>, <http://www.palmbeachschools.org/multicultural/ELLPlan.asp> per State Board of Education Rule 6A-6.0905

ELL Students are identified and assessed to determine eligibility for services in accordance with State Board of Education Rule 6A-6.0902 (1) and (2).

The ESOL coordinator/contact person and the guidance counselor/administrator review the educational background of the transferring student to determine appropriate grade level, subject, and ESOL program placement as per State Board of Education Rule 6A-6.0902. Parental input regarding educational background should be taken into consideration especially when transcripts, records or report cards are not readily available [see State Board of Education Rule 6A-6.0902 (3)(b)]. This information is documented on the *English Language Learners Student Programmatic Assessment and Academic Placement Review* PBSD 1764 (<http://www.palmbeach.k12.fl.us/Records/> <http://www.palmbeachschools.org/Forms/Index.asp>), and filed in the English Language Learners folder. Community language facilitators assist the students and their families when necessary to ensure proper program/course placement.

An ELL Committee must meet when a student's placement is based on age either because of lack of information about prior schooling (no transcript or report card) or prior schooling does not meet grade level requirements. An administrator must be part of the ELL Committee making the placement decision.

ELLs are scheduled into classes that fulfill graduation requirements and the district's *Student Progression Plan* as well as completed academic coursework, regardless of the

language in which the coursework was done. School Board policy provides flexibility to school staff in making academic placement decisions on behalf of students and parents. Parents/guardians may appeal academic placement decisions to the principal.

Students with Disabilities

Students with an Active Section 504 Accommodation Plan

A Section 504 Team must meet as necessary to determine if an otherwise qualified student's mental and/or physical impairment substantially limits one or more of the student's major life activities. Major life activities include, but are not limited to, concentrating, learning, walking, seeing, hearing, speaking, and/or breathing. A student need only be substantially limited in one major life activity to qualify for Section 504 eligibility.

Students with an Active Section 504 Accommodation Plan

A transferring student with an active Section 504 Accommodation Plan is a student who was previously enrolled in any other school or agency with an active Section 504 Accommodation Plan and who is enrolling in a Florida School District. Upon notification that a transferring student is one with an active Section 504 Accommodation Plan, the receiving school's Section 504 Team **must** review and revise as necessary the existing active Section 504 Accommodation Plan. **Until that review is complete, the School District must implement the current 504 Accommodation Plan to the maximum extent reasonable in the current placement.**

ESE-Eligible Students (State Board of Education Rules 6A-6.03028; 6A-6.030191; 6A-6.0331; 6A-6.0361 ~~6A-6.0334~~)

~~A transferring ESE-eligible student is a student who was previously enrolled as an ESE-eligible student in any other school or agency and who is enrolling in a Florida School District, or in an educational program operated by the ESE Department through grants or contractual agreements.~~

~~The IEP Team will determine whether the FLKRS is appropriate for transferring ESE-eligible kindergartners.~~

~~Students who have been retained in kindergarten are not included in the administration of the FLKRS, unless the student is enrolled in a Reading First or PMRN-user school.~~

~~An ESE student with disabilities who is entering kindergarten and has a current IEP/EP as well as evaluation data necessary to determine that the student meets Florida's eligibility criteria for special programs will be placed immediately in the appropriate educational program(s) without temporary assignment. The receiving school **must** review the current IEP/EP and may revise the document as necessary.~~

~~An ESE-eligible student with a disability who is transferring from one Florida public School District to the School District of Palm Beach County who has a current IEP, or Education Plan (EP) for gifted students, will be placed in the least restrictive appropriate~~

~~educational program(s) consistent with the plan and state educational standards. The receiving school's IEP Team **must** review and may revise the current IEP/EP as necessary. Until that review is complete, the School District must implement the current IEP to the maximum extent reasonable in the current placement.~~

~~An ESE-eligible student who is transferring from an out-of-state public school who has a current IEP/EP and evaluation data necessary to determine that the student meets Florida's eligibility criteria for special programs may be placed immediately in the appropriate educational program(s) without temporary assignment.~~

~~An ESE-eligible student who is transferring from out-of-state and does not meet the School District's criteria for dismissal from an ESE program will be placed immediately in the appropriate educational program(s), without temporary assignment. In both cases, the receiving school **must** review the current IEP/EP and revise the document as necessary to ensure compliance with federal and state law, as well as School Board Policy. See School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP & P)" at 18; IDEA Part B regulations, 34 C.F.R. § 300.320-324.~~

Individual educational plans (IEPs) or educational plans (EPs) for students who transfer school districts within Florida

If an exceptional education student who had an IEP or EP that was in effect in a previous Florida school district transfers to the school district and enrolls in a new school, the school district (in consultation with the parents) will provide a free appropriate public education (FAPE) to the student, which includes services comparable to those described in the child's IEP or EP from the previous Florida school district, until the school district does either of the following:

- a) Adopts the child's IEP or EP from the previous school district
- b) Develops, adopts, and implements a new IEP or EP that meets the applicable requirements of Rule 6A-6.03028 or 6A-6.030191, F.A.C.

2. IEPs or EPs for students who transfer from outside Florida

If an exceptional education student who had an IEP or EP that was in effect in a previous school district in another state transfers to the school district and enrolls in a new school within the same school year, the school district (in consultation with the parents) will provide the child with FAPE (including services comparable to those described in the child's IEP or EP from the previous school district), until the school district does both of the following:

- a) Conducts an initial evaluation in accordance with Rule 6A-6.0331, F.A.C. (if determined to be necessary by the school district)
- b) Develops, adopts, and implements a new IEP or EP, if appropriate, that meets the applicable requirements of Rules 6A-6.03011 through 6A-6.0361, F.A.C.

Placement of Transfer Kindergarten and First Grade Students

Dates for the legal public school minimum entry age by State and territory (provided by the Florida Department of Education) should be used in accepting kindergarten and first grade transfer students according to State Board of Education Rule 6A-1.0985.

State Board of Education Rule 6A-1.0985

6A-1.0985 *Entry into **Kindergarten and First Grade** by **Out-of-State Transfer Students**.*

- (1) *Any student who transfers from an **out-of-state public school** and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection (3).*
- (2) *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 rules of the school board. Prior to admission, the parent or guardian must also provide the data required in subsection (3).*
- (3) *In order to be admitted to Florida schools, such a student transferring from an out-of-state school must **provide the following data**:*
 - (a) *Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school;*
 - (b) *An official letter or transcript from 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 Section 1003.22, Florida Statutes;*
 - (d) *Evidence of date of birth in accordance with Section 1003.212, Florida Statutes; and*
 - (e) *Evidence of a medical examination completed within the last twelve (12) months in accordance with Section 1003.212, Florida Statutes.*

Clarification of placement procedures for transfer kindergarten and first grade students from other states or countries is available through the [Elementary Guidance Specialist](#) in the Department of ~~Supplemental Education Services~~-Safe Schools.

Placement of Transfer Students - Grades 2-5

A student in grades 2-5 who transfers from any other public or private school in the United States or a foreign country is placed in comparable classes, and all records from the previous school are accepted.

Third grade students who transfer from any public or private school in the United States or a foreign county after the current year's FCAT Reading administration must show good cause for promotion prior to be promoted to fourth grade (see page E/~~33~~ 37 for explanation of criteria for good cause exemption from mandatory retention for reading at grade 3) [Florida Statute § 1008.25(6) (b)]. If the transfer occurs after the current school year, and there is proof of promotion (report card) from the previous school, the student may be promoted based on this information.

Placement of Transfer Students from Home Education Program

Refer to "General Transfer Information" section.

ATTENDANCE

School attendance is the direct responsibility of the parent(s)/guardian(s) and students. ([Florida Statute §1003.24]; (School Board Policy 5.09(1)) Except as provided in Florida Statute §1003.24, and State Board of Education Rule 6A-1.09513, all students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. [Florida Statute §1003.21] and (School Board Policy 5.0901)

The District and/or school student handbook outlines the attendance procedures for that school. All school procedures conform to the following district-wide procedures:

1. Notes or telephone calls from parent(s)/guardian(s) are required either before or after an absence. It is the responsibility of the student to make up work missed because of absences. Students receiving out-of-school suspension **must** be assigned schoolwork that will cover the content and skills taught during the duration of the suspension. Students are given one day for each absence to complete makeup work unless unusual circumstances indicate an extension. The principal or designee **must** approve any extension.
2. An "excused" absence is:
 - a. Student illness — If a student is continually sick and repeatedly absent from school, he or she **must** be under the supervision of a physician in order to receive an excuse from attendance
 - b. Medical appointment
 - c. Death in the family
 - d. Observance of a religious holiday or service that is recognized as such by all members of the faith
 - e. Subpoena by a law enforcement agency or mandatory court appearance
 - f. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. (School Board Policy 5.09 (3) (a) (vi))

An "unexcused" absence is any absence that does not fall into one of the above excused absence categories. (School Board Policy 5.09) Each school in the District must determine if an absence or tardiness is excused or unexcused according to the criteria established by the Board within this Policy. (School Board Policy 5.09 (3) (b))

Students receiving out-of-school suspension (OSS) **must** be assigned schoolwork to keep up with content and skills covered during the duration of the suspension. Students on OSS will be permitted to make up ~~nine (9)-week and semester-major~~ examinations, if applicable. Projects, ~~long-term assignments term papers~~, etc., which represent work for a period of time greater than the OSS period will be submitted for the purpose of determining a student's grade.

Should questions arise regarding this OSS rule, the principals will grant the parent(s)/guardian(s) a conference. Parent(s)/guardian(s) may appeal the principal's decision to the area Superintendent if a conflict arises.

All make-up work should be completed within two weeks of the end of the semester, unless the student's principal makes an exception.

2. If a student is confined to home or a hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a hospital/homebound program. Complete information regarding the criteria for a hospital/homebound program can be found in State Board of Education Rule 6A-6.03020, School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP&P)" at 70-71 and State Board of Education Rule 6A-6.03411.

Students with Disabilities

Students with an Active 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. Part 104)

In the case of a student with excessive absences, a Multi-Disciplinary Team should be convened to determine if the absences are caused by the disability of record on the active *Section 504 Accommodation Plan*. If the Section 504 Team determines that the absences are caused by the disability, the student's placement **must** be re-evaluated as to the appropriateness of the current placement and the Section 504 Accommodation Plan **must** address any additional strategies and/or interventions needed.

If the Multi-Disciplinary Team determines that the absences are not caused by the disability, the student is treated in the same manner as that for a general education student. Documentation of the Section 504 Team should be provided on the form entitled *ADA/504 Record*. (PBSD 1468 found at <http://www.palmbeach.k12.fl.us/Records/> <http://www.palmbeachschools.org/Forms/Index.asp>)

ESE-Eligible Students with Disabilities

In the case of an ESE-eligible student with excessive absences, an IEP Team meeting **must** be conducted to determine whether or not the absences are related to the student's disability. (State Board of Education Rule 6A-6.0331(1)(c); School Board Policy 5.725 and its referenced SP&P at 20)

If the IEP Team determines that the excessive absences **are** related to the student's disability, the IEP Team **must** take appropriate of action which may include waiver of the attendance guidelines in determining grades as well as a change of placement. To the maximum extent possible, the student will be educated in the least restrictive environment.

If the IEP Team determines that the student's excessive absences **are not** related to the student's disability, the student is treated the same as that for a general education student.

STUDENT ABSENCES FOR RELIGIOUS REASONS (School Board Policy 5.095)

Students shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study, or work assignment for religious instruction, observation of a religious holiday or because of the tenets of his or her religion forbid secular activity at such time, when such requests are made by the parent or guardian consistent with this policy. Students shall be afforded the opportunity to make up any examination, study or work assignment which has been missed for religious purposes ~~and~~ without adverse effects. Prior to the student's absence for religious reasons, a written request must be provided by the parent or guardian.

The religious instruction shall be the responsibility of the religious institution.

In the event of a complaint regarding the failure to provide for religious accommodations, the complainant may appeal directly to the Area Superintendent or the Superintendent's designee.

EARLY STUDENT WITHDRAWALS

Student Withdrawals During the School Year

A student who leaves before the close of the school term shall receive grades on the report card covering the ~~periods~~ ~~terms~~ in attendance. A student will not meet promotion requirements unless he/she enrolls in another school to complete the academic year.

The parent(s)/guardian(s) of a student who leaves school **during** the last two weeks of the school year **must** show evidence that the withdrawal is necessary and the student **must** successfully complete examinations as appropriate. Principals are authorized to make arrangements for the administration of any tests or examinations as appropriate.

Principals may determine that the requirements for early withdrawal are not required when unusual/extenuating circumstances require it. Approval is mandatory prior to the student's leaving school.

Student Withdrawals for Enrollment in Home Education Program

To withdraw a student for enrollment in a home education program, the custodial parent(s)/guardian(s) **must** initiate the withdrawal process at the school and notify the Superintendent of Schools/designee, in writing, of the intent to establish a home education program for the student. The custodial parent/guardian shall submit the letter of intent to the Home Education Office within 30 days of the establishment of the home education program. [Florida Statute §1002.41] (School Board Policy 8.14 (3), (4) and (5).

Home education correspondence should be mailed to:

School District of Palm Beach County
Fulton-Holland Educational Services Center
Home Education Office
3308 Forest Hill Boulevard, Suite C-~~124~~236
West Palm Beach, FL 33406-5813

PROGRAM DESCRIPTION

The School District of Palm Beach County Curriculum Guidelines incorporates the strands, performance standards and benchmarks of the Florida Department of Education *Sunshine State Standards*, or Next Generation Sunshine State Standards. [Florida Statute §1003.41] and (State Board of Education Rule 6A-1.09401). The curriculum guidelines include benchmarks for the disciplines of:

- Language Arts (Reading/Writing)
- Mathematics
- Science
- Social Studies
- Foreign Language
- Health Education
- Music
- Physical Education
- Visual Arts

These benchmarks delineate the academic achievement for which the State will hold schools accountable. District-adopted and/or district-developed instructional materials are tools provided for elementary school students to meet the benchmarks.

STANDARDS AND ACCELERATION

The School District of Palm Beach County provides unique learning opportunities for students on various levels of learning:

- All students will receive a world-class, rigorous curriculum that meets the requirements of the Florida Next Generation Sunshine State Standards.
 - Students who are on grade level will receive the highest possible level of instruction to meet proficiency and beyond.
 - Students performing below grade level will receive an intensive instructional curriculum that remediates skills/benchmarks not yet mastered by utilizing: additional instructional time, additional resource personnel, tutorial programs, and other remediation options. Students will be offered the highest possible level of instruction to meet proficiency and beyond. Remediation options vary from school to school.
 - Students performing above grade level will receive a differentiated curriculum that may include an enrichment of skills/standards or acceleration of curriculum for students who show mastery. Accelerated strategies may include:
 1. Providing the student with an in-depth exploration of one or more of the State standards;
 2. Offering a gifted program for eligible students;
 3. Placing the student in the next grade for one or more subjects; placing the student in the next grade level for all subjects.
 - Students will be offered the highest possible level of instruction to meet proficiency and beyond. Accelerated and enrichment options vary from school to school.

SPECIAL PROGRAMS

Programs for English Language Learners (ELLs) (State Board of Education Rules 6A-6.0900 et seq.)

Students whose English language proficiency in the listening, speaking, reading and writing skill areas is limited will be identified as English Language Learners, assessed and placed as provided in State Board of Education Rule 6A-6.0902. All ELLs **must** be given **equal access** to the general curriculum. The general education standards and benchmarks should be the basis of their curriculum. They are placed in courses based on need and eligibility, regardless of their English language proficiency. The individual student's ELL plan documents the instructional strategies required to ensure the student an equal opportunity to master the general education curriculum.

Note: See School District of Palm Beach County's District Plan for Services to English Language Learners, found at:

<http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf> <http://www.palmbeachschools.org/multicultural/ELLPlan.asp>, for full explanation of services and models.

See State Board of Education Rule 6A-6.0903(2) Standards for Student Exit from the ESOL Program and additional assessment requirements.

Dropout Prevention (DOP)/Alternative Education (AE)/ DJJ/Youth Services Programs (State Board of Education Rules 6A-6.052 through 6A-6.05292 and Florida Statute §§ 1003.51, 1003.52, 1003.53)).

The academic program for a DOP/AE student may differ from traditional education programs and schools in scheduling, administrative structure, philosophy, curriculum and/or setting. The programs employ alternative teaching methodologies, curricula, learning activities, or diagnostic and assessment procedures in order to meet the needs, interests and talents of eligible students. See School Board Policy 8.13 and the referenced DOP/AE/DJJ/Youth Services Programs Manual.

Students who are over age for their grade placement, have failing grades, low achievement test scores, high absenteeism, or demonstrate other at-risk factors may be considered eligible. Students identified as English Language Learners (ELLs) and/or eligible for ESE who meet the eligibility criteria for dropout prevention may be considered for placement. See School Board Policy 8.13 and the referenced DOP/AE/DJJ/Youth Services Programs Manual. Various programs and support activities are available in most schools throughout the School District. The District provides educational services to students in Youth Services and DJJ programs as set forth in this Manual.

Gifted Education (State Board of Education Rules 6A-6.030191)

Students enrolled in the gifted program have an opportunity to access a qualitatively differentiated curriculum, which consists of carefully planned, coordinated learning experiences that extend beyond the basic curriculum to meet the specific learning needs

of the student. A continuum of services for gifted students is offered in schools strategically located throughout the district.

Students identified as gifted, under School Board of Education Rule 6A-6.03019, have an Educational Plan (EP) that outlines goals, strengths and weaknesses and that provides direction for the instructional program. The differentiated instructional program includes advanced-level content, acceleration and enrichment that address the student's special abilities and interests. For more information regarding gifted education, refer to School Board Policy 5.725, Exceptional Student Education *Policies and Procedures* and its referenced SP & P particularly at pages 121-126 and 46 and Appendix A-2 and C.

Students with Disabilities

Students with an Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. Part 104)

Any alteration to the delivery of instruction or student assignments for a student with an active Section 504 Accommodation Plan is the decision of the Section 504 Team, if it is addressed in the Section 504 Accommodation Plan. Parent(s)/guardian(s) of a student with an active Section 504 Accommodation Plan **must** be notified of any proposed changes to the Section 504 Accommodation Plan, and **must** be given the opportunity to provide input on decisions made by the 504 Team. Thus, the individual student's Section 504 Accommodation Plan documents the accommodations and/or modifications that are required to ensure that the student has an equal opportunity to access the general education curriculum.

ESE-Eligible Students

Pursuant to School Board Policy 5.725, IEPs for ESE-eligible students must specify the **specifically specially** designed instruction and related services that are necessary to meet each student's unique needs. See State Board of Education Rule 6A-6.03028; and **Policy 5.725 and its** referenced SP & P, particularly at pages 95-104. All students **must** be given access to the general curriculum, as is appropriate in relation to their unique needs and abilities and as delineated on each student's IEP. For the majority of these students, the general education standards and benchmarks should be the basis of their curriculum. For some students, modified standards and/or benchmarks in one or more content area may be more appropriate. See State Board of Education Rule 6A-1.09414 for course descriptions.

In all cases, the IEP Team, which must include a parent, makes special program placements and the educational decisions. The IEP Team develops a statement of measurable annual goals, including benchmarks or short-term objectives related to meeting the student's needs that result from the student's disability to enable the student to be involved in and progress in the general curriculum or for preschool children, as appropriate, to participate in appropriate activities, as well as meeting each of the student's other educational needs that result from the student's disability. See State Board of Education Rule 6A-6.03028.

In particular, the IEP Team should draft benchmarks or short-term objectives for students with disabilities who take alternate assessments aligned to alternate

achievement standards at the discretion of the IEP Team. (See State Board of Education Rule 6A-6.03028)

The IEP may specify whether **accommodations/**modifications* are necessary in the areas of curriculum, instruction, and assessment provided that the accommodations/modifications do not include modifications to the curriculum descriptions/frameworks or student performance standards. The IEP must be implemented as drafted by the IEP Team.

The IEP contains an explanation of the extent, if any, to which the student will not participate with non-disabled students in the general education class (34 CFR 300.320 (a)(5); SP & P on pages 95-~~104~~ 103)

In compliance with the least restrictive environment mandate, a student with a disability may only be removed from the general education environment if the nature and/or severity of the disability are such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactory. (SP & P on pages 95-~~104~~103)

**Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.*

***Modifications are changes that can be made to what students are expected to learn. They include changes that have been outlined in the curriculum documents. Modifications may include partial completion of program or course requirements, curriculum expectations below age or grade level, alternate assessment criteria, and alternate curricular goals.*

Home Education Program (School Board Policy 8.14)

A home education program is sequentially progressive instruction of a student directed by his/her parent(s) or guardian(s). The parent(s)/guardian(s) of each registered home education student **must** maintain a portfolio of student work including a log of educational activities made concurrently with instruction and a listing of all reading material. The parent/guardian is responsible for submitting an annual evaluation in accordance with Florida Statute §1002.41.

Home education correspondence should be mailed to:

School District of Palm Beach County
Fulton-Holland Educational Services Center
Home Education Office
3308 Forest Hill Boulevard, Suite C-~~124~~236
West Palm Beach, FL 33406-5813

Virtual Instruction Programs [Florida Statute §§1002.37, 1001.42 (23)]; (State Board Education Rules 6A-6.0980 and 6A-6.0981)

Florida Statute § 1002.45 authorizes school districts to implement virtual instruction programs through district-operated programs or programs provided by contracted

providers approved by the Florida Department of Education. The School District of Palm Beach County ~~will is providing provide~~ K-12 instructional programs ~~starting with school year 2009-2010.~~

A student who is a full-time student attending a traditional public school in the school district **must** have permission from his/her school counselor and principal to enroll in virtual education courses.

Students may enroll as full-time virtual students in grades K-12. For more information see the *program descriptions that can be found at www.palmbeachvirtual.org*.

Registered home education students may take a partial or full schedule with Florida Virtual School (FLVS) ~~in accordance with~~ [Florida Statute §§1002.37 and 1002.41]. The Home Education Office must provide verification of active status and compliance for all registered home education students who enroll with FLVS as outlined in the District's FLVS agreement that can be found at www.palmbeachvirtual.org

PROMOTION

Each student's progression from one grade to another is determined, in part, upon proficiency in reading, writing, science, and/or mathematics. Information in the Student Progression Plan facilitates recognizing such proficiency. (See *Student Performance Level Charts* on pages E/~~19-23-E/2428~~.) Each student and his or her parent/guardian will be informed of the student's progress. (See *Reporting Student Progress* on pages E/~~4442-E/48~~). [Florida Statute §1008.25(1)]

STATEWIDE ASSESSMENTS

All eligible elementary grades three and above students **must** participate in all regular state and district assessments for accountability purposes except as prescribed by the Commissioner of Education ~~or if waived as stated below~~. [Florida Statute §1008.22 (3)(c)(~~6~~)] (State Board of Education Rule 6A-1.09422).

~~"An exemption from participation in any component of the statewide assessment program for an individual English Language Learner [ELL] may only be made by specific action of an ELL committee as defined in subsection 6A-6.0901(5), F.A.C., and only for a student whose date of classification as an English Language Learner falls within one (1) year prior to the assessment date." (State Board of Education Rule 6A-1.09432)~~

Each student who does not meet specific levels of performance as determined by the district school board in reading, writing, science and mathematics for each grade level, or who does not meet specific levels of performance as determined by the Commissioner of Education on statewide assessments at selected grade levels, **must** be provided with additional diagnostic assessments to determine the nature of the student's difficulty and areas of academic need. [Florida Statute §1008.25(4)(a)] (For more information regarding these assessments see page E/~~49-E/54E/52-E/53~~)

STUDENT PERFORMANCE LEVELS for READING, WRITING, MATHEMATICS and SCIENCE

The School District must define specific levels of performance in reading, writing, mathematics and science for each grade level. [Florida Statute § 1008.25] These levels of performance will be used to identify students who **must** receive remediation and **may** be retained. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion or administrative placement. [Florida Statute §1008.25(6)(a)] No student may be retained solely on the basis of standardized assessments. Students shall meet the appropriate performance Sunshine State Standards or Next Generation Sunshine State Standards as set forth in State Board of Education Rule 6A-1.09401.

Students will be identified as performing at one of three levels that indicates a student's achievement.

Level 3: on or above grade level

Level 2: less than a year below grade level

Level 1: more than a year below grade level

(School District of Palm Beach County Elementary Report Card, PBSO 0768)

Various indicators that include, but are not limited to, multiple measures using appropriate grade-level assessments as well as teacher judgment will be used to determine performance levels. Each elementary school shall regularly assess the reading ability of each K-3 [Florida Statute §1002.20(11)] and grades 4-5 student. A list of the assessments follows.

Teacher Judgment

The teacher **must** provide compelling, verifiable evidence when student performance on appropriate grade-level assessments is not believed to be indicative of daily classroom performance.

Teacher judgment factors may include, but are not limited to:

- previous retentions
- level of text at which student is **independently** successful
- observations
- checklists
- student portfolios
- classroom assessments
- current grades/marks
- ~~Guided Reading/Lexile levels~~

Kindergarten Indicators

- The Florida Kindergarten Readiness Screener (FLKRS)

- Reading and Writing Assessments: Oral Language, Early Literacy Behaviors, Letter Recognition, Beginning Sound Recognition, Phonological Awareness Blending and Segmenting, High Frequency Words, Phonogram Assessment, Word Writing, Reading Running Record **Level**, Retelling/Comprehension Conversation and Writing About Reading
- District-adopted mathematics and reading program assessments
- District-adopted science program assessments

First Grade Assessments

- Reading and Writing Assessments: Oral Language, Early Literacy Behaviors, Letter Recognition, Beginning Sound Recognition, Phonological Awareness Blending and Segmenting, High Frequency Words, Phonogram Assessment, Word Writing, Reading Running Records **Level**, Retelling/Comprehension Conversation and Writing About Reading
- District-adopted mathematics and reading program assessments
- District-adopted science program assessments
- Palm Beach Writes (**N**narrative and **e**xpository **p**Prompts)

Second Grade Assessments

- Reading and Writing Assessments: Oral Language, Early Literacy Behaviors, Letter Recognition, Beginning Sound Recognition, Phonological Awareness Blending and Segmenting, High Frequency Words, Phonogram Assessment, Word Writing, Reading Running Record **Level**, Retelling/Comprehension Conversation and Writing About Reading.
- Palm Beach Writes (narrative and expository prompts)
- Scholastic Reading Inventory (SRI)
- School District of Palm Beach County *Sunshine State Standards* Diagnostic Assessments in reading and mathematics
- District-adopted mathematics and reading program assessments
- District-adopted science program assessments

Third Grade Assessments

- Reading and Writing Assessments: Oral Language, Early Literacy Behaviors, Letter Recognition, Beginning Sound Recognition, Phonological Awareness Blending and Segmenting, High Frequency Words, Phonogram Assessment, and Word Writing. Reading Running Record(~~s~~) Retelling/Comprehension Conversation, and Writing About Reading
- Palm Beach Writes (narrative and expository prompts)
- Scholastic Reading Inventory (SRI)
- School District of Palm Beach County *Sunshine State Standards* Diagnostic Assessments in reading and mathematics
- FCAT Mathematics SSS
- FCAT Reading SSS (**without performance tasks**)
- District-adopted mathematics and reading program assessments
- District-adopted science program assessments

Fourth Grade Assessments

- Reading and Writing Assessments: Oral Language, Early Literacy Behaviors, Letter Recognition, Beginning Sound Recognition, Phonological Awareness Blending and Segmenting, High Frequency Words, Phonogram Assessment, and Word Writing. Reading Running Records~~(s)~~, Retelling/Comprehension Conversation, and Writing About Reading
- Palm Beach Writes (~~expository and~~ narrative and expository prompts)
- FCAT Writing SSS
- Scholastic Reading Inventory (SRI)
- School District of Palm Beach County *Sunshine State Standards* Diagnostic Assessment in reading and mathematics
- FCAT 2.0 Mathematics Next Generation SSS (~~without performance tasks~~)
- FCAT 2.0 Reading Next Generation SSS (~~with performance tasks~~)
- District-adopted mathematics and reading program assessments
- District-adopted science program assessments

Fifth Grade Assessments

- Palm Beach Writes (expository and persuasive prompts)
- Scholastic Reading Inventory (SRI)
- School District of Palm Beach County *Sunshine State Standards* Diagnostic Assessment in reading and mathematics
- FCAT 2.0 Mathematics Next Generation SSS (without performance tasks)
- FCAT 2.0 Reading Next Generation SSS (~~without performance tasks~~)
- FCAT Science SSS
- District-adopted mathematics and reading program assessments
- District-adopted science program assessments

STUDENT PERFORMANCE LEVEL CHARTS

The student performance level charts show the identified performance levels as they relate to the FCAT SSS as well as FCAT Writing and Palm Beach Writes [see charts on pages E /23-E/28-~~24~~-E/29] .

The charts also reflect the process of student identification for promotion or retention in reading, writing and/or mathematics for students in grades K-5 and outline Progress Monitoring Plan (PMP) options.

The charts are designed so that teachers and administrators may view each child holistically when making decisions regarding promotion or retention. The charts permit decision-makers to identify the overall achievement of each child through district and state assessments as well as classroom performance. ***The charts also allow for a more narrow focus on student achievement for the purposes of remediation decisions.***

Teachers and administrators may examine the student's reading, writing, mathematics, and/or science performance to determine whether a student is in need of remediation in one or more of these areas.

The following charts, in relation to remediation, are based upon Florida Statute §§1002.20 (11) &1008.25 (4).

KINDERGARTEN

FACTORS TO CONSIDER WHEN DECISION MAKING			DECISIONS FOR NEXT YEAR	
Classroom Performance: *Teacher Judgment *K-4 Literacy Assessment System Results *Reading Series Performance/Assessment Results * Mathematics Series Performance/Assessment Results *ESE Students with Disabilities ONLY-- Performance Based on IEP Goals and Objectives * English Language Learners (ELLs) ONLY- English Language Development Continuum *Principal Recommendation (Levels below are provided by the District's Department of K-42 Elementary Curriculum)				
Student Performance Level	LITERACY ASSESSMENT SYSTEM Reading Running Records Guided Reading Leveling System		Promote or Retain?	
Above Grade Level	Guided Reading Level C-D or above Independent		Promote to first grade	
At Grade Level	Guided Reading Level B Independent		Promote to first grade	
Below Grade Level	Minimally (up to 6 months)	Guided Reading Level A Independent	Promote with a Progress Monitoring Plan Must provide daily iii*	Remediation and Retention
	Considerably (6 months to a year)	N/A	Retain with a Progress Monitoring Plan Must provide daily iii	
	Substantially (more than a year)	N/A	Retain with a Progress Monitoring Plan Must provide daily iii	

Information on retention of English Language Learners can be found on page E/34.

*iii-immediate intensive intervention

GRADE 1

FACTORS TO CONSIDER WHEN DECISION MAKING			DECISIONS FOR NEXT YEAR		
Classroom Performance: * Teacher Judgment * K-4 Literacy Assessment System Results * K-3 Reading Assessment Program Results * Writing Samples * Principal Recommendation * Reading Series Performance/Assessment Results * Mathematics Series Performance/Assessment Results * ESE Students with Disabilities ONLY-- Performance Based on IEP Goals and Objectives * English Language Learners (ELLs) ONLY-English Language Development Continuum (Levels below are provided by the District's Department of K-12 Elementary Curriculum)					
Student Performance Level	LITERACY ASSESSMENT SYSTEM Reading Running Records Guided Reading Leveling System	WRITING Palm Beach Writes	Promote or Retain?		
Above Grade Level	Guided Reading Level J and above Independent	5.0, 5.5 , or 6.0	Promote to second grade	Promote to second grade	
At Grade Level	Guided Reading Level F-G Independent	3.5 , 4.0, or 4.5	Promote to second grade		
Below Grade Level	Minimally (up to 6 months)	Guided Reading Level C-D Independent	3.0	Promote with a Progress Monitoring Plan Must provide daily iii*	Remediation and Retention
	Considerably (6 months to a year)	Guided Reading Level B Independent	1.5 , 2.0, or 2.5	Retain with <i>Or</i> promote with a Progress Monitoring Plan Must provide daily iii	
	Substantially (more than a year)	Guided Reading Level A Independent	0 or 1.0	Retain with a Progress Monitoring Plan Must provide daily iii	

Information on retention of English Language Learners can be found on page E/34.

*iii- immediate intensive intervention

GRADE 2

FACTORS TO CONSIDER WHEN DECISION MAKING				DECISIONS FOR NEXT YEAR	
Classroom Performance * Teacher Judgment *K-4 Literacy Assessment System Results *Writing Samples *Reading tests *Mathematics Series Assessment Results *Classroom Grades *Principal Recommendation *Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only) * English Language Development Continuum English- Language Learners (ELLs) Only (Levels below are provided by the *District's Department of K-12 Elementary Curriculum and the **Department of Assessment)					
Student Performance Level	LITERACY ASSESSMENT SYSTEM Reading Running Records Guided Reading Leveling System	*WRITING Palm Beach Writes	**SRI-I Spring Lexile	Promote or Retain?	
Above Grade Level	Guided Reading Level N and above Independent	5.0, 5.5 , or 6.0	540 and above	Promote to third grade	
At Grade Level	Guided Reading Level K-L Independent	3.5 , 4.0, or 4.5	220-539	Promote to third grade	
Below Grade Level	Minimally	Guided Reading Level H-I Independent	3.0	53-219	Promote with a Progress Monitoring Plan Must provide daily iii*
	Considerably	Guided Reading Level F-G Independent	4.5 , 2.0, or 2.5	Less than 52	Retain with Or promote with Progress Monitoring Plan Must provide daily iii
	Substantially	Guided Reading Level D-E Independent	0 or 1.0		Retain with a Progress Monitoring Plan Or promote with a Progress Monitoring Plan Must provide daily iii
					Remediation and Retention

Information on retention of English Language Learners can be found on page E/34.

*iii- immediate intensive intervention

GRADE 3

FACTORS TO CONSIDER WHEN DECISION MAKING							DECISIONS FOR NEXT YEAR
Classroom Performance *Teacher Judgment *K-4 Literacy Assessment System Results *Writing Samples *Reading Tests *Mathematics Series Assessment Results * Classroom Grades *Principal Recommendation *Performance Based on IEP Goals and Objectives (ESE Students with Disabilities only) *Academic Progress *English Language Development Continuum (English Language Learners (ELLs) ONLY) (Levels below are provided by the *Florida Department of Education FCAT Handbook, that is incorporated here by reference as part of this plan, the District's **Department of Assessment and ***Department of K-12 Elementary Curriculum)							
Student Performance Level	*FCAT Reading Developmental Scale Score (DSS)	**SRI-I Spring Lexile	LITERACY ASSESSMENT SYSTEM Reading Running Records Guided Reading Leveling System	***Palm Beach Writes	* FCAT Math Developmental Scale Score (DSS)	Promote or Retain	
Above Grade Level	Level 5	1866 and above	1048 and above	Guided Reading Level Q and above Independent	5.5 or 6.0	1750 and above	Promote to fourth grade
	Level 4	1489-1865	714-1047		4.5 or 5.0	1509-1749	
At Grade Level	Level 3	1198-1488	456-713	Guided Reading Level N-O Independent	3.5 or 4.0	1269-1508	
Below Grade Level	Level 2	1046-1197	322-455	Guided Reading Level M Independent	2.0, 2.5, or 3.0	1079-1268	
	Level 1	86-1045	321 and below	Guided Reading Level L Independent	0, or 1.0, or 2.0 or 1.5	375-1078	Refer to bottom of this page Must be provided PMP and daily iii

***RETENTION** — According to Florida Statute 1008.25, third grade students who score at Performance Level 1 on Grade 3 FCAT Reading SSS must be retained unless exempted for good cause. (See E/3937 for list of third grade good cause exemptions). Students who score at Performance Level 2 on Grade 3 FCAT Reading SSS and whose other state/district assessment scores and/or Classroom performance in reading, writing, mathematics and science indicates that they are below grade level should be retained unless exempted from retention for good cause. Compelling verifiable evidence indicating the student is performing at or near grade level may be utilized to enact a decision to promote such students. Students who score at Performance Level 2 or above on Grade 3 FCAT Reading SSS and whose other state/district assessment scores and/or classroom performance in reading, writing, mathematics and science range between Performance Level 1 to Level 3 or above should be considered for promotion with a Progress Monitoring Plan (PMP). Such students may also be promoted without a Progress Monitoring Plan (PMP) if compelling, verifiable evidence overwhelmingly indicates that the student is performing at or above Performance Level 3. All students who score at Performance Level 1 or Level 2 on Grade 3 FCAT Reading SSS must have a Progress Monitoring Plan (PMP) for reading and must be provided daily Immediate Intensive Intervention (iii).

Information on retention of English Language Learners can be found on page E/34.

*ii- immediate intensive intervention

GRADE 4

FACTORS TO CONSIDER WHEN DECISION MAKING

DECISIONS FOR NEXT YEAR

Classroom Performance · ***Teacher Judgment** · ***K-4 Literacy Assessment System Results** · ***Writing Samples** · ***Reading Tests** · ***Mathematics Series Assessment Results** · ***Classroom Grades** · ***Principal Recommendation** · ***Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only)** · ***Academic Progress** · ***English Language Development Continuum (English Language Learners (ELLs) ONLY)** (Levels below are provided by the *Florida Department of Education FCAT Handbook, that is incorporated here by reference as part of this plan, and the District's ****Department of Assessment and the Department of Elementary Curriculum**)

Student Performance Level		*FCAT Reading Developmental Scale Score (DSS)	**SRI-I Spring Lexile	LITERACY ASSESSMENT SYSTEM Reading Running Records Guided Reading Leveling System	*FCAT Writing	*FCAT Math DSS	Promote or Retain
Above Grade Level	Level 5	1965 and above	1146 and above	Guided Reading Level U and above Independent	5.5 or 5.0 or 4.5 or 6.0	1863 and above	Promote to fifth grade
	Level 4	1690-1964	875-1145			1658-1862	
At Grade Level	Level 3	1456-1689	643-874	Guided Reading Level Q-R Independent	3.5 or 4.0	1444-1657	
Below Grade Level	Level 2	1315-1455	504-642	Guided Reading Level P Independent	2.0, 2.5, or 3.0	1277-1443	Refer to bottom of this page Must provide PMP and iii*
	Level 1	295-1314	503 and below	Guided Reading Level O Independent	0; or 1.0 or 2.0; or 1.5	581-1276	

RETENTION — Students who score consistently at Performance Level 1 and/or lower Level 2 (with no scores in Level 3 or above) on state/district assessments and whose classroom performance in reading, writing, mathematics and science indicates that they are below grade level should be retained unless exempted from retention for good cause. Students whose state/district assessment scores range from Performance Level 1 to upper Level 2 (with no scores at Level 3 or above) should be considered for retention. Compelling verifiable evidence indicating the student is performing at or near grade level may be utilized to enact a decision to promote such students. Students whose state/district assessment scores range between Performance Level 1 to Level 3 or above should be considered for promotion with a Progress Monitoring Plan (PMP). Such students may also be promoted without a Progress Monitoring Plan (PMP)-if compelling, verifiable evidence overwhelmingly indicates that the student is performing at or above Performance Level 3. However, such students may be retained if compelling verifiable evidence shows that the student's classroom performance is equivalent to Level 1 or lower Level 2.

[Information on retention of English Language Learners can be found on page E/34.](#)

iii- immediate intensive intervention

GRADE 5

FACTORS TO CONSIDER WHEN DECISION-MAKING						DECISIONS FOR NEXT YEAR
Classroom Performance: * Teacher Judgment*Writing Samples*Reading Tests*Mathematics Series Assessment Results*Classroom Grades*Principal Recommendation*Performance Based on IEP Goals and Objectives (ESE Students with Disabilities ONLY)*Academic Progress*English Language Development Continuum (English Language Learners (ELLs) ONLY) (Levels below are provided by the *Florida Department of Education FCAT Handbook, that is incorporated here by reference as part of this plan, and the District's **Department of Assessment and the Department of Elementary Curriculum)						
Student Performance Level		*FCAT Reading Developmental Scale Scores (DSS)	**SRI-I Spring Lexile	**Palm Beach Writes	*FCAT Math DSS	Promote or Retain
Above Grade Level	Level 5	2059 and above	1347 and above	5.5 or 5.0 or 4.5 or 6.0	1957 and above	Promote to Sixth grade
	Level 4	1762-2058	1040-1346		1769-1956	
At Grade Level	Level 3	1510-1761	779-1039	3.5 or 4.0	1632-1768	
Below Grade Level	Level 2	1342-1509	605-778	2.0, 2.5, or 3.0	1452-1631	Refer to bottom of this page Must provide PMP and iii*
	Level 1	474-1341	Below 605	0, or 1.0, or 2.0 or 1.5	569-1451	

RETENTION —Students who score consistently at Performance Level 1 and/or lower Level 2 (with no scores in Level 3 or above) on state/district assessments and whose classroom performance in reading, writing, mathematics and science indicates that they are below grade level should be retained unless exempted from retention for good cause. Students whose state/district assessment scores range from Performance Level 1 to upper Level 2 (with no scores at Level 3 or above) should be considered for retention. Compelling verifiable evidence indicating the student is performing at or near grade level may be utilized to enact a decision to promote such students. Students whose state/district assessment scores range between Performance Level 1 to Level 3 or above should be considered for promotion with a Progress Monitoring Plan (PMP). Such students may also be promoted without a Progress Monitoring Plan (PMP) if compelling, verifiable evidence overwhelmingly indicates that the student is performing at or above Performance Level 3. However, such students may be retained if compelling verifiable evidence shows that the student's classroom performance is equivalent to Level 1 or lower Level 2.

Information on retention of English Language Learners can be found on page E/34.

*iii- immediate intensive intervention

Progress Monitoring Plan (PMP) Process [Florida Statute §1008.25(4)]

A Progress Monitoring Plan (PMP) is intended to provide the school district and the school flexibility in meeting the academic needs of the student and to reduce paperwork. A student who is not meeting the school district or state requirements for proficiency in reading, science and math shall be covered by one of the following plans to target instruction and identify ways to improve his or her academic achievement:

1. A federally-required student plan **addresses specific needs**, such as an Individual Education Plan (IEP);
2. A school-wide system of progress monitoring for all students; or
3. An individualized Progress Monitoring Plan [Florida Statute §1008.25(4)(a)-(b)]

If a student has an ELL Plan, this plan may include strategies and the student may not need a PMP. However, if their plans do not include the required strategies to remediate the student's deficiency, a PMP can be written. An ELL plan can be amended to include the strategies so that a PMP would not be necessary.

A student will require an individual PMP prior to receiving an intervention plan under the SBT/Rtl process.

Each plan must outline an intensive remedial program in the area(s) of weakness designed to assist the student in meeting state and/or district expectations for proficiency. Listed below are the steps for implementing the PMP.

1. Each student who does **not** meet the levels of performance as determined by the district/state in reading, writing, science and mathematics for each grade level or who scores below level 3 in reading or mathematics **must** be provided with additional diagnostic assessments to determine the nature of the student's difficulty, areas of academic need, and strategies for appropriate intervention. [Florida Statute §1008.25(4)(a)]
 - Data from the additional assessments are to be used to formulate the student's PMP.
 - Diagnosis and remediation will occur as soon as possible after a student has been identified as deficient in reading, writing, mathematics and/or science.
 - **Students deficient in reading must be provided with daily Immediate Intensive Intervention (iii).** (State Board of Education Rule 6A-6.054(1) (K-12))
 - ~~➤ If the student identification occurs during the last nine weeks of the school year, the diagnosis will be made at the beginning of the following school year with remediation immediately following.~~
 - Remediation must occur until expectations are met (Florida Statute §1008.25 (4) (c); State Board of Education Rule 6A-6.054(1)(b))
2. The PMP for a student who has been identified as deficient in reading **must** include **identify**
 - A valid and reliable diagnostic assessment such as Diagnostic Assessment of Reading (DAR) or identified sections of the K-34 Literacy Assessment (Fountas

and Pinnell Assessment) should be used to identify the student's specific reading deficiency.

- the desired levels of performance in these areas [Florida Statute §1008.25(4)(b)];
- the instructional and support services to be provided to meet the desired levels of performance [Florida Statute §1008.25(4)(b)].

Schools shall also provide for the frequent monitoring of the student's progress in meeting the desired levels of performance.

3. At the conclusion of the school year, the teacher(s) of the student who had a PMP is to determine whether the student is in need of further remediation and make recommendations regarding the student's educational program for the following year.

4. All students identified as needing remediation at the end of the previous school year **must** receive a PMP by **October 1st**. Every effort should be made to implement a PMP as early in the year as possible, but implementation **must** occur no later than **October 1st**.

5. The PMP process **must** begin as soon as students are newly identified as needing remediation. The PMP **must** be in place and implementation begun for students, including those who transfer into the school district, within 45 calendar days of being identified as needing remediation.

