

POLICY 6000.1: STUDENT PROGRESSION PLAN

High School Procedural Manual

THE SCHOOL BOARD'S MISSION IS TO MEET THE EDUCATIONAL NEEDS OF ALL STUDENTS IN A SAFE LEARNING ENVIRONMENT. THIS POLICY AND THE RELATED POLICIES THAT ARE REFERENCED IN THIS POLICY CONSTITUTE THE STUDENT PROGRESSION PLAN FOR THE DISTRICT. THE PURPOSE OF THE STUDENT PROGRESSION PLAN IS TO ESTABLISH THE STANDARDS FOR QUALITY INSTRUCTION, DELINEATE THE CRITERIA FOR PROMOTION, AND PROVIDE EQUAL EDUCATIONAL OPPORTUNITIES TO ALL STUDENTS, ENSURING NO CHILD IS LEFT BEHIND.

The purpose of this manual is to help guide school personnel in the proper implementation of the Student Progression Plan.

III. HIGH SCHOOLS (GRADES 9-12)

A. HIGH SCHOOL ENROLLMENT AND WITHDRAWAL REQUIREMENTS

- 1. Health requirements for initial entry (F.S. 1003.22)**, including immunization requirements are included in SBBC Policy 5.1: Enrollment and Withdrawal.

- For more information contact the Health Education Department.

- 2. Placement of transfer students for initial entry** is included in Policy 5.1: enrollment and Withdrawal.

- There are 4 different possibilities for placement of students who transfer in from out-of-state or out-of-country into a Broward County middle school.

1. Students who present official documentation of their previous grade level should be placed according to their educational records.
2. If the school subsequently receives records for a student who presented NO documentation, withdraw the student immediately from the wrong subject or grade and place the student in the grade level commensurate with those records. Be sure to inform parents.
3. Students who present unofficial documentation should be placed provisionally. If, upon receipt of official documentation, students have been placed in error in the wrong subject or grade, they will be withdrawn immediately and re-enrolled in the appropriate grade or subject. Be sure to inform parents.
4. With NO documentation, students should be placed age-appropriate as the first consideration and/or in accordance with demonstrated skills as a subsequent action. Schools should provide additional services to those students who are found to be deficient in reading and/or math and inform parents through a written letter that the student is likely to be retained. Parents should be asked to sign this letter to confirm they have been notified.

- No student can be assigned to a grade level based solely on age or other factors that constitute social promotion. (Explanatory Note: Social promotion occurs when a student is promoted based on factors other than the student achieving the district and state levels of performance for student progression when the student fails to achieve the required levels in reading, writing, mathematics, or science on the appropriate State mandated assessments. **Placement does not constitute promotion.** Requiring counseling about possible retention for not meeting standards and requiring extra support are not inconsistent with the law but are in the best interest of children).

- 3. Attendance requirements (F.S. 1003.20)**, including absences for religious reasons, are included in SBBC Policy 5.5: Attendance.

- For more information contact Student Support Services.

4. **Student withdrawal** information is included in SBBC Policy 5.1: Enrollment and Withdrawal.
 - **Specific information on withdrawal of students who reach age of majority (18 and over) is included in SBBC Policy 5.1.**

5. **Dependent children of active military personnel** who otherwise meet the eligibility criteria for special academic programs (such as magnets) shall be given first preference for admission to such programs, even if the program is being offered through a public school other than the school to which the student would generally be assigned. If the program is not offered at the assigned school, the parent would be responsible for providing transportation. (F.S. 1003.05)

- **For more information contact Student Support Services.**

B. HIGH SCHOOL CURRICULUM, INSTRUCTION AND ASSESSMENT

1. **High school Curriculum:** Instruction shall be based upon the standards adopted by the State Board of Education in the subjects of language arts, mathematics, science, social studies, the arts, health and physical education, and foreign languages. (F.S. 1003.41)

2. **Character Education:** The character education traits that shall be integrated into the PreK-12 curriculum are respect, honesty, responsibility, self-control, tolerance, kindness, citizenship and cooperation. (F.S. 1003.42(2)(s)) In addition, the concepts and practices of Environmental Stewardship are embedded into the current character traits and should be reinforced throughout the Character Education curriculum (SBBC Policy 7014).

3. **Holocaust, African and African-American History, Hispanic and Women's Contributions, Veterans' Recognition, Celebrate Freedom Week, and Disability History and Awareness Week** (F.S. 1003.42(2)) Students shall receive instruction in:

- a. The Holocaust
- b. African and African American History
- c. Hispanic Contributions
- d. Women's Contributions
- e. Veteran's Recognition: The principles of democracy, its governmental and political structure, how to preserve and advance democracy and how students may contribute to the American way of life.
- f. "Celebrate Freedom Week" (F.S. 1003.421)
- g. "Disability History and Awareness Week" (F.S. 1003.4205) Disability awareness and instruction may be integrated into existing classroom curriculum to expand students' knowledge, understanding, and awareness of individuals with disabilities including the history of the disability and the disability rights movement.

- **Constitution Day**
In accordance with federal legislation passed in 2004, the Federal Government requires that all schools that receive Federal funding must provide a course on the Constitution on Constitution Day, September 17th. This is H.R. 4818. (Louise Ball: 754.31-1873)

4. **Outside Activities:** Outside activities, such as contests and fairs that use instructional time must be aligned with the standards adopted by the State Board of Education. See SBBC Policy 6303 for additional field trip information.

- 5. Family Life/Human Sexuality:** Health/Life Management Skills curriculum must include consumer education, nutrition, positive emotional development, parenting skills, information on breast cancer detection and breast examination, cardiopulmonary resuscitation, benefits of sexual abstinence and consequences of teenage pregnancy, the hazards of smoking, marriage and relationship skill-based education, drug education, human sexuality, acquired immune deficiency syndrome (HIV) and other sexually transmitted diseases (F.S. 1003.43(i)) Courses should be taught by a certified health educator.
- 6. Gifted Education:** See SBBC Policy 6000.5.
- 7. Assessment:** Each student must participate in statewide assessment tests at designated grade levels as required by Florida Statute. For students with who meet state-defined exemption criteria, an alternate assessment must be administered. The school will provide parents with the results of each statewide assessment test. Ongoing assessment is an integral part of the instructional process (F.S. 1008.25(4)).
- Allowable accommodations must be documented and provided for English Language Learners (ELLs). When providing Flexible Setting, a letter must be sent home to parents in the native language.
- 8. Personal Education Plan:** All high school students will have a personal education plan, as of 2007-08, that reflects their course of study (F.S. 1003.413(3)(i)) Plans must be reviewed annually (S.B. 1908).
- Beginning in 2012-13, the ePEP will not longer be available. Presently, the Personal Academic Career Plan (PAC-Plan) will be a paper document created in grade 8 and revisited in grades 9-12. The PAC-Plan must indicate 24 credits and a career interest. District personnel are currently working on a Virtual Counselor version of the PAC-Plan (VC PAC-Plan), which will be available for the 2013-14 school year.
- 9. Suspension of Curriculum (F.S. 1008.22(4)):** A regular program of curricula shall not be suspended for purposes of administering practice tests or engaging in other test-preparation activities for a statewide assessment. However, a school may engage in the following test-preparation activities for a statewide assessment.
- a. Distributing to students the sample test books and answer keys published by the Department of Education.
 - b. Providing individualized instruction in test-taking strategies, without suspending the school's regular program of curricula, for a student who scores at Level 1 or Level 2 on a prior administration of the statewide assessment.
 - c. Providing individualized instruction in the content knowledge and skills assessed, without suspending the school's regular curricula, for a student who scores at Level 1 or Level 2 on a prior administration of the statewide assessment or a student who, through a diagnostic assessment administered by the District, is identified as having a deficiency in the content knowledge and skills assessed.
 - d. Incorporating test-taking exercises and strategies into curricula for intensive reading and mathematics intervention courses.
 - e. Administering a practice test or engaging in other test-preparation activities for the statewide assessment which are determined necessary to familiarize students with the

organization of the assessment, the format of the test items, and the test directions, or which are otherwise necessary for the valid and reliable administration of the assessment, as set forth in rules adopted by the State Board of Education

10. College Readiness Assessment (F.S. 1008.30):

- a. Before the beginning of grade 12, each high school must evaluate the college readiness of each student who scores at Level 2 or Level 3 on the reading portion of the grade 10 FCAT or Level 2, Level 3, or Level 4 on the mathematics portion of the grade 10 FCAT.
- b. High schools shall perform this evaluation using the results of the Common Placement Test (CPT), The Postsecondary Education Readiness Test (PERT) or an equivalent test identified by the State Board of Education. Students who demonstrate readiness by achieving the minimum test scores established by the state board and enroll in a community college within 2 years of achieving such scores shall not be required to enroll in remediation courses as a condition of acceptance to any community college. A successful score on the PERT does not guarantee admission to any postsecondary institution (F.S. 1008.30).
 - At the high school level, the PERT (Postsecondary Education Readiness Test) is the designated assessment for determining career and college readiness.
- c. The high school shall use the results of the test to advise the students of any identified deficiencies and will provide 12th grade students appropriate remedial instruction prior to high school graduation.
 - Rising Seniors who do not meet College Readiness scores on the required assessments as indicated by the Florida Department of Education, shall be placed in English 4: Florida College Prep or Math for College Readiness depending on the area of deficiency during the 12th grade year.

11. Health Education: The health education curriculum shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.

C. HIGH SCHOOL STUDENTS' RIGHT TO INSTRUCTION

1. **Remedial and supplemental instructional resources will be allocated** first to students who fail to meet achievement performance levels required for promotion. Each student who does not meet minimum performance expectations for the statewide assessment tests in reading, writing, science and mathematics must continue remedial instruction with supplemental instruction until expectations are met or the student graduates from high school or is not subject to compulsory school attendance (F.S. 1008.25). Remedial instruction will include an intensive program different from the previous year's program.
2. **Students who must travel to centers or programs** pursuant to the provisions of School Board policy will be allowed a period to do so.

D. HIGH SCHOOL GRADE DESIGNATION

1. **Starting in 2009-10, grade designation for high school students** will be determined as:
 - a. Following promotion from 8th grade, the student shall be placed in 9th grade, which will designate their cohort.

