

FLORIDA A&M UNIVERSITY
DEVELOPMENTAL RESEARCH SCHOOL
Pupil Progression Plan
2012-2013



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Introduction

The Florida A&M University Developmental Research School operates as an integral part of the College of Education of Florida A&M University, and as such, provides continuity of instruction in student progress from grades kindergarten through twelve. The entrance requirements, the promotion and progression requirements, as well as the rules and regulations regarding retention are based solely on state school law and regulations, and/or FAMU School Advisory Board adopted policies. The purpose of this document, the FAMU DRS Pupil Progression Plan, is to present the adopted procedures by which students in grades kindergarten through twelve are expected to progress through the instructional program. It also presents the means by which remedial and/or developmental assistance is provided for those who experience difficulties, which could hinder the normal course of progression.

It is our aim that the Pupil Progression Plan will help clarify what is expected of all students at FAMU DRS. This plan provides assurance to all stakeholders that emphasis is placed on the essential skills and qualities needed for each student to become a worthwhile and contributing citizen in our society. To this end, careers and employability skills are also emphasized.

I. Admission Requirements

The primary mission of FAMU DRS is research and development. In order for the school to fulfill this mission requirement, it is imperative that the school has a student population that is relatively normally distributed in terms of socio-economic factors and student ability. In considering students for selection to attend the school, several specific variables are used: academic ability, socio-economic factors, sex, pre-kindergarten experience, application responses, siblings, and the children of FAMU DRS employees. An equitable selection process utilizing objective criteria will be implemented to the fullest extent possible in order to establish and maintain a student body according to these criteria.

Because the school is identified as a school in need of improvement, students considered for enrollment for the 2011-2012 school year must be performing on grade level. All applications will be reviewed by the counselor and the admission team and evaluated for academic status and proper grade placement. The counselor will make recommendations for admissions to the appropriate administrator. The administrator will approve all admissions for new enrollment.

Criteria for Selection

A. Academic Ability

A relatively normal curve of students by grade level is preferred. The desired performance level is to meet the AYP Targets based on the number of students performing at or above grade level as measured by the Florida Comprehensive

Assessment Test (FCAT) or other state assessments. It is also desired to have all students make at least a year's growth on the state assessment from year to year.

- B. Sex - To the greatest extent possible, the student population will be 50% female and 50% male.
- C. Socio-economic Factors

A range of economic home environments follows that is distributed as reported by average family income for African-Americans in Leon County. To the greatest extent possible, these ratios will be adhered to for all new admits:

AVERAGE FAMILY INCOME	PERCENTAGE
\$0 - \$9,999	32%
\$10,000 - \$24,999	34%
\$25,000 - \$34,999	13%
\$35,000 - \$49,999	12%
\$50,000 and above	9%

Other Selection Criteria

1. An applicant with a brother or sister already enrolled at the school will be given priority only in cases of ties in the selection process.
2. Ties involving two or more students with identical characteristics who are vying for the same position will be broken by acceptable techniques of random selection.
3. Children of faculty, staff, or administration may receive priority consideration if a slot is available in the designated grade in which the child meets the admission criteria.

Alternate List

A waiting list will be established by grade level consisting of names of applicants not selected. As vacancies arise, students who fit the characteristic of the available spaces will be selected from the waiting list during the current school year.

Students not selected for admission during a given year must re-apply to be considered for future enrollment. A new application must be submitted in order for students to be considered for admission at another grade level or a new school term.

Date of Application

Applications made prior to cut-off date will be considered equally. All applications received after the announced cut-off date will not be considered unless vacancies occur.

Procedure for the Implementation of the Admissions Policy

- ✓ New background information forms will be completed for each child by parents/guardian.
- ✓ The cut-off date for applications is March 1.
- ✓ A letter will be sent in April/May to parents of currently enrolled students to determine if they plan for their child/children to return to FAMU DRS.
- ✓ Using the maximum count at each grade level and students who plan to return, the number of vacancies will be determined.
- ✓ The admission criteria will be used to select the new students for recommendation to the principal. Parents of new students invited to attend shall receive the invitation letter in a timely manner and must accept the invitation within two weeks of the date on the letter.
- ✓ An agreement letter will be sent to all parents of new and returning students.