6. All PMPs are to be developed through the collaboration of the receiving teacher(s) and the parent(s)/guardian(s) [Florida Statute §1008.25(4)(b)] and approved by the principal. In the case of students receiving continued remediation, recommendations of the sending teacher(s) are to be reviewed as a part of the PMP process.

7. It is the responsibility of the teacher, ~~the grade chair~~ and the principal to ensure that the PMP is substantive and that the outlined instructional and support services are provided. The school district will assist schools and teachers in the implementation of research-based reading activities. [Florida Statute §1008.25(4)(b)]

The PMP should clearly identify:

- the specific diagnosed academic needs to be remedied;
- the success-based intervention strategies to be used;
- a variety of remedial instruction to be provided;
- how, when, how often, by whom, and how long intensive remedial instruction is to be provided; and the monitoring and reevaluation activities to be employed

ESE Students with Disabilities

The Individuals with Disabilities Education Improvement Act of 2004 requires:

- ▶ *The IEP for each child with a disability to include:*
- ▶ A statement of measurable annual goals, including academic and functional goals, designed to --
- ▶ Meet the child's needs that result from the disability to enable the child to be involved in and make progress in the general education curriculum.

When an ESE student with a disability is determined to be performing below grade level in reading, writing, mathematics, and/or science the IEP Team may be convened to review the IEP. The student's IEP **must** address **all** of the student's educational needs including the student's below grade level performance. The IEP Team may consider a PMP to address the student's educational need in reading, writing, mathematics, and/or science.

REMEDICATION AND RETENTION

Remedial and supplemental (academic) instruction resources **must** be allocated to students in the following priority [Florida Statute §1008.25(3)(a)(b)]:

- students who are deficient in reading by the end of grade 3
- students who fail to meet achievement performance levels required for promotion

Parental Notification of K-3 Reading Deficient Students

The parent/guardian of any K-3 student who exhibits a deficiency in reading, based upon locally determined or statewide assessments conducted in kindergarten or grade 1, grade 2, or grade 3, or through teacher observations, must be **immediately notified in writing** [Florida Statute §1002.20(11) and Florida Statute §1008.25(5)(c)1] of the following:

1. That the student has been identified as having a substantial deficiency in reading [Florida Statute §1008.25(5)(c)];
2. A description, understandable to the parent/guardian of the exact nature of the difficulty in learning and lack of achievement in reading. [Florida Statute §1002.20(11)];
3. The parent/guardian will be aware of and consulted in the development of the strategies and interventions of the Progress Monitoring Plan at the school. [Florida Statute §1008.25(4)(b)];
4. A description of the current services that are provided to the student [Florida Statute §1008.25(5)(c) 2];
5. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency [Florida Statute §1008.25(5)(c) 3];
6. That if the student'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 [Florida Statute §1008.25(5)(c)4];
7. Strategies for parents to use in helping their child succeed in reading proficiency. A district-developed brochure, entitled "Parents Helping Children with Reading," is sent home with a letter to the parents/guardians of any student who exhibits a

- deficiency in reading. The brochure provides grade-level specific tips on ways to help an elementary child learn to read. [Florida Statute §1008.25(5)(c) 5];
8. That the Florida Comprehensive Assessment Test (FCAT) is not the sole determiner of promotion [Florida Statute §1008.25(5)(c) 6];
 9. Additional evaluations, portfolio reviews, and assessments are available to assist parents and the district in knowing when a child is reading at or above grade level and ready for grade promotion. Refer to charts in this section. [Florida Statute §1008.25(5)(c)6];
 10. The district's specific criteria and policies for mid-year promotion [Florida Statute §1008.25(5)(c)7].

Remediation for Mathematics

Students in grades 1-5 who are identified as being considerably or substantially below grade level (kindergarten through grade 2) or Level 1 or Level 2 (grades 3-5) as indicated on the *Student Performance Level Charts* on pages E/23-E/28 must receive remediation in one of the following ways:

- Before or after school tutorial program
- Small group instruction based on documented student deficiencies
- One on one instruction based on documented student deficiencies
- Computer software programs that work on fluency in basic skills (when appropriate)

Mandatory Remediation/Retention

- Any student in kindergarten through grade 3 who exhibits a substantial deficiency in reading based upon locally determined or statewide assessments or through teacher observations **must** be given intensive reading instruction **immediately** following the identification of the reading deficiency [Florida Statute §1008.25(5)(a)].
- The student's reading proficiency **must** be reassessed by locally determined assessments or through teacher observations at the beginning of the grade following the intensive reading instruction. The student **must** continue to be provided with intensive reading instruction until the reading deficiency is remedied [Florida Statute §1008.25(5)(a)].
- If the student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the Grade 3 FCAT Reading SSS, **the student must be retained** [Florida Statute §1008.25(5)(b)].

Students in grades 1-5 who are identified as being considerably or substantially below grade level (kindergarten through grade 2) or Level 1 or Level 2 (grades 3-5) as indicated on the *Student Performance Level Charts* on pages E/~~18~~ E/23 E/23-28 in reading, writing, mathematics and/or science (once proficiency levels are set) **must** receive remediation and **may** be retained [Florida Statute §1008.25(4)(c)]. However, students whose test scores and classroom performance indicate that they are almost at grade level may be promoted with close monitoring or promoted with a PMP.

The following options are available for students who have not met the levels of performance for student progression [Florida Statute §1008.25(2)(b)]:

- remediate before the beginning of the next school year and promote
- retain and remediate using an intensive program of instruction that is different from the previous school year and takes into account the student's learning style

Each student who does not meet minimum performance expectations for the statewide assessments in reading, writing, science, and/or mathematics **must** continue remedial instruction or supplemental instruction until expectations are met or the student graduates from high school or is not subject to compulsory school attendance. [Florida Statute §1008.25(4)(c)]

Retention [Florida Statute §1008.25 (6)(b)]

Students in grade 3 who score Level 1 on the FCAT Reading **MUST** be retained unless exempted from retention for good cause as described in State Board of Education Rules 6A-1.094221, which provides that students who score at Level 1 on the grade three FCAT Reading may be promoted to grade four if **designated good cause criteria is met** (see page E/37-E/39) for description of Good Cause criteria) ~~the student demonstrates:~~

- ~~➤ An acceptable level of performance on the Reading SAT-9 or Reading SAT-10 alternative assessment; or~~
- ~~➤ Reading on grade level as evidenced through mastery of the SSS in reading equal to at least a Level 2 performance on the grade three FCAT Reading. (SBER 6A-1.094221). The acceptable levels of performance if using the SAT-9 or SAT-10 as alternative assessments are (SBER 6A-1.094421):~~
 - ~~➤ Students using the SAT-9 must score at or above the 51st percentile~~
 - ~~➤ Students using the SAT-10 must score at or above the 45th percentile~~

Criteria for Exemptions from Retention Grades Other Than Third Grade

Students who score consistently below grade level on state/district assessments should either be retained or considered for retention according to the Student Performance Level Charts on pages E/23-E/28 ~~E/22—E/25~~. Compelling verifiable evidence indicating the student is performing at or near grade level may be utilized to enact a decision to promote such students.

Allocation of Resources [Florida Statute §1008.25 (2) (b) & (3) (b)]

District school boards shall allocate remedial and supplemental instruction resources to students in the following priority:

- (a) Students who are deficient in reading by the end of grade 3 (**includes those retained and promoted for meeting good cause criteria**).
- (b) Students who fail to meet performance levels required for promotion consistent with the district school board's plan for student progression required in paragraph (2)(b) of Florida Statute § 1008.25 which states that each district school board shall establish a comprehensive program for student progression which must include specific levels of performance in reading, writing, science, and mathematics for each grade level, including the levels of performance on statewide assessments as defined by the commissioner, below which a student must receive remediation, or be retained within an intensive program that is different from the previous year's program and that takes into account the student's learning style. School personnel must use all available resources

to achieve parent understanding and cooperation regarding the student's grade placement.

Retention for English Language Learners

The Department of Multicultural Education has prepared grade-specific worksheets to assist elementary schools in determining if the academic difficulties of ELLs are the result of language acquisition or academic deficiency. Each sheet is designed to reflect individual progress on the grade appropriate Student Progression chart. The ELL Pre-retention Meeting Reports may be found on, PBSD 2182-2187 (<http://www.palmbeach.k12.fl.us/Records/>) <http://www.palmbeachschools.org/Forms/Index.asp>. The completed form **must** be brought to an ELL Committee meeting for each student being considered for retention.

STUDENTS RETAINED FOR READING IN THIRD GRADE

Third grade students retained for reading **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, the opportunity to participate in the district's Third Grade Summer Reading Academy, 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 [Florida Statute §1008.25(7)(a) and SBER 6A-6.054 (1)].

PMPs for all students who did not score above Level 1 on the grade 3 FCAT Reading SSS and who did not meet the criteria for one of the good cause exemptions **must** be reviewed to address additional supports and services needed to remediate the identified areas of statutory reading deficiency. In addition, a student portfolio, established according to Florida statutory guidelines, **must** be completed for each such student. [Florida Statute §1008.25(7)(b)1]

Third grade students retained for reading **must** be provided intensive instructional services and supports to remediate the identified areas of reading deficiency, including a **minimum of 90 minutes of daily, uninterrupted, scientifically research-based reading instruction, an additional 30 minutes of daily intensive immediate intervention** and other strategies which may include, but are not limited to [Florida Statute §1008.25(7)(b)2]:

- a. small group instruction
- b. reduced teacher-student ratios
- c. more frequent progress monitoring
- d. tutoring or mentoring
- e. transition classes containing 3rd and 4th grade students
- f. extended school day, week, or year; and/or
- g. Summer Reading Academy

Written notification **must** be given to the parent(s)/guardian(s) of any third grade student retained for reading stating 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 Florida Statute §1002.20 (14) (Student Report Cards) and §1003.33 (2) and **must** include a description of proposed interventions and supports that will be provided to the student to remediate the identified areas of reading deficiency. [Florida Statute §1008.25(7)(b)3]

Third grade students retained for reading **must** have a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals. [Florida Statute §1008.25(7)(b)5]

Parents/Guardians of third grade students retained for reading **must** be provided with:

- reading enhancement and acceleration strategies
- at least **one** of the following instructional options:
 - a. supplemental tutoring in scientifically research-based reading services in addition to the regular reading block, including tutoring before and/or after school [Florida Statute §1008.25(7)(b)6.a];
 - b. a "Read at Home" plan outlined in a parental contract, including participation in "Families Building Better Readers Workshops" and regular parent-guided home reading [Florida Statute §1008.25(7)(b)6.b]; or
 - c. a mentor or tutor with specialized reading training. [Florida Statute §1008.25(7)(b)6.c]

READ Initiative [Florida Statute §1008.25(7)(b) 7]

The district shall establish a *Reading Enhancement and Acceleration Development (READ) Initiative*. The focus of the READ Initiative shall be to:

- prevent the retention of grade 3 students;
- to offer intensive accelerated reading instruction to grade 3 students who failed to meet standards for promotion to grade 4; **and**
- to offer intensive accelerated reading instruction to each K-3 student who is assessed as exhibiting a reading deficiency.

The READ Initiative shall:

- a. Be provided to all K-3 students at risk of retention. The assessment **must** measure phonemic awareness, phonics, fluency, vocabulary, and comprehension. [Florida Statute §1008.25(7)(b)7.a]
- b. Be provided during **regular school hours** *in addition* to the regular reading instruction. [Florida Statute §1008.25(7)(b)7.b].
- c. Provide a state-identified reading curriculum that has been reviewed by the *Florida Center for Reading Research* (FCRR) at Florida State University and meets, at a minimum, the following specifications [Florida Statute §1008.25(7)(b)7.c]
 - Assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level [Florida Statute §1008.25(7)(b)7.c.(l)].

- Provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension [Florida Statute §1008.25(7)(b)7.c.(II)].
- Provides scientifically based and reliable assessment [Florida Statute §1008.25(7)(b)7.c.(III)].
- Provides initial and ongoing analysis of each student's reading progress [Florida Statute §1008.25(7)(b)7.c.(IV)].
- Is implemented during regular school hours [Florida Statute §1008.25(7)(b)7.c.(V)].
- Provides a curriculum in core academic subjects (reading, mathematics, science, and social studies) to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects [Florida Statute §1008.25(7)(b)7.c.(VI)].

Intensive Acceleration Class (IAC) [Florida Statute §1008.25(7)(b)8]

Where applicable, each school must establish an Intensive Acceleration Class (IAC) for retained grade 3 students who subsequently score at Level 1 on FCAT Reading SSS. The focus of the IAC shall be to increase a child's reading level at least two grade levels in one school year. [Florida Statute §1008.25(7)(b) 8]

The IAC shall:

- a. be provided to any student in grade 3 who scores at Level 1 FCAT Reading SSS and who was retained in grade 3 the prior year because of scoring at Level 1 on FCAT Reading SSS [Florida Statute §1008.25(7)(b)8.a];
- b. have a reduced teacher-student ratio [Florida Statute §1008.25(7)(b)8.b] defined as having a smaller class size than the average class size in the school of those comparable “traditional” third-grade classrooms;
- c. provide uninterrupted reading instruction for the **majority of student contact time each day** and incorporate opportunities to master the grade 4 *Sunshine State Standards* in other core subject areas [Florida Statute §1008.25(7)(b)8.c];
- d. use a reading program that is scientifically research-based and has proven results in accelerating student reading achievement within the same school year [Florida Statute §1008.25(7)(b)8.d];
- e. provide intensive language and vocabulary instruction using a scientifically research-based program, including use of a speech-language therapist [Florida Statute §1008.25(7)(b)8.e];
- f. include weekly progress monitoring measures to ensure progress is being made [Florida Statute §1008.25(7)(b)8.f]; and
- g. report to the Florida Department of Education, in the manner described by the Department, the progress of students in the class at the end of the first semester [Florida Statute §1008.25(7)(b)8.g].

The district will report to the State Board of Education, as requested, on the specific intensive reading interventions and supports implemented at the school district level. The Commissioner of Education shall annually prescribe the required components of requested reports [Florida Statute §1008.25(7)(b)9].

Transitional Instructional Setting

The Intensive Acceleration Class refers to *what* is being provided to the student. The transitional instructional setting refers to *where* instruction is provided to the student. Any student who has been retained in grade 3 for reading and who has received intensive instructional services but is still not ready for grade promotion, will be provided the option of being placed in a transitional instructional setting called a 3.5 class. 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. [Florida Statute §1008.25(7)(b)10]

Retained 3rd grade students will receive additional reading instruction in the Supplemental Academic Instruction (SAI) program. The *School District of Palm Beach County Supplemental Academic Instruction Elementary School Plan* (<http://sdpbc.palmbeach.k12.fl.us/sites/dept/9020/default.aspx>) includes within its program description of quality implementation that:

- The SAI teacher must be highly qualified.
- Students will receive 30-60 minutes of supplemental/additional instruction in reading.
- The teacher/pupil ratio during the SAI time block must not exceed 7 students per teacher, depending on the type of assistance being offered and the discrepancy between actual grade level and functional grade level.
- SAI students will be prioritized according to the following:
 - retained third graders and students promoted to 4th grade based on Good Cause criteria,
 - ~~FCAT SSS level 1 and 2 fourth and fifth grade students~~
 - Third grade students with reading deficiencies.
 - Second grade students with reading deficiencies.
- Instructional materials should include a comprehensive research-based intervention ~~program~~ strategies which best meets the needs of the students. Students should be using materials that teach research-based reading strategies directly geared to their area(s) of weakness as identified by diagnostic assessments.

EXEMPTION FROM RETENTION (GOOD CAUSE)

The School Board may exempt a student from retention for good cause [Florida Statute §1008.25(6)(b) & (c)] ([State Board of Education Rule 6A-1.094221](#)). The procedures for determining eligibility and obtaining approval for an exemption from retention for good cause are presented on the following pages in two parts: exemption from mandatory retention at grade three and other exemptions.

Criteria for Good Cause Exemption from Mandatory Retention for Reading at Grade 3

Good cause exemption criteria are classified into four specific categories: English Language Learners (ELLs), students with disabilities, previous retentions and academic performance.

Within these four categories, the six good cause exemptions are limited to the following:

Exemption 1: English Language Learners (ELLs) who have had less than 2 years of instruction in an English for Speakers of other Languages program.

Exemption 2: Students with disabilities who's IEP indicates that participation in the FCAT is not appropriate, consistent with the State Board of Education Rule.

Exemption 3: Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education. Cutoff scores are: 45th percentile or above on the FCAT Reading NRT (SAT-10) or 51st percentile or above on the alternate NRT (SAT-9).

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 Sunshine State Standards in reading equal to at least a Level 2 performance on the FCAT. The student portfolio must meet the following criteria:

(a) Be selected by the student's teacher,

(b) Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom,

(c) Include evidence that the benchmarks assessed by the Grade 3 FCAT Reading have been met. Evidence is to include multiple choice items and passages that are approximately sixty (60) percent literary text and forty (40) percent information text, and that are between 100-700 words with an average of 350 words. Such evidence could include chapter or unit tests from the district's/school's adopted core reading curriculum that are aligned with the Sunshine State Standards or teacher-prepared assessments.

(d) Be an organized collection of evidence of the student's mastery of the Sunshine State Standard Benchmarks for Language Arts that are assessed by the Grade 3 FCAT Reading. For each benchmark, there must be at least five (5) examples of mastery as demonstrated by a grade of "C" or above, and

(e) Be signed by the teacher and the principal as an accurate assessment of the required reading skills. (6A.1094221 (3) (a-e))

Exemption 5: Students with disabilities who participate in the FCAT who have an IEP or a 504 Plan that reflects that the student still demonstrates a deficiency in reading, was previously retained one year (K-3) **and** evidence of more than two years of intensive reading remediation.

Exemption 6: Students who have received intensive reading remediation for two or more years but still demonstrate a deficiency in reading and who were previously retained two years (K-3). Intensive reading 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 will assist schools and teachers to implement reading strategies that research has shown to be successful in improving reading among low-performing readers. [Florida Statute §1008.25(6) (b)]

Third Grade Good Cause Exemption Documentation

The classroom teacher **must** provide the principal with documentation that the student should be promoted based on one of the good cause exemption criteria listed above. This documentation should consist only of the existing IEP, 504 Accommodation Plan and/or PMP, the report card, or the student portfolio. Documentation for Exemptions 3 and 4 shall be consistent with Florida Statute §1008.25 (6) (c))

In the case of good cause exemptions due to academic performance (mandatory retention at grade 3 only), the teacher will complete and sign a *Third Grade Good*

Cause Student Academic Performance Portfolio Worksheet (PBSD 2014) for each student [Florida Statute §1008.25(6)(c)1] **and** may complete *Third Grade Good Cause Exemptions Class Data Collection Worksheet* (PBSD 2013) for the class. The school principal shall review and discuss such recommendation with the teacher and make the determination as to whether the student should be promoted or retained. If the school principal determines that the student should be promoted, the school principal shall make such recommendation in writing using *Third Grade Good Cause Promotion/Retention School List* (PBSD 2012). This form (PBSD 2012) is signed by the principal, submitted to the Area Superintendent for approval, and forwarded to the district school superintendent who shall accept or reject the school principal's recommendation in writing. [Florida Statute §1008.25(6)(c)2] (All PBSD forms can be found at: <http://www.palmbeach.k12.fl.us/Records/> <http://www.palmbeachschools.org/Forms/Index.asp>)

During-the-School-Year Promotion of Retained Third Grade Students (State Board of Education Rule 6A-1.094222)

Students retained in third grade may be promoted to the next grade any time during the retention year [Florida Statute §1008.25(5)(c)7] if it is clearly documented that “he or she is a successful and independent reader, reading at or above grade level, and ready to be promoted to grade 4.” [Florida Statute §1008.25(7)(b)4] Such promotion should occur based on successful completion of portfolio elements that meet state criteria or based on satisfactory performance on a locally selected standardized assessment. Students promoted during the school year after November 1 must demonstrate proficiency **above** that which is required to score at level 2 on the grade 3 FCAT, as determined by the State Board of Education. The standards outlined by the State Board of Education require documentation that the student's progress is sufficient to master appropriate 4th grade level reading skills. (State Board of Education Rule 6A-1.094222(2)(a) and (b))

The student retained for reading **must**:

- demonstrate that he or she is a successful and independent reader, reading at or above grade level, and reading at a level at which the student can successfully complete assignments at the next grade level. (State Board of Education Rule 6A-1.094222(1)(a) and (b))
- be performing at a level that the student is able to successfully complete the fourth grade work the student has missed and progress with the rest of the class. (State Board of Education Rule 6A-1.094222(1)(c))

A student portfolio used to document during-the-school-year promotion to fourth grade **must** have evidence of the student's mastery of third grade Sunshine State Standards benchmarks for language arts and beginning mastery of the benchmarks for fourth grade. The student portfolio (State Board of Education Rule 6A-1.094222(3)(a-e)) contents **must**:

- be selected by the student's teacher;
- be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom;
- include evidence of mastery of the benchmarks assessed by the grade 3 FCAT Reading SSS;

- include evidence of beginning mastery of fourth grade benchmarks that are assessed by the grade 4 FCAT Reading SSS. This includes passages (fifty percent (50%) literary text and fifty percent (50%) informational text) that have between 100-900 words with an average of 375 words with multiple-choice, short-, and extended-response items. For each benchmark, there **must** be two examples of mastery as demonstrated by a grade of “C” or better; and
- be signed by the teacher and the principal as an accurate assessment of the required reading skills.

To promote a student during-the-school-year using a locally selected standardized assessment there **must** be evidence that the student scored at or above grade level in reading comprehension, as demonstrated by standard scores or percentiles, consistent with the month of promotion to fourth grade. (State Board of Education Rule 6A-1.094222(4))

The PMP for any retained third grade student who has been promoted during the school year to fourth grade **must** continue to be implemented for the entire school year. (State Board of Education Rule 6A-1.094222(5))

CONSIDERATIONS FOR SPECIAL PROGRAM STUDENTS IN GRADES KINDERGARTEN, 1, 2, 4 AND 5

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0902 and 6A-6.093) (School District Palm Beach County Plan for Services to English Language Learners (ELL) that can be found at <http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf>: <http://www.palmbeachschools.org/multicultural/ESOLProceduresManual.asp>)

Promotion for an ELL shall be based on the student’s academic performance, regardless of the level of English Language proficiency. Retention of these ELL students requires the review and recommendation of the ELL Committee and may not be based solely on lack of English proficiency or demonstration of grade level content knowledge in English.

ELL students are required to meet student performance standards for the appropriate grade level. However, ELL students who have been in an approved English for Speakers of Other Languages (ESOL) program for less than two complete school years are exempt from having to demonstrate the standards in English. The META and Title III requirement is to measure the student’s ability toward attainment of the standards, regardless of whether that ability is demonstrated in English or the student’s home language.

The Department of Multicultural Education has prepared grade-specific worksheets to assist elementary schools in determining if the academic difficulties of ELL are the result of a language acquisition or an academic deficiency. Each sheet is designed to reflect individual progress on the grade-appropriate Student Progression chart. The ELLs Pre-retention (Meeting Reports may be found on PBSDs 2182-2187 (<http://www.palmbeach.k12.fl.us/Records/> <http://www.palmbeachschools.org/Forms/Index.asp>.) The completed forms **must** be brought to an ELLs Committee meeting for each student who is being considered for retention. An ELLs Committee **must** meet to determine whether an ELL should be retained. Adequate progress as defined in the ELL Plan and at least one other criterion shall be used by the committee as grounds for promotion. ELLs **may**

be retained if the ELL Committee determines that the students have not progressed satisfactorily according to their ELL plans.

Students with Disabilities

Students with an Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

A student's Section 504 Accommodation Plan documents each of the accommodations required to ensure the student receives a free appropriate public education and has an equal opportunity to access the general education curriculum **in the least restrictive environment**. If a Section 504 Team decides to make any alteration to the delivery of instruction or student assignments for a student with an active Section 504 Accommodation Plan, such alteration must be documented in the student's 504 Accommodation Plan. A parent or guardian of a student with an active Section 504 Accommodation Plan must be notified of any proposed changes to the 504 Plan. In addition, a parent or guardian must be given the opportunity to provide input on decisions made by the 504 Team.

A student with an active Section 504 Accommodation Plan **must** meet the School District's levels of performance. Parent(s)/guardian(s) **must** be notified if a student with a 504 Plan is being considered for retention. The Team **must** determine if the reason(s) for retention is/are caused by the disability of record on the active Section 504 Accommodation Plan. If the team determines that the below-grade-level performance is caused by the disability, the student's placement **must** be re-evaluated.

The re-evaluation **must** include a review of the student's records, the student's intellectual and academic abilities and other pertinent information provided by the student's teachers. Comprehensive documentation regarding student placement **must** be provided each time re-evaluation occurs.

If the Section 504 Team determines that the below-grade-level performance is not caused by the disability, the student is treated in the same manner as any general education student.

ESE-Eligible Students

The Individuals with Disabilities Education Improvement Act of 2004 requires:

- ▶ *The IEP for each child with a disability to include:*
- ▶ A statement of measurable annual goals, including academic and functional goals, designed to --
- ▶ Meet the child's needs that result from the disability to enable the child to be involved in and make progress in the general education curriculum.

A student who is enrolled in ESE **must** meet the School District's performance standards, **unless** the IEP specifies that the student is unable to meet the grade-level performance standards, because:

▶ The student's demonstrated cognitive ability and/or behavior prevent the student from completing required classwork and achieving the *Sunshine State Standards*, even with appropriate and allowable classwork modifications.

▶ The student is unable to apply or use academic skills at a minimal competency level in the home or community.

When an ESE-eligible student is determined to be performing below-grade-level in reading, writing, mathematics, and/or science, the IEP Team may be convened to review the IEP. The student's IEP **must** address **all** of the student's educational needs, including the student's below-grade-level performance. The IEP Team may recommend a PMP to address the student's educational need in reading, writing, mathematics, and/or science.

Students enrolled in an ESE program(s) may be considered to have met promotion requirements when he/she has achieved the goals that are specified on the student's IEP. The primary responsibility for determining each student's level of performance is that of the special program teacher and the general education teacher. The principal may (upon recommendation of the instructional staff and agreement of the IEP Team) determine that the promotion requirements have been satisfied.

Other factors that may be considered are:

1. Previous retention history
2. Current goals and objectives on the student's IEP
3. Social/emotional behavior
4. Placement and a possible change in the current placement
5. Report card marks
6. Current accommodations/modifications/services

ALTERNATIVE PLACEMENT FOR STUDENTS WITH TWO OR MORE RETENTIONS

Students who have previously been retained two or more times **must** be placed in an alternative instructional program [Florida Statute §1008.25(2)(c)].

A student with three retentions (K-8) may be assigned to the next grade if:

- it has been determined that the student's academic progress can **only** occur as a result of promotion to a program that provides alternative methods of instruction that are significantly different from that which has been available to the student, **and** this program will be provided to the student.

REMEDIATION PROGRAMS

Program Description

Each student must participate in the statewide assessment tests required by Florida Statute §1008.22. Each student who does not meet specific levels of performance as determined by the District in FCAT reading, writing, science and mathematics for each grade level, or who scores below Level 3 in FCAT reading or mathematics 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. [Florida Statute §1008.25(4)]

~~Remediation must be based on the results of diagnostic assessment(s), and it must be systematically embedded in the total educational program for the student.~~ The daily instruction for the student will be modified based on both the diagnosis and the contents of the PMP (See PMP Process E/29) or other educational plan(s) (e.g., IEP, English Language Learners (ELLs) Plan). Remediation **must** include an instructional program that is not identical to that provided during the previous school year.

SUMMER SCHOOL (School Board Policy 2.37)

Summer Reading Academy for All FCAT Reading Level 1 Third Grade Students (Florida Statute §1008.25 (5) (b) & (7) (a))

The purpose of the Third Grade Summer Reading Academy is to address those students who score Level 1 on the statewide assessment test in reading for grade 3, by providing them with extended intensive interventions. These intensive interventions 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.

Home Education Students

Registered home education students may participate in summer school, if it is available, and if they meet the same eligibility requirements as established for all School District of Palm Beach County students.

Please refer to the Post School Procedures and/or the current Summer School Implementation Manual, under Summer School/Extended School Year for options. (<http://www.palmbeachschools.org/safeschools/SummerSchool.asp>)

EXTENDED SCHOOL YEAR (ESY)

English Language Learners (ELLs)

Extended School Year (ESY) ~~is~~ may be offered as per School Board Policy 2.37 to ELLs of beginning and intermediate proficiency with the purpose of continuing oral language development. If offered ESY for ELLs includes content area instruction that promotes the use of spoken English in a non-threatening environment. In order for an ELL to be eligible for ESY, it must be documented on his/her ELL plan that additional oral language development is needed.

ESE-Eligible Students (State Board of Education Rule 6A-6.03028(3) (g) (11))

Extended school year (ESY) services means specially designed instruction and related services that are provided to an ESE-eligible student beyond the normal school year of the School District, in accordance with the student's IEP. ESY services must meet state educational standards. ESY services are always at no cost to the parent.

At least annually, an IEP Team for each ESE-eligible student must consider whether ESY services are necessary for the provision of a fFree aAppropriate pPublic eEducation (FAPE) to the student. ESY services must be provided if a student's IEP team determines, on an individual basis, that the services are necessary for the provision of FAPE to the student.

The School District may not limit ESY to particular categories of disability or unilaterally limit the type, amount, or duration of those services. (State Board of Education Rule 6A-6.03028(3)(g)(11)).

An ESE-eligible student who fails a general education course may attend a scheduled general education Summer School.

All students in grades PreK (age 3) – 5 who are currently receiving ESE services pursuant to an IEP must be considered for ESY.

- All students in grades 1-5 who are currently receiving ESE services pursuant to an IEP must be considered for ESY.
- The student's IEP Team will determine the goals and objectives during the specified ESY period, using the current IEP and documentation of progress.

REPORTING STUDENT PROGRESS

Florida Statute §1003.33 requires that School District report cards for all elementary school students **must** clearly depict and grade:

- the student's academic performance in each class or course in grades 1-5 (based upon examinations, as well as written papers and other academic performance criteria);
- the student's conduct and behavior; and
- the student's attendance, including absences and tardiness.

The student's final report card for a school year shall contain a statement indicating end-of-the-year status regarding performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. [Florida Statute §1003.33(2)]

The full-time virtual school student's grades are maintained and updated in the parent and student learning management system. The parent contract requires parents to review and respond regarding student progress through continuous access to the student's academic performance in each class or course, work habits and time on work (attendance). An end of year printout of the student record is placed in the cumulative

record file. A traditional style paper report card is not issued for full-time virtual school students.

PARENT(S)/GUARDIAN(S) - WRITTEN NOTIFICATION REQUIREMENTS

Parent(s)/guardian(s) **must** be notified in writing of the district's promotion requirements. Parent(s)/guardians(s) of English Language Learners **must** be notified using the appropriate translated version of the district's promotion requirements.

1. School personnel will notify parent(s)/guardian(s) in writing of Student Progression requirements within the first two months of school. The requirements may be included in the parent/student handbook or sent home in some other written form. [Florida Statute §1008.25] The requirements are also included on the district website within the posted Student Progression Plan.
2. The parent(s)/guardian(s) of a student who is not making adequate progress will be notified in writing each marking period in the "*Comments*" section of the report card.
3. The parent(s)/guardian(s) of any student in kindergarten through grade 3 who exhibits a substantial deficiency in reading **must** receive, in writing (e.g., PMP, IEP, English Language Learner Plan, mandatory retention letter), information about their child's progress including the following: [Florida Statute §1008.25(5)(c)]
 - Notification that his/her child has been identified as having a substantial deficiency in reading
 - A description of the current services that are provided to the child
 - 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
 - Notification that if the child's reading deficiency is not remediated by the end of grade 3, the child **must** be retained unless exempted from mandatory retention for good cause
 - Strategies for parents to use in helping their child succeed in reading proficiency
 - That FCAT is not the sole determiner of promotion
 - The district's criteria for during-the-year promotion

An annual written report **must** be provided to the parent of each student on the student's progress toward achieving proficiency in reading, writing, science, and mathematics, including results on each statewide assessment test. The evaluation of each student's progress **must** be based upon the student's classroom work, observations, tests, district assessments, and other relevant information. Progress reporting **must** be provided in writing in a format adopted by the district school board. [Florida Statute §1008.25(8)(a)]

FREQUENCY OF GRADE REPORTS [Florida Statute §1003.33 (1)]

All students in grades K-5 will receive a School District of Palm Beach County Elementary School Report Card (PBSD 0768) (which can be located at:

<http://www.palmbeach.k12.fl.us/Records/PDF/0768.pdf>) at the end of each marking period.¹

Parent(s)/guardian(s) of students with disabilities enrolled in ESE **must** also be informed of their child's progress toward his or her annual IEP goals at least as often as their non-disabled peers receive progress reports during each marking period. A statement specifying the method and frequency in which an ESE student with disabilities progress is reported is included in the student's IEP.

MID-MARKING PERIOD PROGRESS REPORTS

During the middle week of each marking period, teachers **must** provide a written progress report listing the area(s) requiring improvement for each student who has been identified as performing below grade level in reading, writing and/or mathematics. Teachers may provide a written progress report for any student experiencing difficulty even though the student had been identified as belonging in the At Grade Level or Above Grade Level category. The *Elementary School Mid-Marking Period Progress Report* is PBSID 0927 (<http://palmbeach.k12.fl.us/Records/http://www.palmbeachschools.org/Forms/Index.asp>) available in four languages.

Parent(s)/guardian(s) of students with disabilities enrolled in ESE **must** also be informed of their child's progress at least as often as the general education students.

GENERAL RULES OF MARKING

A district-wide, standards-based K-5 reporting system has been developed for implementation in all elementary schools to address expected levels of performance for students by grade level (*The School District of Palm Beach County Elementary Report Card*, PBSID 0768, found at: <http://www.palmbeach.k12.fl.us/Records/http://www.palmbeachschools.org/Forms/Index.asp>). This report will be used to notify parents/guardians when a student is working at a skill level below that of his or her assigned grade placement.

1. Marking codes are based on the quality of student performance relative to expected levels of achievement of the *2007 Sunshine State Standards and the Next Generation Sunshine State Standards*.
2. Quality of work will be assessed by multiple measures that include, but are not limited to:
 - assessments (essay, multiple-choice and completion tests, oral tests and skill tests requiring demonstrations)
 - alternative methods (portfolios and performance assessment)
 - teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking and demonstrations)

Indicators of the student's quality of work on assessments are found under *Marking Codes* on the report card.

3. A sufficient number of marks will be recorded to justify the marking-period marking code. A marking-period grade is not based solely on a single project.
4. Recorded marking codes will not be changed without a review of the reason(s) and approval of the principal. Any marking code change requires two signatures on a form (*The School District of Palm Beach County Grade and/or Course Change Documentation*, PBS 0797, found at: <http://www.palmbeachschools.org/Forms/Index.asp> <http://www.palmbeach.k12.fl.us/Records/>) indicating the change and the reason for the change. If initiated by a teacher, approval of the principal **must** be obtained. If initiated by the principal, approval of the teacher or the area superintendent **must** be obtained. The teacher will be consulted prior to the initiation of any change by the principal except during those times when the teacher is not on duty. Only in justified cases may a principal change a marking code without teacher consent and then only with the approval of the area superintendent. The procedures to correct a student record are set forth in School Board Policy 5.1816.
5. Marking codes are not required for a student without transfer grades who enters a class within fifteen (15) days of the end of a marking period.
6. Homework and behavior are important to a student's academic progress and a portion of a student's grade should be based on completion of homework assignments. They are evaluated independently and are reported to parents in the *Conduct and Behavior* section of the report card. (See *Reporting Student Conduct and Behavior*.) (School Board Policy 8.16)
7. ESE students with disabilities and English Language Learners should have the opportunity to earn marking codes that are equivalent to the marking codes earned by general education students. No student should be denied the opportunity to earn above-average marking codes because of placement in an ESE or ESOL program or due to accommodations/modifications as deemed appropriate for use within his or her instructional setting. ESE students with disabilities **must** be graded on the basis of their performance.

DESCRIPTION AND DEFINITION OF REPORT CARD MARKS

Performance Level

The **performance level** is the **single indicator as to whether the student is on track for promotion**. Unless granted a district waiver, the student's performance level is reported each marking period in the following manner:

- 3 = On or above grade level
- 2 = Less than a year below grade level
- 1 = More than a year below grade level

Marking Codes

The Marking Codes listed below indicates the quality of work **within the performance level** at which the student is working and **does not indicate grade-level performance**.

Mark of **A**: *Outstanding* work in the performance level at which the student is working
Indicates the quality of work in the subject or area as reflected on assessments is **outstanding**.

Mark of **B**: *Very Satisfactory* work in the performance level at which the student is working

Indicates the quality of work in the subject or area as reflected on assessments is **very satisfactory**.

Mark of **C**: *Satisfactory* work in the performance level at which the student is working

Indicates the quality of work in the subject or area as reflected on assessments is **satisfactory**.

Mark of **D**: *Needs Improvement* of the work in the performance level at which the student is working

Indicates the quality of work in the subject or area as reflected on assessments **needs improvement**.

Mark of **F**: At Risk

Indicates the quality of work in the subject or area as reflected on assessments shows the student is **at risk of falling below the performance level** at which the student is currently working.

Grade averages are calculated to two decimal places (with no rounding). For letter grades, an average of .50 or higher, **must** be rounded up (i.e., 79.50 becomes a “B”, while 79.49 is a “C”). The A-F grading system is based on the following:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

Standards Code

The Standards Code indicates student performance in relation to the standards listed in the *Sunshine State Standards* or Next Generation Sunshine State Standards. The standards listed on the report card are related to the district's parent/guardian copies of the Grade Level Expectations.

- X = Student meeting standards
- O = Not assessed this marking period
- # = Needs improvement

The student's final report card for the school year will indicate end-of-the year status regarding performance or non-performance at grade level, acceptable or unacceptable behavior and attendance, and promotion, or non-promotion. [Florida Statute §1003.33 (2)]

REPORTING STUDENT CONDUCT AND BEHAVIOR

Elementary schools use a nonacademic behavior/student-conduct rating. [Florida Statute §1003.33] The rating reflects the student's overall conduct in all school activities and is not cause for lowering an academic grade.

REPORTING ATTENDANCE

Attendance and academic performance shall be reported separately on student report cards. Students cannot be exempted from academic performance requirements based on policies or practices designed to encourage student attendance. (Florida Statute §1003.33; School Board Policy 5.0901 (2))

FINE ARTS/ PHYSICAL EDUCATION

Students are marked for effort and participation in art, music and physical education classes.

As per Florida Statute §1003.455 the school shall provide 150 minutes of physical education each week for students in kindergarten through grade 5 and for students in grade 6 who are enrolled in a school that contains one or more elementary grades so that on any day during which physical education instruction is conducted there are at least 30 consecutive minutes per day.

The physical education requirement shall be waived for a student who meets the criteria outlined in Florida Statute §1003.455.

DISTRICT/STATE ASSESSMENT PROGRAM

All eligible elementary students in grades three and above must participate in all regular state and district assessments for accountability purposes except as prescribed by the Commissioner of Education ~~or if waived as stated below~~. [Florida Statute §1008.22 (3)(c)(~~6~~)] (State Board of Education Rule 6A-1.09422)

~~“An exemption from participation in any component of the statewide assessment program for an individual English Language Learner [ELL] may only be made by specific action of an ELL committee as defined in subsection 6A-6.0901(5), F.A.C., and only for a student whose date of classification as an English Language Learner falls within one (1) year prior to the assessment date.” (State Board of Education Rule 6A-1.09432)~~

(See Student Performance Levels for Reading, Writing, Mathematics and Science for a listing of assessments.)

ACCOMMODATIONS FOR DISTRICT/STATE ASSESSMENTS FOR SPECIAL PROGRAM STUDENTS

English Language Learners (ELLs) (School District Palm Beach County Plan for Services to English Language Learner (ELL) located at:

English Language Learners are required to take all required state and district achievement and norm-referenced tests, unless they have an IEP that which indicates otherwise or a specific action of a ~~LEP~~ ELL committee (as defined in State Board of Education Rule 6A-6.0901(5)), and only for a student whose date of classification as ~~LEP~~ ELL falls within one year prior to the assessment date (State Board of Education Rule 6A-1.09432(2) and 6A-6.0909). However, all active (LY) English Language Learners are eligible to receive appropriate accommodations during testing. Permissible accommodations may include: flexible setting, flexible scheduling, flexible timing, and assistance with directions in the heritage language. English Language Learners **must** have access to an English-to-heritage language translation dictionary and/or heritage language-to-English translation dictionary, such as those made available to English Language Learners in an instructional setting. When a student is in both the ESOL and ESE programs, all appropriate accommodations listed on the IEP, as well as the English Language Learner Plan **must** be offered. Parents/guardians are to be notified in writing of all accommodations that are being offered to their child. A copy of this document is maintained in the ELL folder.

Students with Disabilities

Students with an Active Section 504 Accommodation Plan

~~Students with active Section 504 Accommodation Plans may be eligible to receive appropriate accommodations on both School District and state assessments. The Section 504 Team should refer to the student's past performance on standardized tests and the classroom accommodation section of the Section 504 Accommodation Plan to determine how the disability could substantially interfere with his/her performance. If so, the Section 504 Team will determine the necessary and appropriate *accommodations for School District and state assessments.~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and/or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Note: Refer to the School District of Palm Beach County Americans with Disabilities Act and Section 504 Procedural Manual the Test Coordinator's Handbook at <http://www.palmbeach.k12.fl.us/SupplementalEducationalServices/2008-2009%20504%20MANUAL.pdf>)~~

~~ESE-Eligible Students~~

~~Testing *accommodations during School District/state testing will be implemented as appropriate and as specified in the student's IEP. The IEP **must** specify:~~

- ~~➤ area of assessment (e.g., reading, math, etc.)~~
- ~~➤ standard administration or administration with accommodations~~
- ~~➤ accommodations~~

~~Note: Specific information regarding *accommodations for each assessment instrument can be found in the Test Coordinator's Handbook or The IEP Team's Guide to FCAT Accommodations. (<http://www.fldoe.org/ese/pdf/fcatteam.pdf>)~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~EXEMPTIONS FROM DISTRICT/STATE ASSESSMENT FOR SPECIAL PROGRAM STUDENTS~~

~~Students with an Active 504 Accommodation Plan~~

~~Students with an active Section 504 Accommodation Plan may not be exempted from District or statewide assessments. However, the Section 504 Team must determine whether a student with an active 504 Accommodation 504 Plan may need testing accommodations. Testing *accommodations are determined by the Section 504 Team, which will decide whether a student should be exempted from part or all of the School District assessment. In such case, the Section 504 team will determine the method of alternate assessment for that student.~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Refer to the School District of Palm Beach County Americans With Disabilities Act and Section 504 Procedural Manual and the Test Coordinator's Handbook. (<http://www.palmbeach.k12.fl.us/SupplementalEducationalServices/2008-2009%20504%20MANUAL.pdf>)~~

~~ESE-Eligible Students~~

~~The IEP Team determines whether an ESE-eligible student participates in state and School District assessments. The decision to exclude exempt any ESE-eligible student **must** be documented on the IEP and **must** meet the following criteria:~~

~~1. The student's demonstrated cognitive ability prevents the student from completing required coursework and achieving the benchmarks of the Sunshine State Standards, even with appropriate and allowable *accommodations;~~

~~AND~~

~~2. The student requires extensive direct instruction to accomplish the application and transfer of skills and competencies needed for domestic, community living, leisure, and vocational activities.~~

~~**Students who are excluded exempted from the state and/or School District assessments will be assessed through an alternate assessment as identified by the IEP Team and documented on the IEP.**~~

~~Students who are excluded from state and/or District assessments are assessed through the Florida Alternate Assessment. The decision to administer the alternate assessment is determined by the IEP team and documented on the IEP. (See School Board Policy 5.725 SP & P at 99, 111-112)~~

Statewide Assessment for Students with Disabilities (State Board of Education Rule 6A-1.0943)

All students with disabilities (as defined by Florida Statute §1003.01 (3) (a) or State Board of Education Rule 6A-19.001 (6)) will participate in the statewide assessment program based on state standards, pursuant to State Board of Education Rule 6A-1.09401, without accommodations unless:

- The individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a statewide assessment; or
- The IEP team determines that a student with a significant cognitive disability meets the criteria for participating in the statewide alternate assessment.

