

## HIGH SCHOOL SECTION

### HIGH SCHOOLS (GRADES 9-12)

#### A. HIGH SCHOOL ENROLLMENT AND WITHDRAWAL REQUIREMENTS

Placement of transfer students is addressed in Policy 5.1. (F.S. 1003.21)

#### B. HIGH SCHOOL CURRICULUM, INSTRUCTION AND ASSESSMENT

1. **High school curriculum:** Instruction shall be based upon the Sunshine State Standards in the subjects of language arts, mathematics, science, social studies, the arts, health and physical education, and foreign languages.
2. **Character education:** Same as elementary
3. **Holocaust, African and African-American History, Hispanic and Women's Contributions, Veterans' Recognition and Celebrate Freedom Week:** Same as elementary
4. **Outside activities:** Same as elementary
5. **Family life/human sexuality:** Same as elementary
6. **HIV and sexually transmitted diseases instruction:** Same as elementary
7. **Gifted education:** See Policy 6000.5
8. **Assessment:** Same as elementary

#### C. HIGH SCHOOL STUDENTS' RIGHT TO INSTRUCTION

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.

#### D. HIGH SCHOOL PROMOTION

1. ~~Minimum total credits required for high school graduation is 24 (FS 1003.43).~~ The number of credits required to progress from one grade to another in high school follows:
  - a. To be in grade nine, a student must be promoted from grade eight.
  - b. To be in grade ten, a student must have earned a minimum of four credits which must include a passing grade in an English course that satisfies the English graduation requirement or its equivalent for ESE, or Language Arts through ESOL for LEP students, and a passing grade at level II (or above) mathematics course, or its equivalent for ESE, for 2000-2001 and beyond. To be promoted mid-year to grade 10, the student must have earned a minimum of 7.5 credits and satisfied grade 9 requirements.
  - c. To be in grade 11, a student must have earned a minimum of ~~10~~ 11 credits and satisfied grade 9 requirements. To be promoted mid year to grade 11, a student must have earned a minimum of 13.5 credits and satisfied grade 9 requirements.

- d. To be in grade 12, a student must have earned a minimum of 17 credits and satisfied grade 9 requirements. To be promoted to grade 12 mid-year, a student who is working toward the 24-credit diploma option must have earned a minimum of 20.5 credits and satisfied grade 9 requirements.
- e. For students graduating under the 24-credit diploma option, credits may be reduced one credit per year (maximum two credits, total) to accommodate travel to other vocational centers or programs pursuant to the provisions of School Board Policy. However, under no circumstances can credits be reduced below the 24 required for graduation for students graduating under the 24-credit diploma option.

## 2. Definition and Transfer of Credits

### a. Definition of Credit

~~One full credit is defined as a minimum of 135 hours of bona fide instruction in a designated course of study which contains student performance standards as provided for in Florida Statute. 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. (1003.436 (1)(a))~~ One-half credit is defined to be one-half of the requirement for a full credit. The Florida Articulation Coordinating Committee defines those select semester-length (three credit hours) post-secondary courses completed through dual enrollment as receiving one (1) full high school credit (FS 1003.436). All other courses taken through dual enrollment shall have six (6) post-secondary semester credit hours equal to one (1) high school credit. Any school that uses alternative scheduling must employ a district-approved mechanism to determine successful mastery of student performance standards.

#### (1) Credit Hour Requirements

High school students are not exempted from the 135-hour or 120-hour bona fide instruction rule except as in allowable acceleration mechanisms (Credit by Exam, Dual Enrollment, Early Admission, Adult Education and approved alternative education programs featuring competency based curriculum or in schools that have alternative scheduling).

#### (2) Transfer of Credit From Accredited Schools

The requirements of the School Board shall not be retroactive for transfer students or students in Broward School Board-operated or approved Youth Services programs provided the student has met all requirements of the district and state from which he or she is transferring.

The school shall accept and classify transfer credits for the purpose of credits which meet specific graduation requirements without further validation from schools that are accredited by a

regional accrediting agency or from schools accredited through their state's Department of Education. Regional accrediting agencies are as follows:

1. Southern Association of Colleges and Schools (SACS)
2. Middle States Association of Colleges and Schools (MSACS)
3. New England Association of Colleges and Schools (NEACS)
4. North Central Association of Colleges and Schools (NCACS)
5. Northwestern Association of Colleges and Schools (NACS)
6. Western Association of Colleges and Schools (WACS)
7. National Council on Private School Accreditation (NCPSA)  
member agencies
8. Florida Council on Independent Schools (FCIS)
9. Florida Association of Christian Colleges and Schools (FACCS)

**(3) Transfer of Credit from Non-accredited Schools and Home Education**

Students who transfer from home education or non-accredited private or public schools must have completed work or earned credits validated through demonstration of mastery of course content determined through successful completion of end-of-course exams or other means designated by the district curriculum specialist. The evaluation will be administered by the enrolling school. Native language assistance may be provided for Limited English Proficient students (State Board Rule 6-1.099). When the Credit by Examination tests are used in non-traditional high school courses or as part of a credit validation process, the grades which the student has earned or has had validated will be recorded on the official transcript.