Activity Fee

Students attending FAMU DRS are required to pay an annual \$250.00 activity fee. When there is more than one student from the same family attending, there is a reduced rate for the second and subsequent students.

II. Progression of Students

A. Elementary School

1. Admission Requirements

- a. Any child shall be eligible to apply for admission to kindergarten at FAMU DRS if he/she will attain the age of five on or before September 1 of the current school year.
- b. The school shall require evidence that the child has attained the required age for admittance in accordance with the provisions of sections 1003.21 of the Florida Statutes. A parent or guardian must present the original birth certificate

upon enrollment. The school will make a copy of the birth certificate and return the original to the parent.

- c. Students applying for first through fourth grade must meet the existing requirements for completion of the previous grade, as well as comply with the selection of students in the FAMU DRS admission policy.

2. Student Progression

- a. The academic progress of all FAMU DRS students is carefully monitored to assure that they are performing satisfactorily in all courses. Instruction is diagnostic and prescriptive in nature and designed to meet the needs of the individual student. Each student is expected to progress through the curriculum by fulfilling the goals and objectives of grades K-5.
- b. Florida Statutes section 1008.25 describes the topics of remedial instruction and student progress reporting to school district pupil progressions plans. In the bill, the Legislature expressed its intent that each student's progressions from one grade to another must be determined, in part, by proficiency in reading, writing, and mathematics; that districts facilitate such proficiency; and that each student and his/her parent or guardian is informed of the student's academic progress. Determination of proficiency in those areas will be based on the following criteria:
 - 1. Florida Writes! Score of 3.5 or higher (grades 4, 8, and 10).
 - 2. FCAT Scores at Level 3 or higher in Reading and Mathematics or performing on grade level as indicated by other standardized test.
 - 3. Report Card grades of 70/C or higher (Grades 3-5) in the academic areas of mathematics, language arts, social studies and science.
 - 4. A student in the third grade who scores below level 2 on the FCAT shall be retained in the third grade, placed in a summer remediation program, and promoted to fourth grade only if a passing score is attained on the summer post assessment.

Any student who exhibits substantial deficiency in reading skills, based on locally determined assessments conducted before the completion of grades 1, 2, and 3, or based on teacher recommendation, must be given intensive instruction and adhere to an appropriate Academic Improvement Plan (AIP). The parent are

invited to contribute to an AIP. If the deficiency is not remedied by the completion of grade 2 or 3 so that the student can meet the district's level of proficiency, the student must be retained. FAMU DRS does however reserve the right to exempt an elementary student from mandatory retention for reasonable and justifiable exceptions (with the exception of 3rd grade required retentions). DRS Administration and the School Advisory Board shall take any requests for exemption under consideration.

- c. Remediation will be an ongoing part of the regular classroom instruction. Students who need additional remedial help will be diagnosed relative to receiving preventative strategies in the regular classroom and through other programs such as Title I for Reading and Mathematics. The Principal, Guidance Counselor, and/or teacher may suggest private tutoring.
- d. Teachers will provide opportunities for students to progress by exposure to a wide variety of experiences such as field trips, educational programs, resource persons, audio-visuals, and exploratory activities.

3. Curriculum

The curriculum for the elementary school is determined by the laws of the State of Florida, the accreditation standards of the Southern Association Colleges and Schools, the needs of students as determined by curriculum studies, research and surveys, the School's research mission, and continuous evaluation.