Statewide Assessment Accommodations for Students with Disabilities [Florida Statute §1003.01(3)(a)] (State Board of Education Rules 6A-1.0943 and 6A-6.0331)

Accommodations are authorized for any student who has been determined to be an eligible student with a disability and has a current IEP, or who has been determined to be a student with a disability under 6A-19.001(6). The accommodations must be identified on the student's IEP or the plan developed under Section 504 of the Rehabilitation Act. Accommodations are defined as

- adjustments to the presentation of the statewide assessment questions
- methods of recording examinee responses to the questions,
- scheduling for the administration of a statewide assessment to include amount of time for administration,

- settings for administration of a statewide assessment,
- and/or the use of assistive technology/devices

Accommodations that negate the validity of a statewide assessment are not allowable. Within the limits specified in this rule, allowable statewide assessment accommodations are based on current instructional accommodations and accessible instructional materials used by the student in the classroom.

Unique accommodations for use on a statewide assessment not outlined in the statewide assessment test administration manuals must be submitted to the Department of Education for approval by the Commissioner of Education. (State Board of Education Rule 6A-10943 (3))

Participation in the Statewide Alternate Assessment (State Board of Education Rules 6A-1.09401 and 6A-1.0943 (4))

The decision that a student with a significant cognitive disability will participate in the statewide alternate assessment is made by the IEP team and recorded on the IEP. The following criteria must be met:

- The student is unable to master the grade-level general state content standards, pursuant to Rule 6A-1.09401 even with appropriate and allowable instructional accommodations, assistive technology, or accessible instructional materials;
- The student is participating in a curriculum based on the state standards access points, pursuant to Rule 6A-1.09401, for all academic areas; and
- The student requires direct instruction in academics based on access points pursuant to Rule 6A-1.09401 in order to acquire, generalize, and transfer skills across settings.

Special Exemption (State Board of Education Rule 6A-1.0943(5))

Upon approval of the Commissioner, a student with a disability, is eligible for consideration of a special exemption from participation in statewide assessments, including the alternate assessment, under extraordinary circumstances.

Extraordinary circumstances are:

- events or conditions that prevent the student from physically demonstrating the mastery of skills that have been acquired and are measured by statewide assessments. (Note, a learning, emotional, behavioral, or significant cognitive disability or the receipt of services through the homebound or hospitalized program does not, in and of itself, constitute an extraordinary circumstance)
- physical conditions that affect a student's ability to communicate in modes deemed acceptable for statewide assessments, creating a situation where the results of administration of a statewide assessment would reflect a student's impaired sensory, manual, or speaking skills rather than the student's achievement.

A request for consideration of this special exemption must be submitted to the Commissioner in writing from the district school superintendent no later than thirty (30)

school days prior to the assessment administration window. The Commissioner shall determine whether the exemption will be granted based upon the documentation provided by the district school superintendent. A request for the determination of a special exemption must be submitted annually and approved by the Commissioner.

Attached documentation shall include:

- Written description of the student's disabling condition, including a specific description of the student's impaired sensory, manual or speaking skills and the extraordinary circumstances for the exemption request;
- Written documentation of the most recent evaluation data;
- Written description of the disability's effect on the student's achievement;
- Written evidence that the student has had the opportunity to learn the skills being tested; and
- Written evidence that the manifestation of the student's disability prohibits the student from responding to the statewide assessment, even when appropriate accommodations are provided so that the result of the testing reflects the student's impaired sensory, manual, or speaking skills rather than the student's achievement.

~~Refer to the Test Coordinator's Handbook and ADA/504 Procedural Manual. The decision to exclude exempt a student from tests must be determined by the IEP Team or Section 504 Team, as applicable.~~

ANNUAL REPORT

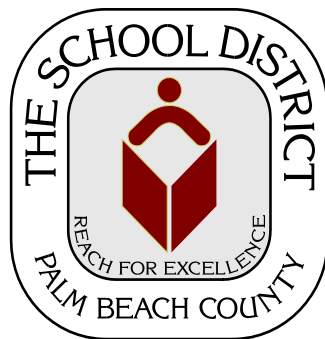
Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year [Florida Statute §1008.25(8)(b)]:

- The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion. [Florida Statute §1008.25(8)(b)1]
- By grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the reading portion of the FCAT. [Florida Statute §1008.25(8)(b)2]
- By grade, the number and percentage of all students retained in grades 3 through 10. [Florida Statute §1008.25(8)(b)3]
- Information on the total number of students who were promoted for good cause, by each category of good cause as specified in paragraph (6)(b). [Florida Statute §1008.25(8)(b)4]
- Any revisions to the district school board's policy on student retention and promotion from the prior year. [Florida Statute §1008.25(8)(b) 5]

~~2009~~-2010-2011
MIDDLE SCHOOL
STUDENT PROGRESSION PLAN

Entry, Promotion, and Retention
for
Grades 6 – 8

Effective ~~September 9, 2009~~



Ann Killets, Chief Learning Officer
Dr. Constance Tuman-Rugg, Assistant Superintendent
Dr. Gloria A. Crutchfield ~~Timothy Gadson III~~, Director
Department of Secondary Curriculum
Curriculum Development and School Improvement

(561) 434-8714

STUDENT PROGRESSION PLANS

The purpose of the Student Progression Plan is to inform school personnel, parents, students and other interested citizens regarding the School Board rules and administrative procedures required to implement State and local student progression requirements. It is the responsibility of the School Board and District administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences. [Florida Statute §1008.25 (1)]

The District is committed to the implementation of a Response to Intervention (RtI) framework to integrate/align efforts to improve educational outcomes and meet the academic/behavioral needs of all students. The District will provide high quality instruction/intervention matched to student needs and use learning rate and level of performance to inform instructional decisions, including decisions regarding promotion, acceleration, retention and remediation. Response to Instruction/Intervention is a data-based decision making process applied to education. A problem-solving method and the systematic use of assessment data, at the District, school, grade, class, and individual level will guide decisions about the allocation of resources and intensity of instruction/intervention needed to improve learning and/or behavior. (State Board of Education Rule 6A-6.03018; 34 C.F.R. § 300.307 (a)(2)); See School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP & P)" at 22 and 80)

The School District of Palm Beach County incorporates the Sunshine State Standards, Sunshine State Standards for Special Diploma or Next Generation Sunshine State Standards found herein this School District Student Progression Plan. (State Board of Education Rule 6A-1.09401(2))

The principal of a school is responsible for making and maintaining required records and reports and providing leadership for instruction that meets the needs of all students. [Florida Statute §§1001.54 and 1012.28]

Teachers are responsible for providing effective instruction and remediation and documenting instruction in and students' mastery of the above Standards.

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ENTRY AND ATTENDANCE REQUIREMENTS

INITIAL ENTRY REQUIREMENTS

It is the responsibility of the parents/guardians of students entering Palm Beach County public schools for the first time to present the following at the time of registration:

1. a valid birth certificate or other documentation of birth [Florida Statute §1003.21];

Florida Statute §1003.21(4)

Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of subparagraph (1)(a)2. The district school superintendent may require evidence of the age of any child whom he or she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- (a) A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;*
- (b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;*
- (c) (c) An insurance policy on the child's life that has been in force for at least 2 years;*
- (d) A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;*
- (e) A passport* or certificate of arrival in the United States showing the age of the child;*
- (f) A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or*
- (g) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if these are not available in the county, by a licensed practicing physician designated by the School District School Board, which states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct¹ ~~Children and youths who are experiencing homelessness and children who are known to the department, as defined in s.39.0016, shall be given temporary exemption from this section for 30 school days.~~*

* Please note that if a passport is offered for verification of birth, it may not be duplicated for placement in the cumulative folder.

1. Children and youth who are experiencing homelessness and children who are known to the department, as defined in s.39.0016, shall be given a temporary exemption from these statutory requirements for 30 school days. The term "Children known to the department" means "children who are found to be dependent or children in shelter care."

2. certification of a physical/health examination to be submitted within 30 school days if not available at the time of registration [Florida Statute §1003.22] ([State Board of Education Rule 6A-6.024](#); School Board Policy 5.06 (A) (2)) (Recommended form: DH 3040, See *Health Requirements*). ([See footnote 1 above relating to a temporary exemption.](#))
3. proof of residence- For a student assigned to a school based on the student's residence under School Board Policy 5.01 (1) (b), parent(s)/guardian(s) **must** provide proof of residence to show that the student resides within the boundary of the school to which he/she is applying by presenting documentation as required by School Board Policies 5.01 and 5.011 such as a lease, mortgage or utility bill ([See exceptions to providing proof of residence within Policies 5.011 and 5.74](#));
4. a certificate of immunization. [Florida Statute §1003.22] Students will not be admitted into class without proof of immunization [unless there is a lawful exemption](#). ([See footnote 1 above relating to a temporary exemption and School Board Policy 5.74.](#))

Students who are without a fixed, regular and adequate nighttime residence are considered as children and youths who are experiencing homelessness. [Florida Statute § 1003.01 (12)] and (State Board of Education Rule 6A-6.063411 (1) (s)) According to the McKinney-Vento Act, (Section 725) 42 U.S.C.A. Section 11432 (g) (3) (A)-(C), [these children homeless students](#) are to be immediately enrolled in the school the local education agency ("LEA") determines to meet the "best interest" of the student. [For placement of these Homeless children see School Board Policy 5.74](#) ~~must be admitted to the school where they or their families live.~~ [Florida Statute §1003.21 (1)(f)] Arrangements are to be made for immunization, transportation and all other school services. Appropriate student school and grade level placement as well as completion of required immunization and physical examination shall occur within 30 days of enrollment.

A School District of Palm Beach County *New and Returning Student Registration* form (PBSD 0626 found at: <http://www.palmbeachschools.org/Forms/Index.asp> ~~<http://www.palmbeach.k12.fl.us/Records/>~~) must be completed at the beginning of each school year by the student's parent(s)/guardian(s). School personnel are strictly prohibited from requesting/requiring documentation of the immigration status of students and families. It is the responsibility of the parent(s)/guardian(s) to [promptly](#) notify the school, in writing, [promptly](#) of any change of a student's address.

HEALTH REQUIREMENTS

All 7th grade and new students seeking entrance into a public school in Palm Beach County are required by Florida Statute §1003.22 and School Board Policy 5.06 to present, at the time of entry, valid documentation that they have received within the past year both a health examination and the required immunizations against the communicable diseases as identified by the Florida Department of Health.

Physical/Health Examination (Moved from below)

All 7th grade and new students seeking entrance into a public school in Palm Beach County are required by Florida Statute §1003.22 and School Board Policy 5.06 to present, at the time of entry, ~~valid documentation that they have received~~ a health

examination documented on *State of Florida School Health Entry Exam* form DH 3040 performed within one year prior to enrollment. (State Board of Education Rule 6A-1.0985)

Explanation of Physical Examination Requirements 2009-2010-2011 (moved from below)

STUDENTS	PHYSICAL EXAMINATION
All Palm Beach County	School Health Entry Exam on form DH 3040 r Required for PreK, Kindergarten and Grade 7
Transfers within Palm Beach County and other counties within the state of Florida (including private schools)	Review of School Health Entry Exam on form DH Form 3040 (original or copy) and DH Form 680 for documentation. for Pre-K, Kindergarten and Grade 7 documentation.
Transfers within Florida	Required for Kindergarten and Grade 7 Review and file DH Form 3040 and DH Form 680 in the cumulative folder for all other grades.
Transfers from another state or country	School Health Entry Exam on form DH 3040 (original or copy) required for all grades. <ul style="list-style-type: none"> • Required for all grades. Physicals presented on forms from another state are acceptable if they include all components covered on form DH Form 3040.** • Physicals mMust have been performed within one year of enrollment unless exempt based on a written request for religious reasons.

** Form DH ~~Form~~ 3040 – State of Florida Health Examination Form

Immunization

All 7th grade and new students seeking entrance into a public school in Palm Beach County are required by Florida Statute §1003.22 and School Board Policy 5.06 to present, at the time of entry, a *Florida Certificate of Immunization* form DH 680. Students will not be admitted into class without proof of immunization, absent a lawful exemption. (State Board of Education Rule 6A-1.0985) (Fla. Admin. Code 64D-3.046)

~~valid documentation that they have received the required immunizations against the communicable diseases as identified by the Palm Beach County Health Department or to provide a Certificate of Medical Exemption (temporary or permanent), or a Certificate of Religious Exemption based on medical reasons or religious tenets.~~

(Moved to Below)The *Certificate of Religious Exemption*, DH Form 681 is available only through the Palm Beach County Health Department. It is not available from private physicians.

The *Florida Certification of Immunization* (DH 680) ~~that includes temporary and permanent medical exemption sections~~ is available from either private physicians or the Palm Beach County Health Department:

The *Florida Certification of Immunization* (DH 680) includes temporary and permanent medical exemption sections based on medical reasons.

- 1. Documentation of Complete Immunization.....DH Form 680 (~~November 1996~~), Part A-1
- 2. Documentation of Temporary Medical Exemption.....DH Form 680, Part B
- 3. Documentation of Permanent Medical Exemption.....DH Form 680, Part C

(Moved from Above)~~The A Certificate of Religious Exemption,~~ (DH Form 681) is available only through the Palm Beach County Health Department. It is not available from private physicians.

Immunization Requirements for Entry into Grades K through 12
2009-2010-2011 School Year

	K	1	2	3	4	5	6	7	8	9	10	11	12
DTP/DTaP/Tdap	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OPV/IPV series	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MMR (1st)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MMR (2nd)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
HEP-B series	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Varicella	✓	✓	✓	✓	✓	✓	✓	✓					
Booster								✓	✓	✓	✓	✓	✓

*Td = tetanus/diphtheria

The required immunizations and dosages for elementary school students are as follows:

Immunization Requirements for Entry into Grades 6-8
~~2009~~-2010-2011 School Year (Florida Department of Health Bureau of Immunization)

Grades	6	7	8
DTaP/DT Series	X	X	X
Tdap Booster		X	X
Polio Series	X	X	X
MMR (2 doses)	X	X	X
Hepatitis B Series	X	X	X
Varicella 1 dose	X	X	X

Physical/Health Examination (Moved to above)

All new students seeking entrance into a public school in Palm Beach County are required by Florida Statute §1003.22 and School Board Policy 5.06 to present, at the time of entry, valid documentation that they have received a health examination performed within one year prior to enrollment.

Explanation of Physical Examination Requirements 2009-2010-2011 (moved from below)

STUDENTS	PHYSICAL EXAMINATION
All Palm Beach County	School Health Entry Exam on form DH 3040 r Required for PreK, Kindergarten and Grade 7
Transfers within Palm Beach County and other counties within the state of Florida (including private schools)	Review of School Health Entry Exam on form DH Form 3040 (original or copy) and DH Form 680 for documentation. for Pre-K, Kindergarten and Grade 7 documentation.
Transfers within Florida	Required for Kindergarten and Grade 7 Review and file DH Form 3040 and DH Form 680 in the cumulative folder for all other grades.
Transfers from another state or country	School Health Entry Exam on form DH 3040 (original or copy) required for all grades. <ul style="list-style-type: none"> • Required for all grades. Physicals presented on forms from another state are acceptable if they include all components covered on form DH Form 3040.** • Physicals mMust have been performed within one year of enrollment unless exempt based on a written request for religious reasons.

** Form DH ~~Form~~ 3040 – State of Florida Health Examination Form

PLACEMENT OF TRANSFER STUDENTS [Florida Statute §§1003.25 and 1003.413 (3)(a)]
(State Board of Education Rule 6A-1.09942)

General Transfer Information

A student who transfers to a Palm Beach County public school with 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, successful completion of courses shall be validated through performance during the first grading period as outlined in the validation subsection (below) of this plan. (School Board Policy 8.14 (12))

Validation Process (State Board of Education Rule 6A-1.09942)

Validation of courses 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 be passing each required course at the end of the first grading period. Students who do not meet this requirement shall have courses validated using the Alternative Validation Procedure, as outlined in the next subsection of this plan.

Alternative Validation Procedure (State Board of Education Rule 6A-1.09942)

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

1. Portfolio evaluation by the superintendent or designee;
2. Demonstrated performance in courses taken at other public or private accredited schools;
3. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
4. Demonstrated proficiencies on the FCAT; or
5. Written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least ninety (90) calendar days from date of transfer to prepare for assessments outlined in 3 and 4 above if required.

The student's custodial parent(s)/guardian(s) may appeal the placement decision to the Superintendent or designee within fourteen (14) calendar days of the principal's decision.

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0900-6.09091 and School District of Palm Beach County Plan for Services to English Language Learner (ELLs) found at that can be found at:

<http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf>—<http://www.palmbeachschools.org/multicultural/ELLPlan.asp>

ELL Students are identified and assessed to determine eligibility for services in accordance with State Board of Education Rule 6A-6.0902 (1) and (2).

The ESOL coordinator/contact person and the school counselor/administrator review the ELL's educational background to determine appropriate grade level, subject, and ESOL program placement. See State Board Education Rule 6A-6-6.0902 (3) (b). Parental input regarding educational background should be taken into consideration especially when transcripts, records or report cards are not readily available. This information is documented on the ELL Programmatic Assessment and Academic Placement Review Form (PBSD 1764) and filed in the ELL folder. Community language facilitators assist the students and their families when necessary to ensure proper program/course placement.

At the middle school level, ELLs are placed into academic classes based on age/grade appropriateness. However, programmatic assessment must still be conducted and documented for students in sixth through eighth grade. (District ESOL Procedures Manual at 10X-1) The manual is located at:

<http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/Updates.htm#Proc>
<http://www.palmbeachschools.org/multicultural/ESOLProceduresManual.asp>

An ELL Committee meeting must be conducted under the following circumstances: a student's placement is based on age, there is a lack of information about prior schooling (no transcript or report card), or prior schooling does not meet grade level requirements. An administrator must participate in the ELL committee and placement process.

ELLs are scheduled into classes that fulfill graduation requirements and the District Student Progression Plan. ELLs are also placed in classes/courses based on completed academic coursework, regardless of the language in which the coursework was completed.

School Board policy provides flexibility to school staff in making academic placement decisions on behalf of students and parents. Parents/guardians may appeal academic placement decisions to the principal.

Students With An Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

A Section 504 Team must meet as necessary to determine if an otherwise qualified student's mental and/or physical impairment substantially limits one or more of the student's major life activities. Major life activities include, **but are not limited to, concentrating**, learning, walking, seeing, hearing, speaking, and/or breathing. A student need only be substantially limited in one major life activity to qualify for Section 504 eligibility. **In addition, students with impairments that are episodic or in remission are eligible during the times the impairment is active.**

A transferring student with an active Section 504 Accommodation Plan is a student who was previously enrolled in any other school or agency with an active Section 504 Accommodation Plan and who is enrolling in a Florida School District. Upon notification that a transferring student has an active Section 504 Accommodation Plan, the receiving school **must** review and revise, as necessary, the existing active Section 504 Accommodation Plan. **Until that review is complete, the School District must implement the current Section 504 Accommodation Plan to the maximum extent reasonable in the current placement.**

ESE-Eligible Students (State Board of Education Rules 6A-6.03028; 6A-6.030191; 6A-6.0331; 6A-6.0361 ~~6A-6.0334~~)

~~A transferring ESE-eligible student is a student who was previously enrolled as an ESE-eligible student in any other school or agency and who is enrolling in a Florida School District, or in an educational program operated by the ESE Department through grants or contractual agreements.~~

~~For each ESE-eligible student who transfers to a new Florida School District and enrolls in a new school, who had an Individualized Education Program (IEP) or Educational Plan (EP) that was in effect in a previous Florida School District, the new Florida School District, in consultation with the parents, must provide a free appropriate public education (FAPE) to the student, as follows:~~

~~An ESE-eligible student with a disability who is transferring from one Florida public School District to the School District of Palm Beach County who has a current IEP, or Education Plan (EP) for gifted students, will be placed in the least restrictive appropriate educational program(s) consistent with the plan and state educational standards. The receiving school **must** review and may revise the current IEP/EP as necessary.~~

~~An ESE-eligible student who is transferring from an out-of-state public school who has a current IEP/EP and evaluation data necessary to determine that the student meets Florida's eligibility criteria for special programs may be placed immediately in the appropriate educational program(s) without temporary assignment.~~

~~An ESE-eligible student who is transferring from out-of-state and does not meet the School District's criteria for dismissal from an ESE program will be placed immediately in the appropriate educational program(s), without temporary assignment. In both cases, the receiving school **must** review the current IEP/EP and revise the document as necessary to ensure compliance with federal and state law, as well as School Board Policy. See School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP & P)" at 18; IDEA Part B regulations, 34 C.F.R. § 300.320-324.~~

Individual educational plans (IEPs) or educational plans (EPs) for students who transfer school districts within Florida

If an exceptional education student who had an IEP or EP that was in effect in a previous Florida school district transfers to the school district and enrolls in a new school, the school district (in consultation with the parents) will provide a free appropriate public education (FAPE) to the student, which includes services comparable to those described in the child's IEP or EP from the previous Florida school district, until the school district does either of the following:

- a) Adopts the child's IEP or EP from the previous school district
- b) Develops, adopts, and implements a new IEP or EP that meets the applicable requirements of Rule 6A-6.03028 or 6A-6.030191, F.A.C.

2. IEPs or EPs for students who transfer from outside Florida

If an exceptional education student who had an IEP or EP that was in effect in a previous school district in another state transfers to the school district and enrolls in a new school within the same school year, the school district (in consultation with the

parents) will provide the child with FAPE (including services comparable to those described in the child's IEP or EP from the previous school district), until the school district does both of the following:

- a) Conducts an initial evaluation in accordance with Rule 6A-6.0331, F.A.C. (if determined to be necessary by the school district)
- b) Develops, adopts, and implements a new IEP or EP, if appropriate, that meets the applicable requirements of Rules 6A-6.03011 through 6A-6.0361, F.A.C.

ATTENDANCE

Each parent or legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. [Florida Statute §1003.24] (School Board Policy 5.09 (1)) Except as provided in Florida Statute §1003.24, and State Board of Education Rule 6A-1.09513, all students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. [Florida Statute §1003.21] and (School Board Policy 5.0901)

To earn a passing grade in a marking period for a course, a student **must** be in attendance for a minimum of ninety percent (90%) of the class time (e.g., forty (40) days of a forty-five (45) day marking period). A student who is not in attendance for the minimum ninety percent (90%) of class time may earn a passing grade by demonstrating mastery. Mastery is defined as:

1. Earning a passing grade for the marking period
- AND**
2. Passing the marking period assessment.

(Student Family Handbook)

Student Absences For Religious Reasons (School Board Policy 5.095)

Students shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study, or work assignment for religious instruction, observation of a religious holiday or because of the tenets of his or her religion forbid secular activity at such time, when such requests are made by the parent or guardian consistent with this policy. Students shall be afforded the opportunity to make up any examination, study or work assignment which has been missed for religious purposes **and** without adverse effects. Prior to the student's absence for religious reasons, a written request must be provided by the parent or guardian.

The religious instruction shall be the responsibility of the religious institution.

In the event of a complaint regarding the failure to provide for religious accommodations, the parent/guardian may appeal directly to the Area Superintendent or the Superintendent's designee.

Hospital Homebound Services (Moved to Below)

If a student is confined to home or hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a hospital/homebound program. Complete information regarding the criteria for a hospital/homebound program can be found in State Board of Education Rule 6A-6.03020, School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP&P)" at 70-71 and State Board of Education Rule 6A-6.03411.

Students With An Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

In the case of a student with excessive absences, a Section 504 Team should be convened to determine if the absences are caused by the disability of record in the active *Section 504 Accommodation Plan*. If the Section 504 Team determines that the absences are caused by the disability, the student's Section 504 Accommodation Plan **must** be re-evaluated as to the appropriateness of the current accommodations and the Section 504 Accommodation Plan **must** address any additional accommodations needed, which may include the possible waiver of the attendance guidelines in determining grades.

If the Section 504 Team determines that the absences are not caused by the disability, the student is treated in the same manner as that for a general education student. Documentation of the Section 504 Team should be provided on the form entitled *ADA/504 Record*. (PBSD 1468)

ESE-Eligible Students with Disabilities

In the case of an ESE-eligible student with excessive absences, an IEP Team meeting **must** be conducted to determine whether or not the absences are related to the student's disability. Attendance data shall be reviewed and used as one indicator of a student's access to instruction. (State Board of Education Rule 6.0331 (1) (c); School Board Policy 5.725 and its referenced SP&P at page 20) If the IEP Team determines that the excessive absences **are** related to the student's disability, the IEP Team **must** take appropriate, action which may include waiver of the attendance guidelines in determining grades as well as a change of placement. To the maximum extent possible, the student will be educated in the least restrictive environment.

If the IEP Team determines that the student's excessive absences **are not** related to the student's disability, the student is treated the same as that of a general education student.

Hospital Homebound Services (Moved from Above)

If a student is confined to home or hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a hospital/homebound program. Complete information regarding the criteria for a hospital/homebound program can be found in State Board of Education Rule 6A-6.03020, School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP&P)" at 70-71 and State Board of Education Rule 6A-6.03411.

EARLY STUDENT WITHDRAWALS

A student who leaves before the close of the school term shall receive grades on the report card covering the periods in attendance. A student will not meet promotion requirements unless he or she enrolls in another school to complete the academic year. The parent (s)/guardian(s) of a student who leaves school during the last two weeks of the school year **must** show evidence that the withdrawal is necessary and the student **must** successfully complete examinations, as appropriate, prior to withdrawal. Principals are authorized to make arrangements for the administration of any tests or examinations, as appropriate.

Principals may determine that the requirements for early withdrawal are not required when unusual/extenuating circumstances preclude full compliance by the student. Approval is mandatory prior to the student's leaving school.

Student Withdrawals For Home Education Program

To withdraw a student for enrollment in a home education program, the custodial parent(s)/guardian(s) **must** initiate the withdrawal process at the school and notify the Superintendent of Schools/designee, in writing, of the intent to establish a home education program for the student. The custodial parent/guardian shall submit the letter of intent to the Home Education Office within 30 days of the establishment of the home education program. [Florida Statute §1002.41] (School Board Policy 8.14 (3), (4) and (5))

Home Education correspondence should be mailed to:

School District of Palm Beach County (FHESC)
Home Education Office
3308 Forest Hill Boulevard, Suite C-124236
West Palm Beach, FL 33406-5813

MAKING UP WORK

Middle school students are expected to attend school regularly and be on time for classes. (School Board Policy 5.09 (1)) Each school's student handbook outlines the attendance procedures for that school. All school procedures must conform to the following district procedures:

Notes or telephone calls from parent(s)/guardian(s) are required either before or after an absence. It is the responsibility of the student to request make-up work missed because of absences. Students are given one day for each day of absence to complete makeup work unless unusual circumstances indicate an extension. The principal or designee **must** approve any extension.

Parent(s)/guardian(s) are to be notified by telephone or by mail when lack of attendance endangers the student's grades.

An "excused" absence is:

- a. Student illness - If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance.
- b. Medical appointment
- c. Death in the family
- d. Observance of a religious holiday or service that is recognized as such by all members of the faith
- e. Subpoena by a law enforcement agency or mandatory court appearance
- f. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee. (School Board Policy 5.09 (3) (a) (vi))

An "unexcused" absence is any absence that does not fall into one of the above excused absence categories. Each school in the District must determine if an absence or tardiness is excused or unexcused according to the criteria established by the Board within this Policy. (School Board Policy 5.09 (3) (b))

Students receiving out-of-school suspension (OSS) **must** be assigned schoolwork to keep up with content and skills covered during the duration of the suspension. Students on OSS will be permitted to make up nine (9)-week and semester examinations, if applicable. Projects, term papers, etc., which represent work for a period of time greater than the OSS period will be submitted for the purpose of determining a student's grade.

Should questions arise regarding this OSS rule, principals will grant the parent(s)/guardian(s) a conference. Parent(s)/guardian(s) may appeal the principal's decision to the Area Superintendent if a conflict arises.

All make-up work should be completed within two weeks of the end of the semester, unless the student's principal makes an exception.

Students participating fully in the Alternative to Out-of-School Suspension (ATOSS) program will have the opportunity to make up missed class work as stated within School Board Policy 5.18155.

PROGRAM DESCRIPTION

The School District of Palm Beach County Curriculum incorporates the strands, performance standards and benchmarks that delineate student performance standards as defined by the Florida Department of Education *Sunshine State Standards, Sunshine State Standards for Special Diploma or Next Generation Sunshine State Standards*. ([Florida Statute §1003.41] and (State Board of Education Rule 6A-1.09401)) The curriculum includes benchmarks for the following:

- Arts Education
- Career Education
- Foreign Language
- Language Arts
- Mathematics
- Physical Education
- Science
- Social Studies

In addition, course descriptions or frameworks are provided for each middle school course. These course descriptions meet the requirements of State Board of Education Rule 6A-1.09412. District-adopted textbooks and/or instructional materials are provided for all middle schools.

Credit and graduation requirements have been modified by recent legislation, including Senate Bill 4, as well as recent State Board of Education Rules, including SBER 6A-1.09422 "Florida Comprehensive Assessment Test and End-of-Course Assessment Requirements". The contents of this Plan shall be interpreted consistently with the new requirements and the Florida Department of Education's interpretations of these State-mandated provisions.

Schools shall provide parents with information concerning the 3-year and 4-year high school graduation options listed in Florida Statute §1003.429 (1), including the respective curriculum requirements for those options, so that the students and their parents may select the program that best fits their needs. The information must include a timeframe for achieving each graduation option. [Florida Statute §1003.429 (3)]

All students in grades 6-8 **must** be scheduled for a full school day. All courses are a full school year unless otherwise noted. Courses listed conform to district and state requirements. Advanced middle school courses will be awarded a weight of 1.125 on

the middle school report card. This additional weight, however, **is not** a part of a student's high school grade point average.

Honors weight (1.125) for high school courses taken by middle school students will be awarded according to the *Florida Course Code Directory* or as determined by the School District of Palm Beach County. To satisfy high school graduation requirements, this weighting will become part of the student's high school honor point average and cumulative class rank, but will not be considered in the meritorious class ranking used to determine valedictorian/salutatorian.

Courses listed as Pre-IB courses can **only** be taught in designated Pre-IB programs unless prior approval of the Superintendent, Chief Academic Officer, or Assistant Superintendent of Curriculum is obtained.

STANDARDS AND ACCELERATION

The School District of Palm Beach County provides unique learning opportunities for students on various levels of learning:

- All students will receive a world-class, rigorous curriculum that meets the requirements of the Florida Next Generation Sunshine State Standards and State graduation requirements while offering a variety of electives.
 - Students who are on grade level will receive the highest possible level of instruction to meet proficiency and beyond.
 - Students performing below grade level will receive an intensive instructional curriculum that provides an instructional pathway and learning environment for students to meet or exceed the skills/benchmarks not yet mastered by utilizing: required intensive coursework that is rigorous and implemented with differentiated instructional strategies, credit recovery options, virtual coursework, tutorial programs, and other acceleration options. Students will be offered the highest possible level of instruction to meet proficiency and beyond. Remediation options vary from school to school.
 - Students performing above grade level will receive a differentiated curriculum that may include:
 - At the **middle** school level: enrichment and acceleration by utilizing gifted courses, honors/advanced courses, International Baccalaureate courses, virtual courses and high school credit courses;
 - Students will be offered the highest possible level of instruction to meet proficiency and beyond. Accelerated and enrichment options vary from school to school, but are available at all schools.

FLORIDA'S SYSTEM OF SCHOOL IMPROVEMENT AND ACCOUNTABILITY

GOAL 3: STUDENT PERFORMANCE STANDARDS

There are a number of processes and abilities used in all subject areas that are also important to success in everyday life at home, in the community and in the workplace. These practical but highly important cross-disciplinary processes and abilities have been identified as standards under Goal 3 in the document *Florida's System of School Improvement and Accountability*. The first ten standards focus specifically on student

achievement and the first four of these standards are assessed on the Florida Comprehensive Assessment Test (FCAT).

The Goal 3 Standards should be an integral part of daily classroom instruction and assessment in every subject area at every grade level. Instruction that focuses on the first ten of the eleven Goal 3 standards will help students apply specific content knowledge in real-world situations and become successful as:

- | | |
|------------------------------------|--|
| 1. information managers | 6. resource managers |
| 2. effective communicators | 7. systems managers |
| 3. numeric problem solvers | 8. cooperative workers |
| 4. creative and critical thinkers | 9. effective leaders |
| 5. responsible and ethical workers | 10. multiculturally sensitive citizens |

The eleventh Goal 3 standard states that throughout a student's education, families will share the responsibility of accomplishing the standards set in Goal 3.

SPECIAL PROGRAMS

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0902, 6A-6.0902 (4), 6A-6.0903; [6A-6.0904](#); ~~6A-6.0904~~; 6A-6.0908)

Students who are identified as ELLs **must** be provided **equal access** to the general curriculum as defined by the School District of Palm Beach County—curriculum guidelines. The general education standards and benchmarks should be the basis of their curriculum. ELLs are placed in courses based on need and eligibility, regardless of English language proficiency. The individual student's ELL Plan documents the instructional strategies that must be implemented to ensure equal opportunity and mastery of the general education curriculum. See School District of Palm Beach County's District Plan for Services to English Language Learners for a full explanation of services and models.

Dropout Prevention (DOP)/Alternative Education (AE)/ DJJ/Youth Services Programs (State Board of Education Rules 6A-6.052 through 6A-6.05292 and Florida Statute § 1003.51, 1003.52, 1003.53 and 1003.54)

The School District provides special assistance and programs to those students identified as at risk of dropping out of school. All students who exhibit the characteristics of potential dropouts are eligible for these programs.

Students who are over age for their grade placement, have failing grades, low achievement test scores, high absenteeism, or demonstrate other at-risk factors may be considered eligible. Students identified as English Language Learners (ELLs) and/or eligible for ESE who meet the eligibility criteria for dropout prevention may be considered for placement. See School Board Policy 8.13 and the referenced DOP/AE/DJJ/Youth Services Programs Manual. Various programs and support activities are available in most schools throughout the School District. The District provides educational services to students in Youth Services and DJJ programs as set forth in this manual.

A student identified as at risk may be eligible for accelerated credit opportunities if the student is enrolled in an approved alternative education (dropout prevention) course modification program designed for a time variation (shortened or lengthened for in-class instruction), alternative methods of assessments of student performance, or integration of course performance standards into interdisciplinary units of study.

Gifted Education (State Board of Education Rules 6A-6.030191)

Students enrolled in the gifted program have an opportunity to access a qualitatively differentiated curriculum, which consists of carefully planned, coordinated learning experiences that extend beyond the basic curriculum to meet the specific learning needs of the student. A continuum of services for gifted students is offered in schools strategically located throughout the district. In middle school, students may choose appropriate gifted education courses that are available at their schools.

Students identified as gifted under State Board of Education Rule 6A-6.03019 have an Educational Plan (EP) that outlines goals, strengths, and weaknesses and that provides direction for the instructional program. The differentiated instructional program includes advanced-level content acceleration and enrichment that addresses the student's special abilities and interests. See School Board Policy 5.725 *Exceptional Student Education Policies and Procedures* as referenced in SP & P particularly at pages 121-126 and 46 and Appendix A-2 and C, related to gifted students.

Students with An Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

Any alteration to the delivery of instruction or student assignments for a student with an active Section 504 Accommodation Plan is the decision of the Section 504 Team, if it is addressed in the Section 504 Accommodation Plan. Parent(s)/guardian(s) of a student with an active Section 504 Accommodation Plan **must** be notified of any proposed changes to the Section 504 Accommodation Plan, and **must** be given the opportunity to provide input on decisions made by the 504 Team. Thus, the individual student's Section 504 Accommodation Plan documents the accommodations and/or modifications that are required to ensure that the student has an equal opportunity to access the general education curriculum.

ESE-Eligible Students

Pursuant to School Board Policy 5.725, IEPs for students with disabilities, who are enrolled in an Exceptional Student Education (ESE) program, must specify the **specialty specifically** designed instruction and related services that are necessary to meet each student's unique needs. See State Board of Education Rule 6A-6.03028 (1) and (3); and Policy 5.725 and its referenced SP&P particularly at pages 95-~~103~~ **104**. All students **must** be given access to the general curriculum as defined in the School District of Palm Beach County Curriculum Guidelines as is appropriate in relation to their unique needs and abilities and as delineated on each student's IEP. For the majority of these students, the general education standards and benchmarks should be the basis of their curriculum. For some students, modified standards and/or benchmarks in one or more content areas may be more appropriate. See State Board of Education Rule 6A-1.09414 for course descriptions.

In all cases, the IEP Team, which includes the parents, makes special program placements and the educational decisions. The IEP Team develops a statement of measurable annual goals, including benchmarks or short-term objectives related to meeting the student's needs that result from the student's disability. The IEP should enable the student to be involved in and progress in the general curriculum or for preschool children, as appropriate, to participate in appropriate activities, as well as meeting each of the student's other educational needs that result from the student's disability. (State Board of Education Rule 6A-6.03028)

In particular, the IEP Team should draft benchmarks or short-term objectives for students with disabilities who take alternate assessments aligned to alternate achievement standards; or any other student with a disability, at the discretion of the IEP Team. (State Board of Education Rule 6A-6.03028)

The IEP may specify whether ***accommodations/****modifications are necessary in the areas of curriculum, instruction, and assessment provided that the accommodations/modifications do not include modifications to the curriculum descriptions/frameworks or student performance standards. The IEP must be implemented as drafted by the IEP Team. The IEP contains an explanation of the extent, if any, to which the student will participate with nondisabled students in the general education class. (SP & P on pages 95-~~104~~ **103**)

A student with a disability may only be removed from the general education environment if the nature and/or severity of the disability are such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily. (SP & P on pages 95-~~104~~103)

No later than the first IEP to be in effect when a student with a disability turns fourteen (14) years of age, or younger if determined appropriate by the IEP Team, the IEP Team must meet to identify transition services needs of the student. The School District must invite the student to that meeting. (State Board of Education Rule 6A-6.03028)

The IEP for each student with a disability must include during the student's eighth (8th) grade year or during the school year of the student's fourteenth (14th) birthday, whichever comes first, a statement of whether the student is pursuing a course of study leading to a standard diploma or a special diploma. (State Board of Education Rule 6A-6.03028)

Beginning by the student's sixteenth (16th) birthday (or younger, if determined appropriate by the IEP team), the IEP must include a statement of needed transition services for the student including, if appropriate, a statement of the interagency responsibilities or any needed linkages. The School District must invite the student to that meeting, as well as any other agency representative necessary or helpful to assist in the student's post-secondary transition. Consent from a parent or the student that has reached the age of majority is required in order to invite an agency representative to attend. (State Board of Education Rule 6A-6.03028)

Programs for students with disabilities are defined by the diploma options identified in each student's Individualized Education Program (IEP).

**Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.*

***Modifications are changes that can be made to what students are expected to learn. They include changes that have been outlined in the curriculum documents. Modifications may include partial completion of program or course requirements, curriculum expectations below age or grade level, alternate assessment criteria, and alternate curricular goals.*

Home Education Program (School Board Policy 8.14)

A home education program is sequentially progressive instruction of a student directed by his/her parent(s) or guardian(s). The parent(s)/guardian(s) of each registered home education student **must** maintain a portfolio of student work including a log of educational activities made concurrently with instruction and a listing of all reading materials. The parent/guardian is responsible for submitting an annual evaluation in accordance with Florida Statute §1002.41.

Home Education correspondence should be mailed to:

School District of Palm Beach County
Fulton-Holland Educational Services Center
Home Education Office
3308 Forest Hill Boulevard, Suite C-~~124~~236
West Palm Beach, FL 33406-5813

Virtual Instruction Programs [Florida Statute §§1002.37, 1001.42 (23)]; (State Board Education Rules 6A-6.0980 and 6A-6.0981)

Florida Statute §1002.45 authorizes school districts to implement virtual instruction programs through district-operated programs or programs provided by contracted providers approved by the Florida Department of Education. The School District of Palm Beach County ~~will~~ provides full-time K-12 and part-time 6-12 instructional programs. ~~starting with school year 2009-2010.~~

A student who is a full-time student attending a traditional public school in the District **must** have permission from his/her school counselor and principal to enroll in FLVS.

Students may enroll as full-time virtual students in grades K-12. For more information see the program descriptions that can be found at www.palmbeachvirtual.org.

Registered home education students may take a partial or full schedule with FLVS in accordance with Florida Statute §§1002.37 and 1002.41. The Home Education Office must provide verification of active status and compliance for all registered home education students who enroll with FLVS as outlined in the District's FLVS agreement that can be found at www.palmbeachvirtual.org.

HIGH SCHOOL CREDITS FOR MIDDLE SCHOOL STUDENTS

High school courses may be offered in middle schools where need is demonstrated. Students in grades 6-8 who are enrolled in a high school credit course, who meet the same attendance requirements met by high school students [Florida Statute §1003.436] and who successfully complete the course, may earn one high school credit.

Middle school students who take high school courses for credit should be counseled that grades earned in these courses **will** be used in the future to calculate high school grade-point average (GPA) and cumulative class ranking, and they **will** remain a part of the student's academic record. However, these credits will NOT be calculated in the meritorious class ranking used to determine valedictorian/salutatorian.

For a middle school student to receive high school credit, the middle school principal **must** designate the student as a high school student for the period(s) the student is enrolled in the high school course(s). High school rules apply for grading and attendance. Students who take a high school credit course will be considered dually enrolled in both middle and high school and the credit earned will satisfy the middle school course requirement for the appropriate grade level and will allow the student to acquire high school credit as well.

Three of the four mathematics credits and all three of the science credits required for graduation **must** be earned in grades 9-12. At least one of the two sequential foreign language credits required for entrance to universities **must** be earned in grades 9-12.

Parent/Student Notification Of Opportunities For High School Acceleration, Choice Programs And Postsecondary Opportunities

At the beginning of each school year, students and parents will be notified of the benefits of high school and college opportunities, such as Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Florida Virtual School, dual enrollment, choice programs, graduation options, and general postsecondary requirements.

Requirements for High School ~~Algebra~~ Mathematics

Middle school ~~8th-grade~~ students ~~taking~~ who have successfully completed high school ~~algebra~~ mathematics will earn high school credit and that credit will count as one of the four mathematics credits that must be earned in grades 9-12. [Florida Statute § 1003.4156 (1)]

Attendance Policy For Middle School Students Taking High School Credit Course(s)

Middle school students enrolled in high school credit courses **must** adhere to the attendance requirements for earning credit. ~~No student shall be awarded credit in a course when the student has been in attendance for instruction for fewer than sixty-seven and one-half (67½) hours in a semester, unless the student demonstrates mastery.~~

Mastery or proficiency is based on defined levels of performance reflective of local, state or national criteria that include but are not limited to Sunshine State Standards, Next Generation Sunshine State Standards, Career and Technical Education curriculum frameworks, Advanced Placement, International Baccalaureate, Advanced International Certificate of Education (AICE) curricula/syllabi, and assessments. The quality and quantity of student work will demonstrate what a student knows and is able to do based on predetermined standards.

Student attendance is an important aspect of curriculum delivery. Therefore, students who are absent more than 10% of the semester must demonstrate mastery by passing at least one nine week marking period and the semester examination.

The principal shall establish an appeals process to review the facts of any case in which a student appeals for credit in a course in which the student has not demonstrated mastery. Mastery is defined as: a) passing at least one of the two nine-week marking periods; AND b) passing the semester examination.

Grade of **N**: Grade of **N** is applicable only to students enrolled in high school credit courses and indicates the student has exceeded the absence limits. An **N** (no credit) is recorded as the semester exam grade when the student has not been in attendance for at least ~~67½ hours~~ 90% of the ~~per~~ semester per course and has not demonstrated

mastery (See page H/64 in the High School Student Progression Plan). For the purposes of grade calculation, a grade of *N* will result in a semester grade of *F*.

MIDDLE SCHOOL STUDENTS ATTENDING SUMMER/COLLEGE PROGRAMS FOR ENRICHMENT

Students who elect to participate in college/university summer programs will NOT receive high school credit.

PROMOTION REQUIREMENTS

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion or administrative placement. [Florida Statute §1008.25 (6) (a)]

Beginning with students entering grade 6 in the 2006-2007 school year, promotion from a school composed of middle grades 6, 7 and 8 requires that the student must successfully complete academic courses as follows [Florida Statute §1003.4156]:

1. Three middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
2. Three middle school or higher courses in mathematics. Each middle school must offer at least one high school-level mathematics course for which students may earn high school credit.

2010-2011 (2010 Senate Bill 4)

Middle school students taking Algebra I must take the end-of-course assessment but there is no impact on the student's grade or credit earned.

Students who earned high school credit in Algebra 1 while in grades 6 through 8 during the 2007-2008 through 2009-2010 school years and who have not taken Grade 10 FCAT mathematics must take the Algebra 1 end-of-course exam during the 2010-2011 school year.

2011-2012 (2010 Senate Bill 4)

Middle school students taking Geometry must take the end-of-course assessment but there is no impact on the student's grade or credit earned.

2011-2012 and thereafter (2010 Senate Bill 4)

Middle school students taking Algebra I must pass the end-of-course assessment to earn high school credit.

2012-2013 and thereafter (2010 Senate Bill 4)

Middle school students taking Geometry must pass the end-of-course assessment to earn high school credit

3. Three middle school or higher courses in social studies, one semester of which must include the study of state and federal government and civics education.
4. Three middle school or higher courses in science.