**(4) Transfer of Credit from Foreign Countries**

Students who come from foreign countries with transcripts will have those transcripts evaluated by guidance staff for validation of course credit. Final placement shall be made on the basis of transcript evaluation, course/credit validation, and consideration as to the welfare of both the student and the school.

**(5) Transfer of Credit from Virtual Education**

High schools will award high school credit(s) for courses successfully completed through virtual education. Grades received for coursework will be accepted for credit when the instructional entity is part of Broward County Schools or one that is approved by the district to serve Broward County students. Providers other than the school district or other than those affiliated with the district through an official School Board approved agreement must have a regional accreditation in order for students to receive high school credit for grades earned.

**E. ACADEMIC IMPROVEMENT PLAN PROCESS**

Any student including those with disabilities who does not meet specific levels of performance in reading, writing, science 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, an Academic Improvement Plan (AIP) to assist the student. Schools must provide frequent monitoring of student progress (F.S. 1003.42).

1. **Specific AIP reading requirement for high school students:** If a high school student scores at level 2 or below on FCAT-SSS in reading, the AIP must identify the following:
  - (a) The student's specific areas of deficiency in:
    - Phonemic awareness
    - Phonics
    - Fluency
    - Comprehension
    - 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 (FS 1003.52)
2. **Specific AIP mathematics requirements for high school students in grades 9 and 10:** If a student scores below level 2 on FCAT-SSS in mathematics, the student will be required to receive remediation through an AIP.
3. **Specific AIP writing requirements for high school students in grade 10:** If a student scores lower than a 3 on the FCAT Writing Test, the student will be required to receive remediation through an AIP.
4. **AIPs and Learning Contracts:** For students attending Schools of Choice, the learning contract will serve as the student's AIP.

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 STUDENT PROGRESS (HIGH)**

The reporting of student progress to parents shall follow procedures established by The Division of Curriculum & Instruction/Student Support and be in accordance with Florida Statutes, Florida State Board of Education administrative rules, and board adopted policies, rules and regulations. (FS 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**

Not 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, the following: failing, a drop of two or more grades, unacceptable behavior and excessive absences.

3. **Grading**

The grading system used in the high schools will be as follows: (FS 1003.437)

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

**Plus (+) Grades**

Letter grades displaying plus signs shall be used in the calculation of the local (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 (FS 1003.437). Plus grades are not recognized by the Bright Future Scholarship Program.

**4. 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 40<sup>th</sup> day 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.

**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.

To receive a passing mark for the semester grade in a subject, the student shall have previously earned at least a passing mark in:

- a. both quarter grading periods, or
- b. one quarter grading period and the semester examination.

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. 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,
- 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.

## 6. 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 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: Effective for 1999-2000, students enrolled in college courses at the 2000 level and above shall receive two quality points for courses completed with a grade of “C” or above. Dual Enrollment courses below the 2000 level will receive one quality point. College level courses are defined by approved articulation agreements between the School Board of Broward County and area colleges and universities. Credit earned shall be recorded in the student’s academic record using the course number and title used by the post-secondary institution.
- d. An additional point may not be earned in honors class if the grade received is below a “C.”

## 7. Advanced Placement Courses And International Baccalaureate to Receive Quality Points

- a. All classes that are clearly labeled “Advanced Placement” or “International Baccalaureate” shall receive two quality points if the grade received is “C” or above.
- b. Students will be required to take the Advanced Placement 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 Advanced Placement examination, he/she will receive one quality point for a grade of “C” or higher.

## 8. Forgiveness Rule

For students entering the ninth grade in 2000-2001 and each year thereafter, 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. When a course (previously passed) is replaced, it must be retaken during the 180-day school year except for students with a cumulative Grade Point Average below 2.5. For students 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. The Forgiveness Rule shall be applied only one time per course. (FS 1003.43)

**9. 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.

**10. 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.

**H. DUAL ENROLLMENT/EARLY ADMISSIONS OPPORTUNITIES**

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 (FS 1003.02 (1) (i)).

