The School Board has the authority to adopt rules for implementing the student progression requirements for students in grades kindergarten through twelve. The Student Progression Plan for Manatee County defines the criteria for graduation, participation in graduation, promotion, intensive remediation, course offerings, evaluating student performance, and reporting to students and parents. The Student Progression Plan for Manatee County has been developed based on Florida Statutes, current and local needs. Changes may be made to the School District of Manatee County Student Progression Plan at any time pending new legislation or interpretation of legislation from the Florida Department of Education.

For more information, see Florida Department of Education website – www.fldoe.org.
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Section 4.9

Admission and Enrollment

To enroll a student in school in the School District of Manatee County, the parent must have physical custody of the student at least 50% of the time and certify to that fact on the enrollment form. The address of the enrolling parent will be used for purposes of pupil assignment to a school. If parents are separated or divorced, the student will not change schools when the student stays with the non-enrolling parent, unless there has been a documented change in custody. For purposes of this policy, the term "parent" is defined as either or both biological or adoptive parents of a student, or any legal guardian of a student. The term "legal guardian" includes any guardian established by court order or a guardian-in-fact established by the filing of a proper Guardianship Affidavit with the District. Step parents have no legal rights regarding enrollment and school activities, unless guardianship to act on behalf of the spouse is established. A “change in custody” occurs when a child who was living with the enrolling parent at least 50% of the time, no longer lives with the enrolling parent at least 50% of the time. Any Florida student who resides outside of Manatee County who wishes to attend the School District of Manatee County must have permission from both the school district of their residence and the Manatee County School District. The Superintendent or designee is authorized to give the permission. Students must apply annually. Any student who receives permission prior to the start of the school year will be granted permission for the upcoming school year only. Any student receiving permission to attend after the first day of school will be granted permission to complete the current school year only. The student must maintain acceptable attendance, discipline, and academic requirements. The student does not have a property interest in attending the school, and the superintendent may revoke the student’s permission to attend at any time.

A. First enrollment

Before admitting a student to Florida schools for the first time, the school must have received the following documents as required by Florida Statutes: F.S. 1003.21. The Enrollment Registration Form may be obtained from the zoned school or from the SDMC website. Changes can only be made to this form by the enrolling parent. Students may only be released from school to those who are listed on the pick-up/emergency contact list section of the enrollment registration form. The enrolling parent is responsible for notifying the school of any updates or changes to the information on the enrollment registration form.

Students entering kindergarten must be five years of age on or before September 1st.

1. Verification of Age - One of the following documents must be provided:
   - Original or certified copy of child’s birth certificate
   - Certificate of baptism, accompanied by parent’s affidavit
   - Insurance policy
   - Bona fide Bible record, accompanied by parent’s affidavit
   - Passport
• School record  
• Affidavit of age sworn to by parent, accompanied by a medical practitioner's statement

2. Evidence of immunization against communicable diseases
   a. This must be documented on HRS Form 680 which may be obtained at the Department of Health. [HRS Form 680 for MMR (mumps, measles, and rubella), DPT (diphtheria, pertussis, and tetanus) and OPU (polio)]. There is a state requirement that 7th graders must have a series of three Hepatitis B injections, a tetanus booster, and a second measles shot. Students must provide proof of these immunizations before they may enroll in the 7th grade.
   b. Evidence that a head-to-toe health examination has been completed within one year prior to enrollment shall be provided. If a student has ever been enrolled in a Florida public or private school anytime throughout his/her school career, a new physical exam is not required for entry.

3. Academic History
   • Last report card  
   • Transcript  
   • Withdrawal Form  
   • A 1st grader who attended a private kindergarten for a full year must provide proof of attendance and successful completion of kindergarten

The School District of Manatee County strongly encourages the enrolling parent to provide copies of any special education records (such as IEP) that might assist in placement of students in the appropriate classes.

4. Proof of Manatee County residency - One of the following sets of documents must be provided:
   **Schools may accept:**
   • Copy of a current water bill, electric bill, lease agreement, or proof of home ownership in parent’s name, with address and name of parent/legal guardian as receiving the service
   • Copy of a Migrant Services Certificate of Eligibility
   • Official letter from company which is providing housing with name of parent/legal guardian (for example, migrant camp).
   • A residency letter from Project Heart Homeless Education Program to verify that a family is deemed homeless under the McKinney-Vento Act.

   If the parent cannot provide one of the listed requirements, the following is required:
   • A notarized statement from the owner/lessee of the home where they are living, stating the names of all people residing at the address
   • A current utility bill (power or water) with the owner/lessee’s name and address
   • A government issued ID with the new address or processed USPS change of address documentation.

Contact the Office of Student Assignment at (941) 708-4971 for additional options.

Falsification of addresses can make a student ineligible for high school athletics for one (1) calendar year.
B. Entry from another Manatee County School

Upon initial admission or entry from one attendance zone to another in SDMC, evidence of residence must be presented to the receiving school. All addresses are subject to verification by the School Board.

**Parent must provide the following documents:**

1. Registration enrollment form.
   Enrollment Registration Form may be obtained from the zoned school or from the SDMC website. Changes can only be made to this form by the enrolling parent. Students may only be released from school to those who are listed on the pick-up/emergency contact list section of the enrollment registration form. The enrolling parent is responsible for notifying the school of any updates or changes to the information on the enrollment registration.

2. Proof of Manatee County residency - One of the following documents must be provided:
   - **Schools may accept:**
     - Copy of a current water/electric bill, lease agreement, proof of home ownership in parent’s name, with address and name of parent/legal guardian
     - Copy of a Migrant Services Certificate of Eligibility
     - Official letter from company which is providing housing with name of parent/legal guardian (for example, migrant camp).
     - A residency letter from Project Heart Homeless Education Program to verify that a family is deemed homeless under the McKinney-Vento Act.

     If the parent cannot provide the above requirements, the following is required:
     - A notarized statement from the owner/lessee of the home where they are living, stating the names of all people residing at the address.
     - A current utility bill (power or water) with the owner/lessee’s name and address.
     - A government issued ID with the new address or processed USPS change of address documentation.

   Contact the Office of Student Assignment at (941)708-4971 for additional options.

   Falsification of address can make a student ineligible for high school athletics for one (1) calendar year.

3. Withdrawal form from previous school.

C. Entry from a Public or Private school within Florida

**Parent must provide the documents:**

1. Registration enrollment form.
   Enrollment Registration Form may be obtained from the zoned school or from the SDMC website. Changes can only be made to this form by the enrolling parent. Students may only be released from school to those who are listed on the pick-up/emergency contact list section of the enrollment registration form.
The enrolling parent is responsible for notifying the school of any updates or changes to the information on the enrollment registration form.

2. Proof of Manatee County residency - One of the following documents must be provided:

**Schools may accept:**

- Copy of a current water/electric bill, lease agreement, proof of home ownership in parent’s name, with address and name of parent/legal guardian
- Copy of a Migrant Services Certificate of Eligibility
- Official letter from company which is providing housing with name of parent/legal guardian (for example, migrant camp)
- A residency letter from Project Heart Homeless Education Program to verify that a family is deemed homeless under the McKinney-Vento Act.

If the parent cannot provide the above requirements, the following is required:

- A notarized statement from the owner/lessee of the home where they are living, stating the names of all people residing at the address.
- A current utility bill (power or water) with the owner/lessee’s name and address.
- A government issued ID with the new address or processed USPS change of address documentation.

Contact the Office of Student Assignment at (941)708-4971 for additional options. Falsification of address can make a student ineligible for high school athletics for one (1) calendar year.

3. Withdrawal form from previous school.

4. Academic History

- Last report card
- Transcript
- Withdrawal Form
- A 1st grader who attended a private kindergarten for a full year must provide proof of attendance and successful completion of kindergarten.

The School District of Manatee County strongly encourages the enrolling parent to provide copies of any special education records (such as IEP) that might assist in placement of students in the appropriate classes.