- b. Following completion of one year designated as a 9th grader, the student will be designated a 10th grader.
- c. Following completion of one year designated as a 10th grader, the student will be designated as an 11th grader.
- d. Following completion of one year as an 11th grader, the student will be designated as a 12th grader.
- e. Students enrolled in and attending Alternative Secondary Schools, including Department of Juvenile Justice (DJJ) programs, participate in a “performance based” educational setting. Students demonstrate credit completion at the point they finish the course requirements. Grade designation is determined in the same manner as indicated above.

2. Definition and Transfer of Credits:

- a. **Definition of Credit:** One full credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards. One full credit means a minimum of 120 hours of bona fide instruction in a designated course of study that contains student performance standards for purposes of meeting high school graduation requirements in a school that has been authorized to implement block scheduling (F.S.1003.436(1)(a)) One-half credit is defined to be one-half of the requirement for a full credit. Any school that uses alternative scheduling must employ a District-approved mechanism to determine successful mastery of student performance standards.
 - The definition of a credit is based on the number of instructional hours taught, not the number of instructional hours received by a particular student. This is not an attendance rule.
- b. **High school students are not exempted** from the 135-hour or 120-hour bona fide instruction rule except as in allowable acceleration mechanisms (Credit Validation, Dual Enrollment, Early Admission, Adult Education and approved alternative education programs featuring competency-based curriculum or in schools that have alternative scheduling).
- c. **The Florida Articulation Coordinating Committee defines** those select semester-length (three credit hours) postsecondary courses completed through dual enrollment as receiving one (1) full high school credit (F.S. 1003.436). All other courses taken through dual enrollment shall have six (6) postsecondary semester credit hours equal to one (1) high school credit.
- d. **Transfer Students:**
 - (1) The requirements of the School Board shall be based upon those requirements that were in effect for the cohort of students that entered the 9th grade during the same school year as the transfer student
 - (2) Students who enter a BCPS at the 11th or 12th grade from out of state or from a foreign country shall not be required to spend additional time in the high school in order to meet the high school course requirements if the student has met all requirements of the school district, state, or country from which he or she is transferring. Such students who are not proficient in English should receive

immediate and intensive instruction in English language acquisition. To receive a standard high school diploma, a transfer student must earn a 2.0 grade point average and pass the grade 10 FCAT or receive the concordant score on the SAT/ACT identified by the FLDOE (F.S. 1003.433(1)) and pass any required End-of-Course Exams, as required by the FLDOE (F.S. 1003.433 (2a.i. 2a.ii))

e. Uniform Transfer of High School Credits

- (1) Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. The school shall accept and classify transfer credits for the purpose of credits that meet specific graduation requirements without further validation from schools that are accredited by a regional accrediting agency or from schools accredited through their state or country's Department of Education. Accrediting agencies are:

- a. Southern Association of Colleges and Schools (SACS)
- b. Middle States Association of Colleges and Schools (MSACS)
- c. New England Association of Colleges and Schools (NEACS)
- d. North Central Association of Colleges and Schools (NCACS)
- e. Northwest Association of Accredited Schools (NAAS)
- f. Western Association of Colleges and Schools (WACS)
- g. National Council on Private School Accreditation (NCPSA) member agencies and other accepted agencies are:
 - i. Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities
 - ii. Alabama Independent School Association
 - iii. American Montessori Society
 - iv. Association of Christian Schools International
 - v. Association of Christian Teachers and Schools, Assemblies of God
 - vi. Association of Independent Schools of Florida
 - vii. Association of Waldorf Schools of North America
 - viii. Christian Schools International
 - ix. Christian Schools of Florida
 - x. Commission of International and Trans-Regional Accreditation
 - xi. Florida Association of Christian Colleges and Schools
 - xii. Florida Catholic Conference Accreditation Program
 - xiii. International Academy of Educational Accreditors
 - International Christian Accrediting Association
 - xiv. Kentucky Nonpublic School Commission
 - xv. Montessori School Accreditation Commission
 - xvi. National Accreditation Board of Merkos L'Inyonei Chinuch
 - xvii. National Christian School Association
 - xviii. National Independent Private School Association
 - xix. Florida Council on Independent Schools (FCIS)
 - xx. Florida Association of Christian Colleges and Schools (FACCS)

• **Note: NCPSA member agencies are the following:**

Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Association of Christian Schools International, Association of Christian Teachers and Schools, Assemblies of God, Association of Independent Schools of Florida, Association of Waldorf Schools of North America, Christian Schools International, Christian Schools of Florida, Florida Association of Christian Colleges and Schools, International Christian Accrediting Association,

Kentucky Nonpublic School Commission, Montessori School Accreditation Commission, and the National Independent Private School Association. For assistance, contact District Guidance at 754 321-2584.

- (2) If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period as outlined in subsection (2) of this rule.
- (3) Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection (3) of this rule.
- (4) Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:
 - (a) Portfolio evaluation by the superintendent or designee;
 - (b) Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
 - (c) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
 - (d) Demonstrated proficiencies on nationally-normed standardized subject area assessments;
 - (e) Demonstrated proficiencies on the FCAT; or
 - (f) Written review of the criteria utilized for a given subject provided by the former school.
- (5) Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in paragraphs (3)(d) and (e) of this rule if required (State Board Rule 6A-1.09941).
- (6) Such students who are not proficient in English should receive immediate and intensive instruction in English language acquisition and English for Speakers of Other Languages (ESOL) strategies in all courses.
 - In cases of unusual circumstances related to out-of-district transfer students or late registrants who have not been enrolled in school prior to enrolling in a Broward County school and, therefore, minimum instruction time cannot be met, students shall be enrolled on an audit basis. In TERMS, an Audit is designated by a flag of "U" and the grade earned is designated as "NG."

f. Virtual Education

- (1) Schools may not limit student access to Florida Virtual School Courses. However, school counselors will determine if the course is academically appropriate for the student based on the students' academic history, grade level, and age. (F.S. 1002.37 (3)(c)).
- (2) Schools may not limit access to a Florida Virtual School course even if the school offers the same course.
- (3) Students may not enroll in the same course at Florida Virtual School when concurrently enrolled in the course at the local school.
- (4) Schools must provide student access to Florida Virtual School as part of the student's full day curriculum.

- g. Students who are not in attendance at a regular high school (grades 9-12) but attend alternative programs** that have been approved and identified as alternative by the District may re-enroll in a high school program and receive credit for all courses successfully completed in the alternative program(s) after evaluation of the grade transcript. For purposes of this policy, adult secondary education credit programs may be considered as an educational alternative pursuant to F.A.C. 6A.6014, if approved by the appropriate area superintendent prior to placement.

E. HIGH SCHOOL PROGRESS MONITORING PLAN (PMP) PROCESS: Any student, including those with disabilities, who does not meet specific levels of performance in reading and mathematics for each grade must be provided with additional diagnostic assessments to determine the nature of the student's difficulty and areas of academic need. The school must develop and implement, in consultation with the student's parent, a PMP in reading and/or mathematics to assist the student (F.S. 1008.25(4)(b)). Schools must provide frequent monitoring of student progress. Research-based reading activities that have been shown to be successful in teaching reading to low-performing students will be used. Remedial instruction provided during high school may not be in lieu of English and mathematics credits required for graduation.

1. Specific PMP reading requirement for high school students

If a high school student scores at Level 2 or below on FCAT Reading, the PMP must identify:

- a.** The student's specific areas of deficiency in:
 - (1) Phonemic awareness
 - (2) Phonics
 - (3) Fluency
 - (4) Comprehension
 - (5) Vocabulary
- b.** The desired level of performance in these areas.
- c.** The instructional and support services to be provided to help the student achieve the desired levels of performance, including an intensive reading course for students who score at Level 1 and for students who score at Level 2 in reading, either an intensive reading course or a content area course in which reading strategies are delivered, in accordance with the District's Comprehensive K-12 Reading Plan (F.S. 1003.4156(1)(b))

2. Specific PMP mathematics requirements for high school students in grades 9 and 10: If a student scores at Level 2 or below on FCAT Mathematics, the student will be required to receive remediation through a PMP.

3. PMPs and Learning Contracts: For students attending Schools of Choice, the learning contract will serve as the student's PMP.

4. PMP Reviews: Progress Monitoring Plans in reading will be reviewed at least annually to address additional support and services needed to remediate the identified areas of reading deficiency. A portfolio will be completed for the student in accordance with District requirements. (F.S. 1008.25(7)(b)1).

F. HIGH SCHOOL EXTENDED LEARNING OPPORTUNITIES: Opportunities for extended learning for students with academic deficiencies may be offered during the school day, as well as beyond the school day. Extended learning opportunities will be determined on an annual basis.

G. REPORTING HIGH SCHOOL STUDENT PROGRESS: The reporting of student progress to parents shall follow procedures established by The District and be in accordance with Florida Statutes, Florida State Board of Education administrative rules, and board adopted policies, rules and regulations. (F.S. 1008.25; 1003.33).

1. Progress Reports (Report Cards): Progress reports are issued at the end of each marking period. Progress reports may not be withheld from students because of failure to pay dues, fees or charges for lost or damaged books or property.

2. Interim Reports: No later than midway between marking periods, an interim report shall be sent to parents of students who are experiencing difficulty including, but not limited to: a grade of D or F, a drop of two or more grades, unacceptable behavior and excessive absences. In schools with an automated system for record-keeping and grading, interims will be provided for all students as an indication of satisfactory or unsatisfactory progress.

3. Grading: The grading system used in the high schools will be (F.S.1003.437):

4. Plus (+) Grades: Letter grades displaying plus signs shall be used in the calculation of District weighted grade point average for the purpose of determining class rank and will not be used for determining athletic eligibility or in meeting the graduation requirements. (F.S. 1003.437) The Bright Futures Scholarship Program does not recognize plus (+) grades.

5. Incomplete Grade: An I is given as an opportunity for students to make up incomplete class work or for students who require additional time to demonstrate mastery of course standards. Class work should be made up prior to the end of the next marking period. If the work remains incomplete or unsatisfactory at the end of this period, the I will convert to an F. The principal may extend the deadline.

- In the case of an EOC Course where the EOC is worth 30% of the final full credit grade, and a student does not take the EOC assessment, the I will not become an F. The grade will remain "I" until the student attempts the EOC assessment.

- In all other cases, the "I" will become an F after 44 days.

4. Changes to Student Grades: Changes to student grades shall be properly documented using a Change of Grade form to be signed by the principal and the teacher of record. The appropriate grade change code shall be documented in TERMS. When the teacher of record is unavailable or not applicable, the Change of Grade form shall be signed by the principal and by the subject area Department Chairperson. Changes to a student grade may be made for the following reasons.