~~High school students in enrolled as high school juniors and seniors Broward County Public High Schools~~ may be concurrently enrolled in post-secondary courses creditable toward a vocational-technical certificate, diploma, or an associate or baccalaureate degree from accredited institutions. Students must meet program rules and regulations, including minimum scores on a college placement exam and a 3.0 unweighted grade point average (GPA) for academic dual enrollment courses or minimum scores on appropriate technical placement exams and a 2.0 unweighted GPA for vocational-technical certificate dual enrollment courses. Students participating in dual enrollment options must maintain an unweighted grade point average of 3.0 in high school academic work and must earn a grade of "C" or better in college level coursework in order to continue in the program. (6A.1.095, FS 1001.46, FS 1003.436)

**1. Dual Enrollment**

High school ~~students juniors and seniors~~ who meet the rules and regulations listed above may dually enroll in coursework, not to exceed 11 credits per term (term 1 & 2) and per session (summer term 3). This coursework can not be remedial in nature and must be provided by either the community college or university with whom the School Board has an approved agreement. The purpose of dual enrollment is to shorten the time necessary to complete requirements for a diploma, associate, or baccalaureate degree, to broaden the scope of curricular options, or increase the depth of study available in a particular subject area. Students who elect to participate in dual enrollment coursework may do so during regular school hours, after regular school hours, and during the college/university summer terms. Said instruction shall not include physical education. Any student so enrolled in a state supported post-secondary institution with whom the School Board has an approved inter-institutional articulation agreement shall be exempt from the payment of registration, matriculation, laboratory, and textbook fees. (FS 1001.46)

**2. BCC College Academy**

Students who attend the College Academy at Broward Community College are not limited to 11 semester hours each term/session due to the singular nature of this high school program.

**3. Vocational-Technical Dual Enrollment**

Eligible high school ~~students juniors and seniors~~ may dually enroll in a state approved high wage/high skilled certificate, diploma, or degree granting program at an approved post-secondary institution with whom the School Board has an approved inter-institutional articulation agreement and for which both high school and post-secondary/college credit will be awarded in order to shorten the time necessary to complete requirements for a vocational-technical certificate, diploma, associate, or baccalaureate degree, broaden the scope of curricular options, or increase the depth of study available in a particular subject area. Any student so enrolled in a state supported post-secondary institution with whom the School Board has an approved inter-institutional articulation agreement shall be exempt from the payment of registration, matriculation, laboratory, and textbook fees. (FS 1001.65)

**4. Credit in Escrow**

High school ~~students juniors/seniors~~ who meet the rules and regulations listed above may enroll in college coursework for which only college credit will be awarded to add depth and breadth to their academic program. This coursework cannot exceed 11 credits per term (term 1 & 2) and per session (summer term 3). College credits earned under this program will be held in “escrow” by the participating college/university. Earned credit will not be reflected on the high school academic transcript and will not be used to satisfy high school diploma requirements. Under this program, students and their parents will be responsible for all appropriate college fees and textbooks. (FS 1001.46)

**5. Early Admission**

Early admission is a form of dual enrollment through which eligible high school students enroll in a post-secondary institution on a full-time basis in courses for which both high school and post-secondary/college credit will be awarded in order to shorten the time necessary to complete requirements for a diploma, associate, or baccalaureate degree. 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 post-secondary institution with whom the School Board has an approved inter-institutional articulation agreement shall be exempt from the payment of registration, matriculation, laboratory, and textbook fees. Students participating in early admissions programs at all other institutions will be responsible for all fees and expenses (FS 1001.65).

**6. Credit from Other Post-secondary Institutions**

Students may receive high school elective credit for completion of college coursework offered through programs at accredited post-secondary institutions that do not have inter-institutional articulation agreements with the School Board of Broward County, Florida. In order to receive elective high school credit, students must complete the following requirements: (1) be enrolled as a high school ~~student junior or senior~~; (2) have a 3.0 unweighted grade point average; (3) obtain approval from the school administrator; (4) provide a description of the course to be taken; the course must align with a state approved high school elective course



as identified in the Florida Course Code Directory; 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) and be approved by district curriculum specialist; 5) provide the school administrator with an official transcript delineating course title/number of college credit hours earned. 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 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) (FS 1003.436)

#### **I. CREDIT BY EXAMINATION**

Examinations in individual subject areas required for high school graduation will be provided for the following purposes:

1. To award credit by examination and exempt high school students from enrolling in and meeting normal course requirements.
2. To serve as a minimum level of demonstrated competency for awarding credit in any non-traditional high school program and in other unusual circumstances when minimum attendance requirements cannot be met (e.g., out of district transfer students).
3. As needed, credit by examination will be offered to high school students (including incoming ninth graders) who are seeking exemption from high school courses.
4. Credit may not be granted unless the student passes the test. For non-traditional high school programs which offer less than 135 hours (or 120 hours for schools authorized to implement block schedules) of instruction, this is a minimum requirement and additional course requirements may apply as well.
5. Students may not be awarded credit by examination for a course which is equivalent to, or below, a course in which they have already received credit or a course in which they are currently enrolled.
6. Students who accelerate graduation due to credit by examination are not eligible to be valedictorian or salutatorian of the graduating class, nor shall they displace any of the top ten percent honor students in class ranking.
7. For the purpose of exempting students from regular high school courses, credit by examination attempts shown as "pass" (P) or "no pass" (NP) will be recorded on the official transcript. These attempts are not calculated in the grade point average (G.P.A), nor shall honors points be awarded.