**D. Entry from Home Education**

Students who are participating in a home education program may be admitted to SDMC on a full-time or part-time basis. The student seeking entry must meet the same registration requirements as full-time students. [F.S. 1002.41] Students transferring to SDMC from home education as a full-time student must have documentation to verify academic history in the form of a transcript, annual evaluation, or portfolio as outlined in 1002.41 F.S.

Students must register for all classes offered to home education students prior to the start of the semester they will attend. Home education students who are excluded from a class because the course is not offered or due to space limitations at their zoned school may be assigned to another school if there is available space.
The school principal will establish the time and place for arrival and departure of home education students. SDMC is not responsible for the transportation of students in a home education program to or from the school. Students who attend on a part-time basis are subject to all applicable rules and regulations pertaining to full-time students. Students who are participating in a home education program may participate in extracurricular activities. Participation is on a space available basis, and students must meet the same registration requirements as full-time students. [F.S. 1002.20(18)(b)]

E. Over Age Students Who Interrupted Their Education

1. Except as provided in (4), (5), (6), and (7) below, a student seventeen years of age or older who has interrupted his or her high school education and who subsequently desires to enroll in Manatee County Public Schools may enroll in the county adult programs or alternative programs. The student may not enroll in a regular high school except in extenuating circumstances approved by the principal of the regular school and the Supervisor of Alternative Education. The principal will determine if enrollment is appropriate. Parents of students who are not enrolled may appeal the principal's decision to the Executive Director of Secondary Schools.

2. Except as provided in (4), (5), and (6) below, students may not enroll in or continue in a regular high school for more than eight semesters, unless the principal approves the enrollment beyond eight semesters. The principal will consider the reason the student wants to continue high school, the educational progress to date, and the student's commitment to education. If the principal does not approve enrollment in the regular high school beyond the eight semesters, the student may enroll in the county adult programs or alternative programs. The count begins the first semester a student enrolls in ninth grade in any public or private school.

3. Except as provided in (4) below, students may not enroll in or continue in a regular high school if they cannot earn the number of required credits to graduate by their 20th birthday. The student may enroll in the county adult programs or alternative programs.

4. Except as provided in (4) below, students may not enroll in or continue in a regular high school if they cannot earn the number of required credits to graduate by their 20th birthday. The student may enroll in the county adult programs or alternative programs.

5. Except as provided in (4) below, students may not enroll in or continue in a regular high school if they cannot earn the number of required credits to graduate by their 20th birthday. The student may enroll in the county adult programs or alternative programs.

6. Except as provided in (4) below, students may not enroll in or continue in a regular high school if they cannot earn the number of required credits to graduate by their 20th birthday. The student may enroll in the county adult programs or alternative programs.

7. For students with disabilities who have not graduated with a standard diploma, the district will provide services until the student’s 22nd birthday.
8. English Language Learners who have completed the credits required for graduation and who have failed to meet the 10th grade standards as measured by the required state assessments shall be eligible for compensatory education for “a thirteenth year” as provided in Section 1003.43.F.S.

9. If a foreign born ELL student without records enters school, the student must be placed age appropriately (14= 9th grade, 15= 9th or 10th grade, 16=10th grade, and 17=11th grade), and the Uniform Transfer of Records Guideline Verification Process must be followed.

10. Per the State of Florida Consent Decree and the office of Civil Rights, no student may be denied enrollment in the regular high school program on the basis of refugee status or limited English proficiency. Students who qualify for ELL services must be placed age appropriately if no official transcript is available.

11. Students who enter without records are eligible for the verification process as defined in the Uniform Transfer of Records guidelines.

This procedure is to serve as a guide; the final decision will be made by the school principal of the regular school and the Supervisor of Alternative Education.

* For Exceptional Education Students (ESE) who have not graduated with a standard diploma, the district will provide services until date of the student’s 22nd birthday. The guidelines apply for all other students.

F. School Choice Options

The School Choice Program shall provide an opportunity for all students in Manatee County to apply for assignment to any district school that is within the designated elementary cluster or middle school region of the student’s zoned school as determined by the address of the student’s parent or legal guardian. Approval of School Choice applications will be by school, program, and building capacities as well as the Board’s goal of maintaining a student population at every district school which reflects the district’s overall socio-economic distribution of population.

Applications to participate in the Voluntary School Choice Controlled Open Enrollment Program shall be available at all school sites and the Office of Student Assignment during the open choice application period. This form shall be completed by the student’s enrolling parent or legal guardian and submitted to the designated office prior to the close of the Choice application period. Students who have been approved through the Choice process to attend a school out of their assigned area will be governed by the following rules:

1. High school athletic eligibility at the Choice school will be determined according to the provisions of the Florida High School Athletic Association (FHSAA). If there is a question regarding the eligibility of any student, FHSAA procedures shall be followed.

2. Students receiving School Choice are approved through the completion of the highest grade level at that school. The Choice school therefore becomes the student’s assigned district attendance school. However, the principal may recommend that the student be withdrawn and returned to his/her home zoned school for severe attendance or disciplinary issues. The principal’s recommendation is subject to review by the District Administrative Appeals Committee.
3. Students who are approved for Choice are expected to continue in attendance at the Choice school throughout at least one school year and may then apply for a different school, including their original boundary assigned school, but only through application during the Choice designated application period.

4. Other School Choice options include: Hardship Transfers, Home Education, Manatee County Virtual Programs, and Enrollment in Charter Schools.

G. Homeless Students

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence and include children who are:

1. Sharing the housing of others due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, travel trailer parks, or camping grounds due to the lack of alternative accommodations;
3. Living in emergency or transitional shelters, abandoned in hospitals;
4. Sleeping in a place that is not ordinarily used as a sleeping place for human beings;
5. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
6. Migrant and living in one of the above.

Homeless children shall be immediately enrolled with a 30 school day waiver to obtain proof of residency, school physical, immunizations, birth certificate, or any other school records and documentation. Families claiming to be homeless and needing a waiver should be referred to Project HEART Homeless Education Program.

An unaccompanied youth is defined as a homeless youth, not in the physical custody of a parent or guardian. Homeless unaccompanied students should be referred to Project HEART Homeless Education Program for enrollment assistance and other services.

When it is in the student's best interest and it is the wish of the parent, guardian, or it is the wish of an unaccompanied youth, homeless students can continue to attend the school of origin. The school of origin means the school that the student attended when permanently housed, or the school in which the student was last enrolled. Formerly homeless students can also continue at the school of origin for the remainder of the school year in which they obtain permanent housing.

If the District assigns a homeless or formerly homeless student to a school other than the school of origin, a written explanation must be provided to the parent or guardian, including the right to appeal the decision.

If there is a dispute regarding school selection or enrollment, the student shall be immediately admitted to the school of origin or assigned zone school as requested by the parent or guardian and transportation provided to and from the school of origin, pending resolution of the dispute.

The case must be referred to Project HEART Homeless Education Program to ensure the resolution process is carried out as quickly as possible. Project HEART Homeless Education Program will convene a review committee including a representative from the transportation department and the Superintendent’s designee.
Parents may appeal an unfavorable decision to the Supervisor of Student Assignment. The decision of the Supervisor of Student Assignment may be appealed to the Superintendent who is vested with the authority to place students in the school which is in their best interest. The Superintendent will render the final local decision concerning school placement. Parents have the right to appeal to the Florida Department of Education.

Transportation will be provided for a homeless student to and from the school of origin.

H. Transfer Students from Out of Country

Students who transfer to a School District of Manatee County site without records should be placed age appropriately. The student’s age on September 1 of the school year in which enrollment occurs should be used to determine “age” at entry. Coordination with the school-based ELL Committee is recommended to assist in issues regarding course placement for such students. Students cannot be denied access to free and appropriate education due to lack of academic records. If an out of country student without records enters school, the student must be placed age appropriately, and the Uniform Transfer of Records Guideline Verification Process must be followed.

Students who indicate “yes” on the Home Language Survey during enrollment must be assessed for language proficiency within the first 20 days of enrollment. Students eligible for English Language Learner (ELL) services are entitled to equal access to programs, such as early childhood, vocational, and adult education programs. ELL students should not be restricted for reasons related to limited English proficiency. Students must receive understandable instructions, not necessarily in their native language.