- (1) Forgiveness when an EOC Course belongs to the 30% of grade rule.

- (2) Technical/Input error.

- (3) Incomplete grade changed to the appropriate letter grade.

- (4) Grade averaging.

- (5) Unforeseen extenuating circumstances.

- When a grade change is performed, the Change of Grade form should be maintained in the student's cumulative record. The grade change on TERMS must reflect the reason for the change and this reason must be the same as the reason on the change form.

- The following grade change reason codes are unique to the courses that have a state required End of Course exam that accounts for 30% of the student's grade:

- G - STUDENT RE-TOOK ONE SEMESTER OF EOC COURSE

- H - STUDENT RE-TOOK TWO SEMESTERS OF EOC COURSE
- I -STUDENT RE-TOOK ONE SEMESTER AND THE EOC EXAM OF EOC COURSE
- J-STUDENT RE-TOOK TWO SEMESTERS AND THE EOC EXAM OF EOC COURSE
- K - STUDENT RE-TOOK ONLY THE EOC EXAM
- O - ESE/EOC GRADE CHANGE
- The following grade change reason codes apply to all courses, as applicable:
 - L -TECHNICAL/ INPUT ERROR
 - M-INCOMPLETE GRADE CHANGED TO LETTER GRADE
 - N-UNFORESEEN EXTENUATING CIRCUMSTANCES
 - P-GRADE AVERAGING

5. Semester Grades: At the high school level, credit is granted on the semester basis. One-half credit is given for passing a semester's work in a course. The semester grade for each course is determined by totaling the points earned in both quarter grading periods and the points earned on the semester examination. For schools implementing a 4x4 block schedule, one semester is equivalent to a nine-week period of time. For schools on a rotator schedule, one semester is equivalent to an 18-week period of time.

Numerical	Letter	Quality Points
90-100	A	4.0
87-89	B+	3.5
80-86	B	3.0
77-79	C+	2.5
70-76	C	2.0
67-69	D+	1.5
60-66	D	1.0
0-59	F	0.0
INCOMPLETE	I	0.0

- a. To receive a passing mark for the semester grade in a subject, the student shall have previously earned at least a passing mark in:
 - (1) Both quarter grading periods, or
 - (2) One quarter grading period and the semester examination.
- b. The weight of each quarter grade is 37,50% of the final semester grade. The weight of the final examination is 25% of the final semester grade.
 - Semester Grades: Courses are broken down into parts called semesters. Semester grades determine whether the course is passed and credit is earned. Each semester grade is made up of three (3) grades: two-quarter grades and the exam grade.
 - To receive a passing grade for the semester grade, the student must earn a passing grade in:
 - a. Both quarter grading periods, or
 - b. One quarter grading period and the semester examination.

The following chart should be used to calculate your semester grade:

Letter Grade	Semester Points	Semester Exam
A	12.0 Points	8.0 Points
B+	9.3 Points	6.2 Points
B	9.0 Points	6.0 Points
C+	6.3 Points	4.2 Points
C	6.0 Points	4.0 Points
D+	3.3 Points	2.2 Points
D	3.0 Points	2.0 Points
F	0 Points	0 Points
I	0 Points	0 Points

The semester grade is assigned as follows:

Total Point Value	Semester Grades
28.00 or above points	A
24.50 through 27.99 points	B+
20.00 through 24.49 points	B
16.50 through 19.99 points	C+
12.00 through 16.49 points	C
8.50 through 11.99 points	D+
5.00 through 8.49 points	D
Below 5.00 points	F

- 7. Final Examinations and Exam Exemptions:** Examinations shall be scheduled and administered in accordance with the guidelines provided in the District's procedural manual for this policy. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement (F.S. 1003.33).

- a. Students in grades 9-12 who earn a grade of B or better in a particular course may be exempt from the mid-term and/or final exams in that course under the following criteria:
 - (1) All students will be eligible to waive one-half of their total midterms or final exams

- (2) For AP/IB/AICE and courses with End of Course (EOC) exam requirements, midterms cannot be exempted. The student may exempt the final exam. Teachers are encouraged to give an alternative assessment in lieu of a traditional final.
- (3) Dual Enrollment mid-terms and finals may NOT be exempted.
- (4) End-of-Course exams, required by statute, are not eligible for exemption.
- (5) Starting with the 2011-12 school year, District mid-term exams that are designed to prepare students for End-of-Course Exams are not eligible for an exam exemption.

- **Early Withdrawal From School**

If a student withdraws from a Broward County Secondary School during the last 15 days of a semester or a year, or must withdraw before examinations, testing of such a student may be conducted as follows: Examinations may be sent to a school in the area to which the student has moved, provided that the school there agrees to supervise examinations and returns the examinations for correction to the Broward County school from which the student withdrew.

- **Absence During the Last Part of Year**

- If a student must be absent for any acceptable reason and is unable to take the final examination (s), the student may take such examination(s) in August at the school the individual attended.
- Cases of illness, circumstances of extreme nature, or unique academic/educational opportunities, which make compliance with these provisions impossible shall be dealt with on an individual basis and any exception shall be subject to the approval of the respective school's principal.
- No student shall take a final exam earlier than the scheduled exam day and time.

- 8. **Any student with a GPA below 2.5** shall have their parent or guardian notified that good work is necessary to ensure that high school graduation requirements are met. Students will be assisted in meeting these requirements through a variety of options, which may include, but are not limited to:

- a. Forgiveness Policy (See section 11)
- b. Extended Learning
- c. Special Counseling
- d. Volunteer and/or Peer Tutors
- e. School-Sponsored Help Sessions
- f. Homework Hotlines
- g. Study Skills Classes
- h. Co-enrollment (See section 3, d)

- 9. **Honors Courses to Receive Quality Points**

- a. All courses, which are clearly labeled as “honors”, and/or “advanced”, and/or “gifted”, consistent with State Frameworks and/or District guidelines and coded as such in Broward Course Code Dictionary, shall carry one *additional* quality point.

- In order to earn the additional quality point, the student must earn a C or higher. (In TERMS, the V flag indicates the addition of one quality point.)

b. Academic foreign languages above the second year are included in this category. Classes labeled “conversational” are not included in this category.

c. Dual Enrollment (F.S. 1007.271).

Effective for dual enrollment courses taken in 2007-08 and thereafter, all college level courses and career certificate dual enrollment courses completed with a grade of C or better shall receive two quality points. College level courses are defined by approved articulation agreements between The School Board of Broward County, Florida and area colleges and universities. Career Certificate dual enrollment courses are defined as a course sequence that leads to a career certificate and shall not be used to enroll students in isolated career courses. Credit earned shall be recorded in the student’s academic record using the course number and title used by the postsecondary institution.

(In TERMS, the L flag indicates the addition of two quality points.)

d. An additional quality point may not be earned in honors class if the grade received is below a C.

10. Advanced Placement Courses, Advanced International Certificate of Education, And International Baccalaureate to Receive Quality Points

a. All classes that are clearly labeled “Pre-Advanced International Certificate of Education” or “ Pre-International Baccalaureate” shall receive one quality point, if the grade received is C or above. (TERMS Flag V)

b. All classes that are clearly labeled “Advanced Placement” (AP), “Advanced International Certificate of Education” (AICE) or “International Baccalaureate” (IB) shall receive two quality points if, the grade received is C or above. (TERMS Flag L)

c. Students will be required to take the AP, AICE, and/or the IB examination (cost of examination to be paid by the District) in order to receive two quality points. If a student elects not to take the AP, AICE, and/or IB examination, he/she will receive one quality point for a grade of C or higher. (TERMS Flag L)

11. Forgiveness Rule

a. For students taking high school courses, forgiveness for **required** courses shall be limited to replacing a grade of D, F, or I with a grade of C or higher, earned subsequently in the same or comparable course. Forgiveness for **elective** courses shall be limited to replacing a grade of D, F, or I with a grade of C or higher earned subsequently by retaking the same or comparable course or different course (F.S. 1003.43). The student’s record, however, will show all courses taken

(1) For a student whose cumulative Grade Point Average is below a 2.5, courses previously passed with a grade of D (1.0) may be retaken through an extended learning opportunity or through co-enrollment in order to maintain continuous progress toward graduation.

(2) The Forgiveness Rule shall be applied only one time per course.

- Use an “X” and “I” flag pair to replace an “F” or “D” grade. This eXcludes the poor grade, and Includes the A, B, or C in all GPA’s. These flags are in TERMS Academic History. Please note that no grade is removed from the transcript. The entire academic history remains visible to all post-secondary institutions.

- When a student takes a High School level course while in Middle School, a grade of C, D or F can be forgiven.
 - When a grade of D is forgiven with the same or comparable course, the credit for the course should be zeroed out.
- b. All forgiveness courses and grades must be included on a student's transcript as an accurate reflection of a student's record of achievement. The authority for the School Board to adopt a forgiveness policy does not provide authority to alter a student record to delete the forgiven course and grade (F.A.C. 6A1.0955(3)(a)7; F.S. 1003.428(4)(d)).

12. Grade Averaging (F.S.1003.436)

- a. Starting in 2009-10, for the purpose of graduation, grade averaging of the two semesters for a year-long course will be permitted when one is a failing grade and the other grade is C or higher.
- b. A student enrolled in a full-year course shall receive one-half credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the averaging of the grades obtained in each half would not result in a passing grade.
- c. A student enrolled in a full-year course shall receive a full credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half and the averaging of the grades obtained in each half would result in a passing grade, provided that the student receives a grade of C or better on the final examination in the semester failed and meets District policies for attendance (applied to the class in question for the purpose of grade averaging), homework, participation, and other indicators of performance.
- Grade averaging must be done at the school level when it will assist a student in earning credit toward graduation. In order to qualify for grade averaging, the student must have FEWER than five absences (excused or unexcused) during the failed semester. The student must also have achieved a C or higher on the final exam during the failed semester. Grade averaging will be treated as a grade change and must follow the procedures outlined in section 12 below. The reason code for grade averaging (Code P) must be entered on each semester, and each semester grade must change to the new average of the two grades.

13. Grade Point Averages (GPAs)

- a. The Grade Point Average is calculated by dividing the quality points by the credits attempted.
- b. A quality point is the numerical value assigned to the letter grade (e.g. A=4, B=3, C=2, D=1).
- c. There are six different grade point averages that are used for different purposes:
- (1) **Semester Weighted GPA**

The weighted average of the courses taken in any one semester (includes extra quality points for honors, Advanced Placement, International Baccalaureate, and dual enrollment courses, including technical dual enrollment for student entering 9th grade in 2007-2008).