2011-12

Middle school students taking Biology must take the end-of-course assessment but there is no impact on the student's grade or credit earned.

2012-2013 (2010 Senate Bill 4)

Middle school students taking Biology must pass the end-of-course assessment for high school credit.

5. One course in career and education planning to be completed in 7th or 8th grade. The course must include career exploration using Florida CHOICES ~~for the 21st century~~ or a comparable cost-effective program; must include educational planning using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org; and shall result in the completion of a personalized academic and career plan (ePEP). The required personalized academic and career plan must inform students of high school graduation requirements, high school assessment and college entrance test requirements, Florida Bright Futures Scholarship Program requirements, state university and Florida College admission requirements, and programs through which a high school student can earn college credit, including Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, dual enrollment, career academy opportunities, and courses that lead to national industry certification. [Florida Statute §1003.4156]

Each student's personalized academic and career plan must be signed by the student, the student's guidance counselor or academic advisor, and the student's parent. [Florida Statute §1003.4156 (1)(a)(5)] Students entering the 9th grade shall have developed during the middle grades a 4-5 year plan based on postsecondary and career goals. [Florida Statute §1007.21] Students meet the career and education planning course requirement through successful completion of the Civics and Career Planning course in grade 7

6. These requirements apply to all students in grades 6, 7, or 8, independent of the grade configuration at the school [Florida Statute §1008.25]. Students in grades 6 and 7 who have passed four of the five required courses may be conditionally promoted *unless they have received a conditional promotion to their current grade level.*

General Requirements For Middle Grades Promotion Charts

The general requirements for middle grades promotion in compliance with Florida Statute §1003.4156 are as follows:

GRADE 6

Students are required to enroll in each of the following courses:	Duration
* Intensive Reading: Based on Grade 5 scores: or FCAT SSS Level 1 or Level 2 (if disfluent) Certain Level 2 students may be serviced through specific content area classes. Refer to the K-12 Comprehensive Reading Plan for specific details. Note: Assignment of ESE students with a disability and ELLs who participate in state assessments will be determined by the appropriate multidisciplinary team.	<i>Required a Minimum 1 Full Year</i>
Language Arts	<i>1 year</i>
Science	<i>1 year</i>
Mathematics	<i>1 year</i>
World Cultures History	<i>1 year</i>
* Intensive Reading (if required)	<i>1 year</i>
**Physical Education (includes dance classes)	<i>1 semester</i>
Electives (various courses/subject areas)	<i>As offered by each school</i>

*NOTE: Florida Statute §1008.25 mandates that intensive academic assistance be provided for any student who demonstrates substantially deficient skills in reading, writing, mathematics and/or science.

**The physical education requirement shall be waived ([PBSD form # 2301](#)) for a student who meets the criteria outlined in Florida Statute §1003.455.

GRADE 7

Students are required to enroll in each of the following courses:	Duration
<p>* Intensive Reading: Based on Grade 6 scores: FCAT SSS Level 1 or Level 2 (if disfluent)</p> <p>Certain Level 2 students may be serviced through specific content area classes. Refer to the K-12 Comprehensive Reading Plan for specific details.</p> <p>Note: Assignment of ESE students with a disability and ELLs who participate in state assessments will be determined by the appropriate multidisciplinary team.</p>	<p><i>Required a Minimum 1 Full Year</i></p>
Language Arts	1 year
Science	1 year
Mathematics	1 year
Civics and Career Planning	1 year
* Intensive Reading (if required)	1 year
**Physical Education (includes dance classes)	1 semester
Electives (various courses/subject areas)	As offered by each school

*NOTE: Florida Statute §1008.25 mandates that intensive academic assistance be provided for any student who demonstrates substantially deficient skills in reading, writing, mathematics and/or science.

**The physical education requirement shall be waived ([PBS Form # 2301](#)) for a student who meets the criteria outlined in Florida Statute §1003.455.

GRADE 8

Students are required to enroll in each of the following courses:	Duration
Intensive Reading: Based on Grade 7 scores: FCAT SSS Level 1 or Level 2 (if disfluent) * Certain Level 2 students may be serviced through specific content area classes. Refer to the K-12 Comprehensive Reading Plan for specific details. Note: Assignment of ESE students with a disability and ELLs who participate in state assessments will be determined by the appropriate multidisciplinary team.	<i>Required a Minimum 1 Full Year</i>
Language Arts	1 year
Science	1 year
Mathematics –M/J 3 or Algebra	1 year
United States History – including Florida History	1 year
* Intensive Reading (if required)	1 year
**Physical Education (includes dance classes)	1 semester
Electives (various courses/subject areas)	As offered by each school

*NOTE: Florida Statute §1008.25 mandates that intensive academic assistance be provided for any student who demonstrates substantially deficient skills in reading, writing, mathematics and/or science.

**The physical education requirement shall be waived ([PBSD Form # 2301](#)) for a student who meets the criteria outlined in Florida Statute §1003.455.

Course descriptions meet the requirements of State Board of Education Rules 6A 1.09412 and 6A-1.09401. See Florida Statute § 1003.4156 and State Board of Education Rule 6A-6.054 (2).

Promotion For Students Who Were Conditionally Promoted To Grade 7 or Grade 8

In order to be promoted to the next grade level, students who have received conditional promotion to grade 7 or grade 8 **must**:

- pass all four required courses (language arts, mathematics, science, and social studies);
AND
- pass the equivalent of a year-long elective;
AND
- pass the course taken for remediation.

Retention

The following students **will be retained**:

- Students in grades 6-8 who have passed **three** or **fewer** required courses.
- Conditionally promoted students in 7th or 8th grade who do not pass all five required courses will be retained in the grade level to which they were conditionally promoted.
- Conditionally promoted students who do not complete a remediation support program will be retained in the grade level to which they were conditionally promoted.
- 8th grade students who, by the end of summer school (if available), do not pass all 5 required courses.

Please refer to the Middle School Post School Procedures and/or the current Summer School Implementation Manual, under Middle School Summer School for options.
(<http://www.palmbeachschools.org/safeschools/SummerSchool.asp>)

~~8th grade students who fail one of the five required courses may take one course during summer school (if available) for the purposes of promotion. These students **must** successfully complete the required course that was failed in order to meet promotion requirements.~~

~~8th grade students who fail Algebra I or M/J 3 (and no other course required for promotion) **must** pass the Algebra Prep summer school program in order to be promoted to the 9th grade. These students will be required to take Algebra I in 9th grade.~~

~~All other 8th grade students who have not met promotion requirements are retained and are not eligible to attend summer school for the purposes of promotion. Summer school attendance for retained students will be for the purposes of remediation only. Summer coursework toward promotion will not be accepted.~~

EXEMPTION FROM RETENTION IN GRADES 6-8 (GOOD CAUSE)

The School Board may exempt a student from retention once in grades 6, 7 and 8 for good cause. The procedures for determining eligibility and obtaining approval for an exemption from retention for good cause are outlined below.

Good Cause Exemption Criteria

Previously Retained Students Demonstrating Grade-Level Achievement On State/District Assessments

- Students who were previously retained in grades 6, 7 or 8 **and** score at performance level 3 or above on the state/district assessments listed below:

- FCAT – SSS/Reading
- FCAT – SSS/Mathematics
- FCAT – SSS/Science (Grade 8 only)
- FCAT – Writing (if appropriate)
- SRI – Spring Lexile

Students being promoted based on achievement on state and district assessments will attend the regular program of instruction in the students' district assigned school.

[Florida Statute §1008.25 (2) (b)]

NOTE – Florida Statute §1008.25(2)(c) requires districts to provide “appropriate alternative placement” for students with two or more retentions.

Other Students with Previous Retentions

- Students who have previously been retained twice in kindergarten through eighth grade and are being recommended for their third retention (K-8).
- Students who, because of retentions, are facing their third year in the same grade.

Students who meet the criteria above *may* be assigned to the next grade **only** if it has been determined that the student's academic progress can be achieved as a result of promotion to an alternative program of instruction or an alternate instructional setting. See Assignment Options for Students Receiving Good Cause Exemptions Due to Previous Retentions below.

Assignment Options For Students Eligible For Good Cause Exemptions Due To Previous Retentions

6th and 7th Grade Students

- Promotion to the next grade level to an alternate program of instruction
- Promotion to the next grade level to an alternate (e.g., SAI, PMP) instructional setting at the home school
- Grade level promotion to the next grade to an alternate program of instruction through Alternative Education for students who have academic and/or behavioral needs
- Promotion to the next grade level with continued enrollment in an alternate program of instruction

8th Grade Students

- Promotion to ninth grade to an alternate program of instruction
- Promotion to ninth grade to an alternate program of instruction through Alternative Education for students who have academic and/or behavioral needs
- Promotion to the next grade level with continued enrollment in an alternate program of instruction

Students who receive an exemption from retention due to multiple retentions are to remain in the alternate program of instruction or an alternate instructional setting in

which they are placed for the period of at least one school year. Withdrawal from the alternate program of instruction or an alternate instructional setting may result in forfeiture of the exemption from retention for good cause and the student will be placed back into the grade in which he/she was to be retained had an exemption not been granted.

8.5 PLACEMENT OPTION – 8th Grade Students Only

- Assignment into an 8.5 program, when available, at the student's district-assigned high school

Before being promoted to the ninth grade, a student assigned to an 8.5 program **must** complete a program of remediation in the content areas failed during the previous school year. Students **must** demonstrate that remediation is complete by earning passing grades on school-based assessments in the failed content areas. Promotion for students assigned to the 8.5 program may occur at the end of the first semester or at the end of summer school.

- State Assessment

For the state assessment program, students in the 8.5 program who are not promoted to the ninth grade at mid-year will participate in the statewide assessment as eighth graders at their home middle school. All other students who have been placed in an alternate instructional program and promoted will be tested at the grade level to which they were promoted.

Good Cause Exemption Process

1. The principal **must** submit recommendations, in writing, for good cause exemption from retention to the Area Superintendent for approval.
2. Recommendations should contain documentation justifying the exemption from retention and, when appropriate, a description of the alternate program of instruction to be provided to the student. Each recommendation **must** provide compelling arguments that exemption from retention, rather than retention, is in the best interest of the student.

The school principal shall review and discuss such recommendation with the teacher and make the determination as to whether the student should be promoted or retained. The Area Superintendent will accept or reject the principal's recommendation in writing. Upon approval by the Area Superintendent, the student will be promoted to the next grade.

CONSIDERATIONS FOR SPECIAL PROGRAM STUDENTS WHO DO NOT MEET THE MANDATORY RETENTION CRITERIA

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0902 and 6A-6.093) School District of Palm Beach County Plan for Services to English Language Learners (ELLs) that can be found at:
~~<http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf>~~ <http://www.palmbeachschools.org/multicultural/ELLPlan.asp>

Students identified as English Language Learners (ELLs) **must** meet the District levels of performance as indicated on the Student Progression charts. ELLs must demonstrate literacy skills on grade level in either English or their native language. (School District of Palm Beach County Plan for Services to English Language Learners (ELLs))

ELLs may not be retained if they are substantially-below-grade-level in reading in English, but can demonstrate grade level literacy skills in their native language. An ELL Committee **must** meet to determine whether an ELL should be retained. Adequate progress, defined in the ELL Plan, should be used by the ELL Committee as cause for promotion. An ELL **may** be retained if the ELL Committee has determined that the student has not progressed satisfactorily according to his/her ELL Plan.

Students With An Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

A student's Section 504 Accommodation Plan documents each of the accommodations required to ensure the student receives a free appropriate public education and has an equal opportunity to access the general education curriculum **in the least restrictive environment**. If a Section 504 Team decides to make any alteration to the delivery of instruction or student assignments for a student with an active Section 504 Accommodation Plan, such alteration must be documented in the student's 504 Accommodation Plan. A parent or guardian of a student with an active Section 504 Accommodation Plan must be notified of any proposed changes to the 504 Plan. In addition, a parent or guardian must be given the opportunity to provide input on decisions made by the 504 Team.

A student with an Active Section 504 Accommodation Plan **must** meet the School District's levels of performance. Parent(s)/guardian(s) **must** be notified if a student with a 504 Plan is being considered for retention. The Team **must** determine if the reason(s) for retention is/are caused by the disability of record on the active Section 504 Accommodation Plan. If the team determines that the below-grade-level performance is caused by the disability, the student's placement **must** be re-evaluated.

The re-evaluation **must** include a review of the student's records, the student's intellectual and academic abilities and other pertinent information provided by the student's teachers. Comprehensive documentation regarding student placement **must** be provided each time re-evaluation occurs.

If the team determines that the below-grade-level performance is not caused by the disability, the student is treated in the same manner as any general education student.

ESE-Eligible Students

The Individuals with Disabilities Education Improvement Act of 2004 requires:

- ▶ *The IEP for each child with a disability to include:*
- ▶ A statement of measurable annual goals, including academic and functional goals, designed to --
- ▶ Meet the child's needs that result from the disability to enable the child to be involved in and make progress in the general education curriculum.

A student who is enrolled in Exceptional Student Education (ESE) **must** meet the School District's performance standards, **unless** the IEP specifies that the student is unable to meet the grade-level performance standards, because:

- ▶ The student's demonstrated cognitive ability and/or behavior prevent the student from completing required class work and achieving the *Sunshine State Standards*, even with appropriate and allowable class work modifications.
- ▶ The student is unable to apply or use academic skills at a minimal competency level in the home or community.

When an ESE-eligible student with a disability is determined to be performing below-grade-level in reading, writing, mathematics, and/or science, the IEP Team should be convened to review the IEP. The student's IEP **must** address **all** of the student's educational needs, including the student's below-grade-level performance. The IEP Team may recommend a PMP to address the student's educational need in reading, writing, mathematics, and/or science.

Students with disabilities who are enrolled in an ESE program(s) may be considered to have met promotion requirements when he/she has achieved the goals that are specified on the student's IEP. The primary responsibility for determining each student's level of performance is that of the special program teacher and the general education teacher. The principal may (upon recommendation of the instructional staff and the IEP Team) determine that the promotion requirements have been satisfied.

Other factors that may be considered are the students':

- previous retention history
- current goals and objectives on the student's IEP
- social/emotional behavior
- attendance
- placement and a possible change in the current placement
- grades
- current accommodations/modifications/services

REMEDIATION

REMEDIATION INSTRUCTION

Remedial and supplemental instruction resources *must* be allocated to students who fail to meet achievement performance levels required for promotion. [Florida Statute §1008.25 (3)] The *Identification of Students Needing Remediation* charts reflect the process of student identification for remediation in reading, writing and mathematics for students in grades 6-8.

The district provides remedial instruction in reading, writing, science, and mathematics for those students identified as having substantially deficient skills in reading, writing, science and/or mathematics as identified by teacher/principal recommendation, norm-referenced tests, Florida Comprehensive Assessment Test (FCAT) Writing (grade 8), FCAT and school-selected reading tests (e.g., Scholastic Reading Inventory (SRI), Diagnostic Assessment of Reading (DAR), Oral Reading Fluency Measure). Remedial instruction shall be provided through implementation of an individual Progress Monitoring Plan (PMP) developed in consultation with parent(s)/guardian(s).

The PASS/CompassLearning Program provides additional academic support and instruction before school, after school and/or in Saturday school for students. ~~Additionally, the PASS Program provides developmentally appropriate instruction and assistance in goal setting.~~

~~Course Offerings in Remedial Instruction~~

- ~~—— M/J Intensive Mathematics~~
- ~~—— M/J Intensive Reading~~
- ~~—— M/J Intensive Language Arts~~
- ~~—— M/J Reading 1-3~~

PASS/CompassLearning Program Course Offerings

- Middle School Mathematics
- Middle School Language Arts
- Middle School Science
- Middle School Social Studies
- ~~Middle School Reading Enhancement~~
- ~~Middle School Mathematics Enhancement~~

Complementary Options

- Before or After School Tutorial
- Saturday School Tutorial
- Special Session (English Language Learners/ESOL)
- Contracted Academic Services
- Exceptional Student Education Services
- Suspension of Other Curriculum
- On-line Coursework
- Other Strategies

NOTE: Remedial course offerings (intensive courses in mathematics, reading, or language arts) **must** be taken *in addition to* language arts and/or mathematics courses, **not** in lieu of these courses.

Remediation For Conditionally Promoted Students

- A conditionally promoted student who has scored Level 1 on FCAT SSS **must** successfully complete one of the programs for remediation listed above as scheduled by the school and **must** pass all required courses for that grade level to be promoted.
- A conditionally promoted student who has scored Level 2 or above on FCAT SSS **must** complete a content-based program of remediation. Completion of the program occurs when the student earns the number of quality points lacking in the course failed. A student who does not earn a sufficient number of quality points will be retained.

PROGRESS MONITORING PLAN (PMP) PROCESS [Florida Statute §1008.25 (4)]

A Progress Monitoring Plan (PMP) is intended to provide the school district and the school with flexibility in meeting the academic needs of the student and to reduce paperwork. A student who is not meeting the school district or state's requirements for proficiency in reading, science and math shall be covered by one of the following plans to target instruction and identify ways to improve his or her academic achievement:

- A federally-required student plan **addresses specific needs** such as an Individualized Education Plan (IEP);
- A school-wide system of progress monitoring for all students; or
- An individualized Progress Monitoring Plan (PMP) [Florida Statute §1008.25(4) ~~(a)~~-(b)]

If a student has an ELL Plan, this plan may include strategies and the student may not need a PMP. However, if their plans do not include the required strategies to remediate the student's deficiency, a PMP can be written. An ELL plan can be amended to include the strategies so that a PMP would not be necessary.

A student will require an individual PMP prior to receiving an intervention plan under the SBT/Rtl process

Each plan **must** outline an intensive remedial program in the area(s) of weakness designed to assist the student in meeting state and/or district expectations for proficiency. Listed below are the steps for implementing the PMP:

1. Each student who does **not** meet the levels of performance as determined by the School District (defined on the *Identification of Students In Need Of Remediation* charts) **in FCAT reading, writing, science, and mathematics for each grade level, or who scores below Level 3 in FCAT reading or FCAT mathematics must** be provided with additional diagnostic assessments to determine the nature of the student's difficulty, areas of academic need, and strategies for appropriate intervention. [Florida Statute §1008.25 (4) (a)]

- Data from the additional assessments are to be used to formulate the student's PMP.
 - Diagnosis and remediation will occur as soon as possible after a student has been identified as needing mandatory remediation. Diagnostic assessments may include:
 - portfolio of student work
 - teacher assessment
 - text/placement tests
 - diagnostic software results
 - If the student identification occurs during the fourth marking period, the diagnosis will be made at the beginning of the following school year with remediation immediately following.
 - A. For each year in which a student scores at Level I on FCAT Reading, the student must be enrolled in and complete an intensive reading course the following year. Placement of Level 2 readers in either an intensive reading course or a content area course which reading strategies are delivered shall be determined by diagnosis of reading needs. Guidance will be provided regarding appropriate strategies for diagnosing and meeting the varying instructional needs of students reading below grade level. Reading courses shall be designed and offered pursuant to the K-12 Comprehensive Reading Plan. [Florida Statute §1003.4156(1)(b) and State Board of Education Rule 6A-6.054 (2)]
 - B. For each year in which a student scores at Level 1 or Level 2 on FCAT Mathematics, the student must receive remediation the following year, which may be integrated into the student's required mathematics course. [Florida Statute §1003.4156(1)(c)]
 - C. A student whose FCAT Science score was less than 300 or who failed a science course the previous year must receive remediation the following year, which may be integrated into the student's required science course.
2. At the conclusion of the school year, appropriate teachers of the student who had a PMP are to make recommendations regarding the student's educational program for the following year.
 3. The PMP process **must** begin as soon as students are newly identified as needing remediation. The PMP **must** be in place and implementation begun for students, including those who transfer into the school district, within 45 calendar days of being identified as needing remediation.
 4. All PMPs are to be developed through the collaboration of the receiving teacher(s) and the parent(s)/guardian(s) [Florida Statute §1008.25(4)(b)] and approved by the principal.
 - In the case of students receiving continued remediation, recommendations of the sending teacher(s) are to be reviewed as a part of the PMP process.

5. It is the responsibility of the teacher and the principal to ensure that the PMP is substantive and that the outlined instructional and support services are provided. The PMP will assist schools and teachers in the implementation of research-based reading activities [Florida Statute §1008.25(4)(b)]. The PMP should clearly identify:
- the specific diagnosed academic needs to be remedied;
 - the success-based intervention strategies to be used;
 - how, when, how often by whom, and how long intensive remedial instruction is to be provided; and
 - the monitoring and reevaluation activities to be employed.

ESE-Eligible Students

The Individuals with Disabilities Education Improvement Act of 2004 requires:

- ▶ The IEP for each child with a disability to include:
- ▶ A statement of measurable annual goals, including academic and functional goals, designed to --
- ▶ Meet the child's needs that result from the disability to enable the child to be involved in and make progress in the general education curriculum.

When an ESE student with a disability is determined to be performing below-grade-level in reading, writing, mathematics, and/or science, the IEP Team may be convened to review the IEP. The student's IEP **must** address all of the student's educational needs including the student's below-grade level performance. A PMP can be developed for a student with a disability if the IEP does not address the student's educational need in reading, writing, mathematics, and/or science.

PASS PROGRAM

Program Description

The purpose of the PASS/~~ComPASS~~Compass Learning Program is to remediate students failing a course or to place over age students in a class to master course work to proceed to the next grade level. Students will attend remediation until they have proven mastery of the material. It provides students with:

- additional time to complete the expected course of study.
- assistance in completion of the course requirements necessary for promotion.
- remediation of academic skills as necessary.

~~Students who have failed a core course(s) during a marking period may raise the grade in a failed course to **D** by attending and successfully completing the before or after-school "PASS" Program during the subsequent marking period.~~

~~ComPASS~~ PASS/Compass Learning students who have failed a core course(s) during a marking period ~~may raise the grade by 2 quality points~~ will receive the grade earned by successfully completing the activities, quizzes and nine week exam offered in the computer competency based core credit recovery program.

Student Identification

The following students qualify for the PASS/Compass Learning Program:

1. Students who have been conditionally promoted and cannot make up the failed course as an elective class.
2. Students who have failed one or more subjects during a marking period are required to attend.
- ~~3. Students who have scored Level 1 on FCAT SSS whose PMP lists PASS as part of the student's remediation plan.~~
- ~~4. Students who have scored Level 2 on FCAT SSS may attend the PASS program if there is space available.~~
5. ESE students with disabilities who meet the above criteria are enrolled upon the recommendation of the IEP Team.
6. English Language Learners who meet the above criteria.

Note: Budgetary constraints may require changes in the criteria for PASS/Compass Learning Program eligibility.

SUMMER SCHOOL/EXTENDED SCHOOL YEAR (School Board Policy 2.37)

English Language Learners (ELLs)

Extended School Year (ESY) is offered to ELLs of beginning and intermediate proficiency with the purpose of continuing oral language development. ESY for ELLs includes content area instruction that promotes the use of spoken English in a non-threatening environment. In order for an ELL to be eligible for ESY, it must be documented on his/her ELL plan that additional oral language development is needed.

ESE-Eligible Students Who Are Enrolled in ESE Programs (State Board of Education Rule 6A-6.03028 (3) (g) (11))

Extended school year (ESY) services means specially designed instruction and related services that are provided to an ESE-eligible student beyond the normal school year of the School District, in accordance with the student's IEP. ESY services must meet state educational standards. ESY services are always at no cost to the parent.

At least annually, an IEP Team for each ESE-eligible student must consider whether ESY services are necessary for the provision of a **f**ree **a**ppropriate **p**ublic **e**ducation (FAPE) to the student. ESY services must be provided if a student's IEP team determines, on an individual basis, that the services are necessary for the provision of FAPE to the student.

The School District may not limit ESY to particular categories of disability or unilaterally limit the type, amount, or duration of those services. (State Board of Education Rule 6A-6.03028 (3) (g) (11)).

An ESE-eligible student with a disability who fails a general education course may attend a scheduled general education Summer School.

- All students in grades 6-8 who are currently receiving ESE services pursuant to an IEP must be considered for ESY.
- A student's IEP Team will determine the goals and objectives during the specified ESY period, using the current IEP and documentation of progress.

Home Education Students

A registered home education student may participate in a district summer program if it is available and if the student meets the same eligibility requirements that have been established for School District of Palm Beach County students.

IDENTIFICATION OF STUDENTS IN NEED OF REMEDIATION

The following charts (effective only for the ~~2009~~-2010-2011 school year) show the identified performance levels as they relate to the FCAT SSS, FCAT Writing and SRI-1. The charts permit decision-makers to identify the overall achievement of each child through district and state assessments and allows for a more narrow focus on student achievement for the purposes of remediation decisions (PMP).

Teachers and administrators may examine the student's reading, writing, mathematics, and/or science performance to determine whether a student is in need of remediation in one or more of these areas.

The following charts in relation to remediation are based upon Florida Statute §1008.25 (4).

IDENTIFICATION OF STUDENTS ENTERING GRADE 6 IN NEED OF REMEDIATION

<p>FACTORS TO CONSIDER WHEN DECISION MAKING - Levels below are provided by the *Florida Department of Education FCAT Handbook, that is incorporated here by reference as part of this plan, and the District's **Department of Assessment.</p> <p><i>Classroom Performance:</i> Teacher Judgment-Writing Samples-Reading Tests-Mathematics Series Assessment Results-Classroom Grades-Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only)-English Language Development Continuum (English Language Learners Only)</p>					DECISIONS
Student Performance Level		*FCAT Reading Developmental Scale Scores (DSS)	**SRI-I Spring Lexile	*FCAT Math DSS	Remediation Required?
Above Grade Level	Level 5	2126-2758	1389-1700	2019-2492	No
	Level 4	1860-2125	1097-1388	1860-2018	No
At Grade Level	Level 3	1622-1859	836-1096	1692-1859	No
Below Grade Level	Level 2	1450-1621	648-835	1554-1691	Yes
	Level 1	539-1449	200-647	770-1553	Yes

IDENTIFICATION OF STUDENTS ENTERING GRADE 7 IN NEED OF REMEDIATION

<p>FACTORS TO CONSIDER WHEN DECISION MAKING - Levels below are provided by the *Florida Department of Education FCAT Handbook, that is incorporated here by reference as part of this plan, and the District's **Department of Assessment.</p> <p><i>Classroom Performance:</i> Teacher Judgment-Writing Samples-Reading Tests-Mathematics Series Assessment Results-Classroom Grades-Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only)-English Language Development Continuum (English Language Learners Only)</p>					DECISIONS
Student Performance Level		*FCAT Reading Developmental Scale Scores (DSS)	**SRI-I Spring Lexile	*FCAT Math DSS	Remediation Required?
Above Grade Level	Level 5	2181-2767	1508-1700	2080-2572	No
	Level 4	1945-2108	1206-1507	1939-2079	No
At Grade Level	Level 3	1715-1944	912-1205	1786-1938	No
Below Grade Level	Level 2	1542-1714	691-911	1661-1785	Yes
	Level 1	671-1541	200-900	958-1660	Yes

IDENTIFICATION OF STUDENTS ENTERING GRADE 8 IN NEED OF REMEDIATION

<p>FACTORS TO CONSIDER WHEN DECISION MAKING - Levels below are provided by the *Florida Department of Education FCAT Handbook, that is incorporated here by reference as part of this plan, and the District's **Department of Assessment.</p> <p><i>Classroom Performance:</i> Teacher Judgment-Writing Samples-Reading Tests-Mathematics Series Assessment Results-Classroom Grades-Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only)-English Language Development Continuum (English Language Learners Only)</p>					DECISIONS
Student Performance Level		*FCAT Reading Developmental Scale Scores (DSS)	**SRI-I Spring Lexile	*FCAT Math DSS	Remediation Required?
Above Grade Level	Level 5	2282-2790	1663-1700	2092-2605	No
	Level 4	2073-2281	1355-1662	1998-2091	No
At Grade Level	Level 3	882-2072	1074-1354	1851-1997	No
Below Grade Level	Level 2	1696-1881	800-1073	1733-1850	Yes
	Level 1	886-1695	200-799	1025-1732	Yes

REPORTING STUDENT PROGRESS

PARENT(S)/GUARDIAN(S) - WRITTEN NOTIFICATION REQUIREMENTS

Parent(s)/guardian(s) **must** be notified in writing of the School District's promotion requirements.

1. All notifications to parent(s)/guardian(s) of English Language Learners (ELLs) **must** be understandable to them in their home/native language whenever feasible.
2. School center personnel will notify parent(s)/guardian(s) in writing of promotion requirements within the first two months of school. The requirements may be included in the parent/student handbook or sent home in some other written form. [Florida Statute §1008.25] The requirements are also included on the district website within the posted Student Progression Plans.
3. The parent(s)/guardian(s) of a student who is failing two or more courses or not meeting promotion requirements **must** be notified in writing. The notification form will provide the parent(s)/guardian(s) with information regarding the PASS Program. The parent is required to return to the sending school the designated portion of the notification form. It is advisable that schools contact those parent(s)/guardian(s) who have not responded to the notification form by telephone. A telephone log of these calls should be kept to ensure that every identified child has been afforded the opportunity to receive the tutorial remediation PASS/COMPASS Learning Program services.
4. A report card is issued to each student at the end of each nine-week marking period and serves as a written notification of the student's progress. The student's final report card for the school year will indicate end-of-the year status regarding performance or non-performance at grade-level, acceptable or unacceptable behavior and attendance and promotion. [Florida Statute §1003.33 (2)]
5. The District shall annually notify the parent of each student as to the progress of the student in achieving State and District expectations for proficiency in reading, writing, science and math. The District shall also report to the parent the student's results in each statewide assessment. [Florida Statute §1008.25 (8)(a)]
6. For students identified as having substantially deficient skills in reading, writing, science and/or mathematics, remediation instruction will be provided through the implementation of a student's individual education plan (e.g., PMP, IEP, ELL Plan, and Section 504 Accommodation Plan) developed in consultation with the parent(s)/guardian(s). The student's individual education plan, with the signature of the parent(s)/guardian(s), will serve as written notification as required by *Florida Statute §1008.25*.

FREQUENCY OF GRADE REPORTS [Florida Statute §1003.33 (1)]

Middle schools in the School District of Palm Beach County report grades parents/guardians on a nine-week schedule.

Parent(s)/guardian(s) of students with disabilities who are enrolled in ESE programs **must** also be informed of their child's progress towards his or her annual IEP goals at least as often as their non-disabled peers receive progress reports during each nine-week period. A statement specifying the method and frequency in which an ESE student with a disability's progress is reported is included in the student's IEP.

The full-time virtual school student's grades are maintained and updated in the parent and student learning management system. The parent has complete access to review and respond regarding student progress through continuous access to the student's academic performance in each class or course, work habits and time on work (attendance). An end of year printout of the student record is placed in the cumulative record file. A traditional style paper report card is not issued for full-time virtual school students.

MID-TERM PROGRESS REPORTS

Within each grading period, teachers will provide every student who is failing or performing below expectations with a status report listing, at a minimum, areas of strength, areas requiring improvement, current grade average and attendance. This report is issued during the middle week of each grading period or anytime thereafter if a student's grade/performance drops to failing.

Parent(s)/guardian(s) of students with disabilities enrolled in ESE **must** be informed of their child's progress at least as often as the general education students.

GENERAL RULES OF GRADING

1. Grades are based on the quality of student performance relative to expected levels of achievement of the *Next Generation Sunshine State Standards*, the course frameworks and/or course syllabus approved by the principal/designee.
2. Quality of work will be assessed by multiple measures including, but not limited to, the following:
 - teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation and demonstrations);
 - classroom assignments (paper and pencil assignments, reports, term or research papers, models, projects, exhibits, posters, and computer programs
 - homework (School Board Policy 8.16);
 - examinations (paper and pencil tests including essay, multiple choice and completion; oral tests; and skill tests requiring demonstration); and
 - alternative methods (portfolios and performance assessments) and services.
[Florida Statute §1003.33 (1) (a)]
3. A sufficient number of grades will be recorded to justify the marking-period grade. A marking-period grade is not based solely on a single project.

4. A recorded grade (with the exception of *I* and *N**) may NOT be changed after report cards are printed except by one of the following procedures:
 - The change is initiated by the teacher and approved by the principal. **Signatures** of both the teacher and the principal are required; *OR*
 - The change is initiated by the principal and approved by the Area Superintendent. Signatures of both the principal and the Area Superintendent are required. The teacher will be consulted prior to the initiation of a grade change by the principal if the teacher is on duty. If the grade change is initiated when the teacher is not on duty, the teacher will be notified in writing upon his/her return.
 - The grade change is a result of the student successfully completing the school's PASS Program. Signatures by the PASS instructor or PASS Program director, and the principal are required.
 - In either case, **any grade change** requires **two signatures** on the form *Grade and/or Course Change Documentation* (PBSD 0797) indicating the change and the reason for the change. The procedures to correct a student record are set forth in School Board Policy 5.1816.
 5. An *I** (Incomplete) in any marking period, unless changed, will remain on the report card and the final average will compute to an *F*.
 6. Grades are not required for a student who enters a class toward the end of a marking period. A grade of *M** may be recorded on the report card for a student who has not been enrolled a sufficient number of days to be evaluated.
 7. Academic performance and behavior **must** be evaluated independently (see *Reporting Student Conduct*). Homework and behavior are important to a student's academic progress and a portion of a student's grade should be based on completion of homework assignments. (School Board Policy 8.16)
 8. Students enrolled in Exceptional Student Education (ESE) program(s) **must** have the opportunity to earn grades that are equivalent to the grades earned by general education students. No student may be denied the opportunity to earn above-average grades because of placement in an ESE program or due to the accommodations that are to have been deemed appropriate for use with his/her instructional setting(s). ESE students with disabilities **must** be graded on the basis of their performance.
 9. Alternate assessments, including performance assessments, may be used to document progress for the ESE student with a disability. Criteria and evaluation procedures will be identified and discussed with the student and the parent(s)/guardian(s) upon entry to the program and/or at the beginning of each grading period.
- * These grades are for report card purposes only and do not appear on the final student transcripts.

DESCRIPTION AND DEFINITION OF GRADES

The grading system and interpretation of letter grades for all middle schools **must** be consistent with the grade scale identified in Florida Statute §1003.437. Grade averages are calculated to two decimal places (with no rounding). For letter grades, an average of .50 or higher **must** be rounded up (i.e., 79.50 becomes a “B”, while 79.49 is a “C”).

Grade of **A**: Outstanding Progress (**100 – 90**).....Indicates thorough mastery of the subject

Grade of **B**: Above Average Progress (**89 – 80**).....Indicates above average mastery of the subject.

Grade of **C**: Average Progress (**79 – 70**).....Indicates average mastery of the subject

Grade of **D**: Lowest Acceptable Progress (**69 – 60**).....Indicates below average mastery of the subject

Grade of **F**: Failure (**Below 60**)..... Indicates lack of mastery of the subject

Grade of **I***: Incomplete*

Indicates a problem that causes the student's work to be incomplete. For example:

- student has not been enrolled in a class long enough to determine a grade
- transfer student's grades from previous school have not been received
- delayed dual enrollment grade

An **I**, unless changed, will remain on the report card and the final average will compute to an F.

Grade of **M**: Valid Missing Work*

Indicates the student was not scheduled in the class for the entire course. Approval of the principal is required for the grade of **M**. The final average will be the average of all other grades submitted for the course.

Grade of **W**: Withdrawn*

Indicates withdrawal from a course. A grade of **W** should only be used in special situations where it is necessary that the record of the student in the course remain on the report card with a final average of **W**. The course and grades will not be transferred to the permanent academic history for the student.

Grade of **N**: No Credit*

For high school credit courses only. See "Description and Definition of Grades" section of the *High School Student Progression Plan*.

* These grades are for report card purposes only and do not appear on the final student transcripts.

REPORTING STUDENT CONDUCT [Florida Statute §1003.33 (1) (b)]

At the secondary level, teachers record their best judgment of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary schools.

- 4 Student's behavior very constructive to learning.
- 3 Student's behavior generally supportive of learning.
- 2 Student's behavior detrimental to own learning.
- 1 Student's behavior detrimental to own learning and/or the learning of others.

Student conduct indicators are separate from the academic grade earned for the grading period. These conduct indicators reflect the student's overall conduct in all class activities and cannot be cause for lowering an academic grade.

Reporting Attendance

Attendance and academics performance shall be reported separately on student report cards. Students cannot be exempted from academic performance requirements based on policies or practices designed to encourage student attendance. (Florida Statute § 1003.33; School Board Policy 5.0901 (2))

CALCULATION OF FINAL GRADES

A final grade for a yearlong middle school course is calculated by averaging the grades from each of the four nine-week marking periods. The final grade is calculated on a 4.0 system and converted to a letter grade. The grade point value is based on quality points as follows: A (4.0), B (3.0), C (2.0), D (1.0) and 0 for any other grade.

When a student has attained a **minimum** final average of 1.0, the final grade is determined by rounding to the nearest whole number and converting to the A, B, C, or D as appropriate. If the final average is 1.5, 2.5, or 3.5, the last grade will determine whether the letter grade is raised or lowered. If the final grade is higher, the letter grade will round up.

A student will receive a final grade of **F** if that student has attained a final average of **less than 1.0** or if the student has received an **F** for the fourth marking period and has received an **F** for a previous marking period.

School-wide quarterly examinations are **required** for the following middle school courses: language arts, mathematics, science and social studies. All teachers of the respective courses will collaboratively develop and administer the quarterly exams at each middle school. Quarterly examinations count for 20% of the students' final quarter grades. With the exception of students taking high school credit courses, all middle school students **must** take the quarterly examination in each of the specified courses for which they are enrolled.

Semester examinations are not required in middle schools except for high school credit courses. Students taking high school credit courses will follow the guidelines set for those courses in the *High School Student Progression Plan*.

CALCULATION OF SEMESTER GRADES FOR HIGH SCHOOL COURSES

The semester grade is calculated on a 4.0 system and converted to a letter grade. The following grade point minimum values are used to calculate letter grades:

3.6 – Above	=	A
2.6 - 3.59	=	B
1.6 - 2.59	=	C
0.6 - 1.59	=	D
Below 0.6	=	F

High school course grades are reported on student transcripts as semester grades. Each marking period grade counts 40% of the semester grade. Semester examinations at the high school level count 20% of the final semester grade. Semester grades for each course are calculated by the district computer. Each nine-week grade value is multiplied by 2 and added to the semester examination grade value; the total is divided by 5.

To receive a passing grade for the semester, the student *must* earn passing grades in two of the three grades used to calculate the semester average. The student's final report card for the school year will indicate end-of-the year status regarding performance or non-performance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. [Florida Statute §1003.33 (2)]

Note: When a student has not been in attendance for 90% of the class time, the student **must** demonstrate mastery by earning a passing average and passing the nine-week assessment.

Forgiveness Rule for High School Courses taken in Middle School [Florida Statute §1003.413 (3)(e) and §1003.428 (4)(~~e~~)]

The forgiveness rule applies to a middle school student who has earned either a grade of C, D, or F in a high school course taken for high school credit during middle school. [Florida Statute §1003.428 (4)(~~e~~)]

- Middle School students may replace a grade of C, D or F (Cs or Ds on a space-available basis) with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course.
- A grade is forgiven if a student receives a grade of **C or higher**.
- In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any course grade not replaced according to a district school board forgiveness rule shall be included in the calculation of the cumulative grade point average required for graduation.
- Students earning a grade of **D** on the repeat effort earn credit for that course; however the initial failing grade is **not** forgiven. If a student chooses to repeat

the same course again (on a space-available basis) and earns a grade of **C or higher**, all previous grades will be forgiven.

- A required course may be forgiven by the same or a comparable course taken subsequently. A regular level course may be used to forgive the same course at the honors level. An honors level course may be used to forgive the same course at the AP/IB/AICE level. A lower level of the same course is considered comparable because the benchmarks and/or course objectives are similar.
- A non-specific course requirement may be forgiven by another course within the same subject area. For example, Integrated Science may be forgiven by ecology.
- Any course that is not being used to fulfill a subject area requirement is considered an elective for forgiveness purposes. An elective course may be forgiven by another course taken subsequently. When using a different course to forgive an elective, the same semester that the previous D or F was earned in does not have to apply. Ex. A second semester F in a [high school](#) foreign language may be forgiven by a subsequent first semester C in [high school](#) art.

DISTRICT/STATE ASSESSMENT PROGRAM

All students **must** participate in all regular state and district assessments for accountability purposes except as prescribed by the Commissioner of Education or if waived as stated below. [Florida Statute §1008.22 (3)(c)(6 8)] (State Board of Education Rule 6A-1.09422) A sampling of assessments is below:

Grade 6

- FCAT 2.0 Reading [Next Generation](#) SSS
- FCAT 2.0 Mathematics [Next Generation](#) SSS

Grade 7

- FCAT 2.0 Reading [Next Generation](#) SSS
- FCAT 2.0 Mathematics [Next Generation](#) SSS

Grade 8

- FCAT 2.0 Reading [Next Generation](#) SSS
- FCAT 2.0 Mathematics [Next Generation](#) SSS
- FCAT Writing
- FCAT Science

ACCOMMODATIONS/EXEMPTIONS FOR DISTRICT/STATE ASSESSMENTS FOR SPECIAL PROGRAM STUDENTS

English Language Learners (ELLs) (School District of Palm Beach County Plan for Services to English Language Learners (ELLs) that can be found at:

<http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf> <http://www.palmbeachschools.org/multicultural/ELLPlan.asp>

English Language Learners (ELLs) must take all required state and district assessments unless they have an IEP, which indicates otherwise. (State Board of Education Rule 6A-1.09432(2) and 6A-6.0909) However, all active (LY) ELLs are eligible to receive accommodations during testing. Acceptable accommodations may include:

- flexible setting,
- flexible scheduling,
- flexible timing,
- state-approved Heritage Language Dictionary, and
- assistance in the heritage language.

ELLs must have access to an English-to-heritage language translation dictionary and/or heritage language-to-English translation dictionary, such as those made available in instructional settings for ELL students. When a student is classified as both ESOL and ESE, all accommodations listed on their IEP as well as their ELL Plan must be offered. Parents/guardians are notified in writing of all accommodations offered to their child. A copy of this document is maintained in the ELL folder.

Students With An Active Section 504 Accommodation Plan

~~Students with active Section 504 Accommodation Plans may be eligible to receive appropriate accommodations on both district and state assessments. The Section 504 Team should refer to the student's past performance on standardized tests and the classroom accommodation section of the Section 504 Accommodation Plan to determine how the disability could substantially interfere with his/her performance. If so, the Section 504 Team will determine the necessary and appropriate *accommodations for district and state assessments.~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and/or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Note: Refer to the School District of Palm Beach County Americans with Disabilities Act and Section 504 Procedural Manual the Test Coordinator's Handbook at: (http://www.palmbeach.k12.fl.us/SupplementalEducationalServices/ADA_Section_504.htm).~~

ESE-Eligible Students

~~Testing *accommodations during district/state testing will be implemented as appropriate and as specified in the student's IEP. The IEP **must** specify:~~

- ~~➤ area of assessment (e.g., reading, math, etc.)~~
- ~~➤ standard administration or administration with accommodations~~
- ~~➤ accommodations~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and/or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Note: Specific information regarding *accommodations for each assessment instrument can be found in or the *Test Coordinator's Handbook* or The IEP Team's Guide to FCAT Accommodation at <http://www.fldoe.org/ese/pdf/fcatteam.pdf>.~~

~~EXEMPTIONS FROM DISTRICT/STATE ASSESSMENT FOR SPECIAL PROGRAM STUDENTS~~

~~Students With An Active 504 Accommodation Plan~~

~~Students with an Active Section 504 Accommodation Plans may **not** be exempted from District or state assessments. However, the Section 504 Team **must** determine whether a student with an active Section 504 Accommodation Plan may need testing accommodations. Testing *accommodations are determined by the Section 504 Team.~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Refer to the *School District of Palm Beach County Americans With Disabilities Act and Section 504 Procedural Manual* and the *Test Coordinator's Handbook*.
(http://www.palmbeach.k12.fl.us/SupplementalEducationalServices/ADA_Section_504.htm)~~

~~ESE-Eligible Students~~

~~The IEP Team determines whether a student with a disability participates in state and district assessments. The decision to exempt any student with a disability **must** be documented on the IEP and **must** meet the following criteria:~~

- ~~➤ The student's demonstrated cognitive ability prevents the student from completing required coursework and achieving the benchmarks of the *Sunshine State Standards*, even with appropriate and allowable *accommodations; AND~~
- ~~➤ The student requires extensive direct instruction to accomplish the application and transfer of skills and competencies needed for domestic, community living, leisure, and vocational activities.~~

~~Students who are exempted from the state and/or district assessments will be assessed through The Florida Alternate Assessment as identified by the IEP Team and documented on the IEP. Refer to the *Test Coordinator's Handbook* and *ADA/504 Procedural Manual*. The decision to exempt a student from tests must be determined by the IEP Team.~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

Statewide Assessment for Students with Disabilities (State Board of Education Rule 6A-1.0943)

All students with disabilities (as defined by Florida Statute §1003.01 (3) (a) or State Board of Education Rule 6A-19.001 (6)) will participate in the statewide assessment program based on state student performance standards, pursuant to State Board of Education Rule 6A-1.09401 without accommodations unless:

- The individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a statewide assessment; or
- The IEP team determines that a student with a significant cognitive disability meets the criteria for participating in the statewide alternate assessment.