I. State Uniform Transfer of Credit Guidelines for Middle School

The procedures relating to the acceptance of transfer work and courses for students entering Florida’s public schools composed of middle grades 6, 7, and 8 from out of state or out of country are as follows:

1. Grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value, subject to validation if required by the receiving school’s accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, successful completion of courses shall be validated through performance during the first grading period as outlined in subsection (2) of this rule.

2. Validation of courses shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should be passing each required course at the end of the first grading period. Students who do not meet this requirement shall have courses validated using the Alternative Validation Procedure, as outlined below.

3. Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives identified in the district student progression plan shall be used for validation purposes as determined by the teacher, principal, and parent

   a. Portfolio evaluation by the principal or designee;

      • The portfolio should include samples of course work, subject area assessments and standardized tests to show mastery of the standards for the course.
b. Demonstrated performance in courses taken at other public or private accredited schools;
c. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
d. Demonstrated proficiencies on the required state assessment; or
e. Written review of the criteria utilized for a given subject provided by the former school.

J. State Uniform Transfer of Credit Guidelines for High School Credit Courses

The procedures for students transferring from out-of-state or out-of-country, including ELLs, into a Florida public school are as follows:

1. Grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value. Credits for courses requiring an EOC will be accepted based on state statute.

2. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript, or is a home education student, successful completion of courses shall be validated through performance during the first grading period. Validation of courses shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should earn a grade of C or better at the end of the first grading period in that course. A student who meets this criteria will receive a Pass (P) grade on the academic history for the validated courses, which has no impact on a student’s GPA. Students who do not meet the validation based on performance requirement shall have courses validated using the Alternative Validation Procedure as described below.
   
a. Portfolio evaluation by the principal or designee;
b. The portfolio should include samples of course work, subject area assessments and standardized tests to show mastery of the standards for the course.
c. Demonstrated performance in courses taken at other public or private accredited schools;
d. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
e. Demonstrated proficiencies on the required state assessments or other required state assessment; or
f. Written review of the criteria utilized for a given subject provided by the former school.

3. Students must be provided at least 90 days from date of transfer to prepare for assessment if required.

4. Students who enter a Florida public school at the 11th or 12th grade from out of state or from a foreign country shall not be required to spend additional time in a Florida public school in order to meet the high school course requirements if the student has met all requirements of the school district, state or country from which they are transferring. However, to receive a standard high school diploma, a transfer student must earn a 2.0 grade point average and pass the required state assessment or an approved alternative assessment. The approved alternative assessments are the PERT, ACT and SAT.

5. Transferring students who are not proficient in English should receive immediate and intensive instruction in English language acquisition.
6. A dependent child of a member of the United States Armed Forces who enters a public school at the 12th grade level from out of state or from a foreign country and provides satisfactory proof of attaining a score on an approved alternative assessment that is concordant to a passing score on the required state assessment shall satisfy the assessment requirement for a standard high school diploma. States shall accept exit or end-of-course exams required for graduation from a school in the sending state or national norm-referenced achievement tests or alternative testing, in lieu of testing requirements for graduation in a school of the receiving state.

Withdrawals

A. Withdrawal to a School Outside of the District

Parents or legal guardians withdrawing a student from a School District of Manatee County site to another school district must complete a withdrawal form at the school. This form is a record of the student’s grades up to the last date of attendance. All books must be returned and any fines resolved prior to withdrawal.

The enrolling school will request official records. The registrar will send copies of the cumulative folder, a transcript (high school), and any other educational records pertinent to academic placement to the requesting school.

B. Withdrawal to a School within the District

Parents or legal guardians withdrawing a student from a School District of Manatee County site to another School District of Manatee County school must complete a withdrawal form at the school.

This form is a record of the student’s grades up to the last date of attendance. All books must be returned and any fines resolved prior to withdrawal.

The enrolling school will request official records. The registrar will send the cumulative folder and any other educational records pertinent to academic placement to the requesting school.

Reporting and Notification

A. Annual Reporting

Each District must annually publish in the local newspaper and report in writing to the State Board of Education by September 1 of each year the following information on the prior school year:

a. The provisions of student progression and the District’s policies and procedures on student retention and promotion.

b. By grade, the number and percentages of all students in grades 3 through 10 performing at level 1 and 2 of the reading portions of the required state assessments.

c. By grade, the number and percentages of all students retained in grades 3 through 10.

d. Information on the total number of third grade students who were promoted or placed for good cause by each category of good cause.
c. Any revisions to the district’s policy on student retention and promotion from the prior year. The Curriculum and Instruction Division has the responsibility to ensure this information is printed prior to September 1 each year.

B. Allocation of Resources

Remedial and supplemental instructional resources must be allocated and spending prioritized as follows:

a. First, to students who are deficient in grade 3 reading;

b. Second, to students who score below grade level on required state assessments, including:
   1. Students in grades 3 – 10 who score Level 1 or 2 on required state assessments in Reading or Mathematics or who fail the End of Course (EOC) Exam.
   2. Students in grades 11 and 12 who do not meet the required state assessments or EOC graduation requirement in Reading or Mathematics.

c. Third, to students who failed to meet the performance levels required for promotion.

C. Participation in District and State Assessments

All students in grades K through 12 must participate in the statewide assessment programs as required by Florida Statute. District progress monitoring assessments are also administered to K-12 students at intervals throughout the year. Schools will participate in assessments for learning as indicated in the District Assessment Schedule. Work Sampling System (WSS) is administered to each kindergarten student within 30 days of the student’s entry into kindergarten.

D. Reporting to Parents

The district must report annually in writing to the student and his/her parent or legal guardian the student's results on each statewide assessment test. The progress of students toward achieving state and district requirements for proficiency in reading, writing, social studies, mathematics and science shall be reported to each student and his/her parents or legal guardian quarterly in a written format adopted by the district school board. The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, district and state assessments, and other relevant information.

All written and oral communication between school district personnel and parents of current or former English Language Learners shall be in the parents’ primary language or other mode of communication commonly used by the parents unless clearly not feasible

E. Report Card

The report card must clearly depict:

1. The student’s academic performance on grade level in each class or course, which in grades K through 12 must be based upon achievement of the State Standards as evidenced by class work, tests, and other academic performance indicators.

2. The student’s citizenship and behavior. Student’s citizenship marks are E, S, I, N, U (E-Excellent, S-Satisfactory, I-Improving, N-Needs Improvement, U- Unsatisfactory) for elementary. Secondary marks are 1, 2, 3, or 4 (1-Excellent, 2-Satisfactory, 3-Needs Improvement, 4-Unsatisfactory).
3. The student's attendance, including absences and tardies.

The student's final report card for a school year shall include a statement indicating end-of-the-year status regarding performance or nonperformance at grade level (has/has not performed satisfactorily at grade level); acceptable or unacceptable behavior (has/has not demonstrated acceptable behavior); attendance (has/has not met district attendance requirements); and promotion or non-promotion (has/has not met promotion requirements at this time). The end of the year report card must indicate: promoted, retained, or placed for good cause.

Each English Language Learner receiving English for Speakers of Other Languages (ESOL) services is graded based on his/her academic progress at his/her level of English proficiency. The teacher must document that accommodations and strategies of instruction and assessment were employed which allowed the student to demonstrate progress in the achievement of the benchmarks and grade-level expectations. A grade of “Unsatisfactory,” “D,” or “F” may only be assigned to an English Language Learner receiving ELL services if he/she received appropriate accommodations and strategies in instruction and assessment and the student demonstrated no progress toward achieving the standards and grade-level expectations at his/her level of English proficiency.

A student with a disability who is taking standardized state assessments such as required state assessments or SAT is graded on his/her achievement of the standards, benchmarks and grade level expectations appropriate for his/her grade using the standard report card. The student is to be given appropriate accommodations for all classroom instruction and testing. These accommodations are to be documented on the student's Individual Education Plan (IEP). For an elementary student who is excluded from statewide or district assessment by the IEP team using the Florida Alternative Assessment Participation Checklist, which is on the assessment page of the IEP, teachers can use the Exceptional Student Education Alternative Report Card. The alternative assessment procedure is to be recorded on the student’s IEP.