4. Required Program of Studies

The K-3 classes have a class size enrollment of 18 students, the 4-5 classes have a class size enrollment of 22 students and the classes are basically self-contained with special teachers for Music, Art, Computers, and Physical Education. The required courses include the following:

Reading	Science and Health
Language Arts	Social Studies
Listening, Viewing, and Speaking	Physical Education
Handwriting	Special Areas
Mathematics	<i>(Music, Art, Computer, Media)</i>

5. Promotion Requirements

- a. The classroom teacher has the initial responsibility for determining each student's level of achievement and ability to function academically, socially, and emotionally at the next grade level. The Elementary Administrator will make final review and approval.
- b. After entering kindergarten, the students who meet promotion requirements advance to the next grade level.
- c. The Kindergarten-1st Grade Codes for report cards are:
 - i. E- Consistently demonstrates a high level of understanding
 - ii. S – Progressing Satisfactorily
 - iii. N – Needs more time and experience
- d. Fifth grade students will be eligible for promotion to Middle School by meeting minimum academic standards as indicated by a passing grade in all courses and state assessments. Students must also meet physical, social, and emotional requirements as determined by the classroom teacher.
- e. For grades 2-5, the school's grading scale is used to indicate the level of academic performance on the report card.

Letter	Percentage	Points
A	90 - 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	0 – 59	0

6. Summer School

If offered, summer school programs for students in grades K-5 will serve those students who have been retained, and who may be eligible for promotion after completion of summer school. A FAMU DRS Administrator's written permission is required for all summer programs. Attendance in summer school does not guarantee promotion for those students who have been retained. Summer School Enrichment Programs may be offered for elementary students when funding is available.

7. Placement of Students

The placement of students upon entering as a new student, a transfer student, or a returning student is based upon the validation of previous

records. These records must be certified to show the degree to which the student has met the minimum academic, physical, social, and emotional requirements for a specific grade level being considered. It is the Administrator's responsibility to approve the final placement.

8. Records and Reports

- a. Teachers will maintain individual records of performance in class, standardized test results, state assessment test results, and remediation data. Performance on special projects, homework, and field trips may also be recorded and used to compute final grades.
- b. Teachers will keep parents informed of student's progress in each subject area through the established school reporting systems – parent conferences, report cards, phone calls, reports by mail, and progress reports.
- c. The cumulative folder for each child is kept in confidence in the Guidance Department. General statistics, year's average in each course, standardized test scores, promotion and retention record and other information on the student's educational progress are placed in the cumulative folder.
- d. Screening information such as sight, hearing, motor, psychomotor, language, and mathematics status is kept in the cumulative folders.
- e. Health records on all students are maintained in the cumulative folders.
- f. Each student must present a certificate of a school entry examination performed within 1 year prior to enrollment in school. These records will be housed in the cumulative folder.
- g. As required by Section 1003.22, Florida Statutes, all DRS students must have up-to-date immunizations recorded on the form DH 680 (Blue Card). The Blue Card is maintained as a part of the student's cumulative folder which is housed in the Guidance Department.
 1. Any child may be granted exemption from the immunization requirements whose parent or guardian objects in writing because such conflicts with religious tenets or practices or where a competent medical authority certified in writing that the child should be excused from the required immunizations for medical reasons.
 2. The immunization shall not be required if the division of health determines that the immunization is unnecessary or hazardous.
 3. The following guidelines describe the requirements for compulsory immunizations for public and

private preschool, and child care facility admittance and attendance under Florida Statutes section 1003.22:

The Florida Certification of Immunization (Department of Health Form 680), required by the rules, must be used to document immunization requirements for admittance or attendance in a childcare facility, public or non-public school, grades pre-school and kindergarten through twelve. The Department of Health Form 680 has been revised to incorporate new immunization requirements as of August 1997. Children entering, attending, or transferring to the seventh grade will be required to have completed the hepatitis B vaccination series, a second dose of measles (preferably MMR), and a tetanus-diphtheria booster. Effective with the 1998-89 school year, children entering, attending, or transferring to kindergarten will be required to have completed the hepatitis B vaccination series.

- h. A copy of each student's social security card will be kept on file in guidance.

A. Middle School

1. Admission Requirements - Students applying for admission to grades six through eight must meet the existing requirements for completion of the previous grade as well as comply with the selection of students in the FAMU DRS admission policy.
2. Student Progression
 - a. Each student in grades 6-8 is expected to follow the prescribed curriculum for each grade level and progress through the curriculum by successfully fulfilling the specific requirements for each level.
 - b. Social and emotional development as well as academic progress will be monitored carefully at the middle school level. Teachers recognize the influence that peer pressure and physical maturity have on the student's total performance.