#### **J. 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.

- a. For high school credit earned by students in grades 6-8 at the middle school site, a grade of Pass (P) will be assigned to the high school transcript.

- b. For high school credit earned by students in grades 6-8 in a virtual environment or at a high school site, a grade will be assigned to the high school transcript.

**K. FINAL EXAMINATIONS**

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)

**GRADUATION REQUIREMENTS**

**A. STATE REQUIREMENTS - STANDARD DIPLOMA**

1. Mastering of the high school performance standards in reading, writing, science and mathematics in a manner described by the rules of the State Board.
2. Completing the minimum number of academic and elective credits prescribed by the District School Board.
3. Students must have a cumulative Grade Point Average (GPA) of 2.0 on a 4.0 scale or its equivalent in the courses which make up the 24 required credits for graduation.
4. Meeting the requirements of the High School Competency Test (HSCT). Beginning with the incoming ninth grade class of 1999-2000, students must earn a passing score on the tenth grade Florida Comprehensive Assessment Test (FCAT) or an alternative assessment as specified by the Florida Department of Education to qualify for a regular high school diploma. (6A.1.09422, FS 1008.22(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 (ENOBLES Act). The IEP committee just provide supporting documentation that the student has mastered the 10<sup>th</sup> grade Sunshine State Standards.

**B. LOCAL SCHOOL BOARD REQUIREMENTS - STANDARD DIPLOMA**

**1. REQUIRED CREDITS FOR FOUR YEAR 24-CREDIT DIPLOMA OPTION**

English	4	
Mathematics	3	<p>The 3 credits in mathematics must include 1 credit in algebra, a series of courses equivalent to Algebra I, or a higher-level mathematics course.</p> <p>The algebra graduation credit requirement can be satisfied in the following ways:</p> <ul style="list-style-type: none"> <li>• 1 credit in Algebra I or Algebra I Honors</li> <li>• 2 credits in Applied Mathematics (these 2 applied courses contain the equivalent of Algebra I skills plus application skills)</li> <li>• 1 credit in Integrated Mathematics I and 1 credit in Integrated Mathematics II</li> <li>• 1 credit in Algebra Ia and 1 credit in Algebra Ib</li> <li>• 1 credit in Algebra II or Integrated Mathematics III or any Level III mathematics course</li> </ul> <p>Demonstrated competency on the district criterion referenced test in Algebra I</p>
Science	3	2 of the 3 science credits must have a laboratory component.
Social Studies	3	1 credit each in American History and World History, 1/2 credit in American Government and 1/2 credit in Economics.
Practical Vocational Arts	1/2	This requirement can also be met by earning one credit in either of these courses.
Vocational Performing Fine Arts	1/2	
Health/Life Management Skills	1/2	To include marriage preparation and preservation, substance abuse, human sexuality and acquired immune deficiency syndrome, and other sexually transmitted diseases

Physical Education	1/2 in personal fitness  and  1/2 in physical education	Other ways to satisfy the PE requirement include:  (1) Participation in an interscholastic sport at the junior varsity or varsity level for two full seasons AND the passing of the personal fitness competency test with a score of "C" or better shall satisfy the entire physical education requirement even though no credit is earned.  (2) Completion, with a grade of C or better, of one semester in marching band class or in a physical activity class that requires participation in marching band activities as an extracurricular activity <u>or in an R.O.T.C. class with a significant component of drills</u> will satisfy the .5 credit of generic PE but not the personal fitness requirement. (F.S. 1003.43 (1)(j))
Minimum Total Credits Required for Graduation	24 (beginning with class of 2004)	Students cannot use more than 9 credits in compensatory or remedial programs for graduation and cannot use more than 1 credit in exploratory vocational courses.
Computer competency	(Grades 6-12)	All students must have taken at least 1 computer "course" or must demonstrate competency on a computer test. This course may be taken in any of grades 6-12 and must be selected from the computer education or business education computer courses identified in the State Course Code Directory.
Minimum Grade Point Average (GPA) Required for Graduation	2.0	The minimum grade point average for graduation is 2.0.
Service Learning	40 hours	(See below)

**2. REQUIRED CREDITS FOR THREE YEAR 18-CREDIT DIPLOMA OPTIONS (F.S. 1003.429)**

The Florida Legislature has established two 18-credit diploma options – one is referred to as college preparatory and one is referred to as career preparatory.