F. Progress Reports

Schools will notify students and their parents or guardians of mid-term academic progress of students. For English Language Learners, the progress report comments are translated into the home language of the English Language Learners when feasible. Schools will make the Spanish and Haitian Creole translation of the progress reports available to parents, if appropriate, and inform parents in the comments section of the progress reports that “the English language proficiency level is taken into consideration when planning instruction, assessments, and grading for English Language Learners.”

Grades for courses taken through eTech and course recovery will not be included on the mid-quarter progress report.

General Curriculum Information

A. Curriculum Modification

Any curriculum modification being considered by a school must be submitted on the Curriculum Modification Request Form according to district timelines and approved by the Deputy Superintendent for Instructional Services prior to any changes being implemented at the school level. Florida Statute requires all courses offered in the State of Florida be aligned to the State Standards. The Curriculum Modification Request Form is used to request additional course alignments to be offered at a school site.
B. District Homework Guidelines

The School District of Manatee County acknowledges the educational validity of homework as an extension of the instructional program.

Definition: Homework shall typically refer to those assignments that are meaningfully prepared by the classroom teacher for students to complete outside of the school setting to reinforce and extend the curriculum taught within the classroom.

Purpose:

1. Homework is designed as a reinforcement tool to deepen the understanding of concepts and provide practice for the mastery of skills formally instructed in the classroom.
2. Homework is designed to promote student responsibility and independent work habits.

Guidelines for Homework:

1. Homework assignments shall be based on the abilities of the students.
2. Homework shall not be used as a punitive measure.
3. Homework assigned for reinforcement shall be done outside of class time.

Teacher Expectations: Teachers will monitor completion of homework and provide appropriate, graded feedback in a timely manner to students. Teachers should collaborate, whenever possible, to ensure that the amount of the homework assigned to any one student is not excessive. Schools have flexibility to organize specific content areas. Homework assignments should be posted when available on individual teacher websites. Homework grades should be aligned with a rubric and should reflect the attainment of content knowledge. Homework grades should not be impacted by non-academic points of interest (i.e., paper headings, use of specific writing utensil unless accounted for in the grading rubric, etc.).

C. Multi-tiered System of Supports (MTSS)

The District’s Multi-tiered System of Support (MTSS) is a system of supports for providing high quality instruction and intervention matched to student needs using learning rate over time and level of performance to inform instructional decisions. The MTSS framework is a continuum of integrated academic supports reflecting the need for students to have fluid access to instruction and supports of varying intensity levels. To ensure efficient use of resources, schools begin with the identification of trends and patterns using school-wide and grade-level data. Within the MTSS, resources are allocated in direct proportion to student needs. Data collected at each tier are used to measure the efficacy of the supports so that meaningful decisions can be made about which instruction and interventions should be maintained and layered. Students who need instructional intervention beyond what is provided universally for academic content areas are provided with targeted, supplemental interventions delivered embedded within the content area courses, individually or in small groups at increasing levels of intensity. Throughout the continuum of instruction and intervention, planning/problem-solving is used to match instructional resources to educational need. Teams continue to engage in instructional planning and problem-solving to ensure that student success is achieved and maintained. Regular communication between problem-solving teams (i.e., Instructional Leadership Team led by the principal, the Grade Level/Content Area Teams, the Intensive Support Team (IST), Individual Education Plan Team, Positive Behavior Support Team), where data-based problem solving is occurring, will guide the appropriate intervention needs.
D. Intervention, Remediation and Progress Monitoring

Students must participate in Florida’s statewide assessments. Each student who scores below Level 3 in reading or mathematics must be provided with additional diagnostic assessments to determine the nature of the student's difficulty, the areas of academic need, and strategies for appropriate instruction and intervention using the problem-solving process within the MTSS framework.

The school in which the student is enrolled must engage in the problem-solving process to develop and implement, in consultation with the student's parent, an intervention plan which includes a progress-monitoring plan. The Multi-Tiered System of Support framework (MTSS) will serve as a guide for identifying students in need of tiered interventions and progress monitoring. The problem-solving cycle, which is an integral part of the MTSS framework, should be used to match interventions with areas of need. A student who is not meeting the school district or state requirements for proficiency in reading and math shall be covered by one of the following plans to target instruction within the MTSS framework and identify ways to improve his or her academic achievement:

1. A federally required student plan such as an individual education plan; or
2. A school-wide system of progress monitoring for all students; or
3. An individualized intervention plan that includes a progress monitoring plan.

The plan chosen must be designed to assist the student or the school in meeting state and district expectations for proficiency. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment tests in reading, writing, and mathematics must continue to be provided with remedial or supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance. Problem solving teams should monitor students' response to intervention and engage in problem solving as needed to ensure positive student response to intervention.

At the elementary school level, in addition to an intervention plan, which includes progress monitoring, students performing at Level 1 or Level 2 on required state assessments must receive intensified support the following year. Reading intervention within and beyond the 90-minute literacy block and frequent, ongoing progress monitoring must occur. The school must flag the course where the student is receiving intensive intervention.

- Reading intervention within and beyond the 90-minute literacy block and frequent, ongoing progress monitoring must occur.
- Mathematics intervention may be integrated within the student’s current mathematics class.

For middle and high school students, in addition to an intervention plan, which includes progress monitoring, students performing at Level 1 or 2 on Florida’s statewide assessment in reading and mathematics or who do not earn a Level 3 or higher within the last two academic years may be enrolled in and complete an intensive reading or mathematics course the following year. Students may exit intensive courses by demonstrating proficiency at Level 3 or higher on Florida’s statewide assessment or by meeting a concordant/comparative score on a state-approved assessment (7,8,9 Stanine-Norm Reference Test, SAT, ACT, PERT) in reading and/or mathematics. Problem-solving teams should monitor students’ response to intervention and engage in problem solving as needed to ensure positive student response to intervention.

A school-wide progress monitoring plan provides structure for monitoring the progress of all students and will be an integral part of the school improvement plan.
Within the school improvement plan, the school-wide progress monitoring plan has four major components. The intervention plan, which includes progress monitoring for students scoring below a level 3 on the required state assessments, must include the following:

1. Diagnostic Assessment:
   Diagnostic assessments, in addition to the initial screening, are to be administered to all students.
   a. The specific diagnostic assessments to be administered must be identified, as well as the process for administering the assessments.
   b. For students scoring Level 1 or 2 on required state assessments in reading, reading proficiency must be assessed at the beginning of the school year. The student must continue to be provided with targeted and intensive reading instruction until the reading deficiency is remediated. Targeted intensive instruction is usually associated with the following:
      (i) Variety of opportunities for practice
      (ii) Problem solving which results in interventions targeted to specific skill development
      (iii) Smaller chunks of text or content
      (iv) Guided and independent practice
      (v) Skill development and practice integrated into all activities
      (vi) Frequent progress monitoring
      (vii) Criterion-based evaluation of success
   c. Diagnostic results are to be gathered and maintained for the students scoring Level 1 and 2 on required state assessments in reading or math.
   d. Diagnostic results must be readily accessible to teachers, school administrators, Certified School Counselors, and School Psychologists.

2. Intervention plans should include:
   a. Interventions, in the targeted areas of weakness, to assist students’ in meeting state and district expectations in reading, writing, and or math.
   b. A variety of instructional strategies to accelerate learning.
   c. Measureable targets or goals for each deficit area.
   d. A description of the supplemental instructional intervention and support, including support and interventions, when they will be provided, how often, by whom, and for how long.
   e. For reading deficiencies, identification of a student's specific areas of need in phonemic awareness, phonics, fluency, comprehension, vocabulary, and oral language. Targeted intervention must be provided for any students scoring Level 1 and 2 on required state assessments in reading or math.
   f. Remedial instruction and intervention strategies may include, but are not limited to the following:
      (i) Summer school
      (ii) Dropout prevention services
      (iii) Parent tutorial programs required
      (iv) Contracted academic services
      (v) Reading instruction
      (vi) After-school instruction and other extended day services
      (vii) Tutoring
      (viii) Mentoring
      (ix) Intensive skill development programs
3. Parent Consultation and Communication:

The school shall notify the student and his/her parents or guardians of any remedial or supplemental academic instruction by the end of the first quarter. Parents may be notified through personal verbal contact, through a district-provided letter, during an Individual Education Plan team meeting, or a face-to-face meeting. All written and oral communication between the school district’s personnel and parents of current or former English Language Learners shall be in the parents’ primary language or the mode of communication commonly used by the parents unless clearly not feasible.