3. Required Program of Study

The middle school classes have an average of 22 students enrolled in each class. The Middle School is departmentalized. The academic program will include the following courses in the respective grades.

M.S. Reading
M.S. Language Arts
M.S. Mathematics
*Algebra I
Comprehensive Science (6th - 8th grades)
Social Studies
Physical education
Foreign Language (8th grade)
Exploratory Wheel
Art
Computer Application
M.S. Band
M.S. Chorus

*Eighth grade students with above average grades in Mathematics may be placed in Algebra I when recommended by the teacher, counselor or administrator.

Advanced classes in the areas of Language Arts, Science, Math and Social Studies are available for those students who qualify and are recommended by the teacher, counselor or administrator.

Special Note: Course content requirements for the two-course sequence M/J Spanish, Beginning (0708000) and Intermediate (0708010) are equivalent to Spanish I (0708340). Course content requirements for the three-course sequence that includes M/J Spanish, Beginning (0708000), Intermediate (0708010), and Advanced (0708020) may be equivalent to the two-course sequence Spanish I (0708340) and Spanish II (0708350). It is each district school board's responsibility to determine high school foreign language placement policies for those students who complete the M/J Spanish sequences in middle school.

4. Promotion Requirements

- a. In order to be promoted to the next grade level within grades 6-8, a student must pass all four courses in the academic areas of English, Mathematics, Science and Social Studies. Section 1003.4156, Florida Statutes (general requirements for middle grades promotion), require that students meet the following requirements in order to be promoted to ninth (9th) grade:
 - Three (3) middle school or higher courses in English (Language Arts)
 - Three (3) middle school or higher courses in Math

- Three (3) middle school or higher courses in Science
 - Three (3) middle school or higher courses in Social Studies
 - One (1) semester of career and education planning
 - One semester of physical education is required each year for students enrolled in grades 6-8.
- b. Students in middle school who do not pass a required academic course, and/or whose achievement on basic skills objectives do not indicate satisfactory progress, will be required to attend summer school or the invitation to attend FAMU DRS will be withdrawn. If summer school is not offered at DRS, students may enroll with Florida Virtual School or another Florida public school. Because of limited space, students who do not meet promotion requirements after summer school will be placed on a waiting list. These students will be re-enrolled only if space is available and if they have met the promotion requirements.
- c. The cumulative folder for each Middle School student is kept in the Guidance Department. General statistics, year's averages in each course, standardized test scores, promotion and retention records, and other information on the student educational progress is placed in the cumulative folder.
- d. Health records for all Middle School students are maintained within the student's cumulative folder.
- e. If offered, summer school for Middle School students will serve those students who have been retained due to grades and/or for test performance. These students may be eligible for promotion after successful completion of summer school.
- f. A student may enroll in summer school with Florida Virtual School. Written permission from an Administrator or Counselor is required for all summer programs. Attendance in summer school does not guarantee promotion for those students who have been retained.

5. Placement of Students

The placement of students upon entering as a transfer student or as a returning student is based upon prior year academic performance as indicated by school records. Records will be evaluated to determine the extent to which the student has met the minimum academic, physical, social and emotional requirements for the specific grade level being considered. These records must be validated and certified. It is the Administrator's responsibility to approve the final placement.

6. Records and Reports

- a. The academic progress of all children will be carefully monitored and records will be kept systematically. The teacher will keep individual records of the student's progress and performance in class, on home assignments, and performance on special projects.
- b. Records will also reflect performance and/or behavior of students during assemblies, while on field trips, and during presentations at educational fairs and visits with resource persons.

7. Computing Grades

When computing the numerical grade, if the average is .5 or higher, the average is rounded up to the next whole number. If the average is below, the fraction is eliminated and the remaining whole number is assigned.

Assignment of grades shall be the responsibility of the teacher.

Upon the request of the parent/guardian or school administrator, the teacher shall provide an explanation of the assigned grade including documentation that substantiates the grade.