(2) Cumulative Weighted GPA (District)

The weighted average of all courses taken in high school (includes extra quality points for honors, Advanced Placement, International Baccalaureate, and dual enrollment courses, including technical dual enrollment for student entering 9th grade in 2007-2008).

- High School courses taken in Middle School were first included in this GPA beginning with courses taken in the 2012-13 school year. This grade point average is our LOCAL GPA and used for class ranking. This GPA does recognize the (+).

(3) Core GPA

The average of all academic college core courses completed using an additional .5 quality point for each full credit course.

- English, Mathematics, Science, Social Studies and World Languages are included in this Grade Point Average. The (+) is not recognized in this GPA. Note that the additional .5 quality point is for a full credit course. For a half credit course, there is an additional .25 quality point.

(4) Bright Futures GPA

A weighted and unweighted scale that is applied to college preparatory courses (Florida Academic Scholars, Florida Medallion Scholars, and Florida Gold Seal Vocational Scholars Awards) and career preparatory courses (Florida Gold Seal Vocational Scholars Award). That is, 0.5 additional quality point for each full credit and .25 additional quality points for each half-credit is awarded for courses that are more challenging. These courses can be found in the Bright Futures Comprehensive Courses Code Table at www.floridastudentfinancialaid.org/SSFAD/bf.

- Students must access their FACTS.org account to see their Bright Futures GPA. This GPA is not available on the report cards, on Virtual Counselor or on TERMS. Note that the additional quality points are the same for any rigorous course as defined by the State DOE. Local Honors courses do not receive additional quality points. Also, the (+) grade is not recognized by Bright Futures.

(5) State GPA

The cumulative, unweighted average of grade points earned in all high school courses not forgiven. This GPA includes all high school courses taken in middle school. For graduation purposes, students must meet the minimum GPA requirements of their chosen program. No additional quality points are given for rigorous coursework.

- This is the GPA used for Graduation purposes (2.0) and for Athletic Eligibility.

(6) District GPA

The cumulative, weighted average of grade points earned in all high school courses earned and not forgiven. This GPA is used to determine class ranking. Additional quality points are given for honors, Advanced Placement, International Baccalaureate, and dual enrollment courses, including technical dual enrollment for students entering 9th grade in 2007-2008.

2. Alternative Report Card

A District-approved alternative progress report may be used for students with disabilities whose progress cannot be appropriately reported using the standard progress report.

- For assistance with the Alternative Report Card, contact the ESE Department.

3. IEP Annual Goals Progress Report:

The IEP Annual Goal(s) Progress Report must be completed and sent home with each report card for all students with disabilities.

4. The EP (Gifted Education Plan) Goals Progress Report must be completed and sent home with each report card for all gifted students.

H. GRADUATION ACCELERATION MECHANISMS

1. Notification

At the beginning of each school year, parents of students in or entering high school will be notified of the opportunity and benefits of Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Dual Enrollment, and Florida Virtual School courses (F.S. 1003.02(1)(i)).

2. Dual Enrollment

a. Definition

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 (F.S. 1007.271(1)). The purpose of dual enrollment is to shorten the time necessary to complete requirements for a diploma, career certificate, associate, or baccalaureate degree, to broaden the scope of curricular options, or increase the depth of study available in a particular subject area.

b. Eligibility for College Dual Enrollment

To be eligible for dual enrollment in college credit courses, students must have a 3.0 unweighted high school grade point average, unless the approved inter-institutional articulation agreement provides otherwise. Students must also meet minimum scores on the Common Placement Test (CPT), Postsecondary Education Readiness Test (PERT), or equivalent assessments (SAT or ACT). To continue in dual enrollment for college credit courses, students must continue to maintain the 3.0 unweighted high school grade point average, inclusive of college courses taken, and maintain at least a 2.0 college grade point average. Students who are disruptive will lose the privilege of participating in the Dual Enrollment Program.

- For purposes of continuing in the Dual Enrollment program, the post-secondary institution will determine per the Guidelines of that institution, whether a student has been disruptive.

c. Eligibility for Career Dual Enrollment

To be eligible for dual enrollment in a career certificate program offered through the Broward Technical Centers, students must have a 2.0 unweighted high school grade point average. The student's unweighted GPA is inclusive of any college courses the student has taken. Students must also pass the Test of Adult Basic Education (TABE) at the required exit level for the targeted career certificate program. These programs will allow students to earn a series of elective credits toward the high school diploma, while working towards a career certificate, and shall not be used to enroll students in isolated career courses. Dual Enrollment career certificate programs taught on the high school campus must carry the appropriate post-secondary course code number. To continue in technical through Broward Technical Centers, students must maintain at least a 2.0 unweighted grade point average, inclusive of dual enrollment courses.

d. Dual Enrollment Procedures

High school students who meet the rules and regulations listed above may dually enroll in coursework, not to exceed 11 credits per student, per term, unless the student's principal or designee provides approval to exceed 11 credits per term. Students wishing to take more than 11 credits may be better served through Early Admission and should be advised accordingly. Denial of a request to exceed 11 credits may be appealed prior to enrollment.

Dual enrollment coursework cannot be remedial in nature and must be provided by either the community college or university with whom the School Board has an approved agreement or by a School Board Technical Center. Students who elect to participate in dual enrollment (which includes technical coursework). coursework may do so during regular school hours, after regular school hours, and during the college/university/technical center summer terms. Said instruction shall not include physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity (F.S.1007.271(2)). Any student so enrolled in a state supported postsecondary institution with which the School Board has an approved inter-institutional articulation agreement or in a course sequence through the Broward Technical Center that leads to a career certificate shall be exempt from the payment of registration, matriculation, laboratory, and textbook fees (F.S. 1007.271(13-14)). Dual Enrollment will be open to students in grades 9-12 as specified and agreed on in the approved inter-institutional articulation agreement and as stated above.

3. Early Admissions

a. Definition

Early admission is a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree (F.S. 1007.271(7-8)) in order to shorten the time necessary to complete requirements for a diploma, associate, or baccalaureate degree.

b. Eligibility

To be eligible for early admissions, students must have a 3.0 unweighted high school grade point average, inclusive of Dual Enrollment courses taken. Students must also meet minimum scores on the College Placement Test (CPT), Postsecondary Education Readiness Test (PERT), or equivalent assessments (SAT or ACT). Once a student is eligible for early admissions, the eligibility continues through the end of the current school year.

c. Early Admissions Enrollment

Early admission may take place at accredited postsecondary institutions with or without the existence of an articulation agreement. All coursework completed and credits earned under the early admission option will be recorded in the student's academic history and be calculated into the student's cumulative grade point average. Any student so enrolled in a state supported postsecondary institution with which the School Board has an approved inter-institutional articulation agreement shall be exempt from the payment of registration, matriculation, laboratory, and textbook fees (F.S. 1007.271(7)) Students participating in early admissions programs at all other institutions will be responsible for all fees and expenses. In order to graduate from a public high school under the Early Admissions Program, be awarded a high school diploma, and participate in graduation ceremonies, the student must be degree seeking and must qualify on an approved

placement examination and enroll in non-remedial, credit-earning coursework. The student must have completed two consecutive semesters of college coursework or the equivalent, with a full-time class load of 24 credit hours or the equivalent. This must include coursework that satisfies the remaining high school graduation requirements and the student must maintain a minimum college 2.0 GPA as shown by grade transcripts. A student who does not meet all requirements by the time his/her class graduates will default to a standard diploma when all requirements are met.

4. Credit from Other Postsecondary Institutions

Students may receive high school credit for completion of college coursework offered through programs at accredited postsecondary institutions that do not have inter-institutional articulation agreements with The School Board of Broward County, Florida.

In order to receive high school credit, students must complete these requirements:

- a. Be enrolled as a high school student.
- b. Have a 3.0 unweighted grade point average.
- c. Obtain approval from the school administrator.
- d. Provide a description of the course to be taken; the course must be included in a specific degree program (as opposed to a special interest session offered by a college/university, which does not meet the criteria of a credit-granting course).
- e. Provide the school administrator with an official transcript delineating course title/number of college credit hours earned (F.S. 1003.436).

For purposes of this Policy, three semester hours of college credit will be equated to one-half high school elective credit. Honor points will be awarded in accordance with established School Board policy, which stipulates rigor and for 2006-07, awards one quality point for a level 1000 college course (or its equivalent) and two quality points for a level 2000 or higher college course (or its equivalent). Effective 2007-08, all dual enrollment courses completed with a C or better will earn two quality points.

- 5. Credit Acceleration Program (CAP):** Students who meet specific scores on standardized end-of-course assessments as defined in F. S. 1008.22 shall receive credit for the corresponding course (F.S. 1003.4295).

I. HIGH SCHOOL CREDIT EARNED IN GRADES 6 – 8

High school credit may be earned in grades 6-8 by completing the course and earning a passing grade. Credit may be earned in courses which include, but are not limited to, Algebra I, Geometry, Spanish I and II, Japanese I and II, and French I and II. Students may also receive credit for courses successfully completed in a virtual environment. Letter grades (A-F and I) will be assigned for any high school course taken by a middle school student and will be counted towards the student's high school grade point averages.

J. GRADUATION

The charts at the end of this section summarize the graduation requirements for each diploma option/program.

1. Graduation Diploma Options

- a.** Each year the District must provide students in grades six through nine, and their parents, with information concerning the three-year (18-credit) and four-year (24-credit) high school graduation options, including the respective curriculum requirements for those options so that the students and their parents may select the program that best fits their needs.
- b.** Selection of one of the graduation options is exclusively up to the student and parent. If the student and parent fail to select a graduation option, the student shall be considered to have selected the general requirements for the four-year high school graduation option (F.S. 1003.429(1)6(2)).

(1) 24-Credit Option

- (a) The 24-credit option is the traditional standard high school diploma as described in the graduation requirements chart.
- (b) Students enrolled in special magnet programs may only select this diploma option.

(2) 18-Credit Option

Students who select the 18-credit college preparatory or career preparatory diploma option shall automatically move to the 24-credit diploma when the student: (F.S. 1003.429(8)).

- (a) Exercises the right to change to the 4-year, 24-credit diploma, OR
- (b) Fails to earn 5 credits by the end of grade 9 or fails to earn 11 credits by the end of grade 10, OR
- (c) Does not achieve a score of 3 or higher on the grade 10 FCAT Writing assessment, OR
- (d) Does not meet the diploma/graduation requirements by the end of grade 11.