The letter is to include general information about the seriousness of the situation and the intervention plan in place for the students not meeting proficiency. The letter should also include an invitation for the parents to meet with instructional staff to consult about their child’s plan.

Parents should be given an explanation of the information on which the decision was based, as well as a copy of the intervention plan for their child.

Parental approval for general education instructional interventions is not required.

4. Monitoring for Results:

The intervention plan must be developed by the end of first quarter, or within 6 weeks of a new student entering school, or as soon as a need is identified through the analysis of data by a problem-solving team.

The principal or designee will monitor the implementation of the school-wide progress monitoring plan and the school’s plan for providing targeted intervention.

Each quarter, the principal or designee will review the progress of students identified as not meeting proficiency with the Instructional Leadership Team (ILT). The team will check for compliance with the school-wide progress monitoring plan (diagnostic assessment, intervention strategies, quarterly progress updates) and use data to inform instruction. Student progress shall be monitored at least twice a month and compared with the progress of peers to guide instructional decisions. If a student is not responding positively to interventions, an intensive individualized intervention plan should be developed with assistance from a problem-solving team at the school.

Each school will identify its problem-solving teams and their roles and responsibilities for monitoring the progress of all students (e.g. Instructional Leadership Team; Grade-Level Teams, IEP Teams, PBS Team, and Intensive Support Team).

If a student is not responding positively to interventions, an intensive individualized intervention plan should be written. In order to reduce paperwork, the intervention plan, including the plan for monitoring progress, can be documented on a student’s Individual Education Plan (IEP), English Language Learner’s Plan (ELL), or Section 504 Accommodation Plan.

5. For Elementary School Students who are retained:

a. For a retained student, the intervention plan, which includes a plan for progress monitoring, must specify, through the problem-solving process, how the second year’s instructional program will be different from the previous year’s program, utilizing interventions matched with the student’s deficit areas.
E. Career and Technical Education Course Offerings

Career and Technical Education elementary and middle school students, including students with disabilities, will be given the options to earn Career and Professional Education (CAPE) Digital Tool certificates and CAPE industry certifications.

Section 4.9.1

Program of Studies Grades K-5

All students will receive instruction in reading, language arts, mathematics, science, social studies, the arts, health, and physical education. Students must be notified at the beginning of each year as to how their grades in each core academic area will be determined. This could be included in the course information shared with students and parents.

A. Reading

All students in K-5 shall be assigned an uninterrupted 90-minute reading block, with additional time for instruction in the writing process and additional time for reading intervention with a highly qualified, effective teacher, a core reading program, and ongoing progress monitoring.

B. Physical Education and Recess

K-5 physical education instruction focuses on the outcomes of achieving and maintaining a health-enhancing level of fitness and understanding that physical activity provides the opportunity for enjoyment, challenge, self-expression, communication, and well-being. Elementary schools provide 150 minutes of physical education per week. In addition, schools will provide 20 consecutive minutes of free-play recess per day. A minimum of 30 consecutive minutes is required on any day that physical education (PE) instruction is provided. The elementary school principal may designate any instructional personnel to provide the physical education. Elementary schools will integrate health education standards into science and physical education as appropriate.

Students in grades K-5 are eligible to waive the physical education requirement if they meet any of the following criteria:

1. The student is enrolled or required to enroll in a remedial course.
2. The student’s parent indicates, in writing, to the school that:
   a. The parent requests that the student enroll in another course from among those courses offered as options by the school; or
   b. The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.
C. K-5 Academically Challenging Curriculum to Enhance Learning (ACCEL)

Each school must offer the following ACCEL options; whole-grade and mid-year promotion, subject-matter acceleration, virtual instruction in higher grade-level subjects, and Credit Acceleration Program (CAP). Whole-grade and mid-year promotion requires an elementary student to meet the district acceleration procedures. Whole-grade and mid-year promotion requires students to meet student progression promotion criteria. Subject-matter acceleration is available when a student has met the prerequisite course requirements for that content area. Virtual instruction in higher grade-level subjects is available when students have exhausted the course offerings at the school, and students meet the course prerequisites. The Credit Accelerated Program may be used for any course that requires an end-of-course exam to earn credit in the course. In addition to these requirements, the following must be considered when establishing eligibility:

1. The student’s performance on required state assessments
2. The student’s grades or grade point average
3. The student’s attendance and conduct
4. Teacher and school counselor recommendations

Each school must inform students and parents of these options. A student or a parent may request one of the options by written request to the principal. This will be followed by a parent conference to discuss eligibility and placement.

Whole-Grade Promotion:

An elementary student must meet all of the following criteria to be eligible for whole-grade promotion:

a. The student must be performing above grade level on a locally determined assessment, a statewide assessment or a standardized assessment in reading/language arts and mathematics. The student must exceed standards and expectations on the K-2 report card for the previous year in English/language arts, mathematics, science and social studies. A student in grades 3 – 5 must score 90% or above on his/her report card in English/language arts, mathematics, science and social studies for each of the past two years. The student must score Level 5 on required state assessments.

b. The student cannot skip third grade as a result of whole-grade promotion.

c. The student must be recommended by the classroom teacher and the school counselor.

d. All whole-grade promotions must be approved by the school principal and entered appropriately in the student information system.

Mid-Year Promotion:

An elementary student must meet all of the following criteria to be eligible for mid-year promotion:

a. The student must be performing above grade level on a locally determined assessment, a statewide assessment or a standardized assessment in reading/language arts and mathematics. The student must exceed standards and expectations on the K-2 report card for the previous year in English/language arts, mathematics, science and social studies. A student in grades 3 – 5 must score 90% or above on his/her report card in English/language arts, mathematics, science and social studies for each of the past two years. The student must score Level 5 on required state assessments.
b. The student must be recommended by the classroom teacher and the school counselor.

c. All mid-grade promotions must be approved by the school principal and take place prior to the end of first semester and entered appropriately in the student information system.

d. Third graders must meet all the requirements in statute. Students cannot skip third grade.

Subject-Matter Acceleration:

An elementary student is eligible for subject-matter acceleration when the student has mastered the subject standards in the prerequisite grade-level course. The student must be recommended by the classroom teacher and the school principal based on achievement of the learning targets and standards.

Promotion and Good Cause Placements

A. Promotion Requirements

All decisions pertaining to the promotion or retention of students will be communicated to parents and made under the authority of the School District of Manatee County in accordance with Florida statute. A student in K-2 or 4-5 is promoted if the student achieves the Florida Standards in English Language Arts, mathematics, science, and social studies. In accordance with state statute, students are mandated to participate in required state-approved assessments, and grade 3 students must score a Level 2 or higher on the English Language Arts statewide, standardized assessment for promotion to grade 4. A student may not be retained more than once in grade 3.

K-2 and 4-5 students will be promoted or “Good Caused” each year with their cohort group. Those students who do not meet grade-level standards will be supported in the next grade level through intensive remediation as well as an alternative instructional setting if needed.