Semester/Yearly Grade Determination

The formula for computing the semester average is 40% for the first grading period and 40% for the second grading period plus 20% for the semester exam. Courses that require the end of Course exam score to contribute to 30% of the final grade will be computed using 35% weight on the first semester and 35% weight on the second semester and 30% weight on the EOC exam.

Middle school core courses are year-long courses and the yearly average is computed by 50% for the first semester and 50% for the second semester. An average of 60 or higher will be recorded as passing.

The student's cumulative end-of-the-grading period, semester, and yearly grade point averages (GPA) are not rounded to the nearest whole number. The GPA is computed to the nearest ten—thousandths (2.7566).

C. **High School**

1. Admission Requirements for Grades 9-12

Students must meet all middle school promotion requirements in order to be promoted to ninth grade. Students transferring from other school districts must meet the existing requirements for high school classification

at each grade level as well as comply with the selection of students in the FAMU DRS admission policy.

2. Student Progression

The FAMU DRS curriculum is designed to meet the needs of each student. Each student is expected to progress through the curriculum and successfully meet the goals, objectives, and other criteria of each particular grade level as follows:

- To be classified as a high school **freshman**, a student must have met all academic requirements at the Middle School level.
- To be classified as a **sophomore**, a student must have earned six (6) credits and have earned a cumulative grade point average of 1.50.
- To be classified as a **junior**, a student must have earned a total of twelve (12) credits and must have earned a cumulative grade point average of 1.75.
- To be classified as a **Senior**, a student must have earned a total of eighteen (18) credits and must have earned a cumulative grade point average of 2.0
- Students who do not meet promotional requirements at the end of the school year may be promoted at the end of the first semester of the next school year provided all requirements have been met by that time.

3. Required Program of Studies

Students in grades nine through twelve are required to enroll in courses which will accrue a total of at least 24 credits over a period of four years. These credits may be achieved through classes taken at the high school level and/or classes take by being dually enrolled at a university. All students at FAMU DRS are required to be full-time students—enrolled in at least six classes. These classes may be a combination of high school classes and college courses.

4. General Program Offerings to meet graduation requirements are:

General Program Requirements	College Preparatory Program (Recommendation)
Language Arts (English I, II, III,IV)-----4	Language Arts (English I, II, III,IV)-----4
Mathematics (one credit in Algebra I and 1 credit in Geometry required) -----4	Mathematics (Algebra I and Geometry required)-----4

-----4	Science(One course in Biology required; two courses with labs)-----3
Science(One course in Biology required; two courses with labs)-----3	Science(One course in Biology required; two courses with labs)-----3
Social Studies-----3	Social Studies-----3
World History-----1	World History-----1
American History-----1	American History-----1
American Government-----1/2*	American Government-----1/2*
Economics-----1/2*	Economics-----1/2*
Life Management-----1/2	Life Management-----1/2
**Personal Fitness-----1/2	**Personal Fitness-----1/2
OR	OR
Health Variation (HOPE)-----1	Health Variation (HOPE)-----1
***Fine Arts or Performing Arts, Speech, Debate, or Practical Arts-----1	***Fine Arts or Performing Arts, Speech, Debate, or Practical Arts-----1
Electives (as needed)-----8	Electives (as needed)-----5
TOTAL 24 Credits	TOTAL 24 Credits

*One credit in physical education to include the integration of health is required for students entering ninth grade in 2007-2008 and thereafter. (CCD pg 30).

**One course is required from one of these categories. Additional courses will apply as electives for graduation after the 2009-2010 graduating class (CCD pg 35).

Three-Year College Preparatory	Three-year Career Preparatory
English-----4	English-----4
Math (Algebra I and higher)-----3	Math (including Algebra I)-----3
Science (2 labs)-----3	Science (2 labs)-----3
Social Sciences-----3	Social Sciences-----3
World History (1) Gov't (.5)	
American History (1) Econ (.5)	
Electives-----5	Vocational/Career Education-----5
TOTAL CREDITS -----18	TOTAL CREDITS -----18

Advance Placement (AP), Honors and College Courses

AP and Honors courses have additional requirements beyond the regular high school courses, and, therefore, generate a higher grade point average (GPA) for the semester grade (A=5, B=4, C=3, D=1, and F=0). Credit for college courses are averaged in the GPA on the same basis as honors courses.

