

FLORIDA A&M UNIVERSITY
DEVELOPMENTAL RESEARCH SCHOOL

Pupil Progression Plan
2013-2014



Dr. Larry Robinson, Interim President
Rodner Wright, Interim Provost
Dr. Patricia Green-Powell, Interim Dean
Dr. Patricia Hodge, Superintendent

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 Florida school law and regulations, and/or FAMU School Advisory Board adopted policies. The pupil progression Plan is designed for and designated as the official guiding document to define the requirements and means for children to enter and matriculate from grade to grade. It also provides direction for grading scales, targeted academic support programs, and other related issues. The authority and requirements for such a plan are provided in Section 1008.25 of the Florida Statutes.

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, 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.

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 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).

- 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 self-contained with special teachers for Music, Art, Technology, and Physical Education. The required courses include the following:

Reading	Science and Health
Language Arts	Social Studies
Physical Education	
Handwriting	Special Areas
Mathematics	<i>(Music, Art, Technology, Media, etc.)</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.

<u>Letter</u>	<u>Percentage</u>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

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. Students that are retained may be placed on a waiting list for the ensuing school year if space is unavailable at their current grade level.

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. The school's ESOL Contact, Guidance counselor, Building Level Administrator and the English Language Learner (ELL) Committee is involved in determining grade level placement. ELLs have equal access to all programs in the district. When ELL students are identified placement is determined based on prior educational experience, age and grade level appropriateness, ability as assessed by reading, writing and mathematics screening assessments. Parent Input regarding educational background is solicited. Students are placed in classes/ courses based on previous academic coursework, regardless of the language in which the coursework was done. Courses that are to be transferred are matched to those offered in the district to ensure that the student receives the credits earned.

8. Records and Reports

- a. Individual Student Records of performance will be maintained on the student data management system.
- b. 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.
- c. Teachers will keep parents informed of student's progress in each subject area through the established school reporting systems – parent conferences, report cards, and phone calls, reports by mail, email and progress reports.
- d. 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.
- e. Screening information such as sight, hearing, motor, psychomotor, language, and mathematics status is kept in the cumulative folders.
- f. Health records on all students are maintained in the cumulative folders.
- g. 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.
- h. 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.

- i. 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 requirements for promotion 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 academic program will include the following courses in the respective grades.

M.S. Reading
M.S. Language Arts
M.S. Mathematics (to include Algebra I)
Comprehensive Science (6th - 8th grades)
Social Studies
Physical education
Art
Technology
M.S. Band
M.S. Chorus
Other Elective Choices

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.

Middle school students are provided access to enroll in courses available through the Florida Virtual School (FLVS) and awarded credit for successful completion of such courses. Access shall be available during or immediately following the normal school day and through the summer if funded.

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.
- a. 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. The school's ESOL Contact, Guidance counselor, Building Level Administrator and the English Language Learner (ELL) Committee is involved in determining grade level placement for ELL students. ELLs have equal access to all programs in the district. When ELL students are identified placement is determined based on prior educational experience, age and grade level appropriateness, ability as assessed by reading, writing and mathematics screening assessments. Parent Input regarding educational background is solicited. Students are placed in classes/ courses based on previous academic coursework, regardless of the language in which the coursework was done. Courses that are to be transferred are matched to those offered in the district to ensure that the student receives the credits earned.

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

Patricia Hodge 1/23/2015 3:47 PM

Deleted:

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.

Students that take a credited high school course shall earn high school grade points that will be included on their high school transcripts. Students that take a high school course and receive a grade of C or lower may repeat the course.

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:

Advance Placement (AP), Honors and Dual Enrollment

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 State Assessment.
- ❖ 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).
- ❖ 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.
- ❖ 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 FOCUS Parent Portal.
- 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. With the exception of courses requiring a passing score on the end of course exam. In those courses, 1 full credit will be awarded upon passage of the End of Course Exam.

Grade Forgiveness

High School 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. Virtual School

Pursuant to F.S. 1002.321 all students must graduate from high school having taken at least one on line course. Students are provided access to enroll in courses available through the Florida Virtual School (FLVS) and awarded credit for successful completion of such courses. Access shall be available during the normal school day and through the summer if funded.

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

Early admission is granted to students with outstanding credentials who demonstrate potential to do college-level work. Applications for early admission should be submitted during the

junior year along with high school transcripts and SAT or Early admission is granted to students with outstanding credentials who demonstrate potential to do college-level work. Applications for early admission should be submitted during the junior year along with high school transcripts and SAT or ACT scores. If accepted for Early Admission, the student would enter FAMU as a freshman instead of attending high school for the senior year. A copy of the final high school transcript is required when the diploma is received.

Qualifications for consideration for Early Admission are:

- 1) GPA (as calculated by FAMU) after six semesters of high school
- 2) 18 academic units required
- 3) SAT - Math - 460, Critical Reading - 460, Writing - 440 or
- 4) ACT Reading - 19, Math - 19, Combined English/Writing 18
- 5) A recommendation from the principal (or designated representative) is required.

If accepted for Early Admission, the student would enter FAMU as a freshman instead of attending high school for the senior year. A copy of the final high school transcript is required when the diploma is received.

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.
- 4) 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.

Patricia Hodge 1/23/2015 3:44 PM

Deleted:

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.

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 67 hours.
- 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 required state assessments.

III. SPECIAL INFORMATION RELATING TO ACADEMICS

A. Distance Learner Students

A student who has a medically diagnosed physical condition or who has circumstances which confines him/her to home or hospital for an extended period of time (at least 15 school days), may qualify for Distance Learner Student status. The student is referred to the Student Services Team, which may pursue arrangements with the Florida Virtual School System.

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.

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

Grades 2 - 5

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

Grades 6 – 8

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

Grades 9 – 12

<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

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 all required state assessments.
 - b. All course grades will be used in the calculation of GPA's including, but not limited to dual enrollment courses at post-secondary schools, Florida Virtual School, Advanced Placement and honors courses.

- c. First and second semester grades from 9th, 10th, and 11th grades and first semester grades of the 12th grade will be averaged to be computed to the GPA to the nearest ten—thousandths (3.7566).
If there is a tie, the students will share the honor.
 - d. 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. In the event of a tie, the students will share the rank. Each subsequent score will be ranked as if no tie occurred.
 - c. 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**.
 - d. The weighted GPA is used for ranking students and identifying the Valedictorian and Salutatorian.

3. Forgiveness Policy

A student may repeat a course 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 will be given. 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 course of which they have received a grade of D or F.
- c. 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. If the student then passes the course, only the passing grade will be entered into GPA.