B. Good Cause Criteria for K-2

A student who does not meet the promotion criteria should be considered for good cause placement in the next grade. A student is exempt from retention for good cause for the following:

<table>
<thead>
<tr>
<th>K-2 Grade Good Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Cause “A-ESE”-- A student in grades K-2 with disabilities whose Individual</td>
</tr>
<tr>
<td>Education Plan (IEP) Report of Conference Form indicates the reasons for the student’s exemption from the promotion criteria in reading, writing, and mathematics and includes the recommendation for good cause exemption. Documentation that indicates that the promotion of the student with disabilities is appropriate and is based upon the student’s academic record shall be submitted from the student’s teacher to the school principal.</td>
</tr>
<tr>
<td>Good Cause “A-ESOL”-- English Language Learners (ELLs) who have had less than two years of instruction in English for Speakers of Other Languages (ESOL) program (not including PreK). The ELL Committee must be convened, and the recommendation to exempt the student from the promotion criteria must be included in the ELL Committee Report. (Use this exemption first for eligible K-2 English Language Learners.)</td>
</tr>
</tbody>
</table>
C. Good Cause Criteria for Grade 3

Good Cause Criteria:

Per state statute, a student may not be retained more than once in grade 3. A student is exempt from retention for good cause and placed in the next grade if the student meets one of the following. 3rd grade good cause is defined as:

<table>
<thead>
<tr>
<th>3rd Grade Good Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Cause “1”— English Language Learners who have had less than two years of instruction in English for Speakers of Other Languages (ESOL) program (excepting PreK). The ELL Committee must be convened, and the recommendation to exempt the student from the promotion criteria must be included in the ELL Committee Report.</td>
</tr>
<tr>
<td>Good Cause “2”— Students with disabilities whose Individual Education Plans (IEP) indicate that participation in statewide assessment is not appropriate, consistent with the requirements of State Board of Education rule.</td>
</tr>
<tr>
<td>Good Cause “3”— Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education, administered after the results of the required state assessments are received. The acceptable levels of performance on the alternative assessments for grade 3 is at or above the 45th percentile on the reading comprehension measure of the Stanford Achievement Test-10 as the alternative standardized assessment.</td>
</tr>
</tbody>
</table>
Good Cause “4”-- Students who demonstrate, through a student portfolio, that they are reading on grade level as evidenced by demonstration of mastery of the State Standards in reading equal to at least a Level 2 performance on required state assessment. To demonstrate mastery of the required reading skills, the student portfolio must be:

- be selected by the student’s teachers as determined by district criteria;
- be an accurate picture of the student’s ability and include only student work that has been independently produced in the classroom; include evidence that the benchmarks assessed by the grade 3 reading required state assessment have been met. This includes multiple-choice items and passages that are approximately 60% literary text and 40% informational test text, and that are between 100-700 words with the district’s/school’s adopted core reading curriculum that are aligned with the State Standards.

Good Cause “4”

A parent of a student in grade 3 who is identified at any time during the year as being at risk of retention may request that the school immediately begin collection evidence for a portfolio.

Good Cause “5”-- Students with disabilities who take the statewide, standardized English Language Arts assessment and who have an individual education plan or a Section 504 plan that reflects that the student has received intensive instruction in reading or English Language Arts for 2 years or more but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2, or grade 3.

Good Cause “6”-- Any third-grade student receiving intensive remediation in reading for two or more years, but still has deficiency in reading and has been previously retained in K-3 for a total of two years. If placed under this exemption, intensive reading instruction must include an altered instructional day that includes specialized diagnostic information and specific reading strategies. A student may not be retained more than once in 3rd grade. Any currently retained 3rd grader would qualify for this Good Cause.

The school district Superintendent shall accept or reject the school principal’s recommendation in writing.

D. Good Cause Criteria for Grades 4-5

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. 4th and 5th Grade good cause is defined as:

<table>
<thead>
<tr>
<th>Grade 4-5 Good Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Good Cause “A-ESE”</strong>— A student in grades 4-5 with disabilities (ESE) for whom the Individual Education Plan (IEP) Report of Conference Form indicates the reasons for the student’s exemption from the promotion criteria in reading and mathematics and includes the recommendation for good cause exemption. Documentation that indicates that the promotion of the ESE student is appropriate and is based upon the student’s academic record shall be submitted from the student’s teacher to the school principal.</td>
</tr>
</tbody>
</table>
Good Cause “A-ESOL”-- English Language Learners who have had less than two years of instruction in English for Speakers of Other Languages program. The ELL Committee must be convened, and the recommendation to exempt the student from the promotion criteria must be included in the ELL Committee Report.

Good Cause “A-504”-- Students with a Section 504 plan whose Report of Conference Form indicates the student’s disability and the recommendation and reasons for the student’s exemption from the promotion criteria in reading and mathematics.

Good Cause “A-Com”-- A student in grades 4-5 can be placed for good cause if a committee comprised of the student’s teachers, school counselor, or other appropriate personnel as designated by the principal has evidence that the student’s observed academic performance on selected assessments such as a student's classroom work, observations, tests, or other relevant information is at a level appropriate for success in the next grade. The committee must document the recommendation and the reasons for the student’s exemption from the promotion criteria. Documentation could be included in a student portfolio, case conference notes, or documentation on the school-wide progress monitoring plan. No student can be assigned to a grade level based solely on age or other factors that constitute social promotion.

Good cause must be documented in the comment section on the student’s cumulative folder by stating, “Student is placed for good cause into grade (state grade).” Promotion decisions will be made at the end of the school year.

A student who is promoted to grade 4 with a good cause exemption shall be provided intensive reading instruction and intervention that include specialized diagnostic information and specific reading strategies to meet the needs of each student. The school district shall assist schools and teachers with the implementation of reading strategies for students promoted with a good cause exemption which research has shown to be successful in improving reading among students that have reading difficulties.

E. Summer School Promotion

Summer school reading programs are provided for third grade students who do not meet the promotion criteria or who are not approved for Good Cause placement. Third grade students who score at the 45th percentile or above on the Stanford Achievement Test in Reading Comprehension at the end of the Summer Reading Camp will qualify for good cause.

F. Transition Programs for Over-Age 4th and 5th Graders

The purpose of the Transition Program is to return over-age students to their expected grade-level progression and not to accelerate students beyond their cohort group.

All elementary schools may identify entering 4th graders who are 2 or more years over age and meet the following criteria and place them into a 5th grade classroom with a plan for specific support. The criteria to place a 4th grade student into a 5th grade classroom include:
a. Completing 3rd grade when student is over age;
b. Scoring Level 2 or higher on the 3rd grade required state assessment in Reading and Mathematics or meeting 3rd grade good cause criteria;

All elementary schools shall identify at the end of each year any exiting 4th grade students who meet the following criteria and place them in 6th grade with a plan for specific support. The criteria include:

a. Students who would enter 5th grade two or more years over age,
b. Students who scored Level 2 or above on the previous year's required state assessment in Reading and Mathematics; and
c. Students who have the social maturity, meaning the student’s thinking, behavior, and social skills (positive or negative) are more indicative of his/her chronological age than the grade level in school.
d. Schools will work with the student and parent to facilitate a smooth transition from elementary to middle school and provide support at the middle school level.

Reading Remediation

A. Intensive Remediation for Grade 3 in Reading

Parent Notification of a Reading Deficiency

Each school shall regularly monitor the reading ability of each K-3 student. The parent of any student in K-3 who exhibits a substantial deficiency in reading must be notified in writing of the following:

- His/her child has been identified as having a substantial deficiency in reading.
- The exact nature of the student’s difficulty in learning and lack of achievement in reading.
- A description of the current services that are provided to the child.
- A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.
- Instructional planning and problem solving will support student success.
- Strategies for parents to use in helping their child succeed in reading proficiency.
- Required state assessments are not the sole determiner of promotion and additional evaluations, portfolio reviews, and assessments are available to the child to assist parent and the school district in knowing when a child is reading at or above grade level and ready for promotion.

Middle School Education (Grades 6-8)

Section 4.9.2

Program of Studies Grades 6-8
A. Course Offerings

Middle school grades 6-8 basic education course offerings are selected from the Florida Department of Education’s Course Code Directory and approved by the district.

The program of studies for middle school grades includes the following state and local offerings:

- Language Arts
- Art
- Mathematics
- Music
- Science
- Physical Education/Health
- Social Studies
- Career/Technical Education
- Reading
- Foreign Language
- Advancement Via Individual Determination

Other enrichment and exploratory courses may be offered by individual middle schools, such as dance, drama, agriculture, and gifted services. Each school will hold a parent meeting either in the evening or on a weekend to inform parents about the school’s curriculum and activities.