The only difference in the requirements is the mathematics requirements which are summarized in the chart below:

<u>English</u>	<u>4</u>	
<u>Mathematics</u>	<u>3</u>	<u>For a college preparatory diploma, the three credits must be in Algebra 1 or higher.</u> <u>For a career preparatory diploma, the three credits must include Algebra 1.</u>
<u>Science</u>	<u>3</u>	<u>Two of which must include a laboratory component</u>
<u>Social Sciences</u>	<u>3</u>	
<u>Foreign Language</u>	<u>2</u>	<u>The two credits must be earned in the same language.</u>  <u>Note: The law requires "two credits in the same second language unless the student is a native speaker of or can otherwise demonstrate competency in a language other than English. If the student demonstrates competency in another language, the student may replace the language requirement with two credits in other academic courses."</u>
<u>Electives</u>	<u>3</u>	
<u>Total credits required for graduation</u>	<u>18</u>	
<u>Minimum grade point average required for graduation</u>	<u>2.0</u>	

3. Each year the school district must provide students in grades six through twelve and their parents with the three-year and four-year high school graduation options. 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 (FS1003.429 (1) 6 (2)). Information to parents of students with disabilities must also be provided with information about the FCAT waiver.
  
4. Effective with the incoming ninth grade class of 1999-2000, all students graduating with a 24-credit diploma are required to complete a minimum of forty (40) documented hours of service learning in order to graduate. All students who entered ninth grade during the 1998-1999 school year are required to complete a minimum of thirty (30) documented hours of service learning in order to graduate. In cases of extreme hardship or senior out of district transfers, the service learning requirement may be waived by appeal to the school principal.
  
5. Any student in grades 9-12 who enrolls in and satisfactorily completes a career and technical job preparatory program may substitute credit for a portion of the required four credits in English, three credits in mathematics and three credits in science. The credit substituted for

English, mathematics or science earned through the career and technical job preparatory program shall be on a curriculum equivalency basis.

6. Career and technical course substitutions shall not exceed two credits in each subject area. In addition, a program which has been used to substitute in one subject area may not be used to substitute for any other subject area.
7. All courses shall be counted as attempts for credit when calculating all grade point averages except when the forgiveness rule has been applied.
8. High school students who are deficient in credits due to failure of coursework 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 (2) credits while co-enrolled in adult secondary education programs. ~~As a transition for the 2002-03 school year, students who are deficient in credit and will be able to graduate in June or August of 2003 by taking three (3) credits through co-enrollment may be granted a waiver to the two-credit maximum.~~
  - ~~a. The student must be sixteen years of age or older.~~
  - a. The student must be deficient in the credits required for graduation.
  - ~~e. The student must be in at least his/her third year of high school.~~
  - b. The student must be attempting a full load of required credits during the co-enrollment period.
  - c. The student must have written authorization for entrance into each course in the co-enrollment program from the home school principal (or designee).
  - d. The student's credit deficiencies have not resulted from an intentional, willful neglect of studies as determined by the principal (or designee).
9. 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 alternative by the Division of Curriculum & Instruction/Student Support 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 6A.6.014 F. A. C., if approved by the appropriate area superintendent prior to placement.
10. 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/HSCT or FCAT exit option which include:
  - a. Passing the HSCT, and beginning with the incoming ninth grade class of 1999-2000, students must earn a passing score on the tenth grade Florida Comprehensive Assessment Test (FCAT) (6A.1.09422, FS 1003.43).
  - b. Completing a post secondary portfolio as prescribed by the Division of Curriculum and Instruction/Student Support.
  - c. Achieving a minimum score of 2250 on the GED.

11. Course modifications may be used at the high school level in designated programs approved by the School Board for the purpose of shortening the time requirements for obtaining credits, thereby allowing students to obtain two credits during one period of work using competency-based instruction. These course modifications will combine and integrate two courses with similar outcomes and performances into one unit of study, using a thematic and interdisciplinary approach. The Division of Curriculum & Instruction/Student Support is responsible for identifying procedures to be used in certifying mastery of performance standards.