(3) International Baccalaureate Curriculum Diploma Option

To qualify for the International Baccalaureate Diploma, students must select the 4-year/24-credit diploma option and complete:

- (a) 4 credits of language in the student's native language,
- (b) 3 credits of mathematics,
- (c) 3 credits of experimental sciences,
- (d) 3 credits of Study of Individuals in Societies,
- (e) 150 creativity/activity/service hours (CAS),
- (f) 75 hours of community service, and
- (g) Complete an extended essay

2. Graduation Requirements

A student may be awarded a standard diploma at which time he/she meets all graduation requirements. A student who graduates early from high school may continue to participate in school activities during his/her four-year cohort period, and will continue to be ranked with this cohort. The student shall be included in all awards and honors with his/her cohort. Students who have graduated early shall comply with school board rules regarding access to school facilities and grounds during normal operating hours.

The information below provides additional information regarding a number of graduation requirements:

a. Mathematics:

(1) Algebra

All students must earn one credit in Algebra. The Algebra requirement can be satisfied in the following ways:

- (a) 1 credit in Algebra I or Algebra I Honors
- (b) 2 credits in Applied Mathematics
- (c) 1 credit in Integrated Mathematics I and 1 credit in Integrated Mathematics II
- (d) 1 credit in Algebra IA and 1 credit in Algebra IB
- (e) 1 credit in Algebra II or Integrated Mathematics III or any Level III mathematics course

(2) Algebra I End-of-course assessment:

Students who entered grade 9 in the 2010-11 school year and who had not already earned credit for Algebra I in middle school will be required to take the End-of-Course assessment in Algebra. The results of this assessment will count as 30% of the student's final Algebra I grade. Students who enter grade 9 in the 2011-12 school year, who have not already earned credit for Algebra I in middle school, will be required to pass the End-of-Course assessment in Algebra I to earn credit in Algebra I. Students who enter grade 9 in the 2012-13 school year and thereafter will be required to pass the End-of-Course assessment in Algebra to earn high school credit in Algebra.

- The 30% rule for Algebra I applies to the cohort of students who began 9th grade in 2010-11, regardless of when they take the Algebra I EOC assessment.

(3) Geometry:

Beginning with students entering grade 9 in the 2010-2011 school year, in addition to the Algebra I credit requirement, one of the four credits in mathematics must be Geometry or a series of courses equivalent to Geometry, as approved by the State Board of Education.

(4) Geometry End-of-course assessment:

Students who entered grade 9 in the 2011-12 school year and who had not already earned credit for Geometry in middle school will be required to take the End-of-Course assessment in Geometry. The results of this assessment will count as 30% of the student's final Geometry grade. Students who enter grade 9 in the 2012-13 school year, who have not already earned credit for Geometry in middle school, will be required to pass the End-of-Course assessment in Geometry to earn credit in Geometry. Students who enter grade 9 in the 2013-14 school year and thereafter will be required to pass the End-of-Course assessment in Geometry to earn high school credit in Geometry.

- The 30% rule for Geometry applies to the cohort of students who began 9th grade in 2011-12, regardless of when they take the Geometry EOC assessment.

(5) Algebra II:

Beginning with students entering grade 9 in the 2012-2013 school year, in addition to the Algebra I and Geometry credit requirements, one of the four credits in mathematics must be Algebra II or a series of courses equivalent to Algebra II, as approved by the State Board of Education.

b. Science:

(1) Required Sciences:

Beginning with students entering grade 9 in the 2011-2012 school year, one of the three credits in science must be Biology I or a series of courses equivalent to

Biology I, as approved by the State Board of Education. Beginning with students entering grade 9 in the 2011-2012 school year, the end-of-course assessment requirements must be met in order for a student to earn the required credit in Biology I. Beginning with students entering grade 9 in the 2013-14 school year, one of the three credits must be Biology I or a series of courses equivalent to Biology I, as approved by the State Board of Education, one credit must be chemistry or physics or a series of courses equivalent to chemistry or physics, as approved by the State Board of Education, and one credit must be an equally rigorous course, as determined by the State Board of Education.

(2) Biology End-of-course assessment:

Students who **entered** grade 9 in the 2011-12 school year and who had not already earned credit in Biology in middle school will be required to take the End-of-Course assessment in Biology. The results of this assessment will count as 30% of the student's final Biology grade. Students who enter grade 9 in the 2012-13 school year, who have not already earned credit in Biology in middle school, will be required to pass the End-of-Course assessment in Biology to earn credit in Biology. Students who enter grade 9 in the 2013-14 school year and thereafter will be required to pass the End-of-Course assessment in Biology to earn high school credit in Biology.

- **The 30% rule for Biology applies to the cohort of students who began 9th grade in 2011-12, regardless of when they take the Biology EOC assessment.**

c. Fine Arts:

For 9th graders entering in 2007-2008, 1 credit in Speech, Debate, TV Production, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination may also satisfy this requirement. (F.S. 1003.428(2)(5)).

d. Performing Arts:

In addition to courses identified as Fine Arts, this requirement may be met through:

- (1) Completion of one semester with a grade of C or better in a marching band class, in a physical activity class that requires participation in marching band activities as an extracurricular activity, or in Eurhythmics, a dance class, if it has not been used to satisfy the Physical Education requirement, OR
- (2) Completion of two (2) years in a JROTC class, a significant component of which is drills.

e. Life Management Skills:

Beginning with students entering 9th grade in 2007-2008, this course is integrated into HOPE (Physical Education with Integrated Health). For students who take Physical Education + Personal Fitness (Option 1) to meet the Physical Education requirement, Life Management Skills, a separate course, is still required since the content of LMS is not included in the Physical Education or Personal Fitness curriculum.

f. Education Physical Education Integrated with Health (HOPE)

While our district has adopted HOPE Variation 1 as our Physical Education instructional model, students may meet the Physical Education requirement by meeting any one of the following options:

- (1) .5 credit of Personal Fitness, .5 credit of Life Management Skills and .5 credit of a Physical Education Elective.
- (2) One full credit of HOPE
- (3) 2 full credits of Junior Reserve Officer Training (JROTC)
- (4) .5 credits of Marching Band, Dance or Eurythmics plus .5 credits of Personal Fitness and .5 credits of Life Management Skills.
- (5) Participation in an interscholastic sport at the junior varsity or varsity level for two full seasons AND passing the Personal Fitness Competency Test with a passing grade of C or better (this will satisfy the PE requirement even though no PE credit is earned).
 - Students may take the Personal Fitness Competency Test one time only. If they do not pass, then they may not use this option to fulfill the PE requirement.
 - Students may still complete the Personal Fitness/Life Management/PE Elective combination. However, as a district, we have moved to the HOPE Option 1 model.

g. Florida Comprehensive Assessment Test (FCAT):

- (1) For students entering 9th grade in 2009-2010 and prior, the FCAT requirement includes passing scores in reading and in mathematics.
- (2) For students entering 9th grade in 2010-2011, students must earn passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with the passing scores on the FCAT (ACT or SAT).
- (3) The requirement for a passing score on the FCAT may be waived for students with disabilities for whom the IEP committee determines that the FCAT cannot accurately measure the student's abilities, taking into consideration all reasonable accommodations. The IEP committee must provide supporting documentation that the student has mastered the 10th grade standards adopted by the State Board of Education (F.S. 1003.43(11)(b)). Information about the FCAT waiver must be provided to parents of students with disabilities.
- (4) A student who has not earned passing scores on the Grade 10 FCAT must participate in each retake of the assessment until the student earns passing scores or achieves scores on a standardized assessment, which are concordant with passing scores.

h. Service Learning:

Students are required to complete a minimum of 40 documented hours of service learning in order to graduate. In cases of extreme hardship or senior out-of-district transfers, the school principal may waive the service learning requirement.

- In order to waive the Service Learning requirement, the school must document the waiver on the A26 screen of TERMS using code CW instead of CS.

i. Grade Point Average (GPA):

- (1) All courses shall be counted as attempts for credit when calculating all grade point averages except when the forgiveness rule has been applied or when course validation is used (e.g. transfer credit from home education).
- (2) Class rank shall be computed based upon the student's cohort. All attempted high school credits earned shall be calculated for class rank, including dual

enrollment, early admission, adult education, and transfer credit. Students transferring from one Broward County high school to another in the last 2 semesters (or 4 for block schools) shall not displace, for class ranking recognition purposes, any other student.

j. Online Learning:

Students entering 9th grade in 2011-12 and thereafter will be required to earn at least 0.5 credits toward graduation requirements through a fully online delivery model (F.S.1003.428).

- (1) Schools shall not require that students work beyond the school day to fulfill this requirement.
- (2) When an IEP committee determines that this requirement is not appropriate for a particular ESE student, this requirement may be waived.
- (3) When a student enters a Florida school during the senior year, and this student had not previously attended a Florida high school, this requirement may be waived.

3. Additional Graduation Information

a. Certificate of Completion:

- (1) A student may receive a standard Certificate of Completion when he/she completes the minimum number of required credits as defined in the graduation charts, but is unable to meet one or more of the following:
 - (a) Passing score on the Grade 10 FCAT or scores on a standardized test that are concordant with the passing scores on the FCAT (ACT or SAT).
 - (b) Cumulative unweighted grade point average of 2.0.
- (2) A student who has received a Standard Certificate of Completion may elect to remain in the secondary school either as a full-time or part-time student for up to one additional year in order to receive continued instruction for the purpose of meeting state graduation requirements (F.S. 1003.43(10)(b)).
- (3) A student who receives a standard Certificate of Completion may participate in the graduation ceremonies with his or her class.

b. Students with Disabilities

Students with disabilities, eligible under IDEA, may remain in or return to school until receipt of a standard diploma or until the end of the school year in which they turn 22 years of age. A student with a disability, 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.

c. Alternative Education Programs

Students who are enrolled in an approved alternative education program may earn a standard high school diploma and graduate with their high school class under the conditions of the GED or FCAT Exit Option, which include:

- (1) Earning a passing score on the tenth grade FCAT (F.S. 1003.43).
- (2) Completing an employability and postsecondary portfolio as prescribed by the District.
- (3) Achieving a minimum score of 2250 on the GED.