5. Graduation Requirements

In order to receive a standard high school diploma from FAMU DRS, each student must meet the following requirements:

- ❖ Pass the 10th grade Florida Comprehensive Assessment Test (FCAT).
- ❖ Have a 2.0 or higher cumulative Grade Point Average (GPA).
- ❖ Pass the End of Course Exam in Algebra 1
- ❖ Accumulate a minimum of 24 credits (four-year) or 18 credits (three-year) as delineated earlier.
- ❖ Complete all requirements imposed by the State of Florida and other requirements for graduation at FAMU DRS.
- ❖ Count remedial credits as electives only as allowed by state law.
- ❖ Count no more than three (3) credits in Practical Arts as credits for graduation.
- ❖ Meet state attendance requirements of at least 135 hours per one credit course or 67 ½ hours per half credit course.

6. Placement of Students

Students are placed into the appropriate grade level upon completion of 8th grade, or upon being admitted from another school with supporting documentation to justify placement.

7. Records and Reports

- a) Students' records relative to promotion, retention, remediation, or other types of special placement are considered 'privileged' information, and shall be maintained in a safe manner in the students' cumulative folders in the Guidance Department.
- b) Performance and progress of all students in grades Kindergarten through twelve are reported to parents or guardians through progress reports, report cards, standardized tests, school evaluation, and state mandated assessments.
- c) Additional monitoring and parent notification of student progress is conducted through parent-teacher conferences and the Pinnacle Internet Viewer (PIV)
- d) Monitoring and tracking of students' credits and grade point averages for promotional and graduation requirements are conducted by the guidance counselor.

8. Computing of Grades

The Grading System used at FAMU DRS is as follows:

<u>Letter</u>	<u>Percentage</u>	<u>Points</u>
A	90 - 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	0 – 59	0

One-half (.5) credit is awarded at the end of the semester for each subject satisfactorily completed.

Grade Forgiveness

Students who have received a D or F in a core course may retake that course for a higher grade. When repeating a course, the original grade of D or F may only be replaced with a grade of C or higher. All semester grades will appear on the student's transcripts. Only the higher semester grade earned will be used in computing the student's GPA. Students may not retake an elective course for a higher grade.

9. Alternatives to Normal Programs

A. Summer School

(1) Accelerated Program

(a) Electives - Students may enroll in elective courses during the summer in another public school district or with Florida Virtual School.

(b) Required courses – consideration for taking required courses during the summer will be given only to those students who apparently have the ability and the desire to accelerate. Approval must be received in advance by an individual letter from the Director with input from the Guidance Counselor and subject area teacher. The student should have at least a 'B' average.

(2) Remediation – a student who fails a course during the school year is eligible for summer school. It is strongly recommended that the student repeat the failed course rather than begin a new course.

- (3) Summer credit may be earned by enrolling in programs offered in the county high schools, Lively Vocational/Technical Center (must have completed the 9th grade), and Adult Education Program (must be 16).
- (4) An administrator's prior written permission is required for all summer programs.
- (5) Students entering the 9th grade in the fall may request permission to enter the accelerated program and take appropriate courses as available.

B. Early Completion of Requirements

Students who need less than a full load of courses to graduate are required to attend school for the full day. They are encouraged to take advantage of dual enrollment if they qualify.

C. Early Admission

- (1) Requirements – Students of above average ability may enroll in cooperating colleges prior to the completion of the required credits for graduation if they:
 - (a) have a 'B' average
 - (b) meet graduation course requirements or will be able to meet these requirements through college courses.
 - (c) are recommended by the administrator
 - (d) are accepted by the college.
- (2) Diploma – The early admission student may be awarded a diploma if he/she meets the standard high school diploma requirements.

D. Dual Enrollment – College/University

- (1) The Dual Enrollment program allows high school students to take community college and/or university courses while still attending high school.
- (2) Approved credits by Florida Department of Education earned at the college level may apply toward graduation requirements. These credits, with permission from the college, may also, upon entering college, be applied toward college graduation requirements.
- (3) The student must meet the college dual enrollment admission requirements and must have written permission from the high school counselor or administrator.