12. Honors For Graduates:

a. Gold honor cords shall be issued to those students who graduate with standard diplomas under the following conditions:

- (1) Graduating students shall be in the top ten percent (10%) of the entire senior class by rank order established by the district (weighted) grade point average. Graduating students who have earned a 3.75 weighted grade point average but who may not be included in the top percent ten (10 %) shall also receive gold honor cords.
- (2) Graduating students utilizing credit by examination shall not displace any of the top ten percent (10%) honor students in rank order listing.

b. Silver cords shall be issued to those students who graduate with a standard or special diploma under the following conditions:

- (1) Graduating students must earn a total of 250 documented volunteer hours beyond the school day.
- (2) Students must obtain prior approval from the school principal or designee.
- (3) Students may earn up to five hours per week in an organized, supervised tutoring program conducted through a service learning, peer counseling, exploratory teaching, or study hall program.

c. Class rank positions shall be computed upon the declared year of graduation. ~~completion of eight semesters for rotator scheduled schools and sixteen semesters for block scheduled schools.~~

d. ~~Students completing graduation requirements in less than eight semesters shall not displace, in class ranking, students completing requirements in eight semesters (sixteen semesters for block schools).~~

d. Students transferring from one Broward public high school to another in the last two semesters (or four for block schools) shall not displace, for class ranking purposes, any other student.

- e. All attempted high school credits shall be calculated for class rank, including dual enrollment, early admission, adult education, and transfer credit.
- g. Valedictorian/Salutatorian
  - (1) A high school senior to be selected as Valedictorian or Salutatorian shall have completed at least the last two full years of high school in any Broward County public school.
  - (2) A student who chooses to graduate at the end of the seventh (7<sup>th</sup>) semester (or 14<sup>th</sup> semester for block schools) shall not be eligible for rank of Valedictorian or Salutatorian.

13. When transfer students, or others who are not deficient in credits at the time of entry, desire to graduate from a Broward County public high school but cannot complete the district and state requirements specified without undue hardship, the area superintendent shall consider the case and may appoint an evaluation committee to make final recommendations to him/her. The superintendent (designee) shall then render a decision.

14. Exceptional students, eligible under IDEA, may remain in or return to school until receipt of a standard diploma or through the school year in which they turn 21 years of age by September 1.

**C. GRADUATION REQUIREMENTS - STANDARD DIPLOMA - EARLY ADMISSIONS PROGRAM**

1. ~~At the completion of the junior year of high school,~~ A student may enter the Early Admissions Program in accordance with the Board-approved articulation agreements and under the following conditions:
  - a. ~~Must be entering the last year of high school based upon the declared graduation date. Must have completed a minimum of 18 credits.~~
  - b. Has completed all graduation requirements with the exception of those requirements that can be met in the student's last year of high school. ~~the 4<sup>th</sup> year of English and/or government and economics.~~
  - c. ~~Has met the requirements of the High School Competency Test, and beginning with the incoming ninth grade class of 1999-2000,~~ Must earn a passing score on the tenth grade Florida Comprehensive Assessment Test (FCAT) or a state-designated alternative. (FS 1003.43)
  - d. Has been accepted by a post-secondary institution authorized by Florida law or by an accredited post-secondary institution.
  - e. Has been enrolled in a Broward County public school at least one semester prior to seeking early admission.
2. A student may be graduated from a public high school in Broward County under the Early Admissions Program, be awarded a standard 24-credit high school diploma, and may participate in the graduation ceremonies with his/her regular high school class when the following conditions are met:



- a. The student must be degree-seeking and must qualify on an approved placement examination and enroll in non-remedial, credit-earning course work.
  - b. The student has completed two consecutive semesters of college coursework or the equivalent (consecutive terms, i.e., quarters or trimesters) with a full-time class load of 24 semester hours or its equivalent, including coursework comparable to English IV, American Government, and Economics (effective 2002-03 school year), and maintain a "C" grade average as shown by grade transcripts or certified letter.
  - c. The student's high school record will reflect coursework, grades and credit attempted/earned through an Early Admissions Program at a particular college or university.
  - d. Students must request to participate in the regular graduation ceremony and make arrangements for cap and gown no later than May 1 of each year and provide, prior to graduation, a grade transcript or certified letter from the registrar of the college or university verifying semester hours and grades earned.
  - e. Students participating in an Early Admissions Program shall receive a rank in class but shall not be eligible to serve as valedictorian or salutatorian. Honor cords may be awarded as provided in the rules of this policy.
  - f. A student in the Early Admissions Program who does not meet the above conditions by the time his/her regular high school class graduates may receive a standard high school diploma at the time all of the above conditions are met.
3. Nothing in this policy shall be construed as prohibiting students who choose one of the three-year, 18 credit diploma options from participating in early enrollment.
4. All students (including those working toward 18-credit diploma options) participating in an early admissions program at a public post-secondary institution within the State of Florida with whom the School Board has an inter-institutional articulation agreement may be eligible for waiver of registration, matriculation, laboratory, or textbook fees as outlined within said agreement. Students participating in an early admissions program at all other institutions will be responsible for all fees and expenses.