Students who are not in attendance at a regular high school (grades 9-12), but who attend alternative programs that have been approved and identified as an alternative by the Division of Educational Programs & Student Support Services, may re-enroll in a high school program and receive credit for all courses successfully completed in the alternative program(s) after evaluation of the grade transcript. For purposes of this policy, adult secondary education credit programs may be considered as an educational alternative pursuant to F.A.C. 6A.6.014, if approved by the appropriate area superintendent prior to placement.

d. Co-Enrollment

High school students who are deficient in credits needed to graduate or who need to improve their cumulative grade point average in order to meet graduation requirements may earn a lifetime maximum of two credits while co-enrolled in adult secondary education programs under the following conditions:

- (1) The student must be deficient in the credits required for graduation.
 - Credit deficiency = less than 17 credits as rising Senior; less than 10 credits as a rising Junior or less than 5 credits as a rising Sophomore.
- (2) The student must be attempting a full load of required credits at the traditional high school during the co-enrollment period.
 - Student must be fully enrolled and taking seven courses at the traditional high school to qualify for co-enrollment.
- (3) The student must have written authorization for entrance into each course in the co-enrollment program from the home school principal or designee.
 - The home school counselor or principal's designee shall prepare the co-enrollment form.
- (4) The student's credit deficiencies have not resulted from an intentional, willful neglect of studies as determined by the principal or designee.
 - This will be determined at the discretion of the principal.
- (5) Co-enrollment courses will be limited to core curricular areas as defined in F.S. 1003.01(14).
- (6) The student does not have a pattern of excessive absenteeism or habitual truancy or a history of disruptive behavior in school.
 - Excessive absenteeism = 21 absences during the prior or current school year.
 - Habitual Truancy = 21 absences during the prior or current school year.
 - History of Disruptive Behavior = three or more behavioral referrals during the current or previous semester.

e. Level I Courses

Level I courses may only be used to meet graduation requirements for English and mathematics when assessment data indicates that a more rigorous course of study would be inappropriate. For an ESE student with a disability, this determination is made by the IEP team using assessment data to support the decision. Level I courses cannot be used to meet the Algebra I requirement.

f. Career and Technical Job Preparatory Program

- (1) Students in grades 9-12 who enroll in and satisfactorily complete a career and technical job preparatory program may substitute credit for a portion of the required credits in English, mathematics or science.
- (2) The credit substituted for English, mathematics, and science shall be on a curriculum equivalency basis.
- (3) Substitutes shall not exceed two credits in each subject area. A program that has been used to substitute in one subject area may not be used to substitute for any other subject area.

g. Compensatory or Remedial Programs

Students can use no more than 9 credits in compensatory or remedial programs to meet graduation requirements (F.S.1003.43(7)(a)).

h. Exploratory Vocational Courses

Students cannot use more than 1 credit in exploratory vocational courses to meet graduation requirements (F.S.1003.43(7)(b)).

4. Honors for Graduates

a. Standard High School Diploma Designations (F.S. 1003.4285)

Beginning in the 2008-2009 school year, each standard high school diploma shall include, as applicable:

- (1) 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 courses.
- (2) A designation reflecting career education certification.
 - This designation will be awarded to students who have achieved Industry Certification by passing an Industry Certification Exam.
- (3) A designation reflecting a Florida Ready to Work Credential.

A Florida Ready to Work Credential shall be awarded to a student who successfully passes assessments in Reading for Information, Applied Mathematics, and Locating Information or any other assessments of comparable rigor. Each assessment shall be scored on a scale of 3 to 7. The level of the credential each student receives is based on:

- i. A bronze-level credential requires a minimum score of 3 or above on each of the assessments.
- ii. A silver-level credential requires a minimum score of 4 or above on each of the assessments.
- iii. A gold-level credential requires a minimum score of 5 or above on each of the assessments (S.B. 1908).

b. Valedictorian/Salutatorian

- (1) To be selected as valedictorian or salutatorian, a high school senior shall have completed at least the last two full years of high school in any Broward County public school.
- (2) Students transferring from one Broward County high school to another in the last 2 semesters (or 4 for block schools) shall not displace, for class ranking purposes including valedictorian/salutatorian, any other student.

- A student who participates in Early Admission may not be Valedictorian or Salutatorian.

c. Honor Cords

- (1) Gold honor cords shall be issued to those students who graduate with a standard diploma under the following conditions:
 - (a) Graduating students shall be in the top 10% of the entire senior class by rank order established by the District weighted grade point average.
 - (b) Graduating students who have earned a 3.75 weighted grade point average but who may not be included in the top 10% shall also receive gold honor cords.
 - (c) Graduating students utilizing course validation shall not displace any of the top 10% honor students in rank order listing.
- (2) Silver cords shall be issued to those students who graduate with a standard or special diploma under the following conditions:
 - (a) Graduating students must earn a total of 250 documented volunteer service hours beyond the school day.
 - (b) Students must obtain prior approval from the school principal or designee.
 - (c) Students may earn up to five hours per week providing service in an organized, supervised tutoring program conducted through a service learning, peer counseling, exploratory teaching, or study hall program.

5. High School Graduation Requirements-Special Diploma for Students with Disabilities

- a. Option I is based primarily upon mastering state standards and earning credits.
- b. Option II is based primarily on demonstrating competency in employment.
- c. Service learning hours are not required for a special diploma.
- d. A student with disabilities who was working towards a Special Diploma–Option I may receive a special certificate of completion and participate in the graduation ceremonies of his/her school if the student completes the minimum number of credits and other requirements of the School Board but is unable to demonstrate mastery of the state standards.
- e. The Special Diploma graduation charts summarize the graduation prerequisites and requirements for each special diploma option. The charts include references to “notes” that are applicable to specific diploma options. The notes include additional requirements as well as options for meeting some of the requirements. The notes are an essential component of the graduation requirements. (Notes relating to Special Diploma Options follow the Special Diploma Graduation Charts)

6. Graduation Requirements – Adult Standard Diploma

The graduation requirements for an Adult Standard Diploma are the same as for a Traditional 24-Credit Standard High School Diploma with the following exceptions: physical education, Computer Competency, and Service Learning are not required. The Adult Education graduation charts summarize the graduation requirements with additional information noted.

- a. No student shall be awarded a Standard High School Diploma earlier than he/she would have normally graduated from high school except when that student has been assigned to adult high school for the purposes of acceleration pursuant to SBBC Policy 6.7.

- b. Successful performance on an examination for high school credit may be substituted only as outlined in this Policy.
- c. Students shall be permitted to substitute military service and/or education received while on active duty pursuant to restrictions and limitations imposed by F.A.C. 6A-6.020.

7. Graduation Requirements - Adult Certificate of Completion

A student may receive an Adult Certificate of Completion and participate in the graduation ceremonies with his/her adult high school class when the student completes the minimum number of credits and other requirements of the School Board but is unable to meet one or more of the state requirements.

- a. Passing score on the Grade 10 FCAT or scores on a standardized test that are concordant with the passing scores on the FCAT (ACT or SAT).
- b. Cumulative unweighted grade point average of 2.0.

8. Diplomas and Graduation Exercises

High schools, centers, and adult centers within the District shall issue only the types of diplomas authorized by the State and by the Board's rules. Special recognition for achievement beyond the prescribed requirements shall be allowed but must be uniform throughout the District.

Graduation exercises for the public high schools of the District shall be scheduled by the Student Activities and Athletics Department and approved by the Superintendent.

- a. Students who have completed graduation requirements prior to the scheduled end of the normal school year may participate in the annual graduation ceremony.
- b. There shall be a summer graduation ceremony for high school students who complete their high school graduation requirements through extended learning opportunities.
- c. A school may schedule a mid-year graduation ceremony for students who have elected to complete high school prior to the scheduled end of the school year (SBBC Policy 5313).
- d. Only students who achieve a certificate of completion or a standard or special education high school diploma may participate in graduation ceremonies.
- e. Per **SBBC Policy 5313**, students who have violated any of the rules of the Code of Student Conduct from January to June may be disallowed from participating in the annual graduation ceremony.

K. HIGH SCHOOL GUIDANCE SERVICES

All schools shall assure access to school counseling programs for all students through a standards-driven guidance program that is comprehensive in scope, developmental in nature and focused on the academic, personal/social and career development needs of all students. All guidance counselors will develop, in collaboration with the principal, a Guidance Plan in a format to be determined by the District. The plan will support the School Improvement Plan and be based upon national counseling standards. The high school plan will include a plan for ensuring that every 8th and 10th grader is given an opportunity to participate in a face-to-face activity with a guidance counselor that involves the student in reviewing course selections and comparing those selections with requirements for career and/or postsecondary plans.

1. **Exit Interviews:** An exit interview shall be conducted with any student who drops out of school. The interview shall be conducted by the student's guidance counselor or other school personnel to determine the reasons for the student's decision to drop out of school and to determine what actions 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. The student will complete a survey in the format prescribed by the DOE to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled. (F.S. 1003.21(1)2(c)).
- Each school is required to prepare an annual comprehensive guidance plan that ensures every student receives guidance services. This plan is to be submitted through the eAGP (Electronic Annual Guidance Plan) which shall be signed by the counselor and the principal and submitted to the District Guidance Coordinator by October 1. The plan shall be evaluated at the end of the fourth quarter, through data aimed at improving student achievement. The end-of-year report shall be submitted to the District Guidance Coordinator by June 1 each year. The foundation for the guidance plan must be the national standards adopted by the American School Counseling Association. The standards support the development of academic skills, career skills, and personal/social skills. The guidance plan must support the school's School Improvement Plan and focus on results-oriented outcomes, with data being collected to demonstrate the outcomes. Both proactive and reactive guidance interventions are to be logged through the Behavioral Academic Support and Instruction System (BASIS). Counselors are expected to use a variety of methods to provide services including classroom guidance lessons, small groups for targeted issues or behaviors, and individual counseling and consultation. It should be noted that heavy reliance on one-to-one methods almost always results in some students not receiving any guidance services. Special attention should be given to addressing the needs of students retained to provide ongoing support as they progress to other grade levels.