- (5) Courses may be taken on the college campus or in specially arranged courses on the high school campus taught by college/community college instructors.

E. Dual Enrollment - Adult Community Education (ACE)

A student may enroll in appropriate classes authorized in writing by the counselor or administrator under the following conditions:

- (1) only one class may be taken at a time with a maximum of two credits per school year and one credit in the summer.
- (2) prior written approval from the counselor or administrator is required before a student can enroll.

F. Dual Enrollment - Lively Area Vocational-Technical Center

A student who has completed the ninth grade or is at least 16 years old may earn credits toward graduation requirements at Lively. Prior written permission is required.

G. Dual Enrollment - Middle School/High School

Middle School students, upon the recommendation of the teacher and approval by the counselor or administrator, may enroll in certain high school courses and receive credit toward graduation requirements.

10. Awarding Credit, High School 9-12

- A. For the purposes of requirements for high school graduation, one full credit means a minimum of 135 hours of bona fide instruction in a designated course of study, which contains student performance standards.
- B. The hourly requirements for one-half credit are one-half the requirements for a full credit.
- C. A student may not be awarded a credit if he/she has not been in instruction for a minimum of 135 hours. Excused absences shall not be counted against the 135 hour minimum requirement; however, the students must master at least 60% of the required standards to earn credit for a course.
- D. All evidence of work or credits earned at another school shall be based on an official transcript authenticated by a proper authority of that school and shall be validated on the basis of criteria

established at FAMU DRS and shall not exceed the number of credits awarded for equivalent time

E. Types of Diplomas

- a. A standard diploma will be awarded when a student has successfully completed the graduation requirements as stated in this Pupil Progression Plan and has met the current state requirements.
- b. A Certificate of Completion will be awarded to students who successfully complete the course and attendance requirements for graduation, but fail to pass the state minimal performance standards and/or one or both parts of the Florida Comprehensive Assessment Test (FCAT).

III. SPECIAL INFORMATION RELATING TO ACADEMICS

A. Homebound/Hospital bound Students

A student who has a medically diagnosed physical/mental condition which confines him/her to home or hospital for an extended period of time (at least 15 school days), may qualify for a homebound teacher. The student should be referred to the Student Services Team, which may pursue arrangements with the Leon County School System or other local school districts.

1. Qualified physician must provide a written statement which includes:
 - (a) a description of the condition with any medical implications for instruction;
 - (b) a statement that the student is unable to attend school
 - (c) a statement that the student is expected to be confined for at least fifteen (15) school days;
 - (d) an estimated time of confinement;
 - (e) a statement that the reason of confinement is not based on a disease of an airborne or infectious or communicable nature.
2. The parent/guardian must provide a signed written statement agreeing to district homebound and/or hospital policies and to cooperate with the district. The parent/hospital will provide a quiet, well-ventilated setting where the homebound teacher and student will work. A schedule will be established to provide for study between teacher visits. A responsible adult will be present during the instruction period.

3. The non-FAMU DRS district, upon receipt of 1(a) and 1(b) above, may provide a certified instructor for the student in the subject areas in which the student is currently placed.
4. Homebound students must meet all requirements for promotion and grade placement as outlined in the Pupil Progression Plan.
5. The non-FAMU DRS district homebound teacher will be responsible for communicating with the home school on past work achieved and current progress.

B. School-wide Testing Program

The following tests are administered at FAMU DRS:

1. Stanford Achievement Tests (Kindergarten, 1st & 2nd)
2. PSAT –Preliminary Scholastic Aptitude
3. ASVAB – Armed Services Vocation Aptitude Battery
4. Florida Writes (Grades 4th, 8th & 10th)
5. Florida Comprehensive Assessment Test – FCAT (Grades 3rd – 11th)
6. Florida Kindergarten Readiness Screener (FLKRS)

C. The Grading System

Report cards are issued at the end of each nine weeks period. These cards are designed to inform the parents and the student of the student’s progress in each subject area in which the student is enrolled.