**D. GRADUATION REQUIREMENTS - SPECIAL DIPLOMA FOR STUDENTS WITH DISABILITIES**

Two options are provided for earning a special diploma. Option I is based primarily upon mastering state standards and earning credits. Option II is based primarily on demonstrating competency in employment. Exceptional students eligible under IDEA may graduate with a special diploma and return to school until receipt of a standard diploma or through the school year in which they turn 21 years of age by September 1. Service learning hours are not required for a special diploma.

**1. OPTION I - STATE REQUIREMENTS - SPECIAL DIPLOMA**

A student who has been properly classified, in accordance with rules established by the State Board, as educable mentally handicapped, deaf and hard of hearing, dual sensory impaired, autistic, severely emotionally disturbed, specific learning disabled, trainable mentally handicapped, emotionally handicapped, physically impaired, profoundly mentally handicapped or language impaired may be graduated from a public high school in Broward county, receive a special diploma and participate in the graduation ceremonies with his/her high school class under the following conditions:

The student has mastered the Sunshine State Standards for Special Diploma at the level of functioning (Independent, Supported, Participatory) established by the transition IEP committee.

**2. OPTION I - LOCAL REQUIREMENTS - SPECIAL DIPLOMA**

The student has completed the minimum number of course credits prescribed by the School Board:

English	2	
Reading	2	
Mathematics	3	
Social Studies	2	Vocational courses that can be used in lieu of social studies courses are: Any regular education career and technical courses or one of the following ESE courses: Career Preparation Career Experiences Career Placement Marketing Education Supported Employment Diversified Education Business Education

Science	2	Vocational courses that may be used in lieu of science courses are: Any regular education career and technical courses or one of the following ESE courses: Career Preparation Career Experiences Career Placement Agriculture Education Health Science Education Family and Consumer Science Supported Employment Industrial Education
Life Management/ Transition	1	Must include unit on substance abuse
Vocational	6	
Physical Education	1/2  and  1/2	Other ways to satisfy the PE requirement include:  (1) Participation in an interscholastic sport at the junior varsity or varsity level for two full seasons AND the passing of the personal fitness competency test with a score of "C" or better shall satisfy the entire physical education requirement even though no credit is earned.  (2) Completion, with a grade of C or better, of one semester in marching band class or in a physical activity class that requires participation in marching band activities as an extracurricular activity <u>or in an R.O.T.C. class with a significant component of drills</u> will satisfy the .5 credit of generic PE but not the personal fitness requirement.
Required Credits	19	
Elective Credits	5	
Minimum Total Credits Required for Graduation with a Special Diploma; Option I	24 *	May be reduced 1 credit per year when necessary (maximum of 2 credits total) to accommodate travel time to other vocational centers or programs. Credit reduction may not be used for travel to any On-the-Job training program/site.

\*Effective with the class of 2004.

### **3. *OPTION II - STATE REQUIREMENTS - SPECIAL DIPLOMA***

- a. A student has been properly classified, in accordance with rules established by the State Board, as educable mentally handicapped, deaf and hard of hearing, dual sensory impaired, autistic, severely emotionally disturbed, specific learning disabled, trainable mentally handicapped, emotionally handicapped, physically impaired, profoundly mentally handicapped or language impaired.
- b. Student has reached the minimum age of 16.
- c. Student must have a Training Plan that indicates the employment/community competencies to be mastered. The Training Plan is developed by the employer, student, parent, and instructor and is maintained in the student's cumulative folder.
- d. Minimum length of employment will be one semester. (See local requirements for further information).
- e. Student's salary must be at or above minimum wage.

### **4. *OPTION II - LOCAL SCHOOL BOARD REQUIREMENTS - SPECIAL DIPLOMA***

- a. Student has completed two semesters in a high school level program prior to selection of Option II, Special Diploma, and has earned a minimum of three credits to include:
  1. One credit in Career Preparation and one credit in Social Personal Skills
  - or
  2. A job preparatory course in which employability skills and social personal skills training have been incorporated within another Job Preparatory program/course.
- b. Student has mastered 100% of the employment/community competencies as indicated on student's Graduation Training Plan as verified by the employer, job coach and/or instructor in order to earn a Special Diploma.
- c. Student must be employed in the community at a site where:
  1. Employer has a Federal Employer Identification number,
  2. Employer provides student opportunities for interaction with non-disabled co-workers,
  3. Employer adheres to child labor laws, and
  4. Employer provides an opportunity for advancement.

d. The length of time for employment prior to awarding a Special Diploma under Option II shall be:

1. Permanent full-time employment based upon industry standards  
and
2. 200 days of employment.

Note: The Transition Individual Educational Plan (IEP) Staffing/Review 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 noted on the student's Transition IEP.

e. Transition IEP Staffing/Review committee members will verify that the student has met all criteria outlined in student's Graduation Training Plan by completing the assurance section of the Graduation Training Plan prior to awarding the student a Special Diploma under option II. (FS 1003.438)

**E. GRADUATION REQUIREMENTS - STANDARD CERTIFICATE OF COMPLETION**

A student may receive a standard certificate of completion and participate in the graduation ceremonies with his/her high school class when the student completes the minimum number of required credits as defined under Graduation Requirements and other requirements of the School Board but is unable to meet one or more of the state requirements.