L. HIGH SCHOOL Student DAY

A student day shall consist of a minimum of (F.A.C. 6A.1.09512):

High Schools	360 minutes
ESE Centers	360 minutes

Graduation Requirements for Students Who Entered 9th Grade in 2012-13 Earning a Traditional 24-Credit Standard Diploma		
Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra I or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent and one of which must be Algebra II or its equivalent.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0	Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1	One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
HOPE (Health Options Through Physical Education)	1	See policy for possible HOPE waivers.
Electives	8	
Total Credits	24	
State Assessment Requirements		<p>-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or score on a standardized test that is concordant with a passing score on the FCAT (ACT or SAT).</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p>
Grade Point Average (GPA)		Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours		40 Required

Graduation Requirements for Students Who Entered 9th Grade in 2012-13 Earning a Three-Year, 18-Credit College Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra I or its equivalent, or a higher level mathematics course, one of which must be Geometry or its equivalent and one of which must be Algebra II or its equivalent, or a high level mathematics from the list of courses that qualify for State University System (SUS) admission.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	2	2 credits of the same language or demonstrated proficiency in a second language
Fine Arts	0	Not required
Physical Education	0	Not required
Electives	2	Courses must meet state university system admission requirements.
Total Credits	18	All credits must meet State University System admission requirements. At least 6 of the 18 credits must be in courses that include Dual Enrollment, Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), or are specifically listed as rigorous by the Department of Education.
State Assessment Requirements		<p>-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with the passing scores on the FCAT (ACT or SAT)</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology I unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p>
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2012-13 Earning a Three-Year, 18-Credit Career Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra I or its equivalent, or a higher level mathematics course, one of which must be Geometry or its equivalent and one of which must be Algebra II or its equivalent, or a high level mathematics from the list of courses that qualify for state university admission (SUS)
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	0	Not required for high school graduation, but required for state university system admission (Two credits of the same Foreign Language are recommended.)
Fine Arts	0	Not required
Physical Education	0	Not required
Electives	4	3 credits in single vocational/career education program and one elective credit OR 3 credits in single career/technical certificate dual enrollment and one elective credit OR 4 credits in vocational/career education (including 3 credits in one sequential career and technical education program.
Total Credits	18	
State Assessment Requirements		<p>-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with the passing scores on the FCAT (ACT or SAT)</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology I unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p>
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2011-12 Earning a Traditional 24-Credit Standard Diploma			
Requirements	Required Credits		Additional Information
English	4		Major concentration in Composition, Reading for Information, and Literature
Mathematics	4		One of which must be Algebra 1 or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent.
Science	3		Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3		1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0		Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1		One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
HOPE (Health Options Through Physical Education)	Option 1	Option 2	Schools may choose from one of two options to allow students to meet the Physical Education requirement. Option 1: .5 Health/Life Management + 5. Personal Fitness + .5 Physical Education Elective. Option 2: HOPE- One full credit of Physical Education to include the integration of Health/Life Management Skills.
	1.5	1	
Electives	7.5	8	The Physical Education option chosen will affect the number of elective credits required for graduation.
Total Credits	24		
State Assessment Requirements			-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with the passing scores on the FCAT (ACT or SAT) -Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I. (This is true unless the student had previously earned credit for Algebra In middle school.) - Students are required to take the End-of-Course assessment in Geometry. The results of this assessment will count as 30% of the student's final grade for Geometry. (This is true unless the student had previously earned credit for Geometry in middle school.) -Students are required to take the End-of-Course assessment in Biology. The results of this assessment will count as 30% of the student's final grade for Biology. (This is true unless the student had previously earned credit for Biology in middle school.)
Grade Point Average (GPA)			Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours			40 Required
Online Learning			One or one half credit of the 24 graduation credits shall be met via Virtual Education.

Graduation Requirements for Students Who Entered 9th Grade in 2011-12 Earning a Three-Year, 18-Credit College Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra I or its equivalent, or a higher level mathematics course, one of which must be Geometry or its equivalent, or a high level mathematics from the list of courses that qualify for state university admission (SUS)
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	2	2 credits of the same language or demonstrated proficiency in a second language
Fine Arts	0	Not required
Physical Education	0	Not required
Electives	2	Courses must meet state university system admission requirements.
Total Credits	18	All credits must meet State University System admission requirements. At least 6 of the 18 credits must be in courses that include Dual Enrollment, Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), or are specifically listed as rigorous by the Department of Education.
Computer Competency		Completion of one course from the approved list meeting NETS Standards or Demonstration of competency in a core course integrating technology or Demonstration of competency through a GLIDES project.
State Assessment Requirements		<p>-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with the passing scores on the FCAT (ACT or SAT)</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I. (This is true unless the student had previously earned credit for Algebra I in middle school.)</p> <p>- Students are required to take the End-of-Course assessment in Geometry. The results of this assessment will count as 30% of the student's final grade for Geometry. (This is true unless the student had previously earned credit for Geometry in middle school.)</p> <p>-Students are required to take the End-of-Course assessment in Biology. The results of this assessment will count as 30% of the student's final grade for Biology. (This is true unless the student had previously earned credit for Biology in middle school.)</p>
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2011-12 Earning a Three-Year, 18-Credit Career Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra I or its equivalent, or a higher level mathematics course, one of which must be Geometry or its equivalent.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	0	Not required for high school graduation, but required for state university system admission (Two credits of the same Foreign Language are recommended.)
Fine Arts	0	Not required
Physical Education	0	Not required
Electives	4	3 credits in single vocational/career education program and one elective credit OR 3 credits in single career/technical certificate dual enrollment and one elective credit OR 4 credits in vocational/career education (including 3 credits in one sequential career and technical education program.
Total Credits	18	
State Assessment Requirements		<p>-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with the passing scores on the FCAT (ACT or SAT)</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology I unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p>
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2010-11 Earning a Traditional 24-Credit Standard Diploma			
Requirements	Required Credits		Additional Information
English	4		Major concentration in Composition, Reading for Information, and Literature
Mathematics	4		One of which must be Algebra 1 or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent.
Science	3		Credits in Natural Science, two of which must have a laboratory component.
Social Studies	3		1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0		Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1		One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
Physical Education	Option 1	Option 2	Schools may choose from one of two options to allow students to meet the Physical Education requirement: Option 1: .5 Health/Life Management + 5. Personal Fitness + .5 Physical Education Elective. Option 2: HOPE- One full credit of Physical Education to include the integration of Health/Life Management Skills.
	1.5	1	
Electives	7.5	8	The Physical Education option chosen will affect the number of elective credits required for graduation.
Total Credits	24		
State Assessment Requirements			-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or score on a standardized test that is concordant with a passing score on the FCAT (ACT or SAT). -Students are required to take the End-of-Course assessment in Algebra I. The results of this assessment will count as 30% of the student's final Algebra I grade. (This is true unless the student had previously earned credit for Algebra I in middle school.)
Computer Competency			Completion of one course from the approved list meeting NETS Standards or Demonstration of competency in a core course integrating technology or Demonstration of competency through a GLIDES project.
Grade Point Average (GPA)			Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours			40 Required

Graduation Requirements for Students Who Entered 9th Grade in 2010-11 Earning a Three-Year, 18-Credit College Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra I or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent, or a high level mathematics from the list of courses that qualify for State University System (SUS) admission.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	2	2 credits of the same language or demonstrated proficiency in a second language
Fine Arts	0	Not required
Physical Education	0	Not required
Electives	2	Courses must meet state university system admission requirements.
Total Credits	18	All credits must meet State University System admission requirements. At least 6 of the 18 credits must be in courses that include Dual Enrollment, Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), or are specifically listed as rigorous by the Department of Education.
Computer Competency		Completion of one course from the approved list meeting NETS Standards or Demonstration of competency in a core course integrating technology or Demonstration of competency through a GLIDES project.
State Assessment Requirements		-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or score on a standardized test that is concordant with a passing score on the FCAT (ACT or SAT). -Students are required to take the End-of-Course assessment in Algebra I. The results of this assessment will count as 30% of the student's final Algebra I grade. (This is true unless the student had previously earned credit for Algebra I in middle school.)
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2010-11 Earning a Three-Year, 18-Credit Career Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra I or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	0	Not required for high school graduation, but required for state university system admission (Two credits of the same Foreign Language are recommended.)
Fine Arts	0	Not required
Physical Education	0	Not required
Electives	4	3 credits in single vocational/career education program and one elective credit OR 3 credits in single career/technical certificate dual enrollment and one elective credit OR 4 credits in vocational/career education (including 3 credits in one sequential career and technical education program.
Total Credits	18	
State Assessment Requirements		-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or score on a standardized test that is concordant with a passing score on the FCAT (ACT or SAT). -Students are required to take the End-of-Course assessment in Algebra I. The results of this assessment will count as 30% of the student's final Algebra I grade. (This is true unless the student had previously earned credit for Algebra I in middle school.)
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2008-09 or 2009-10 Earning a Traditional 24-Credit Standard Diploma

Requirements	Required Credits		Additional Information
English	4		Major concentration in Composition, Reading for Information, and Literature
Mathematics	4		One of which must be Algebra 1 or its equivalent, or a higher-level mathematics course.
Science	3		Credits in Natural Science, two of which must have a laboratory component.
Social Studies	3		1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0		Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1		One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
Physical Education	Option 1	Option 2	Schools may choose from one of two options to allow students to meet the Physical Education requirement. Option 1: .5 Health/Life Management + 5. Personal Fitness + .5 Physical Education Elective. Option 2: HOPE- One full credit of Physical Education to include the integration of Health/Life Management Skills.
	1.5	1	
Electives	7.5	8	The Physical Education option chosen will affect the number of elective credits required for graduation.
Total Credits	24		
State Assessment Requirements			Passing scores on the Grade 10 FCAT Reading and Math or scores on standardized tests that are concordant with the passing scores on the FCAT (ACT or SAT)
Computer Competency			Completion of one course from the approved list meeting NETS Standards or Demonstration of competency in a core course integrating technology or Demonstration of competency through a GLIDES project.
Grade Point Average (GPA)			Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours			40 Required

Graduation Requirements for Students Who Entered 9th Grade in 2008-09 or 2009-10 Earning a Three-Year, 18-Credit College Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	3	One of which must be Algebra I or its equivalent, or a higher-level mathematics course, or a high level mathematics from the list of courses that qualify for state university admission (SUS)
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	2	2 credits of the same language or demonstrated proficiency in a second language
Fine Arts	0	Not required
Physical Education	0	Not required
Electives	3	Courses must meet state university system admission requirements.
Total Credits	18	At least 6 of the 18 credits required must be received in classes that are: Dual Enrollment, Advanced Placement, International Baccalaureate, Advanced International Certificate of Education OR Identified by the Department of Education as rigorous.
State Assessment Requirements		Passing scores on the Grade 10 FCAT Reading and Math or scores on standardized tests that are concordant with the passing scores on the FCAT (ACT or SAT)
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2008-09 or 2009-10 Earning a Three-Year, 18-Credit Career Preparatory Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	3	One of which must be Algebra I or its equivalent, or a higher-level mathematics course.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; .5 credit United States Government, .5 credit Economics
World Languages	0	Not required for high school graduation, but required for state university system admission (Two credits of the same Foreign Language are recommended.)
Practical Arts/Performing Arts Fine Arts	3 or 5	3 credits in a single vocational/career education program or 3 credits in a single career/technical certificate or dual enrollment courses or 5 credits in vocational/career education courses (including 3 credits in one sequential career and technical education courses.
Physical Education	0	Not required
Electives	0 or 2	2 credits unless 5 credits in career/technical education.
Total Credits	18	3 credits in single vocational/career education program and one elective credit OR
State Assessment Requirements		Passing scores on the Grade 10 FCAT Reading and Math or scores on standardized tests that are concordant with the passing scores on the FCAT (ACT or SAT)
Grade Point Average (GPA)		Cumulative GPA of 3.5 on a 4.0 scale in required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 credits.