Middle school students may have the opportunity to enroll in a career academy. Academy students may have the opportunity to earn high school credit and industry certification while participating in a career academy.

In addition to research-based reading courses, reading instruction is integrated throughout the entire curriculum. All middle schools must follow the district-approved curriculum. Schools are prohibited from suspending a regular program of curricula to administer practice tests or engage in other test-preparation activities for a statewide assessment. However, activities including instruction on test-taking strategies are authorized.

Students are required to be enrolled on a full-time basis, to include 7 courses or the equivalent. If there are extenuating circumstances, students may use a combination of eTech courses and traditional courses to meet the full-time criteria.

In order to use this option, seats must be available in the required eTech courses, and principal approval is required. Students wishing to have a part-time enrollment status may do so by registering as a home education student. Home education students may take up to 3 courses at their districted school, providing there is room in the course(s).

An English Language Learner (ELL) with no prior school records shall be assigned to a grade level based on age-appropriate placement.

B. Required Courses

1. Promotion from middle school to high school requires that the student successfully complete three middle school or higher courses in each of the following:
   a. English Language Arts
   b. Mathematics
   c. Social Studies (Including Civics, assessed by a state required end-of-course exam)
d. Science

2. Social Studies:
   The required study of state and federal government and civics education will be incorporated into Civics. Beginning with students entering grade 6 in the 2012-2013 school year, one of these courses must be at least a one-semester civics education course. Beginning with the 2013-2014 school year, each student’s performance on the statewide, standardized EOC assessment in civics education constitutes 30 percent of the student’s final course grade. A middle grades student who transfers into the state’s public school system from out-of-country, out-of-state, private school, or a home education program after the beginning of the second term of grade 8 is not required to meet the Civics education requirement for promotion from the middle grades if the student’s transcripts document passage of three courses in social studies or two year-long courses in social studies that includes coverage of civics education.

3. Language Arts:
   English Language Arts must emphasize literature, informational/technical text, writing, listening and speaking, and language.

4. Mathematics:
   Each middle school must offer at least one high school-level mathematics course for which students may earn high school credit.

C. Physical Education

1. Middle schools must offer the equivalent of one class period per day of physical education for one semester of each year for students enrolled in grades 6 through 8.

2. Physical Education Waiver:
   Parents may submit a written request for a waiver of the physical education requirement for their child. Students in grades 6-8 are eligible to waive the physical education requirement if they meet any of the following criteria:

   a. The student is enrolled or required to enroll in a remedial course.

   b. The student’s parent indicates in writing to the school that:

      (i) The parent requests that the student enroll in another course from among those courses already offered as options by the school district as space allows; or

      (ii) The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement. Students who use the waiver because they participate in physical activities outside the school day must be enrolled in school on a full-time basis.
D. Required Remediation

Participation in the assessment program is mandatory for all students enrolled in a public school. Students must earn a Level 3 or higher in reading and/or math on a standardized assessment within the last 2 or more consecutive years. Students who do not meet this criteria may be required to receive enhanced instruction through a course that will assist in building the student’s skills and in mastering standards.

School administrators may use concordant/comparative scores on state-approved assessments (7,8,9 Stanine-Norm Reference Test, SAT, ACT, PERT) to determine proficiency if no state standardized assessment scores are available at the time of enrollment.

Intensive Instruction Waiver:

Parents may submit a written request for a waiver of the intensive instruction requirement for their child. Exercising this option can jeopardize a student’s opportunity for an ESE assessment waiver and prohibit students from participation in alternative graduation options in high school. The following criteria must be met to qualify for this waiver:

a. Parents must complete the Intensive Instruction Waiver Request form.
b. Student must be in 6th-11th grade.

E. Advancement Via Individual Determination (AVID)

AVID is an elective course designed to prepare students for college readiness and success. Students who apply for and are accepted into the course must also take at least one advanced level or high school course. The AVID curriculum supports students as they undertake the most rigorous courses, with emphasis on writing as a learning tool, the inquiry method, collaborative grouping, organization, and academic reading.

F. Academically Challenging Curriculum to Enhance Learning (ACCEL)

Each school must offer the following ACCEL options: whole-grade and mid-year promotion, subject-matter acceleration, virtual instruction in higher grade-level subjects, and Credit Acceleration Program (CAP). Whole-grade and mid-year promotion requires secondary students to meet student progression course/credit promotion criteria. Subject-matter acceleration is available when a student has met the prerequisite course requirements for that content area. Virtual instruction in higher grade-level subjects is available when students have exhausted the course offerings at the school and students meet the course prerequisites. The Credit Accelerated Program may be used for any course that requires an end-of-course exam to earn credit in the course. In addition to these requirements, the following must be considered when establishing eligibility:

1. The student’s performance on required state assessments
2. The student’s grades or grade point average
3. The student’s attendance and conduct
4. Teacher and school counselor recommendations

Each school must inform students and parents of these options. A student or a parent may request one of the options by written request to the principal. This request will be followed by a parent conference to discuss eligibility and placement.
Promotion and Retention

A. Promotion Requirements

Students will be promoted to the next grade level based on the number of years in middle school. Students who do not meet promotion criteria to 9th grade will be supported in the next grade level through intensive remediation as well as an alternative instructional setting.

| From 8th to 9th | 12 core academic courses to include 3 courses in each of the follow academic areas: language arts, math, science, and social studies(to include Civics) |

Promotion from 8th grade to 9th grade for a student who transfers into Florida from out-of-state during middle school will be based on the student successfully completing the number of core courses in language arts, mathematics, science, and social studies for each year the student has been in Florida. If a student transfers into a Florida public middle school from a private school during their middle grades years, the student must meet all promotion requirements as defined by state statute.

For purposes of promotion to high school, one year-long reading course may be substituted for one language Arts course.

If a student has successfully completed a high school course, failure of the end-of-course assessment will not result in the student being retained in middle school.

B. Middle School Grading

Grading Scale:

Student achievement in all courses will be evaluated using numeric and letter grades. As designated in Florida Statute, letter grading scale and definitions adopted for all courses in grades 6 through 8 are as follows:

<table>
<thead>
<tr>
<th>Value</th>
<th>Numeric Range</th>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>90 - 100</td>
<td>A</td>
<td>Outstanding Progress</td>
</tr>
<tr>
<td>3</td>
<td>80 - 89</td>
<td>B</td>
<td>Above Average Progress</td>
</tr>
<tr>
<td>2</td>
<td>70 - 79</td>
<td>C</td>
<td>Average Progress</td>
</tr>
<tr>
<td>1</td>
<td>60 - 69</td>
<td>D</td>
<td>Lowest Acceptable Progress</td>
</tr>
<tr>
<td>0</td>
<td>0 - 59</td>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Note: W = Withdrawn  I = Incomplete*

*An incomplete grade (I) will be changed to a letter grade upon completion of all course requirements within ten school days, under normal circumstances. If after ten days the course requirements are not completed, the incomplete grade will become an “F.”

A progress report or report card grade cannot be more than 100%.
Students must be notified in writing at the beginning of each course as to how their grade will be determined. This could be included in the course syllabus or information shared with students and parents.

**Exam Exemptions:**

Schools shall not exempt students from academic performance requirements such as final exams, based on practices or policies designed to encourage student attendance. A student’s attendance record may not be used in whole or part to provide an exemption from any academic performance requirement.

**Progress Reports:**

Progress reports are issued mid-way through each quarter (approximately 4.5 weeks) to notify students and their parents or guardians of mid-term academic progress. Additionally, parents may monitor student progress regularly through the FOCUS Parent Viewer. To communicate with teachers, parents may contact each teacher by phone at school or through email.

Grades for courses taken through eTech and course recovery will not be included on the mid-quarter progress report.

**Report Cards:**

Report cards, which are available on a quarterly basis, specify the student’s academic performance, conduct and behavior, and attendance, including absences and tardies. Academic performance is based on examinations as well as written papers, class participation, and other academic performance criteria.