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. (FS 1003.43)

**F. GRADUATION REQUIREMENTS - EXCEPTIONAL STUDENT CERTIFICATE OF COMPLETION**

An exceptional student who was working towards a special diploma may receive a special certificate of completion and participate in the graduation ceremonies with his/her school 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. Exceptional students eligible under IDEA may remain in or return to school until receipt of a standard diploma or through the school year in which they turn 21 years of age by September 1.

**G. GRADUATION REQUIREMENTS – ADULT STANDARD DIPLOMA**

1. The requirements for an adult standard diploma are the same as for a standard high school diploma with the following exceptions:
  - a. Physical education is not required.
  - b. Computer competency is not required.
  - c. Service learning is not required.

- d. For students reading below the 11<sup>th</sup> grade level, as evidenced by performance on a standardized diagnostic instrument, 1 credit in reading shall be required.
2. 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 Policy 6.7.
3. Successful performance on an examination for high school credit may be substituted only as outlined in this policy.
4. Students shall be permitted to substitute military service and/or education received while on active duty pursuant to restrictions and limitations imposed by 6A-6.020 F.A.C.

**H. GRADUATION REQUIREMENTS – SPECIAL DIPLOMA FOR ADULT STUDENTS WITH DISABILITIES**

1. Any adult student who is twenty-one (21) or older and classified as Educable Mentally Handicapped, Trainable Mentally Handicapped, Profoundly Mentally Handicapped, Emotionally Handicapped, Severely Emotionally Disturbed, Specific Learning Disabled, Physically Impaired, Autistic, or Language Impaired may be awarded an Adult Special Diploma either by completing requirements from Adult Special Diploma - Option I or Adult Special Diploma - Option II.
2. Adult Special Diploma - Option I
  - a. Complete the course requirements as outlined below:

Language Arts/English	2
Reading	2
Mathematics	3
Social Studies	2
Science	2
Life Management/Transition	1
Vocational (must include course Career Preparation)	6
Electives	6

- b. Students must meet adult attendance requirements.

### 3. Adult Special Diploma - Option II

Adult exceptional students who demonstrate mastery of specified employment and community competencies may graduate by meeting the following requirements:

- a. The student shall satisfactorily complete the equivalent of five (5) credits which must include one (1) credit of Mathematics, one (1) credit of Language Arts/English, one (1) credit in Career Preparation, one (1) credit of Social/Personal Skills, and one (1) credit of Life Management/Transition.
- b. The student shall satisfactorily demonstrate employment and community-based competencies while employed full-time for at least a twenty-five (25) hours per week in a community-based job for a minimum of 100 days.
- c. The student's Adult Individualized Education Plan (AIEP) shall include annual goals and short-term objectives related to employment and community experiences as well as a description of the supervision to be provided by the school district and any special considerations.
- d. A graduation training plan shall be developed and signed by the adult student, teacher and employer. The graduation training plan shall identify the job-specific and related community competencies, the criteria for determining and certifying mastery of the competencies. The graduation training plan shall include the documentation of the hours worked per week by including copies of either time-cards or pay check stubs that indicate hours worked per week.
- e. A graduation training plan shall be developed and signed by the adult student, teacher and employer. The graduation training plan shall identify the job-specific and related community competencies, the criteria for determining and certifying mastery of the competencies. The graduation training plan shall include the documentation of the hours worked per week by including copies of either time-cards or pay check stubs that indicate hours worked per week.

#### **I. 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.

**J. 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. There shall be a summer graduation ceremony for high school students who complete their high school graduation requirements through extended learning opportunities.

**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 Division of Curriculum and Instruction/Student Support. 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 8<sup>th</sup> and 10<sup>th</sup> 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 post-secondary plans.

**L. STUDENT DAY**

A student day shall consist of a minimum of:

1. High School - 360 minutes
2. ESE Centers - 360 minutes  
(6A.1.09512)

AUTHORITY: F.S. 230.22 (1) (2); 233.067  
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 R ULES APPROVED: 09/02/97



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F.S. 232.246 (1) (6)(D) (7)(A)  
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'  
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8/18/98

FORMERLY, POLICY 5104

AUTHORITY: F.S. 230.22 (1) (2)

F.S. 230.23 (6) (A)

STATE BOARD RULE #6A-1.04511

POLICY ADOPTED: 11/13/69

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10/05/99, 05/07/00, 09/12/2000, 6/18/2002, 8/20/2002

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