Statewide Assessment Accommodations for Students with Disabilities [Florida Statute §1003.01(3)(a)] and (State Board of Education Rules 6A-1.0943 and 6A-6.0331)

Accommodations are authorized for any student who has been determined to be an eligible student with a disability and has a current IEP, or who has been determined to be a student with a disability under 6A-19.001(6). The accommodations must be identified on the student's IEP or the plan developed under Section 504 of the Rehabilitation Act. Accommodations are defined as

- adjustments to the presentation of the statewide assessment questions,
- methods of recording examinee responses to the questions,
- scheduling for the administration of a statewide assessment to include amount of time for administration,
- settings for administration of a statewide assessment,
- and/or the use of assistive technology/devices

Accommodations that negate the validity of a statewide assessment are not allowable. Within the limits specified in this rule, allowable statewide assessment accommodations are based on current instructional accommodations and accessible instructional materials used by the student in the classroom.

Unique accommodations for use on a statewide assessment not outlined in the statewide assessment test administration manuals must be submitted to the Department of Education for approval by the Commissioner of Education. (State Board of Education Rule 6A-10943 (3))

Participation in the Statewide Alternate Assessment (State Board of Education Rules 1.09401 and 6A-1.0943(4))

The decision that a student with a significant cognitive disability will participate in the statewide alternate assessment is made by the IEP team and recorded on the IEP. The following criteria must be met:

- The student is unable to master the grade-level general state content standards

pursuant to Rule 6A-1.09401 even with appropriate and allowable instructional accommodations, assistive technology, or accessible instructional materials;

- The student is participating in a curriculum based on the state standards access points, pursuant to Rule 6A-1.09401, for all academic areas; and
- The student requires direct instruction in academics based on access points, pursuant to Rule 6A-1.09401, in order to acquire, generalize, and transfer skills across settings.

Special Exemption (State Board of Education Rule 6A-1.0943(5))

Upon approval of the Commissioner, a student with a disability, is eligible for consideration of a special exemption from participation in statewide assessments, including the alternate assessment, under extraordinary circumstances.

Extraordinary circumstances are

- events or conditions that prevent the student from physically demonstrating the mastery of skills that have been acquired and are measured by statewide assessments. (Note, a learning, emotional, behavioral, or significant cognitive disability or the receipt of services through the homebound or hospitalized program does not, in and of itself, constitute an extraordinary circumstance.)
- physical conditions that affect a student's ability to communicate in modes deemed acceptable for statewide assessments, creating a situation where the results of administration of a statewide assessment would reflect a student's impaired sensory, manual, or speaking skills rather than the student's achievement.

A request for consideration of this special exemption must be submitted to the Commissioner in writing from the district school superintendent no later than thirty (30) school days prior to the assessment administration window. The Commissioner shall determine whether the exemption will be granted based upon the documentation provided by the district school superintendent. A request for the determination of a special exemption must be submitted annually and approved by the Commissioner.

Attached documentation shall include:

- Written description of the student's disabling condition, including a specific description of the student's impaired sensory, manual or speaking skills and the extraordinary circumstances for the exemption request;
- Written documentation of the most recent evaluation data;
- Written description of the disability's effect on the student's achievement;
- Written evidence that the student has had the opportunity to learn the skills being tested; and
- Written evidence that the manifestation of the student's disability prohibits the student from responding to the statewide assessment, even when appropriate accommodations are provided so that the result of the testing reflects the student's impaired sensory, manual, or speaking skills rather than the student's achievement.

ENGLISH LANGUAGE LEARNERS

~~An exemption from participation in any component of the statewide assessment program for an individual English Language Learner (ELL) may only be made by specific action of an ELL Committee as defined in subsection 6A-6.0901 (5), F. A. C., and only for a student whose date of classification as an English Language Learner falls within one (1) year prior to the assessment date. (State Board of Education Rule 6A-1.09432)~~

ATHLETIC ELIGIBILITY (School Board Policies 5.60 and 5.61) [Florida Statute §1002.20 (18)(a)]

The Palm Beach County Middle School Activities Association (PBCMSAA) by-laws will be the governing body for middle school athletics. The athletic eligibility for middle school students is regulated by these by-laws, School Board Policy 5.60, and as follows:

1. Eligibility for each student shall be limited to three (3) consecutive years from the time the student first enters grade 6.
2. To be eligible to compete in interscholastic athletic competition for the first grading period, a sixth-grade student **must** be a bona fide student in the school which the student represents (unless being home schooled); **must** have been regularly promoted from the fifth grade; and **must** be carrying a normal class load and doing satisfactory classroom work with a satisfactory conduct record.
3. Failure in more than one (1) subject during a given nine-week grading period shall cause a student to be ineligible for practice and competition during the following nine-week grading period. In addition, a student **must** maintain a specified grade point average of 2.0 as well as acceptable conduct determined by the principal.
4. Age rule: A middle school student loses eligibility if the student reaches the age of 15 years prior to September 1st of the current school year.
5. To participate in the first semester of grade 9, a student **must** be regularly promoted from grade 8 during the immediately preceding year.

EXTRACURRICULAR ACTIVITIES FOR HOME EDUCATION STUDENTS [Florida Statute §1006.15 (3)(c) and §1002.20 (18)(b)]

Registered home education students are eligible to participate in extracurricular activities at the public middle school to which they would have been assigned by the school district or as provided by School Board Policy 5.60 (7). In order to participate, the home education student **must** meet the same eligibility requirements of the special activity as established for all regularly attending students.

EXTRACURRICULAR ACTIVITIES FOR CHARTER SCHOOL STUDENTS [Florida Statute §1002.33 (11) and §1002.20 (18)(c)]

A charter school student is eligible to participate in an interscholastic extracurricular activity at the public school to which the student would be otherwise assigned to attend pursuant to s. 1006.15(3) (d).

EXTRACURRICULAR ACTIVITIES FOR FULL TIME VIRUTAL EDUCATION STUDENTS [Florida Statute §1002.20 (18) (d)]

A full time virtual education student who meets specified academic and conduct requirements is eligible to participate in an interscholastic extracurricular activity at the public school to which the student would be otherwise assigned to attend.

ANNUAL REPORT

Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year [Florida Statute §1008.25(8)(b)]:

The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion. [Florida Statute §1008.25(8)(b)1]

By grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the reading portion of the FCAT. [Florida Statute §1008.25(8)(b)2]

By grade, the number and percentage of all students retained in grades 3 through 10. [Florida Statute §1008.25(8)(b)3]

Information on the total number of students who were promoted for good cause, by each category of good cause as specified in paragraph (6)(b). [Florida Statute §1008.25(8)(b)4]

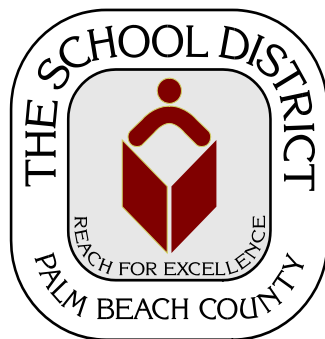
Any revisions to the district school board's policy on student retention and promotion from the prior year. [Florida Statute §1008.25(8)(b) 5]

~~2009~~-2010-2011
HIGH SCHOOL
STUDENT PROGRESSION PLAN

Entry, Promotion, and Retention
for

Grades 9 - 12

Effective ~~September 9, 2009~~



Ann Killets, Chief Learning Officer
Dr. Constance Tuman-Rugg, Assistant Superintendent
Dr. Gloria A. Crutchfield ~~Peter B. Licata~~, **Director**
Department of Secondary Curriculum
~~Curriculum Development and School Improvement~~

(561) 434-8714

STUDENT PROGRESSION PLANS

The purpose of the Student Progression Plan is to inform school personnel, parents, students and other interested citizens the School Board rules and administrative procedures required to implement State and local student progression requirements. It is the responsibility of the Board and District administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences. [Florida Statute §1008.25 (1)]

The District is committed to the implementation of a Response to Intervention (RtI) framework to integrate/align efforts to improve educational outcomes and meet the academic/behavioral needs of all students. The District will provide high quality instruction/intervention matched to student needs and use learning rate and level of performance to inform instructional decisions, including decisions regarding promotion, acceleration, retention and remediation. Response to Instruction/intervention is a data-based decision making process applied to education. A problem-solving method and the systematic use of assessment data, at the District, school, grade class, and individual level will guide decisions about the allocation of resources and intensity of instruction/intervention needed to improve learning and/or behavior. (State Board of Education Rule 6A-6.03018; 34 C.F.R. § 300.307 (a)(2)); School Board Policy 5.725; SP & P at 22 and 80)

The principal of a school is responsible for making and maintaining required records and reports and providing leadership for instruction that meets the needs of all students. [Florida Statute §§1001.54; 1012.28]

The School District of Palm Beach County incorporates the Sunshine State Standards, Sunshine State Standards for Special Diploma or Next Generation Sunshine State Standards found herein this School District Student Progression Plan. (State Board of Education Rule 6A-1.09401(2))

Teachers are responsible for providing effective instruction and remediation and documenting instruction in and students' mastery of the above Standards.

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ENTRY AND ATTENDANCE REQUIREMENTS

INITIAL ENTRY REQUIREMENTS

It is the responsibility of parents/guardians of students entering Palm Beach County public schools for the first time to present the following at the time of registration:

1. a valid birth certificate or other documentation of birth [Florida Statute §1003.21];

Florida Statute §1003.21(4)

Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of subparagraph (1)(a)2. The School District school Superintendent may require evidence of the age of any child whom he or she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- (a) A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;*
- (b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;*
- (c) An insurance policy on the child's life that has been in force for at least 2 years;*
- (d) A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;*
- (e) A passport* or certificate of arrival in the United States showing the age of the child;*
- (f) A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or*
- (g) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if these are not available in the county, by a licensed practicing physician designated by the School District School Board, which states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.¹ ~~Children and youths who are experiencing homelessness and children who are known to the department, as defined in s.39.0016, shall be given temporary exemption from this section for 30 school days.~~*

* Please note that if a passport is offered for verification of birth, it may not be duplicated for placement in the cumulative folder.

¹children and youth who are experiencing homelessness and children who are known to the department, as defined in s.39.0016, shall be given a temporary exemption from these statutory requirements for 30 school days. The term "Children known to the department" means "children who are found to be dependent or children in shelter care."

2. certification of a physical/health examination to be submitted within 30 school days if not available at the time of registration [Florida Statute §1003.22] ([State Board of Education Rule 6A-6.024](#); School Board Policy 5.06 (A) (2)) (Recommended form: DH 3040,— See *Health Requirements*). (See footnote 1 above relating to a temporary exemption.)
3. proof of residence- For a student assigned to a school based on the student's residence under School Board Policy 5.01 (1) (b), parent(s)/guardian(s) **must** provide proof of residence to show that the student resides within the boundary of the school to which he/she is applying by presenting documentation, as required by School Board Policies 5.01 and 5.011(1)), such as lease, mortgage or utility bill ([See exceptions to providing proof of residence within Policy 5.011 and 5.74](#)).
4. a certificate of immunization [Florida Statute §1003.22]. Students will not be admitted into class without proof of immunization [unless there is a lawful exemption](#). ([See footnote 1 above relating to a temporary exemption and School board Policy 5.74](#).)

Students who are without a fixed, regular and adequate nighttime residence are considered as children and youths who are experiencing homelessness. [Florida Statute §1003.01 (12)]; (State Board of Education Rule 6A-6.063411 (1) (s)) According to the McKinney-Vento Act, (Section 725) 42 U.S.C.A. Section 11432 (g) (3) (A)-(C)), [these children homeless students](#) are to be immediately enrolled in the school the local education agency (“LEA”) determines to meet the “best interest” of the child. [For placement of these Homeless children see School Board Policy 5.74](#) ~~must be admitted to the school where they or their families live~~. [Florida Statute §1003.21(1)(f)] Arrangements are to be made for immunization, transportation and all other school services. Appropriate student school and grade level placement as well as completion of required immunization and physical examination shall occur within 30 days of enrollment. [See School Board Policy 5.74](#) entitled “Students Experiencing Homelessness” as to the procedures relating to the enrollment of these students.

A student who is emancipated, as described within School Board Policy 5.072, and provides sufficient documentation to the principal is not required to live in a residence with an adult authority as a condition of admission to school. (~~School Board Policy 5.072~~)

A School District of Palm Beach County *New and Returning Student Registration* form (PBSD 0626 found at: <http://www.palmbeachschools.org/Forms/Index.asp> ~~<http://www.palmbeach.k12.fl.us/Records/>~~) must be completed at the beginning of each school year by the student's parent(s)/guardian(s). School personnel are strictly prohibited from requesting/requiring documentation of the immigration status of students and families. It is the responsibility of the parent(s)/ guardian(s) to promptly notify the school, in writing, of any change of a student's address.

MAXIMUM AGE LIMIT FOR ATTENDANCE

A person who is involved in a continuous program of study may be enrolled in a regular high school program through the end of the semester in which he/she reaches twenty-one (21) years of age. A person is deemed in a continuous program of study even though such program was interrupted by military service or illness.

A person who has not been enrolled in a continuous program of study and who has attained the age of twenty (20) years of age on or before the opening of the school year shall not be enrolled in any regular high program. A nineteen (19) year-old person who has had a break in enrollment (see exception above), who will reach twenty (20) years of age during the school year, may enroll in a regular high school program and remain enrolled until the end of that school year.

A student with a disability shall be considered to be "in a continuous study program" when that student's Individualized Education Program (IEP) requires continued services by the School District. If an ESE-eligible student graduates with a special diploma, a certificate of completion, or a special certificate of completion, and has not reached age twenty-two (22), the student may, at his/her option, continue to receive a **f**ree **a**ppropriate **p**ublic **e**ducation (FAPE) through the school year of the student's twenty-second (22nd) birthday, or until he/she earns a standard diploma, whichever comes first. Graduation with a standard diploma, regardless of age, constitutes cessation of FAPE and a change in placement, requiring written prior notice. Students with disabilities continue to be eligible for FAPE through the end of the school year in which the student turns age twenty-two (22) if they have not earned a standard diploma, even if they have earned a General Education Development credential (GED). (Title 34, Code of Federal Regulations (CFR) Section, 300.102 (a)(3)(~~iv~~) and [State Board of Education Rules 6A-6.03011 through 6A-6.0361](#))

Students with a Section 504 Accommodation Plan must be "of school age" to continue receiving elementary and secondary educational services under Section 504. (34 Code of Federal Regulations Section 104.3(k)(4)(1)(2))

A student who attains age sixteen (16) during the school year is not subject to compulsory school attendance beyond the date upon which he/she attains that age if the student files a formal declaration of intent to terminate school enrollment with the School District School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the exiting student and the student's parent/guardian. The School District must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. [Florida Statute §1003.21 (1)(c)] The student's guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and the actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his or her education in a different environment, including but not limited to, Adult Education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled. [Florida Statute §1003.21 (c)]

A child who attains age eighteen (18) during the school year is not subject to compulsory school attendance beyond the date on which he/she attains that age, provided that the student files the required declaration of intent.

Any further exception to this maximum age provision shall be made by the Superintendent on the recommendation of the principal of the high school involved, or

the Executive Director of Exceptional Student Education in the case of an exceptional child.

HEALTH REQUIREMENTS

(Moved from below)

Physical/Health Examination

All new students seeking entrance into a public school in Palm Beach County are required by *Florida Statute §1003.22* and School Board policy 5.06 to present, at the time of entry, ~~valid documentation that they have received~~ a health examination documented on State of Florida School Health Entry Exam DH 3040 performed within one (1) year prior to enrollment. (State Board of Education Rule 6A-1.0985)

Moved from Below

EXPLANATION OF PHYSICAL EXAMINATION REQUIREMENTS 2009-2010-2011

STUDENTS	PHYSICAL EXAMINATION
All Palm Beach County	School Health Entry Exam on form DH 3040 rRequired for PreK, Kindergarten and Grade 7
Transfers within Palm Beach County and other counties within the state of Florida (including private schools)	Review of School Health Entry Exam on form DH Form-3040 and DH Form-680 (original or copy) for PreK, Kindergarten and Grade 7 documentation.
Transfers within Florida	Required for Kindergarten and Grade 7 Review and file DH Form 3040 and DH Form 680 in the cumulative folder for all other grades.
Transfers from another state or country	School Health Entry Exam on form DH 3040 (original or copy) rRequired for all grades. Physicals presented on forms from another state are acceptable if they include all components covered on DH Form 3040.** Physicals mMust have been performed within one year of enrollment unless exempt based on a written request for religious reasons.

** DH Form 3040 - *State of Florida Health Examination Form*

Immunization

All new students seeking entrance into a public school in Palm Beach County are required by *Florida Statute §1003.22* and School Board Policy 5.06 to present, at the time of entry a *Florida Certificate of Immunization* DH 680. Students will not be admitted into class without proof of immunization, absent a lawful exemption. (State Board of Education Rule 6A-1.0985) (Fla. Admin. Code 64D-3.046)

~~, valid documentation that they have received the required immunizations against the communicable diseases identified by the Palm Beach County Health Department or provide a Certificate of Medical Exemption (temporary or permanent), or a Certificate of~~

~~Religious Exemption based on medical reasons or religious tenets. The Certificate of Religious Exemption, DH Form 681 is available only through the Palm Beach County Health Department. It is not available from private physicians.~~

Moved from below

The *Florida Certification of Immunization* (DH 680) ~~that includes temporary and permanent medical exemption sections~~ is available from either private physicians or the Palm Beach County Health Department:

- The Florida Certification of Immunization (DH 680) includes temporary and permanent medical exemption sections based on medical reasons.

- **Documentation of Immunization**DH Form 680 (~~November 1996~~), Part A-1
- Documentation of Temporary Medical ExemptionDH Form 680, Part B
- Documentation of Permanent Medical ExemptionDH Form 680, Part C

A Certificate of Religious Exemption, (DH 681) is available only through the Palm Beach County Health Department. It is not available from private physicians.

The required immunizations and dosages for high school students are as follows:

~~DPT (Diphtheria, Whooping Cough, Tetanus)~~

~~Students entering grade 9, 10 or 11 — required to have a Td (Tetanus/diphtheria) booster.~~

~~Students entering grades 10, 11 or 12 — five (5) doses of DTP/DT~~

- ~~The 5th dose is NOT required IF the 4th dose was administered on or after the child's fourth birthday.~~

~~— **Polio** (Trivalent Oral Polio Vaccine or TOPV) — *Four (4) doses*~~

- ~~The 4th dose is NOT required IF the 3rd dose is administered on or after the child's fourth birthday.~~

~~— **MMR (Measles, Mumps, Rubella)** Students entering grade 9, 10 or 11 — Fully immunized means two doses of measles vaccine*, one dose of mumps vaccine and one dose of rubella vaccine. *(The MMR is recommended to meet this requirement.)~~

- ~~Grades 11 and 12 — One dose MMR~~

~~— **Hepatitis B (three-shot series)** Only students entering grade 9, 10 or 11 are required to begin the Hepatitis B Vaccine series.~~

Immunization Requirements for Entry into Grades 9-12
2010-2011 School Year
 (Florida Department of Health Bureau of Immunization)

Grades	9	10	11	12
DTaP/DT Series	X	X	X	X
Tdap/Td Booster	X	X	X	X
Polio Series	X	X	X	X
MMR (2 doses)	X	X	X	X
Hepatitis B Series	X	X	X	X
Varicella 1 dose	X			

Moved to above

The *Florida Certification of Immunization* (DH 680) ~~that includes temporary and permanent medical exemption sections~~ is available from either private physicians or the Palm Beach County Health Department:

- The Florida Certification of Immunization (DH 680) includes temporary and permanent medical exemption sections based on medical reasons.

- Documentation of Immunization.....DH Form 680 (~~November 1996~~), Part A-1
- Documentation of Temporary Medical ExemptionDH Form 680, Part B
- Documentation of Permanent Medical ExemptionDH Form 680, Part C

(Moved to Above)

Physical/Health Examination

All new students seeking entrance into a public school in Palm Beach County are required by *Florida Statute §1003.22* and School Board policy to present, at the time of entry, valid documentation that they have received a health examination performed within one (1) year prior to enrollment.

(Moved to above with changes)

EXPLANATION OF PHYSICAL EXAMINATION REQUIREMENTS 2009-2010-2011

STUDENTS	PHYSICAL EXAMINATION
Palm Beach County	Required for PreK, Kindergarten and Grade 7
Transfers within Palm Beach County (including private schools)	Review DH Form 3040 and DH Form 680 for documentation.
Transfers within Florida	Required for Kindergarten and Grade 7 Review and file DH Form 3040 and DH Form 680 in the cumulative folder for all other grades.
Transfers from another state or country	Required for all grades Physicals presented on forms from another state are acceptable if they include all components covered on DH Form 3040.** Must have been performed within one year of enrollment unless exempt based on a written request for religious reasons.

** DH Form 3040 - *State of Florida Health Examination Form*

PLACEMENT OF TRANSFER STUDENTS [Florida Statute §1003.25] (State Board of Education Rule 6A-1.09941)

General Transfer Information

Coursework or grades of a student who transfers to a public school in Palm Beach County with an official transcript from an educational institution or program shall be accepted at face value subject to validation if required by the Southern Association of Colleges and Schools/[Council on Accreditation and School Improvement](#) (SACS/CASI). More information on SACS validation may be found at: www.flhef.org/pdf/SACS.pdf?phpm4=758749ebee435cd74fc80d83d4139a8a

The principal shall validate transfer credit(s) or grades, which shall be based on performance during the first grading period the student is enrolled if:

1. validation of the official transcript is deemed necessary under the SACS/CASI policy;
2. the student does not possess an official transcript; or
3. the student is a home education student without an official transcript from an educational institution or program.

Validation Process (State Board of Education Rule 6A-1.09941)

Validation of credits shall be based on performance in courses at the receiving school. A student transferring into a school shall be placed in the appropriate sequential course(s) and must have a minimum grade point average of 2.0 per course being validated at the end of the first grading period the student is enrolled. Students who do

not meet this requirement shall have credits validated using the *Alternative Validation Procedure*, as outlined in the next subsection.

The grade of **P (Pass)** is used when validating/granting transfer credit for coursework when an official transcript or grades that equate to those used in Palm Beach County cannot be obtained. It is also used when **P** is specified on an official transcript. A grade of **P** is a transcript grade only, *not* a report card grade. It gives credit for coursework, but does not affect the grade point average (GPA).

Alternative Validation Procedure (State Board of Education Rule 6A-1.09941)

If validation based on performance as described above is not satisfactory, or when it is not applicable because there is no sequential course, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent/guardian:

1. Portfolio evaluation by the Superintendent or designee;
2. Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
3. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
4. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
5. Demonstrated proficiencies on the FCAT; or
6. Written review of the criteria utilized for a given subject provided by the former school.

The student's custodial parent(s)/guardian(s) may appeal the placement decision to the Superintendent or designee within fourteen (14) calendar days of the principal's decision.

International Exchange Students (School Board Policy 5.045)

When an international exchange student enters a Palm Beach County school the sponsoring organization must provide documented evidence of: 1) the named host family that has pledged to provide housing for the student during the period of enrollment in the school system, 2) health, accident and liability insurance that is valid in the United States, 3) required immunizations prior to the student's first day of attendance, 4) a written statement indicating who is responsible for the affected student in case of emergency, and 5) evidence of sufficient English language proficiency, including reading, writing, and speaking that will enable the student to successfully function at the academic level in which he/she is enrolled.

The exchange student must be certified with a J-1 Exchange Visa, be a high school student and shall present documented proof with a birth certificate or passport showing that he/she will be at least sixteen (16) years of age but not have attained the age of eighteen and a half (18.5) prior to attendance at a school in the District.

The exchange student shall not, as a condition of enrollment, request or require a diploma of graduation or equivalent from the School District. International exchange students have

all rights and responsibilities accorded to students in the District except the right to a diploma.

The exchange student who is a high school graduate or equivalent from the country of origin must be cleared for the program by the appropriate Area Superintendent (See policy for more information).

The principal of the school or designee shall approve the admission of each exchange student.

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0900-6.09091 and 6A-6.0905; School District of Palm Beach County Plan for Services to English Language Learner (ELLs) that can be found [at: http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf](http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf))
<http://www.palmbeachschools.org/multicultural/ELLPlan.asp>

ELL students are identified and assessed to determine eligibility for services in accordance with State Board of Education Rule 6A-6.0902 (1) and (2).

The ESOL coordinator/contact person and the school counselor/administrator review the educational background of the transferring student to determine appropriate grade level, subject, and ESOL program placement. See State Board Education Rule 6A-6-6.0902 (3) (b). Parental input regarding educational background should be taken into consideration especially when transcripts, records or report cards are not readily available. This information is documented on the English Language Learners Programmatic Assessment and Academic Placement Review Form (PBSD 1764) and filed in the English Language Learners folder. Community language facilitators assist the students and their families when necessary to ensure proper program/course placement.

A student who is age appropriate for high school must be placed in at least the 9th grade. An ELL Committee must meet when a student's placement is based on age either because of lack of information about prior schooling (no transcript or report card) or prior schooling does not meet grade level requirements. An administrator must be part of the English Language Learners committee making the placement decision.

ELLs are scheduled into classes that fulfill graduation requirements and the School District Student Progression Plan. ELLs are also placed in classes/courses based on completed academic coursework, regardless of the language in which the coursework was done.

School Board policy provides flexibility to school staff in making academic placement decisions on behalf of students and parents. Parents/guardians may appeal academic placement decisions to the principal.

Students with an Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

A Section 504 Team must meet, as necessary, to determine if an otherwise qualified student's mental and/or physical impairment substantially limits one or more of the

student's major life activities. Major life activities include, **but are not limited to**, learning, **concentrating**, walking, seeing, hearing, speaking, and/or breathing. A student need only be substantially limited in one major life activity to qualify for Section 504 eligibility. **In addition, students with impairments that are episodic or in remission are eligible during the time the impairment is active.**

A transferring student with an active Section 504 Accommodation Plan is a student who was previously enrolled in any other school or agency with an active Section 504 Accommodation Plan and who is enrolling in a Florida School District. Upon notification that a transferring student has an active Section 504 Accommodation Plan, the receiving school **must** review and revise, as necessary, the existing active Section 504 Accommodation Plan. **Until that review is complete, the School District must implement the current 504 Accommodation Plan to the maximum extent reasonable in the current placement.**

ESE-Eligible Students (State Board of Education Rules **6A-6.03028; 6A-6.030191; 6A-6.0331; 6A-6.0361 6A-6.0334**)

~~A transferring ESE-eligible student is a student who was previously enrolled as an ESE-eligible student in any other school or agency and who is enrolling in a Florida School District, or in an educational program operated by the ESE Department through grants or contractual agreements.~~

~~For each ESE-eligible student who transfers to a new Florida School District and enrolls in a new school, who had an Individualized Education Program (IEP) or Educational Plan (EP) that was in effect in a previous Florida School District, the new Florida School District, in consultation with the parents, must provide a FAPE to the student, as follows:~~

~~An ESE-eligible student with a disability who is transferring from one Florida public School District to the School District of Palm Beach County who has a current IEP, or Education Plan (EP) for gifted students, will be placed in the least restrictive appropriate educational program(s) consistent with the plan and state education standards. The receiving school **must** review and may revise the current IEP/EP as necessary.~~

~~An ESE-eligible student who is transferring from an out-of-state public school who has a current IEP/EP and evaluation data necessary to determine that the student meets Florida's eligibility criteria for special programs may be placed immediately in the appropriate educational program(s) without temporary assignment.~~

~~An ESE-eligible student who is transferring from out-of-state and does not meet the School District's criteria for dismissal from an ESE program will be placed immediately in the appropriate educational program(s), without temporary assignment. In both cases, the receiving school **must** review the current IEP/EP and revise the document as necessary, to ensure compliance with federal and state law, as well as School Board Policy. See School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP & P)" at 18; IDEA Part B regulations, 34 C.F.R. § 300.320-324.~~

Individual educational plans (IEPs) or educational plans (EPs) for students who transfer school districts within Florida

If an exceptional education student who had an IEP or EP that was in effect in a previous Florida school district transfers to the school district and enrolls in a new school, the school district (in consultation with the parents) will provide a free appropriate public education (FAPE) to the student, which includes services comparable to those described in the child's IEP or EP from the previous Florida school district, until the school district does either of the following:

- a) Adopts the child's IEP or EP from the previous school district
- b) Develops, adopts, and implements a new IEP or EP that meets the applicable requirements of Rule 6A-6.03028 or 6A-6.030191, F.A.C.

2. IEPs or EPs for students who transfer from outside Florida

If an exceptional education student who had an IEP or EP that was in effect in a previous school district in another state transfers to the school district and enrolls in a new school within the same school year, the school district (in consultation with the parents) will provide the child with FAPE (including services comparable to those described in the child's IEP or EP from the previous school district), until the school district does both of the following:

- a) Conducts an initial evaluation in accordance with Rule 6A-6.0331, F.A.C. (if determined to be necessary by the school district)
- b) Develops, adopts, and implements a new IEP or EP, if appropriate, that meets the applicable requirements of Rules 6A-6.03011 through 6A-6.0361, F.A.C.

.ATTENDANCE REQUIREMENTS FOR EARNING CREDIT

Each parent or legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. [Florida Statute §1003.24] (School Board Policy 5.09 (1) Except as provided in Florida Statute §1003.24 and State Board of Education Rule 6A-1.09513, all students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. [Florida Statute §1003.21] and (School Board Policy 5.0901)

~~The Florida Statute §1003.436 (2) requirement of seat time for high school students to receive course credit is herein modified by Charter School District Waiver #7. A student may receive credit, regardless of the hours spent in either a traditional classroom or an alternative method of instruction (ex. virtual school), by demonstrating defined levels of proficiency or mastery of recognized standards through sufficient and appropriate evidence.~~

Mastery or proficiency is based on defined levels of performance reflective of local, state or national criteria that include but are not limited to Sunshine State Standards, Next Generation Sunshine State Standards, Career and Technical Education curriculum frameworks, Advanced Placement, International Baccalaureate, Advanced International Certificate of Education (AICE) curricula/syllabi, and assessments. The quality and quantity of student work will demonstrate what a student knows and is able to do based on predetermined standards.

Because class participation is an important aspect of curriculum delivery in a traditional classroom, attendance will be a factor in demonstrating mastery. Students who are absent from a class more than 10% of a semester must pass at least one nine week

marking period and the semester exam in order to demonstrate their knowledge of the subject and to receive credit. This does not apply to virtual or performance-based instructional settings.

Student Absences For Religious Reasons (School Board Policy 5.095)

Students shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study, or work assignment for religious instruction, observation of a religious holiday or because of the tenets of his or her religion forbid secular activity at such time, when such requests are made by the parent or guardian consistent with School Board Policy 5.095. Students shall be afforded the opportunity to make up any examination, study or work assignment which has been missed for religious purposes **and** without adverse effects. Prior to the student's absence for religious reasons, a written request must be provided by the parent or guardian.

The religious instruction shall be the responsibility of the religious institution.

In the event of a complaint regarding the failure to provide for religious accommodations, the parent/guardian may appeal directly to the Area Superintendent or the Superintendent's designee.

Hospital Homebound Services(Moved to Below)

If a student is confined to home or hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a hospital/homebound program. Complete information regarding the criteria for a hospital/homebound program can be found in State Board of Education Rule 6A-6.03020 and is available in School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP&P)" at 70-71 and State Board of Education Rule 6A-6.03411

Students with an Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

In the case of a student with excessive absences, a 504 Team should be convened to determine if the absences are caused by the disability of record in the active *Section 504 Accommodation Plan*. If the Section 504 Team determines that the absences are caused by the disability, the student's Section 504 Accommodation Plan **must** be re-evaluated as to the appropriateness of the current accommodations. The Section 504 Accommodation Plan **must** address any additional accommodations needed, which may include the possible waiver of the attendance guidelines in determining grades.

If the Section 504 Team determines that the absences are not caused by the disability, the student is treated in the same manner as that for a general education student. Documentation of the Section 504 Team should be provided on the form entitled *ADA/504 Record*. (PBSD 1468)

ESE-Eligible Students

In the case of an ESE-eligible student with excessive absences, an IEP Team meeting **must** be conducted to determine whether or not the absences are related to the student's disability. Attendance data shall be reviewed and used as one indicator of a student's access to instruction. (State Board of Education Rule 6.0331 (1) (c); School Board Policy 5.725 and its referenced SP&P at page 20) If the IEP Team determines that the excessive absences **are** related to the student's disability, the IEP Team **must** take appropriate action, which may include waiver of the attendance guidelines in determining grades as well as a change of placement. To the maximum extent possible, the student will be educated in the least restrictive environment.

If the IEP Team determines that the student's excessive absences **are not** related to the student's disability, the student is treated the same as a general education student.

Hospital Homebound Services (Moved from Above)

If a student is confined to home or hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a hospital/homebound program. Complete information regarding the criteria for a hospital/homebound program can be found in State Board of Education Rule 6A-6.03020 and is available in School Board Policy 5.725 "Exceptional Student Education Policies and Procedures (SP&P)" at 70-71 and State Board of Education Rule 6A-6.03411.

MAKING UP WORK

High school students are expected to attend school regularly and be on time for classes. (School Board Policy 5.09 (1)) Each school's student handbook outlines the attendance procedures for that school. All school procedures must conform to the following district procedures:

1. Notes or telephone calls from parent(s)/guardian(s) are required either before or after an absence. It is the responsibility of the student to request make-up work missed because of absences. Students are given one day for each day of absence to complete makeup work unless unusual circumstances indicate an extension. The principal or designee **must** approve any extension.
2. Parent(s)/guardian(s) are to be notified by telephone or by mail when lack of attendance endangers the student's grades.
3. An "excused" absence is:
 - a. Student illness - If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance.
 - b. Medical appointment
 - c. Death in the family

- d. Observance of a religious holiday or service that is recognized as such by all members of the faith (School Board Policy 5.095)
- e. Subpoena by a law enforcement agency or mandatory court appearance
- f. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee. (School Board Policy 5.09 (3) (a) (vi))

—4. An unexcused absence is any absence that does not fall into one of the above excused absence categories. Each school in the District must determine if an absence or tardiness is excused or unexcused according to the criteria established. (School Board Policy 5.09 (3) (b))

Students receiving out-of-school suspension (OSS) **must** be assigned schoolwork to keep up with content and skills covered during the duration of the suspension. Students on OSS will be permitted to make up nine (9)-week and semester examinations, if applicable. Projects, term papers, etc., which represent work for a period of time greater than the OSS period will be submitted for the purpose of determining a student's grade.

Should questions arise regarding this OSS rule, principals will grant the parent(s)/guardian(s) a conference. Parent(s)/guardian(s) may appeal the principal's decision to the area Superintendent if a conflict arises. All make-up work should be completed within two weeks of the end of the semester, unless the student's principal makes an exception.

Students participating in the Alternative to Out-of School Suspension (ATOSS) program will have the opportunity to make up missed work as stated within School Board Policy 5.18155.

STUDENT WITHDRAWALS

Prior To The Last Two Weeks Of the Semester

Students who leave school **prior** to the last two weeks of any semester will not be granted credit unless they enroll in another school and complete the course requirements including examinations, if applicable. Principals are authorized to make arrangements for the administration of any tests, if appropriate.

During The Last Two Weeks Of The Semester

A student who leaves before the close of the school term shall receive grades on the report card covering the periods in attendance. A student will not meet promotion requirements unless he or she enrolls in another school to complete the academic year. Students who leave school **during** the last two weeks of any semester **must** show evidence that the withdrawal is mandatory, and the student **must** successfully complete any necessary examinations, as appropriate, in order to receive course credit. Principals are authorized to make arrangements for the administration of examinations.

Principals may determine that the requirements for early withdrawal are not required when unusual/extenuating circumstances preclude full compliance by the student. Approval is mandatory prior to the student's leaving school.

Student Withdrawals For [Enrollment in Home Education Program](#)

To withdraw a student for enrollment in a home education program, custodial parent(s)/guardian(s) must initiate the withdrawal process at the school and notify the Superintendent of Schools/designee, in writing, of the intent to provide home education for the student. The custodial parent/guardian shall submit the letter of intent to the Home Education Office within 30 days of the establishment of the home education program. [Florida Statute §1002.41] and (School Board Policy 8.14 (3), (4) and (5))

Home Education correspondence should be mailed to:

School District of Palm Beach County
Fulton-Holland Educational Services Center
Home Education Office
3308 Forest Hill Boulevard, Suite C-236
West Palm Beach, FL 33406-5813

PROGRAM DESCRIPTION

The School District of Palm Beach County Curriculum incorporates the strands, performance standards and benchmarks that delineate student performance standards as defined by the Florida Department of Education *Sunshine State Standards, Sunshine State Standards for Special Diploma or Next Generation Sunshine State Standards*. ([Florida Statute §1003.41]; (State Board of Education Rule 6A-1.09401)) The curriculum includes benchmarks for:

- Arts Education
- Career Education
- English
- Foreign Language
- Mathematics
- Physical Education
- Science
- Social Studies

In addition, course descriptions or frameworks are provided for each high school course. These course descriptions meet the requirements of State Board of Education Rules 6A-1.09412 and 6A-1.09441. District-adopted textbooks and/or instructional materials are provided for all high schools. High school credit is not awarded for any course not supported by a curriculum description/framework provided by the School District.

The high schools offer a wide range of courses in all disciplines. Courses are provided to meet the needs of all. [Florida Statute §1003.42 (1)] High school courses may be year-long or semester courses. With the exception of certain dual enrollment courses, one-half (½) credit is awarded for passing a semester in each course. No credit is awarded solely on the basis of participation in extracurricular activities.

Credit and graduation requirements have been modified by recent legislation, including Senate Bill 4, as well as recent State Board of Education Rules, including SBER 6A-1.09422 “Florida Comprehensive Assessment Test and End-of-Course Assessment Requirements”. The contents of this Plan shall be interpreted consistently with the new requirements and the Florida Department of Education’s interpretations of these State-mandated provisions.

Students may earn credits beyond the regular school program with prior written permission of the principal/designee.

[STANDARDS AND ACCELERATION](#)

The School District of Palm Beach County provides unique learning opportunities for students on various levels of learning:

- All students will receive a world-class, rigorous curriculum that meets the requirements of the Florida Next Generation Sunshine State Standards and State graduation requirements while offering a variety of electives.

- Students who are on grade level will receive the highest possible level of instruction to meet proficiency and beyond.
- Students performing below grade level will receive an intensive instructional curriculum that provides an instructional pathway and learning environment for students to meet or exceed the skills/benchmarks not yet mastered by utilizing: required intensive coursework that is rigorous and implemented with differentiated instructional strategies, credit recovery options, virtual coursework, tutorial programs, and other acceleration options. Students will be offered the highest possible level of instruction to meet proficiency and beyond. Remediation options vary from school to school.
- Students performing above grade level will receive a differentiated curriculum that may include:
 - At the **high** school level: Advanced Placement courses, International Baccalaureate courses, AICE courses, virtual courses, and dual enrollment courses;
 - Students will be offered the highest possible level of instruction to meet proficiency and beyond. Accelerated and enrichment options vary from school to school, but are available at all schools.

FLORIDA'S SYSTEM OF SCHOOL IMPROVEMENT AND ACCOUNTABILITY

GOAL 3: STUDENT PERFORMANCE

There are a number of processes and abilities used in all subject areas that are also important to success in everyday life at home, in the community and in the workplace. These practical but highly important cross-disciplinary processes and abilities have been identified as standards under Goal 3 in the document *Florida's System of School Improvement and Accountability*. The first ten standards focus specifically on student achievement and the first four of these standards are assessed on the Florida Comprehensive Assessment Test (FCAT).

The Goal 3 Standards should be an integral part of daily classroom instruction and assessment in every subject area at every grade level.

Instruction that focuses on the first ten of the eleven Goal 3 standards will help students apply specific content knowledge in real-world situations and become successful as:

- | | |
|-----------------------------------|---------------------------------------|
| 1.information managers | 6.resource managers |
| 2.effective communicators | 7.systems managers |
| 3.numeric problem solvers | 8.cooperative workers |
| 4.creative and critical thinkers | 9.effective leaders |
| 5.responsible and ethical workers | 10.multiculturally sensitive citizens |

The eleventh Goal 3 standard states that throughout a student's education, families will share the responsibility of accomplishing the standards set in Goal 3.

SPECIAL PROGRAMS

All students in the School District of Palm Beach County are eligible for consideration for and participation in **all** special programs.

Career Education Programs

High schools in the School District of Palm Beach County offer a variety of programs that prepare students for employment in specific occupations, many of which are high skill, high wage occupations. Recent legislation has substantially changed many of these programs and has mandated placement and productivity standards as conditions for continued funding. It is essential that parents, students, teachers, school counselors and administrators be aware that individual job-preparatory courses do not stand alone but are part of a planned program of study leading to occupational proficiency and program completion. The Palm Beach County Career Pathways Consortium has developed many programs of study that provide planned sequence of courses linked to postsecondary educational goals. Not all job-preparatory programs are offered at all high schools.

A variety of Family and Consumer Sciences Education, Health Science Education, Business Technology Education, Agriscience Education, Industrial Education, Marketing Education, Diversified Education, Information Technology Education, Public Service Education, and Technology Education programs are available in the form of regular Career and Technical Education programs as well as Career Academies within high schools in the District. A student who completes selected Career and Technical Education job-preparatory courses may elect to substitute the course for one required credit in science as specified in the *Course Code Directory* published annually by the Florida Department of Education.

Career Academies [Florida Statute §§1003.491; 1003.492] and School Board Policy 5.016 and its referenced Choice Programs manual located at:

<http://www.palmbeach.k12.fl.us/choiceprograms/PDF/Choice%20Book%202009-2010.pdf>
<http://www.palmbeachschools.org/choiceprograms/ChoiceBookletProceduresManual.asp>

Students may enroll in a Career Academy, which will provide them with intensive career-preparation. A Career Academy is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum. Students completing career academies may receive a standard high school diploma or a special diploma, contingent on all other graduation requirements being met, the highest available industry certification available for secondary students, and opportunities to earn postsecondary credit if an articulation agreement has been established between the District and a postsecondary institution. In addition, students have the opportunity to earn one or more of the following:

- Career Education Program Completion Certificate
- Articulated credits through Career Pathways
- Dual enrollment credits
- State Licensure (If applicable)
- Florida Bright Futures Vocational Gold Seal Scholarship
- Florida Ready to Work Credential

Career Education Program Completion Certificate

A Career Education Program Completer Certificate This is awarded to students who successfully complete ~~completing~~ all courses in a single vocational job-preparatory program as ~~outlined in~~ set forth by the State of Florida Department of Education and outlined in the District Career Education Resource Manual ~~guidelines~~ found at <http://www.fldoe.org/>

<http://www.palmbeachschools.org/9044ce/documents/SY100CPCourseManual.pdf>

Career Pathways (Choice Programs Manual located at

<http://www.palmbeach.k12.fl.us/choiceprograms/PDF/Choice%20Book%202009-2010.pdf>)

(<http://www.palmbeachschools.org/choiceprograms/ChoiceBookletProceduresManual.asp>)

The goals and objectives of the Career Pathways initiative are to prepare students for post-secondary education and the workplace.

Beginning in ninth grade, a high school student can begin a Career & Technical Education (CTE) Program of Study ~~career-pathway~~ that includes proficiency in mathematics, communications, science and a career sequence of courses in a CTE program or academy ~~career-cluster~~ such as business, marketing, drafting, computer technologies, culinary, public service, early childhood education and health science occupations, etc. This will provide preparation for careers that will have continued growth in the 21st. century. [~~Florida Statute §§1007.22; 1077.235~~]. In addition, articulation agreements with postsecondary institutions are developed to provide students with the opportunity to receive college credit for certain secondary Career and Technical Education courses upon matriculation into postsecondary [Florida Statute §§1007.22; 1077.235]. Scholarships are available to eligible students who successfully complete a CTE Program of Study through the Florida Bright Future's Scholarship Program. ~~Career Pathway~~.

