

- a. Make-Up Work
  - i. Make-up work **shall be accepted** ~~allowed~~ for full credit and grade for excused, **and** unexcused absences, **and external suspensions**.
  - ii. All make-up work, **including quizzes and tests**, must be submitted/**taken** within two **school days upon return to the missed class**, not including the day of return, for each day of an absence. ~~Previously assigned work is due the day of return. Under extenuating circumstances and at teacher's discretion, additional time may be allowed.~~
  - iii. **When assignments and appropriate instruction are provided prior to the absence, make-up work (including major projects) is due on the day of return to the missed class.**
  - iv. **Under extenuating circumstances and at teacher's discretion, additional time may be allowed.**

## C. PROMOTION

### 1. Standard Promotion Criteria

- a. The charts in Appendix A summarize the promotion requirements for each elementary grade level.
- b. In addition to the specific promotion criteria for reading and mathematics listed in Appendix A, promotion decisions must take into account a student's proficiency in writing and science (based upon proficiency levels determined by the District and/or the State) (F.S. 1008.25(2)).
- c. The evaluation of each student's progress must be based upon classroom work, teacher observations, district-approved assessments, statewide formative and summative assessments, and other relevant information.
  - i. No single assessment is the sole determiner of promotion.
- d. Students in third grade are subject to stricter, State-mandated promotion criteria. See section entitled, "Third Grade Retention" below.

### 2. Good Cause Promotion Criteria (F.S. 1008.25(6)(b))

- a. Any student who does not meet the reading and/or mathematics promotion criteria in Appendix A may be promoted if the student meets one of the Good Cause options included in Appendix A.
- b. Recommendations for Good Cause promotion shall be reviewed by the principal and discussed with the teacher.
  - i. All Good Cause decisions must be made and recorded by the end of the school year or the end of third grade reading camp, except in extenuating circumstances.
  - ii. Documentation submitted from the student's teacher to the school principal must indicate that the promotion is appropriate based upon the student's academic record.
  - iii. In order to minimize paperwork requirements, such documentation shall consist of the existing Progress Monitoring Plan (PMP), Individual Education Plan (IEP),