The Grading System used at FAMU DRS is as follows:

<u>Letter</u>	<u>Percentage</u>	<u>Points</u>
A	90 - 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	0 – 59	0

Kindergarten – 1st Grade Codes

A numerical grade will be used to indicate growth. They are as follows:

- i. E- Consistently demonstrates a high level of understanding
- ii. S – Progressing Satisfactorily
- iii. N – Needs more time and experience

Incomplete Grades

An incomplete grade shall be assigned only in cases where students received excused absences (illness, death in the family or other emergencies) that are supported by official documentation. The incomplete must be changed by the course teacher into the appropriate grade by the end of the following nine weeks period. If the grade of incomplete has not been removed by the teacher before the end of the following nine week grading period, the 'I' will change to a grade of 'F'.

D. Exemption Policy for Semester Exams

Students shall not be exempted from taking semester exams.

E. Honor Roll Criteria

In order to encourage students and to provide an incentive for academic achievement to the students, an Honor Roll is published at the end of each nine weeks. The names listed on the Honor Roll are those of students who have maintained a 'B' (3.0 unweighted) or above average throughout the nine weeks period in his/her class work and has earned no 'U' in citizenship. No student who makes a 'D' or below in a subject can make the honor roll. Students in grades K-3 may be designated by teachers for the Honor Roll if all conduct grades are 'O' or 'S' and if academic averages are 80% or higher.

F. Criteria for Final Academic Standing of Students (9 -12)

1. Valedictorian and Salutatorian
 - a. A student must have been enrolled at FAMU DRS for two semesters immediately prior to the beginning of the school year and be classified as a senior and must have passed both parts (Reading and Math) of the 10-grade FCAT.
 - b. All subject grades will be used including dual enrollment courses at post-secondary schools and honors courses.
 - c. Any nine weeks or final grade below 'C' during the semester of the senior year will preclude eligibility for Valedictorian or Salutatorian.
 - d. First and second semester grades from 9th, 10th, and 11th grades and first semester grades of the 12th grade will be averaged to computed to the GPA to the nearest ten—thousandths (3.7566). If there is a tie, the students will share the honor.
 - e. Early admission students and students who choose the three-year graduation option will not be eligible for Valedictorian or Salutatorian.
 - f. Announcement of Valedictorian and Salutatorian will be made at the end of the 3rd nine weeks of the students' senior year.

2. Ranking of Students (grades 9 – 12)
 - a. Semester grades for 9th, 10th, 11, and first semester of the 12th grade years will be averaged and ranks by grade point average to the nearest ten—thousandths.
 - b. Early admission and three-year option students will not be ranked.
 - c. In the event of a tie, the students will share the rank. Each subsequent score will be ranked as if no tie occurred.
 - d. All students with a 3.0 GPA or higher, and who have not received a 'D' or below in any subject area, will receive all privileges of an **Honor Student**.
 - e. The weighted GPA is used for ranking students and identifying the Valedictorian and Salutatorian.

3. Forgiveness Policy

A student may repeat a course once that he/she has already taken and received a D or F grade. Both grades will be placed on the student's transcript. Only the higher of the two final grades earned will be used in computing the student's Grade Point Average (GPA). No additional credit for repeated course. In addition the following conditions shall apply when a student retakes a course.

- a. In computing a student's class rank and honors placement, a student with fewer repeat courses would be placed ahead of a student with the same grade point average (GPA) but more repeat courses.
- b. Students may only repeat a core course of which they have received a grade of D or F.
- c. Students may not repeat a course for which they received credit if they have received credit for a higher level of that course. (EXAMPLE: a student may not repeat Algebra I after receiving credit for Algebra II).
- d. Students may not repeat a course for which they have received credit after a period of three semesters of enrollment, excluding summer school, from the time of completion of that course.
- e. Students may not repeat a course for which they have received a final grade of C or higher.

Students may take a course they have failed as often as necessary. All final F grades will be placed on the student's transcript. Only one F will be computed into the GPA. If the student then passes the course, only the passing grade will be entered into GPA.