Junior Reserve Officers' Training Corp (JROTC) (Choice Programs Manual located at <http://www.palmbeach.k12.fl.us/choiceprograms/PDF/Choice%20Book%202009-2010.pdf>) (<http://www.palmbeachschools.org/choiceprograms/ChoiceBookletProceduresManual.asp>)

The School District shall allow a student attending a public high school in the School District to enroll in the Junior Reserve Officers' Training Corps at another public high school in the School District unless:

- The student's school offers the Junior Reserve Officers' Training Corps for any branch of the United States Armed Forces or United States Department of Homeland Security;
- The student does not meet the Junior Reserve Officers' Training Corps' minimum enrollment qualifications; or
- Scheduling of the students' courses of study **does** not allow the student to attend the Junior Reserve Officers' Training Corps at another public high school in the School District.
- The School District is not required to provide transportation for a student to attend the Junior Reserve Officers' Training Corps at another public high school in the School District. [Florida Statute §1003.451 (2)(a) and (b)]

English Language Learners (ELLs) (State Board of Education Rules 6A-6.0902, 6A-6.0903; 6A-6.0904 ~~6.0904~~; 6A-6.0908)

Students who are identified as ELLs **must** be provided **equal access** to the general curriculum as defined by the School District of Palm Beach County curriculum guidelines. The general education standards and benchmarks should be the basis of their curriculum. ELLs are placed in courses based on need and eligibility, regardless of their English language proficiency. The individual student's English Language Learner Plan documents the instructional strategies required to ensure the student an equal opportunity to master the general education curriculum **in the least restrictive environment**. See School District of Palm Beach County's District Plan for Services to English Language Learners (ELLs) for a full explanation of services and models.

Dropout Prevention (DOP)/Alternative Education (AE)/DJJ/Youth Services Programs (State Board of Education Rules 6A-6.052 through 6A-6.05292) and [Florida Statutes §§ 1003.51, 1003.52, 1003.53, and 1003.54]

The School District provides special assistance and programs to those students identified as at risk of dropping out of school. All students who exhibit the characteristics of potential dropouts are eligible for these programs.

Students who are over age for their grade placement, have failing grades, low achievement test scores, high absenteeism, or demonstrate other at-risk factors may be considered eligible. Students identified as English Language Learners (ELLs) and/or eligible for Exceptional Student Education (ESE) who meet the eligibility criteria for dropout prevention may be considered for placement. See School Board Policy 8.13 and the referenced DOP/AE/DJJ/Youth Services Programs Manual. Various programs and support activities are available in many schools throughout the School District. The

District provides educational services to students in Youth Services and DJJ programs as set forth in this manual.

A student identified as at risk may be eligible for accelerated credit opportunities if the student is enrolled in:

1. an alternative education (dropout prevention) performance-based (competency-based) program that allows for shortened instructional time and awards credits for the mastery of seventy percent (70%) of the course performance standards; or
2. an approved alternative education (dropout prevention) course modification program designed for a time variation (shortened or lengthened time for in-class instruction), alternative methods of assessments of student performance, or integration of course performance standards into interdisciplinary units of study.

When courses are modified to incorporate a range of performance standards, students may be awarded duplicate credits for mastery of duplicate performance standards.

Teacher observation, classroom assignments, examinations and alternative assessment methods are considered appropriate for assessing student mastery of the course performance standards.

[Performance-Based Exit Option Model](#) (State Board of Education Rule 6A-6.10212)

The Performance-Based Exit Option Model, (formerly known as the GED Exit Option), when offered, is an instructional program that results in a Florida High School Performance- Based Diploma. Students who are enrolled in credit earning courses and who pass both the FCAT (or alternate assessment) and the GED tests may be awarded this diploma. The performance-based diploma may not provide the same post-secondary options as a standard diploma. (State Board of Education Rule 6A-6.0212)

[Gifted Education](#) (State Board of Education Rule 6A-6.030191)

Students enrolled in the gifted program have an opportunity to access a qualitatively differentiated curriculum, which consists of carefully planned, coordinated learning experiences that extend beyond the basic curriculum to meet the specific learning needs of the student. A continuum of services for gifted students ([Honors](#), [Advanced Placement](#), [AICE](#), and [International Baccalaureate](#)) is offered in schools strategically located throughout the School District.

~~Students identified as gifted under State Board of Education Rule 6A-6.03019 have an Educational Plan (EP) that outlines goals, strengths and weaknesses, and that provides direction for the instructional program. The differentiated instructional program includes advanced-level content, acceleration and enrichment that address the student's special abilities and interests.~~ For more information regarding these programs refer to School Board Policy 5.725- *Exceptional Student Education Policies and Procedures*, and its referenced SP& P particularly at pages 121-126 and 46 and Appendix A-2 and C relating to gifted students.

Students With An Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

Any alteration to the delivery of instruction or student assignments for a student with an active Section 504 Accommodation Plan is the decision of the Section 504 Team, if it is addressed in the Section 504 Accommodation Plan. Parent(s)/guardian(s) of a student with an active Section 504 Accommodation Plan **must** be notified of any proposed changes to the Section 504 Accommodation Plan, and **must** be given the opportunity to provide input on decisions made by the Section 504 Team. Thus, the individual student's Section 504 Accommodation Plan documents the accommodations and/or modifications that are required to ensure that the student has an equal opportunity to access the general education curriculum **in the least restrictive environment**.

ESE-Eligible Students

Pursuant to School Board Policy 5.725, IEPs for students with disabilities, who are enrolled in an Exceptional Student Education (ESE) program, must specify the **specialty specifically** designed instruction and related services that are necessary to meet each student's unique needs. See State Board of Education Rule 6A-6.03028 (1) and (3); and Policy 5.725 and its referenced SP& P particularly at pages 95-~~103-104~~. All students **must** be given access to the general curriculum as defined in the School District of Palm Beach County Curriculum Guidelines as is appropriate in relation to their unique needs and abilities and as delineated on each student's IEP. For the majority of these students, the general education standards and benchmarks should be the basis of their curriculum. For some students, modified standards and/or benchmarks in one or more content areas may be more appropriate. See State Board of Education Rule 6A-1.09414 for course descriptions.

In all cases, the IEP Team, which includes the parents, makes special program placements and the educational decisions. The IEP Team develops a statement of measurable annual goals, including benchmarks or short-term objectives related to meeting the student's needs that result from the student's disability. The IEP should enable the student to be involved in and progress in the general curriculum or for preschool children, as appropriate, to participate in appropriate activities, as well as meeting each of the student's other educational needs that result from the student's disability. (State Board of Education Rule 6A-6.03028)

In particular, the IEP Team should draft benchmarks or short-term objectives for students with disabilities who take alternate assessments aligned to alternate achievement standards; or any other student with a disability, at the discretion of the IEP Team. (State Board of Education Rule 6A-6.03028)

The IEP may specify whether ***accommodations/****modifications are necessary in the areas of curriculum, instruction, and assessment provided that the accommodations/modifications do not include modifications to the curriculum descriptions/frameworks or student performance standards. The IEP must be implemented as developed by the IEP Team. The IEP contains an explanation of the extent, if any, to which the student will participate with nondisabled students in the general education class. (SP & P on pages 95-~~103-104~~)

A student with a disability may only be removed from the general education environment if the nature and/or severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily. (SP & P on pages 95-103 ~~104~~)

No later than the first IEP to be in effect when a student with a disability turns fourteen (14) years of age, or younger if determined appropriate by the IEP Team, the IEP Team must meet to identify transition services needs of the student. The School District must invite the student to ~~this~~ ~~that~~ meeting. (State Board of Education Rule 6A-6.03028)

The IEP for each student with a disability must include during the student's eighth (8th)-grade year or during the school year of the student's fourteenth (14th) birthday, whichever comes first, a statement of whether the student is pursuing a course of study leading to a standard diploma or a special diploma. (State Board of Education Rule 6A-6.03028)

Beginning by the student's sixteenth (16th) birthday (or younger, if determined appropriate by the IEP team), the IEP must include a statement of needed transition services for the student including, if appropriate, a statement of the interagency responsibilities or any needed linkages. The School District must invite the student to that meeting, as well as any other agency representative necessary or helpful to assist in the student's post-secondary transition. Consent from a parent or the student that has reached the age of majority is required in order to invite an agency representative to attend. (State Board of Education Rule 6A-6.03028)

Programs for students with disabilities are defined by the diploma options identified in each student's Individualized Education Program (IEP).

**Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.*

***Modifications are changes that can be made to what students are expected to learn. They include changes that have been outlined in the curriculum documents. Modifications may include partial completion of program or course requirements, curriculum expectations below age or grade level, alternate assessment criteria, and alternate curricular goals.*

Home Education Program (School Board Policy 8.14)

A home education program is sequentially progressive instruction of a student directed by his/her parent(s) or guardian(s). The parent(s)/guardian(s) of each registered home education student **must** maintain a portfolio of student work including a log of educational activities made concurrently with instruction and a listing of all reading materials used. The parent/guardian is responsible for submitting an annual evaluation in accordance with *Florida Statute §1002.41*.

Home Education correspondence should be mailed to:
School District of Palm Beach County
F.H.E.S.C. Home Education Office

3308 Forest Hill Boulevard, Suite C-236
West Palm Beach, FL 33406-5813

Virtual Instruction Programs [Florida Statute §§1002.37, 1001.42 (23)]; and (State Board Education Rules 6A-6.0980 and 6A-6.0981)

Florida Statute §1002.45 authorizes school districts to implement virtual instruction programs through district-operated programs or programs provided by contracted providers approved by the Florida Department of Education. ~~The School District of Palm Beach County will provide K-12 instructional programs starting with school year 2009-2010.~~ The School District of Palm Beach County provides full-time K-12 and part-time 6-12 instructional programs.

A student who is a full-time student attending a traditional public school in the District **must** have permission from his/her school counselor and principal to enroll in virtual education courses.

Students may enroll as full-time virtual students in grades K-12. For more information, see the program descriptions that can be found at www.palmbeachvirtual.org.

Registered home education students may take a partial or full schedule with FLVS in accordance with Florida Statute §§1002.37 and 1002.41. The Home Education Office must provide verification of active status and compliance for all registered home education students who enroll with FLVS as outlined in the District's FLVS agreement.

School-to-School Programs

Distance learning is available from school-to-school for selected courses identified by the principals of the participating schools.

Acceleration Mechanisms [Florida Statute §1003.429]

At the beginning of each school year, students and parents/guardians of students in or entering high school **must** be notified of the opportunities and benefits of mechanisms that result in acceleration through high school and/or college (i.e., Advanced Placement, International Baccalaureate, dual enrollment, graduation options, [career academy courses and courses that lead to national industry certification](#), Advanced International Certificate of Education Program, Florida Virtual School, and Palm Beach Virtual Community School courses). [Florida Statutes §§1003.02(1) and 1003.4295]

Any student who earns 9 or more credits from one or more of the acceleration mechanisms (i.e., Advanced Placement, International Baccalaureate, dual enrollment, and Florida Virtual School courses) is exempt from any requirement of a public postsecondary educational institution mandating enrollment during a summer term. [Florida Statute §1007.27(10)]

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 and technical certificate or an associate or baccalaureate degree.” [Florida Statute §1007.271]

Advanced Placement (AP) is the enrollment of an eligible secondary student in a course offered by the Advanced Placement Program administered by the College Board. Postsecondary credit shall be awarded to students who score a minimum of 3 on a 5-point scale on the corresponding AP exam. Students shall be exempt from any fees for administration of the examination regardless of whether or not the student achieves a passing score on the examination. [Florida Statute §1007.27 (6)]

Credit by examination shall be the program through which postsecondary credit is earned based on the receipt of a specified minimum score on nationally standardized general or subject area examinations. [Florida Statute §1007.27 (7)]

International Baccalaureate (IB) is the curriculum whereby eligible secondary students are enrolled in a program of study offered through the IB program administered by the IB office. The State Board of Education and the Board of Governors shall specify in the statewide articulation agreement cutoff scores and IB examination that will be used to grant postsecondary credit at community colleges and universities. Students will be awarded a maximum of 30 semester credit hours. Students shall be exempt from payment of any fees for administration of the examination regardless of whether or not the student achieves a passing score on the examination. [Florida Statute §1007.27 (8)]

The Advanced International Certificate of Education Program (AICE) shall be the curricula in which eligible secondary students are enrolled in programs of study offered through the AICE Program. Students will be awarded a maximum of 30 semester credit hours. Students shall be exempt from payment of any fees for administration of the examination regardless of whether or not the student achieves a passing score on the examination. [Florida Statute §1007.27 (9)]

Dual Enrollment Program

An Interinstitutional Articulation Committee made up of School District, Palm Beach **Community State** College and Florida Atlantic University personnel establishes rules, regulations, and policies of dual enrollment. [Florida Statute §1007. 235]

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.” [Florida Statute §1007.271 (1)] Students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses during school hours, after school hours, and during the summer term. [Florida Statute §1007.271(2)]

(Moved from below H/25)The Dual Enrollment Program provides an opportunity for students to simultaneously earn high school and college credit. Course credit earned in college-level courses shall be counted as college-level credit and may also be used to meet high school academic unit credit. [Florida Statute §1007.271 (1) and (7)] Dual enrollment credit can be earned at Palm Beach State **Community** College, Florida Atlantic University or any other public institution of higher learning that has an established Interinstitutional Articulation Agreement with the School District of Palm Beach County pursuant to state law. [Florida Statute §1007.271] ~~Students participating~~

~~in these programs must maintain a minimum 3.0 grade point average (GPA) or honors point average (HPA) in other high school academic work and must earn a grade of C or better in each college-level course to continue in the program.~~ Course credit earned in these courses with a grade of **C** or better shall transfer as college-level credit to a state college/university in Florida. College credit is transferable to other colleges according to the individual college guidelines and requirements. Where sufficient numbers of qualified students have been identified, a college course may be offered at the local high school.

Some college courses ~~equates to equal~~ $\frac{1}{2}$ high school credit ~~for high school~~ while others equal 1 credit. All dual enrollment grades will receive the same weight as an Advanced Placement course.

The Interinstitutional Articulation Agreement lists dual enrollment courses and credits towards graduation. College courses ~~that earn~~ equivalent to less than three credit hours do not qualify for high school credit. Certain dual enrollment courses may be used to satisfy specific required courses for graduation. (See the Florida Department of Education Dual Enrollment Courses-High School Subject Area List on www.FACTS.org.)

The following requirements and conditions, as stated in the Interinstitutional Articulation Agreements, **must** be met in order for a student to be eligible for participation in the Dual Enrollment Program:

- ~~Students must Be~~ in grades 10th – 12th. (Beginning in the summer after 9th grade)
- ~~Students who wish to participate in the Dual Enrollment Program~~ (moved to below) **must** contact the school guidance office to begin the dual enrollment application process.
- ~~The student must Have~~ a minimum GPA or HPA of 3.0 or higher. [Florida Statute §1007.271(3)] (Moved from below) (Exception: 12th grade students with a minimum 2.5 GPA or HPA may enroll in the Strategies for College Success course at Palm Beach ~~Community State~~ College.
- ~~The student must Earn~~ a passing score (~~s~~) on either the SAT, ACT, or FCELPPT as specified in the Interinstitutional Articulation Agreement. ~~At Palm Beach State College, students who have not met the testing requirement in a particular subject area may enroll in other courses for which they met the requirement. Such students may not earn more than twelve college credit hours prior to the correction of all deficiencies. (State Board of Education Rule 6A-14.064)~~
- Limit enrollment to no more than 8 college credit hours per semester (Interinstitutional Articulation Agreement)
- ~~Students who wish to participate in the Dual Enrollment Program~~ (moved from above) **must** contact the school guidance office to begin the dual enrollment application process
- ~~The student must Receive~~ approval of the high school principal or designee.
- ~~The student must Satisfy~~ any course prerequisites.
- The college/university **must** have space available in the requested course.

- ~~The student enrolled in this program must~~ Maintain a minimum 3.0 cumulative GPA [Florida Statute §1007.271(3)] or HPA and ~~must~~ earn a grade of **C** or better in any college-level ~~work-course~~ in order to continue in the Dual Enrollment Program.
- Students may not enroll in a dual enrollment course that cannot be completed prior to graduation.

(Moved from below) Vocational-preparatory instruction, college-preparatory instruction, and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. [Florida Statute §1007.271(2)]

(Moved to above) Exception: 12th grade students with a minimum 2.5 GPA or HPA may enroll in the Strategies for College Success course at Palm Beach ~~Community State~~ College.

Career and technical course dual enrollment shall be available for students seeking a degree or certificate from a complete job preparatory program, but shall not sustain student enrollment in isolated career and technical courses. [Florida Statute §1007.271 (4)] Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn a series of elective credits toward the high school diploma. Career dual enrollment shall be available for secondary students seeking a degree or certificate from a complete career-preparatory program, and shall not be used to enroll students in isolated career courses. It is the intent of the Legislature that career dual enrollment provide a comprehensive academic and career dual enrollment program within the career center or community college. [Florida Statute §1007.271 (4)]

Enrollment qualifications for career and technical courses are:

- a minimum 2.0 cumulative GPA and
- The Test of Adult Basic Education (TABE) examination must be taken within six weeks of enrollment.

(Moved to above H/23) The Dual Enrollment Program provides an opportunity for students to simultaneously earn high school and college credit. Course credit earned in college-level courses shall be counted as college-level credit and may also be used to meet high school academic unit credit. [Florida Statute §1007.271 (1) and (7)] Dual enrollment credit can be earned at Palm Beach ~~Community State~~ College, Florida Atlantic University or any other public institution of higher learning that has an established Interinstitutional Articulation Agreement with the School District of Palm Beach County pursuant to state law. [Florida Statute §1007.271] ~~Students participating in these programs must maintain a minimum 3.0 grade point average (GPA) or honors point average (HPA) in other high school academic work and must earn a grade of C or better in each college-level course to continue in the program.~~ Course credit earned in these courses with a grade of **C** or better shall transfer as college-level credit to a state college/university in Florida. College credit is transferable to other colleges according to the individual college guidelines and requirements. Where sufficient numbers of qualified students have been identified, a college course may be offered at the local high school.

(Moved to above H/23) Some college courses ~~equal~~ ~~equates~~ to ½ high school credit ~~for high school~~ while others equal 1 credit. The Interinstitutional Articulation Agreement lists dual enrollment courses and credits towards graduation. College courses that earn less than three credit hours do not qualify for high school credit. Certain dual enrollment courses may be used to satisfy specific required courses for graduation.

(Moved to below H/26) Twelfth-grade (12th) students who require less than six (6) credits in order to graduate may opt to complete all needed credits through the School District's dual enrollment program, if eligible. These students need not enroll in a full schedule of at least six courses through the high school. However, if a student enrolls in a high school course at the high school campus, the student will be required to enroll in six (6) courses (eight (8) courses in schools on a 4 by 4 block schedule). Students intending to complete more than two post-secondary level courses during a semester may be required to submit an appeal with the respective post-secondary institution.

Beginning with students entering grade nine in the 2006-2007 school year, all dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certification of Education courses. [Florida Statute §1007.271 (16)]

There are no tuition, registration, laboratory fees or textbook costs to students participating in either the Advanced Placement Program or the Dual Enrollment Program. [Florida Statute §1007.271 (13) and 14] Students are responsible for textbooks that **must** be returned to the vendor. Fees will be charged to students who lose or damage textbooks or other course-related materials.

A student may attempt a single course a maximum of three times during their college career in a Florida post-secondary educational facility. ~~These~~ ~~These~~ three attempts include withdrawals.

Registered home education students may participate in the Dual Enrollment Program [Florida §§1007.27(4) and 1007.271 (10)(a)] following criteria set forth in the Interinstitutional Articulation Agreement, including written verification of active status provided by the Home Education Office for each term enrolled. Home education students incur no tuition costs, but are responsible for textbook costs. [Florida Statute §1007.271 (14)]

(Moved from above H/25) Twelfth-grade (12th) students who require less than six (6) credits in order to graduate may opt to complete all needed credits through the School District's dual enrollment program, if eligible. These students need not enroll in a full schedule of at least six courses through the high school. However, if a student enrolls in a high school course at the high school campus, the student will be required to enroll in six (6) courses (eight (8) courses in schools on a 4 by 4 block schedule). Students intending to complete more than two post-secondary level courses during a semester may be required to submit an appeal with the respective post-secondary institution.

SPECIAL NOTE: Students may select colleges or universities other than those that have interinstitutional agreements with the School District of Palm Beach County. However, the parent(s)/guardian(s) and/or student will be responsible for payment of

fees and instructional materials. All other rights and privileges will be afforded these students as those under dual enrollment agreements. ~~Exception: Credit earned in an accredited post-secondary school, not a part of the dual enrollment program, will NOT be included in HPA calculations. Prior approval from the principal in writing is required.~~

(Moved to above) Vocational-preparatory instruction, college-preparatory instruction, and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. [Florida Statute §1007.271(2)]

Early Admission to College [Florida Statute §§1007.22 (1) and (2); 1007.27 and 1007.271 (7) and (8)]

Early admission is a public school choice option and an acceleration mechanism.

[Florida Statute §§1007.27 (5) and 1002.20 (6)(a)] Students who apply for early admission to college **must** notify the high school principal prior to submitting an application for acceptance to a college, university or career center. In the event that a qualified student is accepted for admission to an accredited college or university prior to the completion of high school graduation requirements, the high school principal may approve the fulfillment of graduation requirements through the acceptance of college-level credit. [Florida Statute §1007.27 (5)] Early admission students are eligible to participate in graduation ceremonies and social events that would be afforded them had they remained at the high school for their last year. Such students are not eligible for recognition as valedictorian or salutatorian during **graduation** ~~such~~ ceremonies.

Early admission may be a form of dual enrollment; thus tuition and book fees are waived, as specified under an Interinstitutional Articulation Agreement between the School District of Palm Beach County, Palm Beach **Community State** College, Florida Atlantic University, or other public institution of higher learning pursuant to state law. [Florida Statute §1007.27] To qualify for early admission, a student **must** meet the following criteria:

- ~~be accepted~~ ~~acceptance~~ by an accredited college, university, or career center as a full-time student. [Florida Statute §1007.271(7)]
- ~~successful completion of complete~~ **successfully** a minimum of six semesters of high school work for a student who selected the 24-credit graduation option.
- ~~successful completion of complete~~ **successfully** a minimum of four semesters of high school work for a student who selected one of the 18-credit graduation options.
- ~~enrollment~~ in the post-secondary institution as a full-time student (**at least 12 credit hours**) (Interinstitutional Articulation Agreement between the School District, Florida Atlantic University and Palm Beach **Community State** College)
- ~~enrollment~~ in college courses equivalent to remaining graduation requirements (Interinstitutional Articulation Agreement between the School District, Florida Atlantic University and Palm Beach **State Community** College)

Registered home education students may participate in early admission to college following criteria set forth in the Interinstitutional Articulation Agreement, including written verification of active status provided by the Home Education Office for each term

enrolled. Home education students incur no tuition costs, but are responsible for textbook costs. [Florida Statute §1007.271 (14)]

The student may be awarded a standard diploma with his/her cohort class based on the following:

- completion of at least one college semester, or the equivalent.
- maintenance of at least a cumulative “C” average or the equivalent in college courses. (Students graduating under an 18-credit graduation option must satisfy the grade requirements of that option.) [Florida Statute §1003.429]
- successful completion of college courses equivalent to remaining graduation requirements. (Interinstitutional Articulation Agreement between the School District, Florida Atlantic University and Palm Beach State Community College, 2009)
- documentation of an official transcript of college level work on file in the student's cumulative folder.

Students must maintain full-time enrollment in order to continue their early admission status. [Florida Statute §1007.271(7) and (8)]

Students may select colleges or universities other than those that have interinstitutional agreements with the School District of Palm Beach County. However, the parent(s)/guardian(s) and/or student will be responsible for payment of fees. All other statutory rights and privileges will be afforded these students as those under dual enrollment agreements. [Florida Statute §1007.27 (5)]

GRADE CLASSIFICATION

The following requirements are used to determine grade classification to the next grade level:

Classification From 9th Grade To 10th Grade:

- At least 5 credits

Classification From 10th Grade To 11th Grade

- At least 11 credits OR
- Fulfillment of the graduation requirement on the FCAT Sunshine State Standards Tests for reading and mathematics

Classification From 11th Grade To 12th Grade For Students Enrolled in Graduation

Option A

- At least 17 credits
- At the time a student earns the appropriate number of credits he/she will be classified as a 12th grade student provided the student is eligible for a certificate of completion or graduation by the end of the final grading period.

Classification From 10th Grade To 12th Grade For Students Enrolled In A Three-year 18-credit Graduation Option (Florida Department of Education terminology)

- At least 12 credits at the end of the 10th grade

Twelfth-grade (12th-grade) students who require less than six (6) credits in order to graduate may opt to complete all needed credits through the Adult Education Center's Credit Lab, the Florida Virtual School program, Palm Beach Virtual, the School District's Adult Community School Credit Labs and/or dual enrollment program, if eligible. These students need not enroll in a full schedule of at least six courses through the high school. However, if a student enrolls in a high school course at the high school campus, the student will be required to enroll in 6 courses (8 courses in schools on a 4 by 4 block schedule). Students intending to complete more than two **dual enrollment** post-secondary level courses during a semester may be required to submit an appeal with the respective post-secondary institution.

With the exception of students who have been accepted into an early admission program, 12th-grade students transferring into the School District will be required to enroll in a **minimum of 6 courses** (8 courses in schools on a 4 by 4 block schedule). At least one-half of these courses **must** be completed at the home school in order to receive a diploma from that school.

The School District classifies students ~~as to the~~ 10th ~~and~~ or 11th or 12th graders two (2) times each year:

- 1) following the completion of the final grading period;
- 2) following completion of the first semester for students who have been previously retained in high school, in order to move to the grade level of their cohort class.

~~All students at various grade levels [Florida Statute §1008.25 (4)] must participate in statewide assessment tests for accountability purposes except as prescribed by the Commissioner of Education or if waived as stated in "Exemptions From District/State Assessments for Special Program Students" section. [Florida Statute §1008.22 (3)(c)(4)] and (State Board of Education Rule 6A-1.09422)~~

REMEDIATION

REMEDIAL INSTRUCTION

Remedial and supplemental instruction resources **must** be allocated *first* to students who fail to meet achievement performance levels required for promotion. [Florida Statute §1008.25 (3)]. The School District provides remedial instruction for those students with substantial reading, writing, science and/or mathematics deficiencies as identified by district or state testing.

Remedial instruction shall be provided through implementation of a Progress Monitoring Plan (PMP) [Florida Statute §1008.25 (4)], a Student Plan for Services for English Language Learners (ELLs), an Individual Educational Plan (IEP) or a student's 504 accommodation plan, developed in consultation with a parent or guardian. If a student does not meet the minimum performance expectations, remedial instruction will be

provided until expectations are met, the student graduates from high school or the student is not subject to compulsory attendance.

Credits earned in remedial instruction courses **must** be in addition to, but may **not** be in lieu of, English and mathematics credits required for graduation. These courses will be considered for elective credit. [Florida Statute §1003.43 (2)] Students who do not pass the required state assessment test are provided remedial instruction and **must** retake the test during regularly scheduled test administrations. Seniors who have not passed the required state assessment test or who do not have the required minimum 2.0 grade point average (GPA) may elect to attend school for an additional year. [Florida Statute §1003.43 (10) (b)]

Remedial instruction is also provided for students who fall below standards for classification to the next grade level. Students identified as below the credit or **grade level GPA** requirements for classification may take courses for forgiveness (see Forgiveness Rule) or credit accrual through summer school (if offered), the Adult Education Center's (AEC) Credit Lab, the AEC Adult High School Credit Program and/or AEC FCAT remediation courses, various Adult Community School Programs, Palm Beach Virtual Community School, **E2020 Educational Options**, and the Florida Virtual School. Other credit programs may be developed by the School District to assist students toward meeting classification requirements.

PROGRESS MONITORING PLAN (PMP) PROCESS [Florida Statute §1008.25 (4)]

A Progress Monitoring Plan (PMP) is intended to provide the School District and the school with flexibility in meeting the academic needs of the student and to reduce paperwork. A student who is not meeting the School District's or State's requirements for proficiency in reading, **science** and math shall be covered by one of the following plans to target instruction and identify ways to improve his or her academic achievement:

- A federally-required student plan **addresses specific needs**, such as an Individualized Education Plan (IEP);
- A school-wide system of progress monitoring for all students; or
- An individualized Progress Monitoring Plan (PMP) [Florida Statute §1008.25(4)(a)-(b)]

If a student has an ELL Plan, this plan may include strategies and the student may not need a PMP. However, if their plans do not include the required strategies to remediate the student's deficiency, a PMP can be written. An ELL plan can be amended to include the strategies so that a PMP would not be necessary.

A student will require an individual PMP prior to receiving an intervention plan under the SBT/Rtl process.

Each plan **must** outline an intensive remedial program in the area(s) of weakness designed to assist the student in meeting state and/or district expectations for proficiency. Listed below are the steps for implementing the PMP:

1. Each student who does **not** meet the levels of performance as determined by the School District (defined on the *Identification of Students In Need Of Remediation*

charts) **must** be provided with additional diagnostic assessments to determine the nature of the student's difficulty, areas of academic need, and strategies for appropriate intervention. [Florida Statute §1008.25 (4) (a)]

- Data from the additional assessments are to be used to formulate the student's PMP.
 - Diagnosis and remediation will occur as soon as possible after a student has been identified as needing mandatory remediation. Diagnostic assessments may include:
 - a portfolio of student work
 - teacher assessment
 - text/placement tests
 - diagnostic software results
 - If the student identification occurs during the fourth marking period, the diagnosis will be made at the beginning of the following school year with remediation immediately following.
- A. For each year in which a student scores at Level I on FCAT Reading, the student must be enrolled in and complete an intensive reading course the following year. Placement of Level 2 readers in either an intensive reading course or a content area course which reading strategies are delivered shall be determined by diagnosis of reading needs. Guidance will be provided regarding appropriate strategies for diagnosing and meeting the varying instructional needs of students reading below grade level. Reading courses shall be designed and offered pursuant to the K-12 Comprehensive Reading Plan ~~[Florida Statute §1003.4156(1)(b) and State Board of Education Rule 6A-6.054 (32); 6A-6.053]~~
 - B. For each year in which a student scores at Level 1 or Level 2 on FCAT Mathematics, the student must receive remediation the following year, which may be integrated into the student's required mathematics course. ~~[Florida Statute §1003.4156(1)(c)]~~
 - C. A student whose FCAT Science score was less than 300 or who failed a science course the previous year must receive remediation the following year, which may be integrated into the student's science course. [Florida Statute §1008.25 (6) (a)]
2. At the conclusion of the school year, appropriate teachers of the student who had a PMP are to make recommendations regarding the student's educational program for the following year.
 3. The PMP process **must** begin as soon as students are newly identified as needing remediation. The PMP **must** be in place and implementation begun for students, including those who transfer into the School District, within 45 calendar days of being identified as needing remediation.
 4. All PMPs are to be developed through the collaboration of the receiving teacher(s) and the parent(s)/guardian(s) [Florida Statute §1008.25(4)(b)] and approved by the principal.

- In the case of students receiving continued remediation, recommendations of the sending teacher(s) are to be reviewed as a part of the PMP process.
5. It is the responsibility of the teacher and the principal to ensure that the PMP is substantive and that the outlined instructional and support services are provided. The [School District](#) will assist schools and teachers in the implementation of research-based reading activities [Florida Statute §1008.25(4)(b)]. The PMP should clearly identify:
- the specific diagnosed academic needs to be remedied;
 - the success-based intervention strategies to be used;
 - how, when, how often by whom, and how long intensive remedial instruction is to be provided; and
 - the monitoring and reevaluation activities to be employed.

Science and English Performance Standards

High school students are expected to receive passing grades in the required science and English courses. Those students who fail to receive passing grades will be provided interventions and strategies within the PMP.

Teachers and administrators may examine the student's reading, writing, mathematics, and/or science performance to determine whether a student is in need of remediation in one or more of these areas.

ESE-Eligible Students

The Individuals with Disabilities Education Improvement Act of 2004 requires:

- ▶ *The IEP for each child with a disability to include:*
- ▶ A statement of measurable annual goals, including academic and functional goals, designed to --
- ▶ Meet the child's needs that result from the disability to enable the child to be involved in and make progress in the general education curriculum.

When an ESE-eligible student with a disability is determined to be performing below-grade-level in reading, writing, mathematics, and/or science, the IEP Team should be convened to review the IEP. The student's IEP **must** address **all** of the student's educational needs, including the student's below-grade-level performance. The IEP Team may recommend a PMP to address the student's educational need in reading, writing, mathematics, and/or science.

SUMMER SCHOOL (School Board Policy 2.37)

Program Description

Identified students may attend Summer School in order to maintain progress toward meeting regular promotion requirements. The School District's offering of summer school may depend on budgetary considerations. Summer school, if offered, provides students with:

- additional time to complete course requirements

- assistance in completion of credit requirements necessary for promotion
- continuation of academic skills as part of the curricular continuum

Please refer to the Post-School Procedures and/or the current Summer School Implementation Manual, under Summer School, for options.
(<http://www.palmbeachschools.org/safeschools/SummerSchool.asp>)

Students Enrolled In General Education Courses

A student currently enrolled in grade nine (9), ten (10), or eleven (11) may be eligible to attend Summer School (if offered) to retake a core course (English, mathematics, science or social studies) in which the grade earned was **F**.

Course availability will depend on sufficient enrollment. Instruction in a course being repeated by a student should focus on the student performance standards **not** met during the regular school year.

- A student currently enrolled in grade twelve (12) is eligible to attend Summer School to:
- 1) retake a core course (English, mathematics, science or social studies) in which the grade earned was **F**; **OR**
 - 2) retake a course in which the student earned a **D**, **IF** the GPA is below that required for graduation; **OR**
 - 3) take an elective credit that will enable the student to meet the course or GPA graduation requirements.

A semester examination will count 1/5 of the student's final grade as it does during the regular year. **No semester examination exemptions are permitted** during Summer School.

Students Enrolled in Home Education

Registered home education students may participate in summer school if it is available and if they meet the same eligibility requirements that have been established for all regularly attending students.

Attendance

Summer School class time is limited; therefore, absences generally are not excused. More than **one (1) day absence per semester** may result in dismissal from class **without credit**. ~~Absences do not carry over from first semester to second semester.~~ A student who does not take a semester exam will receive a grade of **F** for the course.

Two (2) class tardies will be treated as one absence. A tardy is defined as arrival up to 30 minutes after class begins.

Students arriving more than 30 minutes after the beginning of the school day are marked absent.

EXTENDED SCHOOL YEAR (ESY) English Language Learners (ELLs)

The purpose of Extended School Year (ESY) services for English Language Learners (ELL) (if available) is to provide beginning and some intermediate English speakers with the opportunity to develop their oral language. This is accomplished through content related instruction in a non-threatening environment that promotes the use of oral English. In order to be eligible for ESY, placement on the student's individual ELL Plan must show that additional English oral language development is needed.

ESE-Eligible Students Enrolled in ESE Programs (State Board of Education Rule 6A-6.03028 (3) (g) (11))

Extended school year (ESY) services means specially designed instruction and related services that are provided to an ESE-eligible student beyond the normal school year of the School District, in accordance with the student's IEP. ESY services must meet state educational standards. ESY services are always offered at no cost to the parent.

At least annually, an IEP Team for each ESE-eligible student must consider whether ESY services are necessary for the provision of a Free Appropriate Public Education (FAPE) to the student. ESY services must be provided if a student's IEP team determines, on an individual basis, that the services are necessary for the provision of FAPE to the student.

The School District may not limit ESY to particular categories of disability or unilaterally limit the type, amount, or duration of those services. (State Board of Education Rule 6A-6.03028(3) (g) (11))

An ESE-eligible student who fails a general education course may attend a scheduled general education Summer School.

ADULT CREDIT PROGRAM

The Adult Credit Program (ACP) offered through the Community Schools, provides performance-based opportunities for acceleration and remediation or forgiveness to currently enrolled high school students. The program operates on a 12-month basis. Interested students **must** obtain written approval from the student's day school counselor and principal or designee. Students wishing to graduate in May/June of a given school year should enroll in the ACP no later than March of that year.

IDENTIFICATION OF STUDENTS IN NEED OF REMEDIATION

The following charts (~~effective only for the 2009-2010 school year~~) show the identified performance levels as they relate to the FCAT SSS, FCAT Writing and SRI-1. The charts permit decision-makers to identify the overall achievement of each child through district and state assessments and allows for a more narrow focus on student achievement for the purposes of remediation decisions (PMP).

Teachers and administrators may examine the student's reading, writing, mathematics, and/or science performance to determine whether a student is in need of remediation in one or more of these areas.

The following charts in relation to remediation are based upon Florida Statute §1008.25 (4).

IDENTIFICATION OF STUDENTS ENTERING GRADE 9 IN NEED OF REMEDIATION

FACTORS TO CONSIDER WHEN DECISION MAKING - Levels below are provided by the *Florida Department of Education FCAT Handbook (fcat.fldoe.org/handbk/fcathandbook.asp), that is incorporated here by reference as part of this plan, and the District's **Department of Assessment.						DECISIONS
<i>Classroom Performance:</i> Teacher Judgment-Writing Samples-Reading Tests-Mathematics Series Assessment Results-Classroom Grades-Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only)-English Language Development Continuum (English Language Learners Only)						
Student Performance Level		*FCAT Reading Developmental Scale Scores (DSS)	**SRI-I Spring Lexile	*FCAT Writing	*FCAT Math DSS	Remediation Required?
Above Grade Level	Level 5	2298-2943	1708-1875	5.5 or 6.0	2142--2596	No
	Level 4	2146-2297	1500-1707	4.5 or 5.0	2023-2141	No
At Grade Level	Level 3	1972-2145	1264-1499	3.5 or 4.0	1901-2022	No
Below Grade Level	Level 2	1772-1971	9902-1263	2.0, 2.5 , or 3.0	1782-1900	Yes
	Level 1	772-1771	200-989	0, or 1.0 or 2.0, or 4.5	1238-1781	Yes

English Language Learners in categories A1, A2, A3, or I3 on the English Language Development Continuum (ELDC) should take Intensive Reading. Students in categories B1, B2, I 1, or I 2 should take Developmental Language Arts through ESOL.

IDENTIFICATION OF STUDENTS ENTERING GRADE 10 IN NEED OF REMEDIATION

FACTORS TO CONSIDER WHEN DECISION MAKING - Levels below are provided by the *Florida Department of Education FCAT Handbook (fcats.fldoe.org/handbk/fcathandbook.asp), that is incorporated here by reference as part of this plan, and the District's **Department of Assessment. <i>Classroom Performance:</i> Teacher Judgment-Writing Samples-Reading Tests-Mathematics Series Assessment Results-Classroom Grades-Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only)-English Language Development Continuum (English Language Learners Only)						DECISIONS
Student Performance Level		*FCAT Reading Developmental Scale Scores (DSS)	**SRI-I Spring Lexile	**SRI-I Fall Lexile	*FCAT Math DSS	Remediation Required?
Above Grade Level	Level 5	2311-3008	1708 and above	1666 and above	2193-2709	No
	Level 4	2219-2310	1500-1707	1467-1665	2050-2192	No
At Grade Level	Level 3	2068-2218	1264-1499	1238-1466	1947-2049	No
Below Grade Level	Level 2	1852-2067	9902-1263	975-1237	1832-1946	Yes
	Level 1	844-1851	989 an below	974 and below	1068-1831	Yes

* English Language Learners in categories A1, A2, A3, or I3 on the English Language Development Continuum (ELDC) should take Intensive Reading. Students in categories B1, B2, I 1, or I 2 should take Developmental Language Arts through ESOL.

IDENTIFICATION OF STUDENTS ENTERING GRADE 11 IN NEED OF REMEDIATION

FACTORS TO CONSIDER WHEN DECISION MAKING - Levels below are provided by the *Florida Department of Education FCAT Handbook (fcats.fldoe.org/handbk/fcathandbook.asp), that is incorporated here by reference as part of this plan, and the District's **Department of Assessment.						DECISIONS
<i>Classroom Performance:</i> Teacher Judgment-Writing Samples-Reading Tests-Mathematics Series Assessment Results-Classroom Grades-Performance Based on IEP Goals and Objectives (ESE Students with Disabilities Only)-English Language Development Continuum (English Language Learners Only)						
Student Performance Level		*FCAT Reading Developmental Scale Scores (DSS)	**SRI-I Spring Lexile	**SRI-I Fall Lexile	*FCAT Math DSS	Remediation Required?
Above Grade Level	Level 5	2311 and above	1690 and above	1637 and above	2193 and above	No
	Level 4	2219-2310	1543-1689	1493-1636	2050-2192	No
At Grade Level	Level 3	2068-2218	1302-1542	1256-1492	1947-2049	No
Below Grade Level	Level 2	1852-2067**	958-1301	918-1255	1832-1946	Yes
	Level 1	844-1851	957 and below	917 and below	1068-1831	Yes

* English Language Learners in categories A1, A2, A3, or I3 on the English Language Development Continuum (ELDC) should take Intensive Reading. Students in categories B1, B2, I 1, or I 2 should take Developmental Language Arts through ESOL.

GRADUATION REQUIREMENTS

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. Refer to the ~~2009-2010-2011~~ Student and Family Handbook for Graduation Requirement charts. <http://www.palmbeachschools.org/clo/documents/2010-2011StudentHandbookFinal-English.pdf> starting on page 19. Exceptions may pertain to transfer students, please refer to the transfer [student](#) section.

Schools shall provide parents of ninth graders with information concerning the 3-year and 4-year high school graduation options listed in Florida Statute §1003.429 (1), including the respective curriculum requirements for those options, so that the students and their parents may select the program that best fits their needs. The information must include a timeframe for achieving each graduation option. [Florida Statute §1003.429 (3) (1)]

Course descriptions meet the requirements of State Board of Education Rules 6A-1.09412 and 6A-1.09401.

GRADUATION REQUIREMENTS FOR A STANDARD DIPLOMA

Assessment Requirements

~~Students who will~~ In order to receive a standard diploma, **students must** achieve passing scores (**Level 3 or above**) on the Florida Comprehensive Assessment Test (FCAT) **administered in Grade 10 or subsequently thereafter** or meet the concordant subject area test score on a State Board of Education approved alternate assessment ~~administered in Grade 10 or subsequently thereafter and~~ **They must also** satisfy student performance standards for each course in grades 9-12 for which credit toward graduation is awarded. As for students with a disability, see below as to the criteria for waivers from this graduation requirement. [Florida Statute §§1008.22(3)(c)5, 1003.428(3), 1003.43(4), and 1003.438] (State Board of Education Rule 6A-1.0995 and 1.09961)

Beginning with the 2010-2011 school year, the administration of grade 9 FCAT Mathematics shall be discontinued, and beginning with the 2011-2012 school year, the administration of grade 10 FCAT Mathematics shall be discontinued, except as required for students who have not attained minimum performance expectations for graduation.

A student ~~who has taken the FCAT a minimum of three times without earning a passing score~~ may satisfy the FCAT requirement by achieving an equivalent **or concordant** score on an alternate assessment, the ACT or SAT. ~~The three-time test administration requirement shall not apply to a new student who enters the Florida public school system in grade 12 who may either achieve a passing score on the FCAT or use approved subject area concordant score to fulfill the graduation requirement.~~ [Florida Statute §§1008.22(9)(10) and (11)] ~~For students entering 9th grade in 2000, the SAT~~

~~concordant scores are 370 in reading and 350 in mathematics. The ACT concordant scores are 14 in reading and 15 in mathematics. For students entering 9th grade in 2001 and thereafter, the SAT concordant scores are 410 in reading and 370 in mathematics. The ACT concordant scores are 15 in reading and 15 in mathematics.~~

Concordant scores are as follows (<http://fcap.fldoe.org/pdf/fcatpass.pdf>):

- For students designated as 12th graders during the 2009-2010 school year and all other students who achieved the score prior to 11/30/09: ACT - Reading 15, Math 15; SAT – Reading 410, Math 340.
- For all other students who did not achieve the score prior to 11/30/09: ACT Reading 18, Math 15; SAT Reading 420, Math 340.

Students who have met all of the requirements for the standard high school diploma except for the passing of the FCAT or an alternate assessment by the end of grade 12 must be given the opportunity to participate in an accelerated high school equivalency diploma preparation program, including FCAT remediation and GED preparation, be allowed to take the College Placement Test and be admitted to remedial or credit courses at a state community college, or participate in an adult general education program. [Florida Statute §1003.433 (2)]

As for students with a disability, see below as to the criteria for waivers from this graduation requirement. [Florida Statute §§1008.22(3)(c)5, 1003.428(3), 1003.43(4), and 1003.438] (State Board of Education Rule 6A-1.0995 and 1.0996~~7~~)

[FCAT Waiver for ESE Eligible Students](#) (Florida Statutes 1003.43 (11) (b) and SP&P page 111)

*The FCAT graduation waiver process is designed for consideration of students with disabilities who may be eligible for a waiver on one or both sections of the FCAT.