Graduation Requirements for Students Who Entered 9th Grade in 2012-13 Earning an Adult Standard Diploma

Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra 1 or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent and one of which must be Algebra II or its equivalent.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0	Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1	One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
Health/Life Management	0.5	
Physical Education	0	Not required
Electives	8.5	
Total Credits	24	
State Assessment Requirements		<p>-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or score on a standardized test that is concordant with a passing score on the FCAT (ACT or SAT).</p> <p>-Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.</p>
Grade Point Average (GPA)		Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours		40 Required
Online Learning		One or one half credit of the 24 graduation credits shall be met via Virtual Education.

Graduation Requirements for Students Who Entered 9th Grade in 2011-12 Earning an Adult Standard Diploma		
Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra 1 or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent.
Science	3	Credits in Natural Science, one of which must be Biology I or its equivalent, and two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0	Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1	One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
Health/Life Management	0.5	
Physical Education	0	Not required
Electives	8.5	The Physical Education option chosen will affect the number of elective credits required for graduation.
Total Credits	24	
State Assessment Requirements		-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with the passing scores on the FCAT (ACT or SAT) -Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology. -Passing score (Level 3) on the End-of-Course (EOC) Assessments in Algebra I, Geometry and Biology I unless credit in these areas was earned in middle school prior to school year 2011-12 for Algebra I or prior to 2012-13 for Geometry or Biology.
Grade Point Average (GPA)		Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours		40 Required
Online Learning		One or one half credit of the 24 graduation credits shall be met via Virtual Education.

Graduation Requirements for Students Who Entered 9th Grade in 2010-11 Earning an Adult Standard Diploma		
Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra 1 or its equivalent, or a higher-level mathematics course, one of which must be Geometry or its equivalent.
Science	3	Credits in Natural Science, two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0	Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1	One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
Health/Life Management	0.5	
Physical Education	0	Not required
Electives	8.5	
Total Credits	24	
State Assessment Requirements		<p>-Passing score (Level 3) on the Grade 10 FCAT 2.0 Reading or score on a standardized test that is concordant with a passing score on the FCAT (ACT or SAT).</p> <p>-Students are required to take the End-of-Course assessment in Algebra I. The results of this assessment will count as 30% of the student's final Algebra I grade. (This is true unless the student had previously earned credit for Algebra I in middle school.)</p>
Computer Competency		Completion of one course from the approved list meeting NETS Standards or Demonstration of competency in a core course integrating technology or Demonstration of competency through a GLIDES project.
Grade Point Average (GPA)		Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours		40 Required

Graduation Requirements for Students Who Entered 9th Grade in 2008-09 or 2009-10 Earning an Adult Standard Diploma		
Requirements	Required Credits	Additional Information
English	4	Major concentration in Composition, Reading for Information, and Literature
Mathematics	4	One of which must be Algebra 1 or its equivalent, or a higher-level mathematics course.
Science	3	Credits in Natural Science, two of which must have a laboratory component.
Social Studies	3	1 credit World History; 1 credit United States History; 0.5 credit United States Government, 0.5 credit Economics
World Languages	0	Not required for high school graduation, but required for State University System admission. (Two credits of the same language are recommended.)
Fine Arts	1	One credit in fine or performing arts, speech and debate or practical arts. (Eligible courses are specified in the Course Code Directory.)
Health/Life Management	0.5	
Physical Education	0	Not required
Electives	8.5	
Total Credits	24	
State Assessment Requirements		Passing scores on the Grade 10 FCAT Reading and Math or scores on standardized tests that are concordant with the passing scores on the FCAT (ACT or SAT)
Computer Competency		Completion of one course from the approved list meeting NETS Standards or Demonstration of competency in a core course integrating technology or Demonstration of competency through a GLIDES project.
Grade Point Average (GPA)		Cumulative unweighted grade point average of 2.0 on a 4.0 scale.
Service Learning Hours		40 Required

For Students Who Entered 9th Grade in 2011-2012 and 2012-13 Special Diploma Option I		
Requirements	Required Credits	Additional Information
English	4	Credits may include a combination of English and Reading
Mathematics	4	
Science	3	
Social Studies	3	
Foreign Language	0	
Fine Arts	0	
Vocational	1	
Physical Education	1	Credit may include one half (.5) credit in health and one-half (.5) credit in physical education, or one (1) credit in physical education to include the integration of health.
Electives	8	
Total Credits	24	
Computer Competency		Not Required
State Assessment Requirements		Students must participate in state assessments. However, passing scores on the FCAT or FAA are not required for graduation with a special diploma.
Grade Point Average (GPA) Requirements		Cumulative GPA of 2.0 on a 4.0 Scale
Service Learning Hours		Not Required; students have the option to participate.

For Students Who Entered 9 th Grade in 2011-2012 and 2012-13 Special Diploma Option II		
Requirements	Required Credits	Additional Information
English	2	
Mathematics	2	
Science	0	
Social Studies	0	
Foreign Language	0	
Fine Arts	0	
Physical Education	0	
Vocational/Career	1	
Electives	3	
Total Credits	8	
Computer Competency		Not Required
State Assessment Requirements		Students must participate in state assessments. However, passing scores on the FCAT or FAA are not required for graduation with a special diploma.
Grade Point Average (GPA) Requirements		2.0 GPA Documented mastery of the academic, employment, and community competencies specified on the student's Graduation Training Plan. Paid employment at or above minimum wage full-time (based upon industry standards) for 200 days.
Service Learning Hours		Not Required

Notes relating to Special Diploma Options:

- a) Physical Education requirements for Special Diploma Option I may include one half (.5) credit in health and one-half (.5) credit in physical education, or one (1) credit in physical education to include the integration of health.
- b) Service Learning Hours are not required for graduation with a special diploma. However, students on Special Diploma Option I may opt to participate in Service Learning Hours.
- c) The employer, student, parent, and instructor develop the **Graduation Training Plan**. The plan specifies the academic, employment, and community competencies the student is expected to master in order to graduate with a Special Diploma Option II. The Graduation Training Plan template is available on Easy IEP.
- d) The student's employer, job coach, and/or instructor must verify documented mastery of **academic, employment, and community competencies in the Graduation Training Plan** in order for student to earn a Special Diploma Option II.
- e) Student must be employed in the community at a site where the **employer:**
 - (1) Has a Federal Employer Identification Number;
 - (2) Provides opportunities for the student to interact with non-disabled co-workers;
 - (3) Adheres to child labor laws and the Fair Labor Standards Act; and
 - (4) Provides an opportunity for advancement.
- f) The Transition IEP committee may modify the **full-time employment standard** by decreasing the number of hours per week to be worked for an individual exceptional student if it is determined that the modification would be in the best interest of the student. The modification must be recorded on the student's Graduation Training Plan.
- g) Transition IEP committee members must verify that the student has met all criteria outlined in the student's Graduation Training Plan by completing the assurance section of the Graduation Training Plan prior to awarding the student an a special diploma under Option II (F.S. 1003.438).

IV. STATE REPORTING REQUIREMENTS (F.S. 1008.25(8)(b)(1))

The School Board will annually publish in the local newspaper, and report in writing to the State Board of Education by September 1st of each year, the following information on the prior school year:

- A.** 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.
- B.** 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.
- C.** By grade, the number and percentage of all students retained in grades 3 through 10.
- D.** 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).
- E.** Any revisions to the district school board's policy on student retention and promotion from the prior year.

AUTHORITY: F.S. 1001.41; F.S. 1008.25

RULES ADOPTED: 2/12/70

RULES AMENDED: 5/30/73; 9/5/74; 7/21/77; 10/1/96

7/6/78; 12/11/79; 4/2/81; 5/6/82

EMERGENCY RULE #82-13: 10/21/82;

11/18/82; 4/20/83; 5/17/84

EMERGENCY RULE #84-10: 10/4/84; 11/1/84; E

EMERGENCY RULE #84-17: 3/12/85;

4/18/85; 5/16/85; 5/15/86

EMERGENCY RULE #85-86-24: 8/7/86

EMERGENCY RULE #86-87-13: 4/14/87; 6/3/87; 9/3/87; 4/12/88; 3/14/89;

6/22/89; 2/20/90; 6/19/90; 7/23/91; 1/19/93; 8/17/93; 12/7/93; 5/2/95

AMENDED RULES APPROVED: 09/02/97; 6/25/08; 12/16/08

AUTHORITY: F.S. 1001.41; F.S. 1008.25

RULES ADOPTED: 7/8/76

RULES AMENDED: 4/14/77; 3/16/78; 3/1/79;

4/19/79; 3/6/80; 4/23/81; 5/17/83; 8/4/83; 6/21/84;

5/16/85; 8/7/86; 6/3/87; 8/20/87; 4/12/88; 3/14/89;

9/19/89; 2/20/90; 10/2/90; 2/23/91; 8/4/92; 9/15/92;

9/21/93; 12/7/93; 7/18/95; 5/7/96; 8/20/96; 9/2/97;

8/18/98

POLICY ADOPTED: 03/16/99; 06/15/99; 10/05/99; 05/07/00; 09/12/00; 6/18/02;

8/20/02; 10/15/02; 6/17/03; 9/16/03; 11/17/03; 4/20/04; 8/17/04; 12/21/04; 4/12/05;

1/17/06; 11/14/06; 06/05/07; 10/2/07; 8/5/08; 2/3/09; 6/2/09; 3/16/10; 5/18/10; 11/09/10;

6/7/2011; 02/22/2012

FORMERLY POLICY 5104