*In order for the FCAT graduation requirement to be waived, the IEP team must meet to determine whether or not the FCAT can accurately measure the student's abilities, taking into consideration allowable accommodations.

*Eligibility criteria -to be considered for a waiver from the FCAT graduation requirement for a standard high school diploma, the student must:

- Be identified as having a disability as defined in s. 1007.02(2), F.S.
- Have an individual educational plan (IEP)
- Have demonstrated proficiency in the core content knowledge and skills needed for a standard high school diploma
- Have taken the Grade 10 FCAT with appropriate, allowable accommodations at least twice (once in grade 10 and once in grade 11)

- Be progressing toward meeting the state's 24 credit/course and 2.0 cumulative grade point average (GPA) requirements and any other district requirements for graduation with a standard diploma

*Additionally, to ensure that each student has had every opportunity to pass the FCAT, participation in FCAT during March of the senior year is recommended.

*A student who transfers from another state in 12th grade must pass the grade 10 FCAT or an alternate assessment that is concordant with the FCAT; earn a 2.0 GPA; and meet all requirements of the school, district, or state from which he or she is transferring OR meet Florida's course requirements in order to earn a standard diploma. A transfer student may be considered for the waiver.

~~FCAT Waiver for ESE-Eligible Students [Florida Statute §1003.43 (11) (b)] and (SP&P page 111)~~

~~For ESE-eligible students, to graduate, a waiver is provided from the FCAT graduation requirement under the following conditions:~~

- ~~➤ The students are high school seniors with IEPs.~~
- ~~➤ The students has taken the Grade 10 FCAT with appropriate allowable accommodations at least twice to include March of the senior year or if not continually enrolled in a public school in Florida, at least once during each year of enrollment in grades 10, 11 and 12, including March of the senior year.~~
- ~~➤ The students have participated in intensive remediation during the senior year for FCAT Reading and/or FCAT Mathematics if passing scores were not earned. [Florida Statute §1003.43(11)(a)]~~
- ~~➤ The IEP Team determines that the FCAT cannot accurately measure the students' abilities, taking into consideration allowable accommodations.~~
- ~~➤ The students have met the requirements for a regular diploma listed below.~~

~~Course Credit Requirements [Florida Statute §1003.436 (2), as modified by Charter School District Waiver #7]~~

Credits are awarded in one-half (½) credit increments per semester upon successful completion of course requirements.

Grade-Point Average Requirements

GPA is defined as that numerical average represented by the point value of the letter grades earned divided by the number of courses. The point value is based on a standard scale of 4.0 with no weighting factor for different levels of difficulty. The scale is based on 4.0 (**A**), 3.0 (**B**), 2.0 (**C**), 1.0 (**D**) and 0 for any other grade. [Florida Statute §1003.437]

Students **must** earn a minimum grade point average (GPA) of 2.0 on a 4.0 scale for all credits attempted except for those replaced according to the forgiveness rule. [Florida Statute §1003.428 (4)(d)]

FOUR-YEAR, 24-CREDIT TRADITIONAL **OPTION PROGRAM**

Twenty-four (24) credits earned in grades 9-12. The 24 credits may be earned through applied, integrated and combined courses approved by the Department of Education. [Florida Statute §1003.428 (2)]

- **English** - 4 credits (English I, II, III and IV) with major concentration in composition, reading for information, and literature.
- **Mathematics** – (See below for year-specific requirements)
 - A. Three (3) credits for the students who entered ninth grade prior to and including 2006-2007-** One of the three mathematics credits required for graduation must be in Algebra I, **OR** a series of courses equivalent to Algebra I, **OR** a higher-level mathematics course. [Florida Statute §1003.43 (1) (b)] (2010 Senate Bill 4) The 3 required mathematics credits must be earned in grades 9-12. However, students who score a minimum of 550 on the mathematics portion of the Scholastic Assessment Test (SAT) or a minimum of 24 on the mathematics portion of the American College Test (ACT) may be exempt from the requirement that the 3 credits be earned in grades 9-12 and may use high school credits earned at the middle school toward the three-credit graduation requirement. High school courses taken at the middle school and the grades earned in those courses will remain as part of the student's academic record.
 - B. Four (4) credits for students entering the ninth grade in 2007-2008 and thereafter-** One of the four mathematics credits required for graduation must be in Algebra I, **OR** a series of courses equivalent to Algebra I, **OR** a higher-level mathematics course. [Florida Statute §1003.428 (1) (b)] **The cohort of ninth graders who enroll in Algebra 1 in 2010-2011 must take the end-of-course Algebra 1 exam, which will count as 30% of the final grade. Students who enroll in Algebra 1 in 2011-2012 and thereafter must pass the end of course Algebra 1 exam in order to earn Algebra 1 credit.** Three of the four required mathematics credits must be earned in grades 9-12. However, students who score a minimum of 550 on the mathematics portion of the Scholastic Assessment Test (SAT) or a minimum of 24 on the mathematics portion of the American College Test (ACT) may be exempt from the requirement that the 3 credits be earned in grades 9-12 and may use high school credits earned at the middle school toward the four credit graduation requirement. **(Students should be reminded that meeting only minimum mathematics credits could inversely impact college admission.)** High school courses taken at the middle school and the grades earned in those courses will remain as part of the student's academic record.

Beginning with students entering 9th grade in 2010-2011 and thereafter, one of the four math credits must be in Geometry in addition to the Algebra I requirement. (2010 Senate Bill 4)

The cohort of ninth graders who enroll in Geometry in 2011-2012 must take the end-of-course exam, which will count as 30% of the final grade. Students who enroll in Geometry in 2012-2013 and thereafter must pass the end-of- course Geometry exam in

order to earn Geometry credit. Algebra II is required for students entering ninth grade in 2012-2013 and thereafter. (2010 Senate Bill 4)

A student with a disability, as defined in Florida Statute 1007.02(2), for whom the IEP committee determines that an end of-course assessment cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have the end-of-course assessment results waived for the purpose of determining the student's course grade and credit.

- **Science** – Three (3) credits (1 credit in biology, NOT marine biology, 1 credit in a physical science and 1 credit in another science). An aerospace program completion (1800360) or naval program (1802330) will substitute for physical science (2003310). All courses must include a laboratory component. [Florida Statute §1003.43 (1) (c)] The 3 required science credits must be earned in grades 9-12.

Beginning with the cohort of students that enrolls in 9th grade in 2011-2012 school year, the end-of-course Biology exam will count as 30% of the final grade. Beginning with the cohort of students that enters ninth grade in 2012-2013, students must pass the end-of-course Biology exam in order to earn Biology credit. (2010 Senate Bill 4)

In addition to Biology, Chemistry or Physics and an equally rigorous course will be required for students entering ninth grade in 2013-2014 and thereafter. (2010 Senate Bill 4)

A student with a disability, as defined in Florida Statute 1007.02(2), for whom the IEP committee determines that an end of-course assessment cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have the end-of-course assessment results waived for the purpose of determining the student's course grade and credit. (2010 Senate Bill 4)

- **Social Studies** – Three (3) credits (½ credit in ~~American~~ United States government, 1 credit in world history, 1 credit in ~~American~~ United States history, ½ credit in economics).
[Florida Statute §§1003.43 (1) (d) (e) (f) and (g) and 1003.428(2)(a) (4)]
- **Physical Education** – (See below for year-specific requirements)

A. Students who entered 9th grade prior to and including 2006-2007 must earn one-half (½) credit - Personal Fitness **and** one-half (½) credit - Physical Education activity elective

The **Personal Fitness and/or Physical Education activity elective** option may be waived by the following:

1. Participation in two full seasons of interscholastic sports at the junior varsity or varsity level may be used to waive the one credit physical education requirement if the student makes a **C or better** on a competency test for personal fitness. [Florida Statute §1003.43 (i)(j)] No credit will be earned when waiving the physical education requirement through interscholastic sports participation. [Florida Statute §1003.43 (1) (j)] ([Waiver #'s 1500410, 1500420 and 1500430](#))

OR

2. Completion of one semester with a grade of **C or better** in a marching band class or in a physical activity class that requires participation in marching band activities as an extracurricular activity waives the one-half credit requirement for a physical education activity elective. This one-half credit may not be used to waive the Personal Fitness requirement or the adaptive physical education requirement under an IEP or 504 Plan. ([Waiver #'s 1500445](#))

OR

3. Completion of two years with a grade of **C or better** in a Junior Reserve Officer Training Corp JROTC class (a significant component of which is drills) will waive the one-half credit requirement for a physical education activity elective. This one-half credit may not be used to waive the Personal Fitness requirement or the adaptive physical education requirement under an IEP or 504 Plan. ([Waiver #'s 1500450 and 1500460](#))

B. Students entering ninth grade in 2007-2008 and thereafter:

One (1) credit in physical education to include the integration of health. Schools have two options to meet the physical education graduation requirements:

- Health Opportunities through Physical Education (HOPE) [Florida Statute 1003.428 (2)(a)(6)]

OR

- ½ credit Personal Fitness and ½ credit of a Physical Education activity elective

The **Personal Fitness and/or Physical Education activity elective** option may be waived by the aforementioned three options or by participation in a dance class waives the ½ credit of a physical education activity elective. Students must still take one-half credit in Personal Fitness.

The **HOPE** option may be waived by the following:

- Participation in two seasons of an interscholastic sport at the junior varsity or varsity levels and a passing grade of "C" or better on the competency test for personal fitness waives the 1 credit requirement. [Florida Statute §1003.428 (2) (a) 6] No credit will be earned when waiving the physical education requirement through interscholastic sports participation. [Florida Statute §1003.43 (1) (j)]

OR

- Completion of two years of Junior Reserve Officer Training Corp JROTC waives the full one credit requirement for physical education **AND** the full one credit performing arts requirement. [Florida Statute §1003.428 (2)(a) 6]

The school may not require that the one-credit physical education requirement be taken during the 9th grade year [Florida Statute §1003.428 (2)(a)(6)] See Florida Department of Education Technical Assistance Paper June 15th, 2007. K-12: 2007-103.

➤ **Health /Life Management Skills - ½ credit for students who entered the ninth grade prior to and including 2006-2007-** [Florida Statute §1003.43 (1) (i)] Upon completion of the Air Force JROTC Leadership Education I and II (1800400 and 1800410), Army JROTC Leadership Education I and II (1801300 and 1801310), or Navy JROTC Leadership Education I and II (1802300 and 1802310), students may substitute one JROTC credit for ½ credit of Health I Life Management Skills (0800300) to satisfy the Life Management Skills requirement for graduation. Equivalent JROTC Leadership Education courses offered in other armed forces programs may also substitute for Health I Life Management Skills (0800300) with the approval of the Assistant Superintendent Curriculum and Learning Support.

➤ **Practical and Performing Arts - for the students who entered ninth grade prior to and including 2006-2007:** 1 credit in performing fine arts, OR 1 credit in practical arts OR 1 credit exploratory career education OR ½ credit each in performing and practical arts or exploratory career education. ~~for the students who entered ninth grade prior to and including 2006-2007.~~ The practical arts graduation requirement may be fulfilled by any secondary or eligible postsecondary course in the Vocational Section of the *Course Code Directory* or by substituting one of the following: Computer Education courses (0200300-380, 0200800-810, 0201300-360, 0201380, or 0200890), or Journalism (1006300-330), or by the completion of one of the following JROTC programs (1800300-1800360, or 1801300-1801330, or 1802300-1802330, or 1803300-1803330) on a curriculum equivalency basis. Florida Statute §1003.43 (1) (h) 2,3]

Students entering ninth grade in the 2007-2008 school year and thereafter:

➤ **Fine and Performing Arts** - 1 credit in fine or performing arts. The fine or performing arts, speech and debate or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination. Eligible practical arts courses shall be identified through the Course Code Directory. [Florida Statute §1003.428 (2)(a) (5)]

This requirement may also be fulfilled by completing the following:

Two years of ROTC, a significant portion of which is drills. One credit of ROTC satisfies the performing arts requirement and one credit of ROTC satisfies the HOPE requirement. See Physical Education section above. [Florida Statute §1003.428 (2)(a) (5) and (6)] ([Waiver #'s 1500480](#))

➤ **Elective Credits** - 8½ elective credits **for students who entered ninth grade prior to and including 2006-2007.** [Florida Statute §1003.43 (1)(k)] Elective courses are selected by the student in order to pursue a complete education program and to meet eligibility requirements for scholarships. [Florida Statute §1003.48-43(2) (b)-(2) (b)]

~~**Students entering ninth grade in 2007-2008 and beyond must earn 8 credits in majors, minors, or electives. Four of the credits are to be in a major area of interest,**~~

~~such as sequential courses in a career and technical program, fine and performing arts, or academic content area, selected by the student as part of the education plan required by Florida Statute §1003.4156 (1)(a). Students may revise major areas of interest each year as part of annual course registration processes and should update their education plan to reflect such revisions. These credits may be combined to allow for a second area of interest, a minor area of interest, elective courses, intensive reading or mathematics intervention courses, or credit recovery courses. Minor areas of interest are composed of three credits, selected by the student, as part of the education plan required by Florida Statute 1003.4156. Major and minor areas of interest must be approved by the District School Board. [Florida Statute §1003.428 (2) (b)]~~

Elective credit may be earned by taking the following courses: Voluntary Public Service (0500370) and Voluntary School/Community Service (2104330). [Florida Statute §1003.43 (3)]

Credit may not be granted toward high school graduation ~~for students entering ninth grade prior to and including 2006-07~~ for the following: [Florida Statute §1003.43 (7)]:

- more than a total of nine elective credits in remedial/compensatory programs
- more than one credit in exploratory vocational courses;
- more than three credits in practical arts, family and consumer science (home economics) courses;
- any Level I course unless the student's assessment indicates that a more rigorous course of study would be inappropriate, in which case a written assessment of the need must be included in the student's Individual Education Plan or Progress Monitoring Plan (PMP), signed by the principal, the guidance counselor **and** the parent(s)/guardian(s) of the student if the student is not 18 years or older, or the student if the student is 18 years of age or older. [Florida Statute: §1003.43(7)(d)]

Community Service

~~Four-year 24 credit option~~ **S**students **selecting a 24 credit standard diploma option entering grade nine in the 2004-2005 school year (Class of 2008) and thereafter, must earn provide documentation of 20 hours of community service, using the honor system. as a graduation requirement.**

Graduation Requirements For Transfer Students

A student entering high school from another district, state or country is required to satisfy the graduation requirements common to the grade level entered, (i.e., a student transferring into grade 9 or 10 must fulfill the graduation requirements of that class). A student transferring into grade 11 or 12 is eligible to receive a diploma from the School District of Palm Beach County if the student completes all scheduled courses and would be eligible for a high school diploma in the previous state, district, or country. The student **must** take a full schedule of courses to comply as closely as possible with the graduation requirements of the class, but shall not be required to spend additional time in school in order to meet these requirements. Unless prescribed by his/her Progress

Monitoring Plan (PMP), no junior or senior will be required to take concurrently two required courses in the same discipline.

However, the student shall be required to earn a minimum 2.0 **cumulative** grade point ~~average in all courses taken in the School District of Palm Beach County~~ and pass the FCAT or an alternate assessment (approved subject area concordant score). ~~The three-time test administration requirement shall not apply to a new student who enters the Florida public school system in grade 12.~~ [Florida Statute §1003.433 and 1008.22 (10) (b)].

OTHER GRADUATION OPTIONS

Early Graduation For Four-Year 24-Credit-Option Students

Students who complete the requirements for graduation before ~~the semester of graduation for~~ their cohort class may elect to:

- Graduate at the time when all requirements have been completed.

OR

- May continue enrollment (with the principal's permission) as a full-time student in the School District of Palm Beach County until the end of the regular school year in which their cohort class graduates. The grades earned by the student will become a part of the student's permanent record and calculated in the student's GPA/HPA.

The principal may deny continued enrollment for a student who has met graduation requirements. Early graduation students may participate in the end-of-year graduation ceremonies.

Advanced International Certificate of Education (AICE) Diploma Program and International Baccalaureate (IB) Program

Students who earn at least 24 credits and complete either the International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) curriculum requirements will satisfy district and state course requirements for graduation.

The Advanced International Certificate of Education (AICE) Diploma program is an international university curriculum and examination system. AICE courses are equivalent to those offered at a U.S. university freshmen level or beyond. AICE is administered and assessed by the University of Cambridge International Examinations (CIE) of the University of Cambridge. [Florida Statute §1007.27 (9)]

To fulfill Florida Statute §1003.43 requirements for the IB diploma curriculum, students must complete required coursework and internal and external assessment requirements for the IB diploma including satisfactory completion of the Extended Essay; Theory of Knowledge (TOK) course; and Creativity, Action, Service (CAS) activities. [Florida Statute §§1003.428 and 1007.27(8)]

The results of IB Examinations may be used to grant postsecondary credit at community colleges and universities. Students shall be exempt from payment of any fees for

administration of the examinations regardless of whether or not the student achieves a passing score on the examination. [Florida Statute §1007.27(8)]

Accelerated High School Graduation Options

There shall be no requirements for accelerated three-year high school graduation options in excess of the requirements in Florida Statute §1003.429.

Prior to selecting an accelerated graduation option, the following requirements **must** be met:

- The student and the student's parent/guardian must meet with designated school personnel to receive an explanation of the relative requirements, advantages, and disadvantages of each graduation option. [Florida Statute §1003.429(2)(a)]
- The student must receive the written consent of the student's parent/guardian and submit a Graduation Intent Form (PBSD 2034) to the school counselor. [Florida Statute §1003.429 (2) & (4)]
- The student must select an accelerated graduation option prior to the end of their 9th grade year. This requirement is extended to the end of the first semester of the 10th grade year for students who entered a Florida public school after grade 9 upon transfer from a private school or another state, or who were prevented from choosing a graduation option due to illness during grade 9. [Florida Statute §1003.429 (4)]

If a student who has declared a three-year, 18-credit graduation option is not on track to meet the credit, assessment or grade point average requirements by the end of 10th grade, the school shall notify the parent of the following:

- the requirements that the student is not currently meeting
- the specific performance necessary in grade 11 for the student to meet the accelerated graduation requirements
- the right of the student to change to the 4-year graduation option [Florida Statute §1003.429(7)]

A student who meets all of the accelerated high school graduation requirements is awarded a standard diploma in a form prescribed by the State Board of Education. [Florida Statute §1003.429(9)]

Parental Notification

The School Board shall provide each student in grades 6 through 9 and their parents with information concerning the 3-year and 4-year high school graduation options (general high school graduation, 3-year standard college preparatory program, 3-year career preparatory program), including the respective curriculum requirements for those options, so that the students and their parents may select the postsecondary education or career plan that best fits their needs. The information shall include a timeframe for achieving each graduation option. [Florida Statute §1003.429(3)]

Three-Year 18-Credit College Preparatory Program – for students who entered 9th grade during the **2006-2007** school year and thereafter: [Florida Statute §1003.429 ~~(2005)~~]

Of the required 18 credits listed below, at least 6 **must** be in classes that are dual enrollment, Advanced Placement, Advanced International Certificate of Education or International Baccalaureate or specifically listed or identified by DOE as rigorous pursuant to Florida Statute §1009.531(3) or weighted by the District for class ranking purposes. Students **must** attain an overall 3.5 weighted grade point average (HPA) in the 18 required courses and receive a grade that earns at least 3.0 weighted or unweighted points in each course. Students are required to attend three full years of school. [Florida Statute §1003.429 (1) and (6) (b) (1) and (2)]

- **English** – Four (4) credits (English I, II, III, and IV) with major concentration in composition and literature.
- **Mathematics** – ~~Three (3)~~ Four (4) credits at the Algebra I level or higher from the list of courses that qualify for state university admission.

Beginning with students entering 9th grade in 2010-2011 and thereafter, one of the four mathematics credits must be in Geometry in addition to the Algebra I requirement. (2010 Senate Bill 4)

Beginning with students entering 9th grade in the 2010-11 school year, the end-of-course assessment requirements under Florida Statute 1008.22 (3)(c)2.a.(1) must be met in order for a student to earn the required credit in Algebra 1.

- ~~Natural Science~~ – Three (3) credits of which two courses must include a laboratory component.
-

Beginning with students entering grade 9 in the 2011-2012 school year, one of the three credits in science must be Biology 1 as approved by the State Board of Education. (2010 Senate Bill 4)

- **Social Studies** - Three (3) (½ credit in ~~American~~ United States government, 1 credit in world history, 1 credit in ~~American~~ United States history, ½ credit in economics).
- **Foreign Language** – Two (2) credits in the same second language unless the student is a native speaker of, or otherwise demonstrate competency in a language other than English. If the student demonstrates competency in another language, the student may replace the language requirement with two credits in other academic courses.
- **Elective Credits** - ~~Three (3)~~ Two (2) elective credits These credits should align with university admission requirements. [Florida Statute §1003.429(1)(b)] Elective courses are selected by the student in order to pursue a complete education program and to meet eligibility requirements for scholarships. [Florida Statute §1003.48 (2) (b)]

Three-Year 18-Credit Career Preparatory Program – Students entering 9th grade during the **2006-2007** school year and thereafter are eligible for this option. [Florida Statute §1003.429 (1)(c)]

Students **must** attain a minimum overall 3.0 weighted grade point average (HPA) in the 18 required courses and receive a grade that earns at least 2.0 weighted or unweighted points in each course. Students are required to attend three full years of school. [Florida Statute §1003.429(6)(b)(1)(2) (2005)]

- **English** – 4 credits (English I, II, III, and IV) with major concentration in composition and literature.
- **Mathematics** – Three (3) and beginning with students entering grade 9 in the 2010-2011 school year, four (4) credits of which one must be Algebra I.

Beginning with students entering 9th grade in 2010-2011 and thereafter, one of the four math credits must be in Geometry in addition to the Algebra I requirement. (2010 Senate Bill 4)

Beginning with students entering 9th grade in the 2010-11 school year, the end-of-course assessment requirements under Florida Statute 1008.22 (3)(c)2.a.(1) must be met in order for a student to earn the required credit in Algebra 1.

- **Natural Science** – Three (3) credits of which two courses must include a laboratory component.

Beginning with students entering grade 9 in the 2011-2012 school year, one of the three credits in science must be Biology 1 or a series of courses equivalent to Biology 1 as approved by the State Board of Education. (2010 Senate Bill 4)

- **Social Studies** - 3 credits (½ credit in **American** United States government, 1 credit in world history, 1 credit in **American** United States history, ½ credit in economics).
- **Career Education** – 3 credits in a single Career Education program **OR** 3 credits in Career and Technical certificate dual enrollment courses **OR** 5 credits in Career Education courses.

Elective Credits- 2 elective credits and, beginning with students entering grade 9 in the 2010-2011 school year, one credit in electives unless 5 credits are earned as referenced above. Elective courses are selected by the student in order to pursue a complete education program and to meet eligibility requirements for scholarships. [Florida Statute § 1003.4298 (2) ~~(b)~~]

For courses that require statewide, standardized end-of-course assessments under Florida Statute 1008.22 (3)(c)2.c., a minimum of 30 percent of a student's course grade shall be comprised of performance on the statewide, standardized end-of-course assessment.

Placement Into The Four-Year, 24 Credit Graduation Option

Students in any three-year 18-credit graduation option will be placed into the four-year 24-credit option under any of the following conditions:

- Less than 5 credits are attained by the end of the 9th grade year
- Less than 11 credits are attained by the end of the 10th grade year
- A score of 3.0 or higher is not achieved on FCAT Writing
- All criteria for the three-year graduation option program have not been met by the end of summer school of the third year
- Student exercises his/her right to change to a four year program. [Florida Statute §1003.429(8)]

Further information regarding the 24 and 18 credit options can be found in the Student and Family Handbook that is located on the School District's ~~Document Center~~ Chief Learning Officer's web site at <http://www.palmbeach.k12.fl.us/documents/> <http://www.palmbeachschools.org/clo/documents/2010-2011StudentHandbookFinal-English.pdf> .

COURSE MODIFICATIONS

English Language Learners (ELLs)

English Language Learners (ELLs) will be enrolled in English through ESOL I, II, III and IV or English I, II, III and IV to guarantee the necessary credits needed for graduation. Any exceptions **must** be documented through an ELL Committee meeting.

Students With An Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)

The Section 504 Team must meet as necessary to determine if a student's mental or physical impairment substantially limits one or more of an individual student's major life activities **include, but are not limited to, such as** learning, **concentrating**, walking, seeing, hearing, speaking, and/or breathing. The team will consider a variety of sources such as: medical information, behavioral observations, checklists, classroom tests, teacher recommendations/reports, current grades, academic history, standardized-test reports or other reports. Any deviation and/or exemptions to the general-education content requirements would be the decision of the Section 504 team (with parent(s)/guardian(s) notification) and would be addressed on the Section 504 Accommodation Plan. Thus, the individual student's Active Section 504 Accommodation Plan would document the modification to the general-education content requirements needed for that student to ensure an equal opportunity to master the general-education content requirements.

ESE-Eligible Students

An ESE-eligible student is awarded credit toward a standard diploma under the following conditions:

- takes and passes a course with **regular general education** students that is modified to accommodate the student's exceptionality; **AND/OR**

- takes an ESE course that is equivalent in content level or student performance level and the School District indicates that the course is a modification of a course which is applicable for a regular diploma; **AND/OR**
- takes an ESE course as an elective. [Florida Statute §1003.43 (4) (a) and (b) and (11) (a)]

The School District approves modifications to general education courses, vocational courses, ESE courses and programs of study, as necessary, to ensure students with disabilities the opportunity to meet graduation requirements for a regular diploma. Modifications to general education courses shall not include modifications to the curriculum descriptions/frameworks or student performance standards. (State Board of Education Rule 6A-6.0312) When modifying vocational courses, the particular outcomes and student performance standards that a student **must** master to earn credit **must** be specified on the student's IEP.

Course modifications may include any or all of the following:

- alternate instructional materials
- amount of instructional time
- instructional methods
- test administration procedures
- class section assignment
- special communication systems

GRADUATION REQUIREMENTS FOR A SPECIAL DIPLOMA [Florida Statute §1003.438] and (State Board of Education Rule 6A-1.09961)

The document Florida Course Descriptions, Exceptional Student Education (ESE) contains a listing and description of course options available along with suggested course performance objectives and credit requirements.

(<http://www.fldoe.org/ESE/corguide.asp>) and <http://www.floridastandards.org>)

Students entering high school must demonstrate mastery of the Next Generation Sunshine State Standards. ~~for Special Diploma at a level (independent, supported or participatory) to be determined, and reviewed at least annually, through the Transition IEP process.~~

As all ESE courses are repeatable or multi-credit, the particular course requirements and course performance objectives that a student **must** master to earn each credit **must** be specified on an individual basis for each student. Targeted course requirements and objectives and a record of individual student mastery **must** be documented by ~~in one of two ways: (1) use of the CD-ROM ESE Instruction Manager or (2) a52- school/teacher developed student course achievement record.~~

Nothing contained in this document shall be construed to limit or restrict the right of an ESE-eligible student solely to a Special Diploma. [Florida Statute §1003.438] The parents of each student eligible for a Special Diploma shall be notified through the IEP process of the diploma options available. (State Board of Education Rule 6A-1.09961 (2) (b))

A change between the Special Diploma Option 1 or Option 2 must be determined by the IEP Team. Application credits earned under Option 2 will be transferred toward Option 1. All other course credit requirements for Option 1 **must** be met. (State Board of Education Rule 6A-6.109961) Students who have not received a Standard Diploma may continue to receive a **f**ree **a**ppropriate **p**ublic **e**ducation (FAPE) through the end of the school year in which the student turns twenty-two (22) years old.

Special Diploma Option 1 (State Board of Education Rule 6A-6.109961)

~~The credit requirements listed below are effective for students entering ninth grade during the 2000-2001 school year and thereafter. Required credits for students properly identified as having Disabilities (InD), hearing impairments, specific learning disabilities, emotionally/behaviorally/disordered, physically impaired, or language impairments:~~

- A. The credit requirements listed below are effective for students entering ninth grade during the 2000-2001 school year through the 2009- 2010 school year for students properly identified as having an intellectual disability; an autism spectrum disorder; a language impairment; an orthopedic impairment; an other health impairment; a traumatic brain injury; an emotional or behavioral disability; a specific learning disability, students who are deaf or hard of hearing or dual sensory impaired : [Florida Statute §1003.438]

Reading	2 credits ♦
English.....	2 credits
Mathematics	3 credits
Social Studies.....	2 credits
Career Preparation	1 credit
Life Management and Transition	1 credit
Science.....	2 credits ♦ ♦
Physical Education	1 credit
Electives	10 credits

Course credits from a standard diploma course may be substituted for a special diploma course in the same subject area.

- ♦ NOTE – Intensive Reading (1000410) may substitute for Reading 9-12 (7910400) credits. Intensive Math (1200900) may substitute for ~~Math 9-12 (7912050)~~ any **Access Math course (79 course code)**.
- ♦♦ Health and Safety 9-12 (7920050) is required to satisfy the science course requirement.

Additional vocational courses may be substituted for one science and/or one social studies credit as indicated on the student's IEP.

The Career Preparation course **or similar general education vocational course must be successfully completed prior to taking the Career Placement course.** Additional

vocational courses may be substituted for one science and/or one social studies credit as indicated on the student's IEP.

~~Required credits for students identified as having Intellectual Disabilities (InD), dual sensory impairments, and autism spectrum disorders:*~~

Academic and/or Supported Area Level Courses.....	13 credits**
Life Management and Transition or Preparation for Post-school Adult Living.....	1 credit
Physical Education.....	1 credit
Electives.....	9 credits

For students identified as having significant cognitive or orthopedic disabilities, Intellectual Disabilities (InD), an IEP Team can recommend one credit of Leisure and Recreation Skills (7962030) as a substitute for full-year of Physical Education.

~~* Students with these identified disabilities may earn a special diploma under Option 1 through either set of course credit requirements as indicated by the student's IEP. Additionally, students classified as having Intellectual Disabilities (InD) may qualify for a special diploma by obtaining 24 appropriate Participatory Area Level 9-12 course credits as indicated by the IEP.~~

~~** Appropriate vocational courses may be substituted for five courses under the Academic and/or Supported Level course requirements as indicated by the student's IEP.~~

A. For Students entering 9th grade during the 2010/2011 school year and thereafter:

Reading.....	2 credits ♦
English.....	2 credits
Mathematics.....	4 credits
Social Studies.....	3 credits ♦ ♦
Career Preparation.....	1 credit
Science.....	3 credits ♦ ♦
Physical Education.....	1 credit
Electives.....	8 credits ♦ ♦ ♦

"Access courses are intended only for students with the most significant cognitive disabilities who are eligible under IDEA and meet the Florida Alternate Assessment criteria set forth in the Florida Statutes 1003.428 and 1003.438 and State Board of Education Rule 6A1.0943."

A minimum 2.0 cumulative GPA must be earned for all credits applied toward graduation. (State Board of Education Rule 6A-1.0995 (2) and 6A-1.09961)

Special Diploma Option 2 (State Board of Education Rule 6A-6.109961)

The student **must**:

1. be properly classified, in accordance with State Board of Education Rules, as having Intellectual Disabilities (InD), hearing impairments, specific-learning disabilities, emotionally behaviorally/disordered, physically impaired, language impaired, or autistic, or dual sensory impaired.
2. be at least sixteen (16) years of age;
3. be successfully employed in the community and paid at or above minimum wage in compliance with the requirements of the Fair Labor Standards Act. For students placed on Option 2 during or prior to the 2009-2010 school year, students must be successfully employed in the community for a minimum of one semester at a minimum of 30 hours per week as noted on the individual graduation plan. ~~and paid at or above minimum wage in compliance with the requirements of the Fair Labor Standards Act.~~ For students placed on Option 2 during the 2010-2011 school year and thereafter, students must be successfully employed in the community for a minimum of 630 hours as noted on the individual graduation plan.
4. achieve all employment and community competencies as specified on the student's Transition IEP; and
5. demonstrate one-hundred percent (100%) mastery of exit competencies as indicated on the student's Graduation Plan Form. The Graduation Plan shall be developed and signed by the student, parent, teacher and employer prior to placement and shall identify the expected employment and community competencies, the criteria for determining and certifying mastery, the work schedule and minimum hours to be worked per week and a description of supervision by School District staff.
6. have completed a minimum of one semester in a high school level program; **and** prior to employment, have successfully completed at least one semester of a high school job preparatory course (such as: ESE Career Preparation, ESE Job Preparatory Education, ESE Career Experiences, etc.) and have demonstrated mastery of pre-employment competencies.
- ~~7.~~ Students with disabilities placed on Option 2 prior to and including the 2009-2010 school year, ~~A student beginning Option 2 in grades 9-11~~ shall have the grade level reflect grade 12 upon nine (9) weeks of successful employment. Students, placed on Option 2 during the 2010-2011 school year and thereafter, shall have the grade level reflect grade 12 upon 315 hours of successful employment.

Specific policies and procedures for implementing the requirements for a special diploma utilizing Option 2 are contained in the *Graduation Option Two Implementation*

Manual found at:

<http://www.palmbeach.k12.fl.us/ESE/documents/ESE%20documents/transition%20services%20website%20info%20102008/Graduation%20Special%20Diploma%20Option%202%20Implementation%20Manual.pdf>

<http://www.palmbeachschools.org/ese/documents/SpecialDiplomaOption2ImplementationManualRevisedAugust2010.pdf>

DIPLOMAS

The School District of Palm Beach County will certify completion of a course of study with one of the following:

- (1) **Standard Diploma** - awarded to students who meet all criteria established by the School Board and state law. [Florida Statute §1003.43 (10) (a) and 1003.429 (9)] (State Board of Education Rule 6A-1.0995 (1))

(Move from H/53) Each standard high school diploma shall include as applicable, per State Board of Education Rule 6A-1.0995(5):

~~▪ A designation for Major Area of Interest:~~

- A designation reflecting completion of four or more accelerated college credit courses in Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, or dual enrollment;
- A designation reflecting ~~career education~~ industry certification;
- A designation reflecting a Florida Ready to Work Credential

- (2) **Diploma with Academic Honors** - awarded to students who meet all criteria ~~for a regular diploma~~ established by the School Board and state law ~~for a regular diploma~~ and who have an unrounded cumulative honors grade point average of at least 3.5 **and** a minimum combined score of 1270 on the critical reading and math sections of the SAT or minimum composite score of 28 on the American College Test (ACT).

- (3) **International Baccalaureate Diploma** - awarded to students who meet defined standards and conditions as established by the International Baccalaureate Organization (IBO).

- (4) **Advanced International Certificate of Education Diploma** - awarded to students who meet defined standards and conditions as established by the University of Cambridge.

- (5) **Special Diploma** - awarded to students who complete an appropriate course of study and satisfy all applicable School Board and state requirements for students with disabilities. [Florida Statute §1003.438] and (State Board of Education Rule 6A-6.109961)

- (6) **Florida High School Performance Based Diploma** – awarded to students who complete the Performance-Based Exit Option Model. Students who are enrolled in credit earning courses and pass both the FCAT (and alternate assessment) and the GED tests may be awarded this diploma. A performance-based diploma may not provide the same post-secondary options as a standard

diploma. (State Board of Education Rule 6A-6.0212)

(Move to H/52) Each standard high school diploma shall include as applicable, per State Board of Education Rule 6A-1.0995(5):

~~▪ A designation for Major Area of Interest:~~

- A designation reflecting completion of four or more accelerated college credit courses in Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, or dual enrollment;
- A designation reflecting ~~career education~~ industry certification;
- A designation reflecting a Florida Ready to Work Credential

CERTIFICATES OF COMPLETION [Florida Statute §1003.428 (7)(b)] (State Board of Education Rule 6A-1.0995 (3))

- (1) **Standard Certification of Completion** - awarded to students who meet all criteria established by the School Board and state law except for passing the required state assessment and/or the required minimum 2.0 cumulative grade point average. [Florida Statute § 1003.428 (7)(b); 1003.43(10)(b); and 1003.438]

Any student who is otherwise entitled to a certificate of completion may elect to remain in the 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. [Florida Statute §1003.43(10) (b) and 1003.428 (7)(b)]

A student who has received a certificate of completion who subsequently meets the requirements for a standard high school diploma shall be awarded a standard high school diploma dated the school year in which the requirements are completed. [Florida Statute §1003.43(10) (b)]

Students who receive a Standard Certificate of Completion have the following options:

- Continue to take the FCAT
- Take ACT or SAT and earn the scores concordant with FCAT
- Return to school for a 13th year to remediate the FCAT and/or GPA
- Stay in school and enroll in a ~~GED~~ Performance-Based Exit Option Model Program
- Enroll in an Adult GED Program or credit program
- Take the College Placement Test and attend Palm Beach ~~Community-State~~ College while continuing to take the FCAT, if the only graduation deficiency is FCAT.

Additionally, the awarding of a certificate of completion is limited to those students choosing the twenty-four (24) credit general high school graduation program and is not applicable to the three-year graduation programs. [Florida Statute §1003.428(7) (b)]

RECOGNITION OF VALEDICTORIAN/SALUTATORIAN

To be eligible for valedictorian or salutatorian recognition, a student must have attended the same Palm Beach County School District public school for three years, two of which must be the junior and senior years. A student who is required to change schools due to a District initiated boundary change will be eligible to share the recognition as valedictorian or salutatorian with a fully eligible student, without meeting the three-year attendance requirement in the same school. However, the student must have been enrolled in District public schools for three years.

Students selecting a three-year graduation option may be eligible for co-valedictorian/salutatorian, but an early admission student enrolled full-time in a college or university will not be eligible for this recognition.

Valedictorian/Salutatorian Calculation

- The valedictorian/salutatorian award will be based on grades earned after promotion from eighth grade through the first semester of twelfth grade.
- The valedictorian will be the student with the highest honor point average (HPA), carried to the ten-thousandth place.
- The salutatorian will be the student with the second highest HPA, carried to the ten-thousandth place.
- In the case of a tie for the highest HPA, co-valedictorians will be named, and the student with the third highest HPA will be designated as salutatorian. In the case of a tie for the second highest HPA, co-salutatorians will be named.

FLORIDA DEPARTMENT OF EDUCATION BRIGHT FUTURES

Bright Futures Scholarship Program [Florida Statute §1009.53 et seq.] ([Florida Department of Education -- http://www.floridastudentfinancialaid.org/ssfad/factsheets/BF.htm](http://www.floridastudentfinancialaid.org/ssfad/factsheets/BF.htm))

The Florida Bright Scholarship Program consists of three awards: 1) Florida Academic Scholars Award, 2) Florida Medallion Scholars Award, and 3) Florida Gold Seal Vocational Scholars Award. [Details of the Program can be found on the Bright Futures Website at http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm.](http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm) Below are many of the key provisions..

Each award has its own academic eligibility requirements, award amounts, and funding length. A student may receive funding for only one of the above awards. The highest award earned by the student will be selected. [Florida Statute §§1009.53 et seq.]

Recipients will receive a fixed cost per credit hour award based on award level (Florida Academic Scholar (FAS), Florida Medallion Scholars (FMS) or Florida Gold Seal Vocational Scholar (GSV); institution type (4-year, 2-year, or Vocational/Technical) and credit type (semester, quarter, or clock hour). See the award amounts on the Bright Futures Web site at www.FloridaStudentFinancialAid.org/ssfad/bf/newsrenew.htm <http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm>

A Bright Futures Scholar **must**:

- be a Florida resident ~~for no less than one year preceding the award of aid~~ and a U.S. citizen or eligible non-citizen, as determined by the postsecondary education institution;
- earn a standard Florida high school diploma or its equivalent ~~or~~ and be accepted by and enroll in an eligible Florida postsecondary education institution;
- **not** have been convicted of or have pleaded ~~ed~~ nolo contendere (no contest) to, a felony charge
- begin using the award within three years of graduation from high school and ~~attend a Florida public or private postsecondary institution for~~ enroll in at least six semester credit hours (~~or equivalent in quarter or clock hours~~) per semester. **An initially eligible student who enlists in the military immediately after high school graduation**

begins his/her three-year period upon date of separation from active duty. [Florida Statute §1009.531]

Home Education students may apply for the Bright Futures Scholarship Program if registered with the School District's Home Education Office during grades 11 and 12 with qualifying SAT or ACT scores. The parent/guardian must submit a Bright Futures District Confirmation Form to the Home Education Office for verification of registration. Florida Academic Scholars Award [Florida Statute §1009.534] (Florida Department of Education- <http://www.floridastudentfinancialaid.org/ssfad/bf/>)

Florida Academic Scholars Award [Florida Statute §§1009.534 and 1009.531 (6)(a)] (Florida Department of Education- <http://www.floridastudentfinancialaid.org/ssfad/bf/>)

The Florida Academic Scholars Award is available to any student who meets the general eligibility requirements of the Bright Futures Scholarship Program. Eligible students must meet the statutory requirements for the award which includes satisfying **ONE** of the following:

- (1) The student:
 - graduates with a 3.5 weighted GPA, based on the state weighting system for the Bright Futures scholarships, in the following college preparatory courses:
 - 4 English (3 with substantial writing)
 - 4~~3~~ Mathematics (Algebra I, Geometry, Algebra II, and above)
 - 3 Science (2 with labs)
 - 3 Social Science (ANY)
 - 2 Foreign Language (same language)
 - 2~~3~~ Additional academic credits or AP, IB or AICE fine arts credits are optional to raise GPA

~~has a minimum combined score of 1270 on the critical reading and math sections of the Scholastic Assessment Test (SAT) or a minimum composite score of 28 on the American College Test (ACT);~~

- Meets required test scores; See chart below for test scores (SAT based on critical reading and math sections only; ACT excludes writing)
- completes seventy-five (75) hours of community service; **OR**

- (2) The student is a National Merit or Achievement Scholar or finalist and completes seventy-five (75) hours of community service; **OR**
- (3) The student is a National Hispanic Scholar and completes seventy-five (75) hours of community service; **OR**
- (4) The student has received an International Baccalaureate (IB) Diploma and completes seventy-five (75) hours of community service; **OR**
- (5) The student has completed the IB and AICE curriculum AND has a minimum combined score of 1270 on the critical reading and math sections of the SAT

- or minimum composite score of 28 on the ACT; and completes seventy-five (75) hours of community service; **OR**
- (6) A home education student who is registered with the District for grades 11 and 12 who has
 - (7) The student who has earned a GED with the best composite score of 1270 SAT or 28 ACT and a weighted 3.5 gpa in the above 16 required credits (See charts below as scores depend on year of graduation.)

Florida Medallion Scholars Award [Florida Statute §§1009.535 and 1009.531(6)(a)] (Florida Department of Education- <http://www.floridastudentfinancialaid.org/ssfad/bf/>)

The Florida Medallion Scholarship is available to a student who meets the general eligibility requirements of the Bright Futures Scholarship Program and the student meets the statutory requirements for the award which includes satisfying the following

:

- (1) graduates with a 3.0 weighted GPA, based on the state weighting system for Bright Futures Scholarships in the following college preparatory courses:
 - 4 English (3 with substantial writing)
 - 4~~3~~ Mathematics (Algebra I, Geometry, Algebra II, and above)
 - 3 Science (2 with labs)
 - 3 Social Science (any)
 - 2 Foreign Language (same language)
 - 3 Additional academic credits or AP, IB or AICE fine arts credits are optional to raise GPA

AND

- (1) ~~attains a minimum score of 970 on the on the critical reading and math sections of the Scholastic Assessment Test (SAT), or a minimum composite score of 20 on the American College Testing Program (ACT) Test;~~ See chart below for test scores (SAT based on critical reading and math sections only; ACT excludes writing) **OR**
- (2) is a National Merit or Achievement Scholar or finalist who has not completed seventy-five (75) hours of community service; **OR**
- (3) is a National Hispanic Scholar who has not completed seventy-five (75) hours of community service; **OR**
- (4) completes an IB or AICE Curriculum AND has a minimum combined score of 970 on the ~~1270 on the~~ critical reading and math sections of the SAT or a minimum composite score of 20 on the ACT; **OR**
- (5) is an IB or AICE diploma recipient who has not completed 75 hours community service
~~—Students who have completed the AICE Curriculum with a best composite score of 970 SAT or 20 ACT; OR~~
- (6) Students who have attended a home education program according to Florida Statute §1002.41, registered with the District during grades 11 and 12 and:
 - a. Have a best combined score of 1070 SAT or 23 ACT

Or

- b. Have a best combined score of 970 SAT or 20 ACT with a weighted 3.0 GPA in the above ~~16~~ 15 required credits (documented through Florida public, FDOE-registered private, FLVS or dual enrollment transcripts).

- (7) Earns a GED with a best composite score of 970 SAT or 20 ACT with a weighted 3.0 gpa in the 16 required credits above

**Test Score Requirements for Florida Academic Scholars
and Florida Medallion Scholars** [Florida Statute §1009.531(6)(a)& (b)]
(2010-11 high school graduates and later)

(Florida Department of Education- <http://www.floridastudentfinancialaid.org/ssfad/bf/>)

			Home Schooled Students (with undocumented GPA)	
High School Graduation Year	SAT	ACT	SAT	ACT
Florida Academic Scholars				
2010 -11	1270	28	1270	28
2011-12	1270	28	1270	28
2012 -13	1280	28	1280	28
2013 -14 and thereafter	1290	29	1290	29
Florida Medallion Scholars				
2010 -11	970	20	1070	23
2011-12	980	21	1070	23
2012 -13	1020	22	1070	23
2013 -14 and thereafter	1050	23	1100	24

Florida Gold Seal Vocational Scholars Award [Florida Statute §1009.536] (Florida Department of Education- <http://www.floridastudentfinancialaid.org/ssfad/bf/>)

The Florida Gold Seal Vocational Scholars Award is available to a student who meets the general eligibility requirements of the Bright Futures Scholarship Program and the student meets the statutory requirements for the award which includes satisfying the following:

- (1) completes ~~15½~~ 16 required credits listed below with a weighted GPA of 3.0
 - 4 English
 - ~~4~~3-Mathematics
 - 3 Natural Science
 - 3 Social Science (~~American~~ United States history, world history, American government, and economics)
 - ~~1-Practical Arts;OR 1Performing Art: or ½ credit in each~~ 1 fine art or identified career-technical education credit

- ~~1/2~~ Life Management
- ~~1/2~~ Personal Fitness
- 1 ~~1/2~~ Physical Education

- (2) completes three secondary school Vocational Job Preparatory or Technology Education Program credits (excluding OJT) in one vocational program;
- (3) earns a 3.5 unweighted GPA in a minimum of three (3) credits in one vocational program;
- (4) Earns minimum scores on either CPT, SAT, or ACT, as below:

CPT- Reading 83
Sentence Skills 83
Algebra 72

SAT - Critical Reading 440
Mathematics 440

ACT - English 17
Reading 18
Mathematics 19

REPORTING STUDENT PROGRESS

PARENT(S)/GUARDIAN(S) - WRITTEN NOTIFICATION REQUIREMENTS

Parent(s)/guardian(s) **must** be notified in writing of the School District's promotion requirements.

1. All notifications to parent(s)/guardian(s) of English Language Learners **must** be understandable to them in their home/native language whenever feasible.
2. School center personnel will notify parent(s)/guardian(s) in writing of promotion/graduation requirements within the first two months of school. The requirements may be included in the parent/student handbook or sent home in some other written form. [Florida Statute §1008.25(1)] The requirements are also included on the District's website within the posted Student Progression Plans.
3. Parent(s)/guardian(s) of a student who is in danger of failing a course or not meeting promotion requirements **must** be notified in writing at mid-term or at any time thereafter when a student is in danger of not meeting the course/promotion/graduation requirements.
4. At the end of each semester, parent(s)/guardian(s) of students who do not meet promotion/graduation requirements will be notified in writing of the requirements for remediation and/or credit accrual programs.
5. A report card is issued to each student at the end of each nine-week marking period and serves as a written notification of the student's progress. The report card issued at the end of each semester indicates if the student will receive credit for each course and reflects the student's attendance. [Florida Statute §§ 1002.20 (14);,1003.02 (1) and1003.33] The student's final report card for the school year will indicate end-of-the year status regarding performance or non-performance at grade-level, acceptable or unacceptable behavior and attendance and promotion.
[Florida Statute §1003.33 (2)]
6. At the end of each semester, notification **must** be made to the parent(s)/guardian(s) of each student who has a cumulative grade point average of less than 0.5 above the cumulative grade point average required for graduation. [Florida Statute §1003.43 (5)(e) 2] This notification shall include an explanation of the policies the School District has put in place to assist the student in meeting the grade point average (e.g., homework hot-line, forgiveness rule, summer session, counseling, tutoring, DOP programs and study skills courses).
7. For those students identified as substantially deficient in reading, writing, mathematics, and/or science, remediation will be provided through implementation of a student's individual education plan (PMP, IEP, District Plan for Services to English Language Learners (ELLs), 504 Accommodation Plan) developed in consultation with parent(s)/guardian(s). The student's individual

plan, with the signature(s) of parent(s)/guardian(s), will serve as written notification as required by *Florida Statute §1008.25*.

FREQUENCY OF GRADE REPORTS [Florida Statute §1003.33 (1)]

High schools in the School District of Palm Beach County report grades on a nine-week schedule.

Parents(s)/guardian(s) of a student with disabilities who are enrolled in ESE programs **must** also be informed of their child's progress towards his or her annual IEP goals at least as often as their non-disabled peers receive progress reports during each nine-week period. A statement specifying the method and frequency in which an ESE student with a disability's progress is reported is included in the student's IEP.

The full-time virtual school student's grades are maintained and updated in the parent and student learning management system. The parent has complete access to review and respond regarding student progress through continuous access to the student's academic performance in each class or course, work habits and time on work (attendance). An end of year printout of the student record is placed in the cumulative record file. A traditional style paper report card is not issued for full-time virtual school students.

MID-TERM PROGRESS REPORTS

Within each grading period, teachers will provide every student who is failing or performing below expectations with a written progress report listing, at minimum, areas of strength, areas requiring improvement, current grade average and attendance. This report is issued during the middle week of each grading period or any time thereafter if a student's grade/performance drops to failing.

Parent(s)/guardian(s) of students with disabilities enrolled in ESE **must** be informed of their child's progress at least as often as the general education students.

RULES FOR GRADING ALL STUDENTS

1. Grades are based on the quality of student performance relative to expected levels of achievement of the *Sunshine State Standards*, the course frameworks and/or course syllabus approved by the principal/designee.
2. Quality of work will be assessed by multiple measures including, but not limited to, the following:
 - teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, laboratory practicals and demonstrations);
 - classroom assignments (paper and pencil assignments; reports, term or research papers, models, projects, exhibits, posters, and computer programs);
 - homework (School Board Policy 8.16);

- examinations (paper and pencil tests including: essay, multiple choice and completion; oral tests; and skill tests requiring demonstration); and
 - alternate methods (portfolios and performance assessments) and services. [Florida Statute §1003.33 (1) (a)]
3. A sufficient number of grades will be recorded to justify the marking-period grade. A marking-period grade is not based solely on a single project.
 4. A recorded grade (with the exception of **I** and **M**) may **NOT** be changed after report cards are printed except by one of the following procedures:
 - The change is initiated by the teacher and approved by the principal. **Signatures of both the teacher and the principal are required; OR**
 - The change is initiated by the principal and approved by the area Superintendent. **Signatures of both the principal and the area Superintendent are required.** The teacher will be consulted prior to the initiation of grade change by the principal if the teacher is on duty. If the grade change is initiated when the teacher is not on duty, the teacher will be notified in writing upon his/her return.
 - In either case, **any grade change** requires **two signatures** on the form *Grade and/or Course Change Documentation* (PBSD 0797) indicating the change and the reason for the change. The procedures to correct a student record are set forth in School Board Policy 5.1816.
 5. An **I*** (Incomplete) in any marking period, unless changed, remains on the report card and the final semester average will compute to an **F**.
 6. An **N*** given for attendance reasons may be removed only after the student has satisfactorily demonstrated mastery of the subject. Unless changed, a grade of **N*** will result in a final semester average of **F**.
 7. Grades are not required for a student who enters a class toward the end of second or fourth marking period. A grade of **M*** may be recorded on the report card for a student who has not been enrolled a sufficient number of days to be evaluated.
 8. Academic performance and behavior **must** be evaluated independently (see *Reporting Student Conduct*). Homework and behavior are important to a student's academic progress and a portion of a student's grade should be based on completion of homework assignments. (School Board Policy 8.16)
 9. Students enrolled in Exceptional Student Education (ESE) program(s) **must** have the opportunity to earn grades that are equivalent to the grades earned by general education students. No student may be denied the opportunity to earn above-average grades because of placement in an ESE program or due to the accommodations that are to have been deemed appropriate for use with his/her instructional setting(s). ESE students with disabilities **must** be graded on the basis of their performance.

10. Alternate assessments, including performance assessments, may be used to document progress for the ESE student with a disability. Criteria and evaluation procedures will be identified and discussed with the student and the parent(s)/guardian(s) upon entry to the program and/or at the beginning of each grading period.
11. The grade of **P** (**Pass**) is used when validating/granting transfer credit for coursework when an official transcript or grades that equate to those used in Palm Beach County cannot be obtained. It is also used when **P** is specified on an official transcript. A grade of **P** is a transcript grade only, *not* a report card grade. It results in credit for coursework, but does not affect the grade point average (GPA).

*These grades are for report card purposes only. Unless changed, a grade of N or I will cause the semester average to be computed as an F on the student transcript.

DESCRIPTION AND DEFINITION OF GRADES

The grading system and interpretation of letter grades for all high schools must comply with the grade scale identified in Florida Statute §1003.437. Grade averages are calculated to two decimal places (with no rounding). For letter grades, an average of .50 or higher **must** be rounded up (i.e., 79.50 becomes a “B”, while 79.49 is a “C”).

Grade of **A**: Outstanding Progress (**90 – 100**).....Indicates thorough mastery of the subject

Grade of **B**: Above Average Progress (**80 – 89**).....Indicates above average mastery of the subject

Grade of **C**: Average Progress (**70 – 79**).....Indicates average mastery of the subject

Grade of **D**: Lowest Acceptable Progress (**60 – 69**).....Indicates below average mastery of the subject

Grade of **F**: Failure (**below 60**)Indicates lack of mastery of the subject

Grade of **I**: Incomplete*

Indicates a problem that causes the student's work to be incomplete. For example:

- student has not been enrolled in a class long enough to determine a grade
- transfer student's grades from previous school have not been received
- delayed dual enrollment grade

An **I**, unless changed, will remain on the report card and the final average will compute to an F.

Grade of **N**: Attendance Problem*

Indicates the student has exceeded the absence limits. An **N** (no credit) is recorded as the semester exam grade when the student has not been in attendance for **at least 90% of the 67½ hours per semester** per course and has not demonstrated mastery as described (See ~~the School District's High School Student Progression Plan's Attendance~~ Requirements for Earning Credit section). For the purposes of grade calculation, a grade of **N** will result in a semester grade of **F**.

Grade of **M**: Valid Missing Work*

Indicates the student was not scheduled in the class for the entire course. Semester credit is not awarded for the course. Approval of the principal is ⁶²required for the grade of **M**.

Grade of **W**: Withdrawn*

Indicates withdrawal from a course. A grade of **W** should be used in special situations where it is necessary that the record of the student in the course remain on the report card with a final average of **W**. The course and grades will not be transferred to the permanent academic history for the student.

Grade of **E**: Examination Exemption*

Indicates the student is exempt from the semester examination.

*These grades are for report card purposes only. Unless changed, a grade of **N** or **I** will cause the semester average to be computed as an F on the student transcript.

Grade of **P** is a transcript grade only, *not* a report card grade. It results in credit for coursework, but does not affect the grade point average (GPA).

REPORTING STUDENT CONDUCT [Florida Statute §1003.33(1)(b)]

At the secondary level, teachers record their best judgment of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary schools.

- 4 Student's behavior very constructive to learning.
- 3 Student's behavior generally supportive of learning.
- 2 Student's behavior detrimental to own learning.
- 1 Student's behavior detrimental to own learning and/or learning of others.

Student conduct indicators are separate from the grade earned for the marking period. These conduct indicators reflect the student's overall conduct in all class activities and cannot be cause for lowering an academic grade.

Reporting Attendance

Attendance and academics performance shall be reported separately on student report cards. Students cannot be exempted from academic performance requirements based on policies or practices designed to encourage student attendance. [Florida Statute §1003.33]; and School Board Policy 5.0901 (2))

HONOR POINTS

The School District uses a weighted system to calculate the student's honor point average (HPA). The standard scale is based on 4.0 (**A**), 3.0 (**B**), 2.0 (**C**), 1.0 (**D**) and 0 for any other grade. The grade received in a course is weighted and awarded according to the *Florida Course Code Directory* or as determined by the School District of Palm Beach County.

- Regular-level courses use the standard scale.
- Honors-level and gifted-level courses are weighted at 1.125 times the standard scale.
- Advanced Placement (AP) courses or Advanced International Certification of Education (AICE) courses weighted at 1.50 times the standard scale. In order to obtain the 1.50 weighting, a student **must** take the standardized AP examination in May; including students taking AP courses through Florida Virtual.
- International Baccalaureate courses are weighted at 1.50 times the standard scale with the following exceptions: Trigonometry IB (Course #1211800) and Analytic Geometry IB (Course #1206800) are weighted at 1.125 times the standard scale.

Beginning with students entering grade nine in the 2006-2007 school year, all dual enrollment classes must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certification of Education courses (1.50 times the standard scale). [Florida Statute §1007.271 (16)] ~~SPECIAL NOTE: See Dual Enrollment Program section for exceptions to AP-level weighting. Students may select colleges or universities other than those that have interinstitutional agreements with the School District of Palm Beach County. However, credit earned in a postsecondary school not a part of the dual enrollment program will NOT be included in HPA calculations.~~

CALCULATION OF SEMESTER GRADES

The semester grade is calculated on a 4.0 system and converted to a letter grade. The following grade point minimum values are used to calculate letter grades:

3.6 – Above	=	A
2.6 - 3.59	=	B
1.6 - 2.59	=	C
0.6 - 1.59	=	D
Below 0.6	=	F

High school course grades are reported on student transcripts as semester grades. Each marking period grade counts 40% of the semester grade. e at the high school level count 20% of the final semester grade. High school students are required to take a semester examination for each course excluding the exemptions noted below. Semester grades for each course are calculated by the School District computer. Each nine-week grade value is multiplied by 2 and added to the semester examination grade value; the total is divided by 5.

To receive a passing grade for the semester, the student *must* earn passing grades in two of the three grades used to calculate the semester average. [Florida Statute §1003.436 (2), ~~as modified by Charter School District Waiver #7~~]

All make-up work should be completed within two weeks of the end of the semester unless the principal decides that an exception is warranted.

Senior Exemptions from Semester Examinations

Graduating seniors who have received passing grades in each of the third and fourth nine weeks and who have been in attendance for ~~a minimum of 67 1/2 hours~~ at least 90% of ~~for~~ the semester, may, at their option, be exempt from the final examination. Should the graduating senior choose NOT to take the final examination, the semester grade will be determined by the average of the third and fourth grading period grades. If these are adjacent grades, the average will be the fourth quarter grade. ~~A graduating senior, who has attended high school for nine semesters or more is not exempt from the final examination. This includes fifth year graduating seniors who are not exempt from first semester or final examinations.~~

Students may not be exempt from academic performance requirements based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement. [Florida Statute §1003.33(2)]

FORGIVENESS RULE [Florida Statute §§ 1003.43 (5)(e), 1003.413 (3)(e) and 1003.428 (4)(~~e~~)]

- Students may repeat a course taken in grades 9-12 for forgiveness if a grade of *F* or *D* (Ds on a space-available basis) is earned in a course. High school courses taken in middle school may be forgiven if a grade of C, D or F is earned **subsequently**.
- A course is forgiven only if a student receives a grade of **C or higher** on a subsequent attempt.
- A required course may be forgiven by the same or a comparable course taken subsequently. A regular level course may be used to forgive the same course at the honors level. An honors level course may be used to forgive the same course at the AP/IB/AICE level. A lower level of the same course is considered comparable because the benchmarks and/or course objectives are similar.
- A required course may be forgiven by a dual enrollment course of the same subject area and topic. This is considered a comparable course.
- A non-specific course requirement may be forgiven by another course within the same subject area. For example, physics may be forgiven by ecology.
- Any course that is not being used to fulfill a subject area requirement is considered an elective for forgiveness purposes. An elective course may be forgiven by another course taken subsequently. When using a different course to forgive an elective, the

same semester ~~that~~ in which the previous D or F was earned, ~~it~~ does not have to apply. Ex. 1) a second semester F in foreign language may be forgiven by a subsequent first semester C in art. 2) a F in law studies (a semester long course) taken first semester may be forgiven by a C in weight training (a semester long course) taken second semester 3) an F second semester in intensive reading (a year long course) may be forgiven by a C in law studies (a semester long course) taken either semester.

- Students earning a grade of **D** on the repeat effort earn credit for that course; however, the initial failing grade is not forgiven. Students may again choose to repeat the same course, and upon earning a grade of **C or higher**, all earlier grades will be forgiven.
- In all cases of grade forgiveness, only the new grade, of C or higher, shall be used in the calculation of the student's grade point average. Any course grade not replaced according to a district school board forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.
- In all cases where courses are forgiven under the provisions above, the initial **F** or **D** grade(s) will remain as part of the academic history. Students should be advised that many universities calculate GPAs based on all courses attempted.

Special Diploma Students

The following forgiveness rules apply when the IEP Team deems the ESE-eligible student has been inappropriately placed in a standard diploma program class and will be placed in a course of study leading to a special diploma.

- Science 9-12 (7920010) will forgive Earth/Space Science (2001310).
- Science 9-12 (7920010) will forgive Biology (2000310).
- Science 9-12 (7920010) will forgive Integrated Science (2002400).
- English 9-12 (7910110) will forgive English I (1001310) and English II (1001340).
- Life Management and Transition 9-12 (7960010) will forgive Health (0800300).
- Mathematics 9-12 (7912050) will forgive Algebra I (1200310).
- Social Studies 9-12 (7921010) will forgive World History (2109310).

DISTRICT/STATE ASSESSMENT PROGRAM

All students are expected to participate in state and district assessments for accountability purposes except as prescribed by the Commissioner of Education ~~or if waived as stated below~~. [Florida Statute §1008.22 (3)(c)(86)] (State Board of Education Rule 6A-1.09422 (3) (a) & (b)) A sampling is below:

Grade 9

- FCAT Reading SSS
- FCAT Mathematics SSS (without performance tasks)

Grade 10

- FCAT Reading SSS and
- FCAT Mathematics SSS (with performance tasks)
- FCAT Writing

Note - Students who have taken the Florida Comprehensive Assessment Test (FCAT) and have attained the achievement requirements for graduation set by the Florida Department of Education are not required to retake the test.

Grade 11

- FCAT Science

As of 2009, the High School Competency Test (HSCT), the previous graduation testing requirement, is no longer offered. Students who earned a Certificate of Completion because they did not pass the HSCT prior to and during the 2001-2002 school year are now required to pass the Florida Comprehensive Assessment Test (FCAT) in order to meet the standard diploma graduation testing requirement. (State Board of Education Rule 6A-1.09421)

ACCOMMODATIONS FOR DISTRICT/STATE ASSESSMENT FOR SPECIAL PROGRAM STUDENTS

English Language Learners (ELLs) (School District of Palm Beach County Plan for Services to English Language Learners (ELLs) that can be found at:

<http://www.palmbeach.k12.fl.us/Multicultural/MulticulturalNew/ProceduresManual/LEP%20Plan%20Complete.pdf>

<http://www.palmbeachschools.org/multicultural/ELLPlan.asp>

English Language Learners (ELLs) must take all required state and district achievement tests unless they have an IEP, which indicates otherwise. (State Board of Education Rules 6A-1.09432(2) and 6A-6.0909) However, all active ELLs are eligible to receive accommodations during testing.

Permissible accommodations may include:

- flexible setting,
- flexible scheduling,
- flexible timing,
- state-approved Heritage Language Dictionary, and
- assistance in the heritage language.

ELLs **must** have access to an English-to-heritage language translation dictionary and/or heritage language-to-English translation dictionary, such as those made available in instructional settings for ELL students. When a student is classified as both ESOL and ESE, all accommodations listed on their IEP as well as their ELL Plan **must** be offered.

Parents/guardians are notified in writing of all accommodations offered to their child. A copy of this document is maintained in the ELL folder.

~~Students With An Active Section 504 Accommodation Plan (Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104)~~

~~Students with active Section 504 Accommodation Plans may be eligible to receive appropriate accommodations and/or modifications on both School District and state assessments. The Section 504 Team should refer to the student's past performance on standardized tests and the classroom testing accommodation section of the Section 504 Accommodation Plan to determine how the disability could substantially interfere with his/her performance. If so, the Section 504 Team will determine the necessary and appropriate accommodations ** for district and state assessments.~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and/or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Note: Refer to the School District of Palm Beach County Americans With Disabilities Act and Section 504 Procedural Manual and the Test Coordinator's Handbook at http://www.palmbeach.k12.fl.us/SupplementalEducationalServices/ADA_Section_504.htm.~~

ESE-Eligible Students

~~Testing *accommodations during School District/state testing will be implemented as appropriate and as specified in the student's IEP. The IEP **must** specify:~~

- ~~➤ area of assessment (e.g., reading, math, etc.)~~
- ~~➤ standard administration or administration with accommodations~~
- ~~➤ accommodations~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and/or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Note: Specific information regarding *accommodations for each assessment instrument can be found in the Test Coordinator's Handbook or *The IEP Team's Guide to FCAT Accommodations at <http://www.fldoe.org/ese/pdf/fcatteam.pdf>.~~

~~EXEMPTIONS FROM DISTRICT/STATE ASSESSMENTS FOR SPECIAL PROGRAM STUDENTS~~

~~Students With An Active Section 504 Accommodation Plan~~

~~Students with active Section 504 Accommodation Plans may **not** be exempted from District or state assessments. However, the Section 504 Team **must** determine whether a student with an active Section 504 Accommodation Plan may need testing accommodations. Testing *accommodations are determined by the Section 504 Team.~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

~~Refer to the *School District of Palm Beach County Americans With Disabilities Act and Section 504 Procedural Manual* and the *Test Coordinator's Handbook*.
(http://www.palmbeach.k12.fl.us/SupplementalEducationalServices/ADA_Section_504.htm)~~

~~ESE-Eligible Students~~

~~The IEP Team determines whether an ESE-eligible student participates in state and School District assessments. The decision to exclude any ESE-eligible student **must** be documented in the student's IEP and **must** meet the following criteria:~~

- ~~➤ The student's demonstrated cognitive ability prevents the student from completing required coursework and achieving the benchmarks of the *Sunshine State Standards*, even with appropriate and allowable *accommodations; AND~~
- ~~➤ The student requires extensive direct instruction to accomplish the application and transfer of skills and competencies needed for domestic, community living, leisure, and vocational activities.~~

~~Students who are excluded from state and/or District assessments are assessed through the Florida Alternate Assessment. The decision to administer the alternate assessment is determined by the IEP team and documented on the IEP. (See School Board Policy 5.725-SP & P at 99, 111-112)~~

~~Students who are excluded from the state-required graduation test will not be eligible for a standard high school diploma unless the IEP team has determined that the student has met the criteria for the FCAT waiver. (School Board Policy 5.725-SP&P at 99, 111-112)~~

~~*Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and /or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.~~

Statewide Assessment for Students with Disabilities (State Board of Education Rule 6A-1.0943)

All students with disabilities (as defined by Florida Statute §1003.01 (3) (a) or State Board of Education Rule 6A-19.001 (6)) will participate in the statewide assessment program based on state standards, pursuant to State Board of Education Rule 6A-1.09401, without accommodations unless:

- The individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a statewide assessment; or
- The IEP team determines that a student with a significant cognitive disability meets the criteria for participating in the statewide alternate assessment.

Statewide Assessment Accommodations for Students with Disabilities [Florida Statute §1003.01(3)(a)] and (State Board of Education Rules 6A-1.0943 and 6A-6.0331)

Accommodations are authorized for any student who has been determined to be an eligible student with a disability and has a current IEP, or who has been determined to be a student with a disability under 6A-19.001 (6). The accommodations must be identified on the student's IEP or the plan developed under Section 504 of the Rehabilitation Act. Accommodations are defined as

- Adjustments to the presentation of questions
- methods of recording examinee responses to the questions,
- scheduling for the administration of a statewide assessment to include amount of time for administration,
- settings for administration of a statewide assessment,
- and/or the use of assistive technology/devices

Accommodations that negate the validity of a statewide assessment are not allowable. Within the limits specified in this rule, allowable statewide assessment accommodations are based on current instructional accommodations and accessible instructional materials used by the student in the classroom.

Unique accommodations for use on a statewide assessment not outlined in the statewide assessment test administration manuals must be submitted to the Department of Education for approval by the Commissioner of Education. (State Board of Education Rule 6A-10943 (3))

Participation in the Statewide Alternate Assessment (State Board of Education Rules 6A-1.09401 and 6A-1.0943 (4))

The decision that a student with a significant cognitive disability will participate in the statewide alternate assessment is made by the IEP team and recorded on the IEP. The following criteria must be met:

- The student is unable to master the grade-level general state content standards

pursuant to Rule 6A-1.09401 even with appropriate and allowable instructional accommodations, assistive technology, or accessible instructional materials;

- The student is participating in a curriculum based on the state standards access points, pursuant to Rule 6A-1.09401 for all academic areas; and
- The student requires direct instruction in academics based on access points, Rule 6A-1.09401, in order to acquire, generalize, and transfer skills across settings.

Special Exemption (Section 1003.01(3)(a), F.S.)

Upon approval of the Commissioner, a student with a disability, is eligible for consideration of a special exemption from participation in statewide assessments, including the alternate assessment, under extraordinary circumstances.

Extraordinary circumstances are

- events or conditions that prevent the student from physically demonstrating the mastery of skills that have been acquired and are measured by statewide assessments.
- a learning, emotional, behavioral, or significant cognitive disability or the receipt of services through the homebound or hospitalized program is not, in and of itself, an extraordinary circumstance.
- physical conditions that affect a student's ability to communicate in modes deemed acceptable for statewide assessments, creating a situation where the results of administration of a statewide assessment would reflect a student's impaired sensory, manual, or speaking skills rather than the student's achievement.

A request for consideration of this special exemption must be submitted to the Commissioner in writing from the district school superintendent no later than thirty (30) school days prior to the assessment administration window. The Commissioner shall determine whether the exemption will be granted based upon the documentation provided by the district school superintendent. A request for the determination of a special exemption must be submitted annually and approved by the Commissioner.

Attached documentation shall include:

- Written description of the student's disabling condition, including a specific description of the student's impaired sensory, manual or speaking skills and the extraordinary circumstances for the exemption request;
- Written documentation of the most recent evaluation data;
- Written description of the disability's effect on the student's achievement;
- Written evidence that the student has had the opportunity to learn the skills being tested; and
- Written evidence that the manifestation of the student's disability prohibits the student from responding to the statewide assessment, even when appropriate accommodations are provided so that the result of the testing reflects the student's impaired sensory, manual, or speaking skills rather than the student's achievement.

ENGLISH LANGUAGE LEARNERS

~~An exemption from participation in any component of the statewide assessment program for an individual English Language Learner (ELL) may only be made by specific action of an ELL Committee as defined in subsection 6A-6.0901 (5), F. A. C., and only for a student whose date of classification as an English Language Learner falls within one (1) year prior to the assessment date. (State Board of Education Rule 6A-1.09432)~~

ATHLETIC ELIGIBILITY (School Board Policies 5.60 and 5.61) [[Florida Statute §1002.20 \(18\)\(a\)](#)]

The eligibility by-laws of the Florida High School Activities Association, the governing body for high school athletics, shall be enforced. To be eligible to participate in interscholastic extracurricular student activities, students must maintain a minimum cumulative GPA of 2.0 and fulfill the other requirements as stated in Florida Statute §1006.15 (3) (a) and School Board Policies 5.60 and 5.61. A student who is eligible at the beginning of a semester shall be eligible during the remainder of the semester, except for lack of attendance, improper conduct or other valid reasons which may cause the principal to declare the student ineligible before the end of the semester. (School Board Policy 5.60)

EXTRACURRICULAR ACTIVITIES FOR HOME EDUCATION STUDENTS [[Florida Statute §1006.15 \(3\) \(c\)](#) and [§1002.20 \(18\) \(b\)](#)]

Registered home education students are eligible to participate in extracurricular activities at the public high school to which they would have been assigned by the School District or as provided in School Board Policy 5.60 (7). In order to participate, the home education student **must** meet the same eligibility requirements of the special activity as established for all regularly attending students.

EXTRACURRICULAR ACTIVITIES FOR CHARTER SCHOOL STUDENTS [[Florida Statute §1002.33 \(11\)](#) and [§1002.20 \(18\) \(c\)](#)]

A charter school student is eligible to participate in an interscholastic extracurricular activity at the public school to which the student would be otherwise assigned to attend pursuant to s. [1006.15\(3\) \(d\)](#).

EXTRACURRICULAR ACTIVITIES FOR FULL TIME VIRUTAL EDUCATION STUDENTS [[Florida Statute §1002.20 \(18\)](#)]

A full time virtual education student who meets specified academic and conduct requirements is eligible to participate in an interscholastic extracurricular activity at the public school to which the student would be otherwise assigned to attend.

ANNUAL REPORT

Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year [[Florida Statute §1008.25\(8\)\(b\)](#)]:

The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion. [[Florida Statute §1008.25\(8\)\(b\)1](#)]

By grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the reading portion of the FCAT. [Florida Statute §1008.25(8)(b)2]

By grade, the number and percentage of all students retained in grades 3 through 10. [Florida Statute §1008.25(8)(b)3]

Information on the total number of students who were promoted for good cause, by each category of good cause as specified in paragraph (6)(b). [Florida Statute §1008.25(8)(b)4]

Any revisions to the district school board's policy on student retention and promotion from the prior year. [Florida Statute §1008.25(8)(b) 5]

~~2009~~-2010-2011
ADULT
STUDENT PROGRESSION PLAN

Entry, Progression, and Graduation

Effective ~~September 9, 2009~~



Ann Killets, Chief Learning Officer
Dr. Constance Tuman-Rugg, Assistant Superintendent
Dr. Gloria A. Crutchfield ~~Peter B. Licata~~, Director
Department of ~~Secondary Curriculum~~
~~Curriculum Development and School Improvement~~

(561) 434-8714

STUDENT PROGRESSION PLANS

The purpose of the Student Progression Plan is to inform school personnel, parents, students and other interested citizens the School Board rules and administrative procedures required to implement State and local student progression requirements. It is the responsibility of the Board and district administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences. [Florida Statute §1008.25 (1)]

The School District of Palm Beach County incorporates the Sunshine State Standards, Sunshine State Standards for Special Diploma or Next Generation Sunshine State Standards, if applicable, as appropriate for subject areas contained therein, into this School District Student Progression Plan. (State Board of Education Rule 6A-1.09401(2))

The principal of a school is responsible for making and maintaining required records and reports and providing leadership for instruction that meets the needs of all students. [Florida Statute §§1001.54 and 1012.28]

Teachers are responsible for providing effective instruction and remediation and documenting instruction in and students' mastery of the Sunshine State Standards.

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ADULT HIGH SCHOOL AND CO-ENROLLED CREDIT PROGRAMS

The Adult High School Credit Program (AHS) and the Co-enrolled Credit Program (Credit Lab) are designed to provide students with an opportunity to earn a standard high school diploma or an Adult High School Diploma. Florida Statutes § 1004.02(4) defines an Adult High School Credit Program as “the award of credits upon completion of courses and passing of state mandated assessments necessary to qualify for a high school diploma. Except as provided elsewhere in law, the graduation standards for adults shall be the same as those for secondary students.” An adult high school student is a student who is at least 16 years old or older and has legally withdrawn from secondary school or is a co-enrolled student who is currently enrolled in a 9th-12th grade high school program who is taking credit courses through adult education required for high school graduation. (State Board of Education Rule 6A-6.011) Except as stated within this Plan, ~~students enrolling in the AHS program to graduate with a high school diploma must meet the district’s graduation requirements, including FCAT, the state required assessment test. [Florida Statutes §§ 1004.02 (4) & (6) and 1004.93]~~ students enrolling in the AHS or Credit Lab programs to graduate with a high school diploma must meet the District’s graduation requirements including FCAT, the state assessed test. [Florida Statute § 1004.02 (4) & (6) and 1004.93] School Board Policy 8.09, the Florida Statutes as stated within this Plan, and State Board of Education Rules 6A-6.010, 6A-6.011, 6A-6.012, 6A-6.014, 6A-6.015, 6A-6.0571 and 6A-6.020 govern the administration of Adult High School/Co-Enrolled Credit Recovery Program.

~~School Board Policy 8.09, Florida Statutes as stated within this Plan, and State Board of Education Rules 6A-6.010, 6A-6.011, 6A-6.012, 6A-6.014, 6A-6.015, 6A-6.0571 and 6A-6.020 govern the administration of Adult High School programs.~~

Instructional Program

The State of Florida Adult High School Curriculum Framework provides a minimum set of standards to be used by all facilitators delivering adult high school education. Adult high school education includes both high school diploma programs and co-enrolled courses of study. The Adult High School Curriculum Framework provides consistency, programmatic quality and integrity, and a continuum of service. The skills represented in the framework provide the instructor with the minimum basic competencies required in a discipline. Students in this program must meet all state and local requirements for graduation, except as stated elsewhere in law. [Florida Statute §1004.02 (4)] Course requirements are in compliance with State Board of Education Rule 6A-1.09412.

The Florida Department of Education Curriculum Framework for Adult High School can be found at: <https://www.fldoe.org/workforce/dwdframe/rtf/32010203.rtf> The Florida Department of Education Curriculum Framework for Co-enrolled can be found at: www.fldoe.org/workforce/dwdframe/rtf/32010202.rtf.

ADULT HIGH SCHOOL

Entrance Criteria [Florida Statute §1004.02 (6)]; and (State Board of Education Rule 6A-6.014)

To enroll in an Adult High School course of study, a student must meet the following entrance criteria:

- Does not possess a high school or state-approved diploma
- Is at least 16 years of age or older
- Has officially and legally withdrawn from an elementary or secondary program under Florida Statute §1003.21 (1) (c), unless the State Board of Education Rule exception is met.
- Must be pre-tested on a state-approved assessment instrument (TABE 9/10) during the enrollment process as per State Board of Education Rule 6A-6.014 (4)

It is required that a student score a 9.0 grade level or above in reading on a state-approved assessment instrument (TABE 9/10) before starting academic courses. (Florida Department of Education Technical Assistance paper on Assessment in Adult Education, 2/09)

Entrance Procedures

The following forms are required for all Adult High School students:

- Counselor completes Adult Credit Permission SDPBC Form 1696
- Coordinator/Teacher completes Adult Registration SDPBC Form 1700
- Coordinator/Teacher completes Adult Enrollment SDPBC Form 1701

State Board of Education Rule 6A-6.020 (1) prohibits, subject to an exception, the use of the Adult High School Credit program to qualify for high school graduation at an earlier date than that on which he or she would have normally graduated through regular attendance in high school.

Per State Board of Education Rule 6A-6.014 (4), the following test, English language versions only, are approved to be used for placement of a student in Adult High School and shall be used according to standards established for test administration and interpretation set forth in Standards for Educational and Psychological Testing (APA, AERA, NCME, 1999) and with appropriate accommodations for students with disabilities, as specified in Florida Statute §1004.02(7).

Tests for Adult Basic Education Complete Language Assessment System- English (TABE-CLAS-E) (all active assessments as of the date of this rule) are used for the placement of a student enrolled in Adult High School.

Credit Requirements [Florida Statute §1004.02 (4)]

The standards for adults to graduate with a high school diploma are generally the same as those general requirements for secondary students **but exceptions are noted within** ~~under~~ Florida Statute §1003.43 (6).

Exceptions: The physical education requirement is waived for the adult credit student. An elective credit may be chosen to substitute for the one credit in physical education. [Florida Statute §1003.43 (6) (a)] ***Any course listed within the Department of Education Course Code Directory in the areas of art, dance, drama, or music if offered may be undertaken by adult secondary education students. Enrollment and satisfactory completion of such a course shall satisfy the credit in performing fine arts required for high school graduation.***

Determination of Appropriate Course Enrollment

Students, who wish to enroll in the school district's Adult High School Credit Program or in The Adult Education Center's Credit Lab, must first submit an official copy of their high school transcripts to a certified guidance counselor for review and determination of required courses for graduation. The student must then be provided with a list of courses that will satisfy the graduation requirements.

Awarding of Credits

Adult High School students may be awarded credit based on demonstrating mastery through earning a passing grade in student performance standards in the course of study and the competencies included in the District approved curriculum. (State Board of Education Rules 6A-6.020 and 6A-6.014(5)) Students must take the final examination which will count 20% of the grade.

An Adult High School Course Completion SDPBC Form 1086 must to be completed and submitted to the data processor in order for the student to receive a grade and credit.

Adult High School Diploma

All Adult High School diplomas must be issued through The Adult Education Center. Upon completion of credits required for graduation and attainment of a passing score on the FCAT, all material must be forwarded to the guidance department at The Adult Education Center, 2161 N. Military Trail, West Palm Beach, FL 33409 for the processing of diplomas.

NOTE: An Adult High School graduation ceremony is coordinated by The Adult Education Center in conjunction with the regular high school graduations each year.

Credits for Military Service (State Board of Education Rule 6A-6.020 (3) (a))

High school credit may be awarded for educational experiences in the armed forces of the United States under the following conditions:

- (a) Two (2) units of elective subject credit, recorded as military training, may be granted to any individual who has satisfactorily completed a minimum of one (1) full year of service in the armed forces, as evidenced by documentation provided by the armed forces.
- (b) Correspondence courses in high school subjects taken under the auspices of the United States Armed Forces Institute may be accepted for credit, provided bona fide certificates of course completion are presented showing the necessary information for proper evaluation of the credit to be awarded.
- (c) Organized courses of instruction completed in special schools operated by the armed forces may be accepted for credit, provided documentary evidence of course completion is submitted, and provided further that the amount of credit awarded in each case shall be in accordance with recommendations of the American Council on Education, as contained in the Council's publication, "A Guide to the Evaluation of Educational Experience in the Armed Services."
- (d) Local school officials may not award more than eight (8) credits toward high school graduation based on military experiences and course work completed while in the armed forces.

~~ADULT HIGH SCHOOL~~/CO-ENROLLED CREDIT PROGRAM (Credit Lab)

A co-enrolled student is one who is currently enrolled in a 9th-12th grade high school program who is taking credit courses required for high school graduation through adult education. (State Board of Education Rule 6A-6.011 & 6A-6.014 (2)) and [Florida Statute §1004.02 (6)]

Entrance Criteria

- Any 9th ~~K~~-12th grade student wishing to enroll in the Co-Enrolled program must meet with his/her high school guidance counselor to identify the course(s) needed.
- An Adult High School Course Permission PBS Form 1696 needs to be signed by the high school counselor, the principal or designee, the student, and the student's parent (s) or guardian or emancipated student and must be presented at the time of registration. This form identifies the credit course necessary for graduation.
- Co-enrolled students do not have to take a state-approved assessment test ([Test of Adult Basic Education \(TABE\) 9/10](#)) before taking academic classes in adult education. (State Board of Education Rule 6A-6.014, FAC)

Entrance Procedure

The following forms are required for all co-enrolled students:

- Counselor completes Adult Credit Permission SDPBC Form 1696
- Coordinator/Teacher completes Adult Registration SDPBC Form 1700
- Coordinator/Teacher completes Adult Enrollment SDPBC Form 1701

For a complete listing of courses available, contact the Adult and Community Education Department or visit the web site at www.PBCeducator.net-www.palmbeachschools.org/ace.

Awarding of Credits

~~Adult High School~~ Co-Enrolled students may be awarded credit based on demonstrating mastery through earning a passing grade in student performance standards in the course of study and the competencies included in the District approved curriculum. (State Board of Education Rules 6A-6.020 and 6A-6.014(5)) Students must take the final examination, which will count 20% of the grade.

An Adult High School Course Completion PBS Form 1086 needs to be completed and submitted to the data processor in order for the student to receive a grade and credit.

Awarding of Diplomas

High School Diplomas Awarded to Students Graduating from this Program:

The School District of Palm Beach County will certify completion of a course of study for co-enrolled students with one of the following from their attending school:

1. Standard Diploma –awarded to students who meet all criteria established by the School Board and state law. [Florida Statute 1003.43 (10) (a) and 1003.429 (9)] (State Board of Education Rule 6A-1.0995 (1))
2. Diploma with Academic Honors—awarded to students who meet all criteria established by the School Board and state law for a regular diploma and who have an unrounded cumulative honors grade point average of at least 3.5 and a minimum combined score of 1270 on the critical reading and math sections of the SAT or minimum composite score of 28 on the American College Test (ACT)
3. Special Diploma- awarded to students who complete an appropriate course of study and satisfy all applicable School Board and state requirements for students with disabilities. [Florida Statute § 1003.438] and (State Board of Education Rules 6A-6. 109961 and 6A-1.0995(2))

OR

Certificate of Completion [Florida Statute § 1003.428 (7) (b)]

4. **Standard Certification of Completion** – awarded to students who meet all criteria established by the School Board and state law except for passing the required state assessment and/or the required 2.0 minimum 2.0 cumulative grade point average. [Florida Statute §§ 1003.428 (7)(b); 1003.43(10)(b) and 1003.438] (State Board of Education Rules 6A-1.0995 (3))

Accommodations

All adult education students are encouraged to self-identify any disability in order to receive appropriate accommodations for any and all programs, provided that the student can produce official documentation identifying their disability.

GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTS

[Florida Statute §§1004.02 (17) & 1003.435]
(State Board of Education Rule: 6A-6.021)

Upon successful completion of the GED Tests, a person is awarded a State of Florida Equivalency High School Diploma.

Eligibility

A person who is not currently enrolled in a secondary school shall:

- Be at least eighteen (18) years of age at the time of examination.

And

- Reside in the State of Florida at the time application is made.

Exception: Persons 16-17 years of age who have withdrawn from school and have been granted an Age Waiver by the Palm Beach County Superintendent of Schools or designee. A General Educational Development (GED) Age Waiver Applications (PBSD Form 0944) may be obtained from a community school offering a GED instructional program.

Individuals may register for the GED Test at any community school, listed in the GED testing program found at this website: www.pbceducator.net. An applicant must complete an application form and at the time the application is filed pay the testing fee as established by the District. The fee shall be in an amount of not less than the total national and state required fees nor more than seventy (70) dollars for each candidate taking the entire test battery consisting of the five (5) GED Tests. The applicant must also present one of the following:

- ▶ a valid Florida Driver's License or

▶ a Florida Identification Card or

▶ a valid passport (If presenting a passport, applicant must provide proof of residency, in the State of Florida i.e. utility bill or tax record to document address) or

▶ a military ID

State Board of Education Rule (SBER) 6A-6.021 allows for the awarding of a State of Florida High School Equivalency Diploma to a candidate who meets the requirements of the Rule and who attains a standard score of 410 or above on each of the five GED Tests with an overall average of 450 (or total score of 2,250). Candidates may retake one or more subtest, for a fee of not less than the total national and state required fees nor more than sixteen (16) dollars shall be paid by the candidate for each retake of the Writing Skills test nor more than fourteen (14) dollars shall be paid by each candidate for each retake of the social studies, science, reading and mathematics tests, as allowed by SBER 6A-6.021.

Special Accommodations

www.fldoe.org/workforce/ged/pdf/ged_accommodation_manual.pdf

Special Accommodations to the GED Test are available to candidates who self-identify and provide current documentation with diagnosed disability, according to the American Disabilities Act (ADA, 1990) **Section [Florida Statute §1004.02(3) & (7)]**. Under the ADA, testing agencies are required to provide reasonable accommodations to individuals with disabilities.

When warranted by the documentation, GED Testing Service (GEDTS) provides one or more of the following accommodations:

1. Extended time (amount of time must be specified)
2. Audiocassette
3. Braille
4. Private room
5. Supervised frequent breaks (Time on and off must be specified.)
6. Calculator (for Part II of the mathematics exams, as all candidates are entitled to utilize a calculator for Part I)
7. Interpreter
8. Scribe
9. Other

Accommodations that would fundamentally alter what the GED Tests are intended to measure will not be authorized, nor should accommodations that jeopardize test security or that unduly compromise the standardized nature of the GED Tests.

Candidates requesting accommodations due to disability must complete one or more of the following forms developed by the GED Testing Service (GEDTS) **and obtained from the Department of Adult Education:**

- Request for Testing Accommodations – Physical Chronic Health
- Request for Testing Accommodations – Emotional/Mental Health Disability
- Request for Testing Accommodations – Learning and Other Cognitive Disabilities

- Request for Testing Accommodations – Attention Deficit/Hyperactivity Disorder

Approval for accommodation(s) is reserved to the [Florida](#) Department of Education.

ANNUAL REPORT

Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year [Florida Statute §1008.25(8)(b)]:

The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion. [Florida Statute §1008.25(8)(b)1]

By grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the reading portion of the FCAT. [Florida Statute §1008.25(8)(b)2]

By grade, the number and percentage of all students retained in grades 3 through 10. [Florida Statute §1008.25(8)(b)3]

Information on the total number of students who were promoted for good cause, by each category of good cause as specified in paragraph (6)(b). [Florida Statute §1008.25(8)(b)4]

Any revisions to the district school board's policy on student retention and promotion from the prior year. [Florida Statute §1008.25(8)(b) 5]