**Makeup Work:**

Following an absence, the student has the responsibility to contact his teachers on the next attendance day in order to obtain any missed assignments. Work assigned prior to the absence is due the day the student returns to school. Work assigned during the student’s absence is due within a period of time equal to the number of days that the student was absent.

**End of Year Grades:**

The end of the year average in the district grade book system is based on the average of all four quarters, with the requirement that a passing grade must be earned either third or fourth quarter in order for the student to pass the course for the year. Letter grades will be awarded based on the district grade scale.

For middle school courses that do not have a state-required End-of-Course Exam, a point system has been established for the benefit of students who may have experienced an unsuccessful quarter.

**Teachers are to award whichever grade is the highest for each student -- the grade determined by the average of the four quarters, or the grade determined by the Point System. Students are still required to earn a minimum of at least one (1) point in second semester.**

The Point System for End-of-the-Year Grades is determined as follows.

| Each quarter grade will be assigned a value selected from the following: | To determine the end of the year grade for middle school course, total the numerical values of the four quarters and select the grade from the table below. |
If the grade book program average and the grade determined by the point system differ, the student is to be given the higher of the two grades as long as the student earns at least one (1) point in second semester.

Grades for high school courses are calculated each semester according to the high school procedures and, therefore, do not have an end of the year grade. Middle school semester-long courses that do not have a state mandated EOC will be calculated by averaging the two quarters to determine a semester-long final grade.

The point system cannot be used to determine the end-of-year grades for Civics. It must be calculated using the EOC as 30% of the year-long course grade. Students are not required to earn at least 1 point in 3rd or 4th quarter as the final grade is strictly based on the average of the 4 quarters and the EOC.

The final grade for Civics will be calculated as follows:

- Quarter 1—17%
- Quarter 2—18%
- Quarter 3—17%
- Quarter 4—18% EOC—30%

Parent Notification:

Each year, to prepare students for career and postsecondary education planning, all middle schools shall notify students in grades 6 - 8 and their parents of the three-year and four-year high school graduation options, so that they may select the program that best meets the student’s needs. This notification shall be conducted prior to the annual course selection so that a student’s academic plan and a timeframe for achieving the graduation option may be modified to meet the student’s needs. The selection of a graduation option is an exclusive choice of the student and parent. However, if a diploma option is not selected, the choice will revert to the standard four-year diploma option, which requires 24 credits.

**Transfer Students**

**A. Transfer Grade Policy**

The procedures relating to the acceptance of transfer work and courses for students entering Florida’s public schools composed of middle grades 6, 7, and 8 from out of state or out of country are as follows:

a. Grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value, subject to validation if required by the receiving school’s accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or
is a home education student, successful completion of courses shall be validated through performance during the first grading period as outlined in subsection (b) of this rule.

b. Validation of courses shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should be passing each required course at the end of the first grading period. Students who do not meet this requirement shall have courses validated using the Alternative Validation Procedure, as outlined below.

c. Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives identified in the district student progression plan shall be used for validation purposes as determined by the teacher, principal, and parent:

   1. Portfolio evaluation by the superintendent or designee;
   2. Demonstrated performance in courses taken at other public or private schools that are accredited;
   3. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
   4. Demonstrated proficiencies on the required state assessment; or
   5. Written review of the criteria utilized for a given subject provided by the former school.

   Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined above if required.

d. Transferring students who are not proficient in English should receive immediate and intensive instruction in English language acquisition.

B. Virtual School Transfers

Students who are enrolled full time in a virtual school program are required to meet the same promotion requirements of all other public school students in the state of Florida.

For a student who transfers back into a non-virtual district school any time during the year, the student shall be required to bring evidence of grades in progress as documented by withdrawal forms, progress reports, or report cards.

If the student is able to produce the required documentation, the grades received while attending the virtual school program will become part of the student’s record in the same manner as any other transfer student. However, if the student is unable to provide the required documentation, validation of courses shall be based on performance during the first grading period in the non-virtual district school classroom. This validation will follow the same procedures as outlined under Transfer Grade Policy.

Course Acceleration and Enrichment

A. High School Credit Courses Offered in Middle School

High school dual credit courses provide middle school students who have advanced skills the opportunity to pursue a more rigorous education.
The expectation is that these students will take challenging courses, such as Advanced Placement, AICE, International Baccalaureate, and College Dual Enrollment, during their senior year of high school. High school credit courses are not offered in middle school for the purpose of graduating early or experiencing an “easier” senior year. Failure to take rigorous academic courses during the senior year could prevent a student from being accepted into many colleges and universities. Parents of student athletes who take high school courses in middle school should visit the National Collegiate Athletic Association (NCAA) web site.

a. Each middle school may offer the following dual enrollment high school courses based on the needs of their students and whether the minimum number of students enroll in the course.

- English Honors I
- Algebra Honors I
- Geometry Honors
- Physical Science Honors
- Spanish I
- Spanish II
- French I
- French II
- Career and Technical Education (CTE) courses that have been approved by the Director of CTE, articulate to high school CTE programs in their feeder pattern, and are the introductory course in a specific program of study.

A curriculum modification request form should be submitted to the Deputy Superintendent for Instructional Services to request approval to offer other high school credit courses.

b. Grades for high school courses taken during middle school will appear on the high school transcript and will be averaged in with the high school grade point average. Students must carry forward all grades and any credits earned in high school courses.

c. Both benchmark data and course grades must be monitored. If a middle school student is struggling in a high school course during first or second quarter, a schedule change may be implemented by the school administrator to move the student to the middle school course, as long as there is room in the course. Remaining in high school courses places the middle school student at risk of failing a required core subject. The schedule change must be made before the end of first semester.

Once the semester is completed and the student has earned the high school credit, the grade and credit cannot be removed from the high school transcript, even if the grade is a D or F.

d. Middle school students who earn a C or lower in a high school course are strongly encouraged to retake the course under the Grade Forgiveness Policy.

e. Schools will use district criteria for identifying eligible students for enrollment in honors or high school credit courses. Schools must have a plan for reviewing students’ required state assessments scores and their grade point averages to ensure that all eligible students are considered for placement into these courses.
Principals may override the district criteria and place students in dual enrollment courses based on data indicating that the student is capable of success in the courses. This data must be documented.

f. AVID students must be placed in at least one honors, advanced, or dual enrollment course. Principals are encouraged to make exceptions to the placement criteria in the AVID students’ areas of strength. Special consideration should be given to placing students in Algebra 1 Honors in an AVID student’s 8th grade year.

B. District Criteria for Enrollment in High School Credit Courses

AVID students must be placed in at least one honors, advanced, or dual enrollment course. Principals are encouraged to make exceptions to the placement criteria in the AVID students’ areas of strength. Students earning a “D” or “F” in a high school credit course at the end of the first semester may be withdrawn and scheduled into a middle school course in the same subject area by the school administrator.

a. English I Honors:
The student must have earned a Level 3, 4, or 5 on the most current required state assessment in Reading AND have all of the following:

• Teacher, Counselor, and/or administrator recommendation
• 3.5 grade point average for the year in the 7th grade Advanced Language Arts course

b. 8th Grade Algebra I Honors:
The student must have earned a Level 3, 4, or 5 on the most current required state assessment in Mathematics AND have both of the following:

• Teacher, counselor, and/or administrator recommendation
• 3.5 grade point average for the year in the 7th grade Advanced Mathematics course

c. 7th Grade Algebra I Honors:
The student must have earned a Level 4 or 5 on the most current required state assessment in Mathematics, scored a stanine of 8 or 9 on the Iowa Algebra Prognosis Test, completed the district developed 7th grade Advanced Mathematics program, AND have both of the following:

• Teacher, counselor, and/or administrator recommendation
• 3.5 grade point average for the year in the 6th grade Advanced Mathematics course

d. 8th Grade Geometry Honors:
The student must have earned a “C” or higher in each semester of Algebra I Honors and must have passed the end-of-course assessment. A student who passes the Algebra I Honors course but does not pass the Algebra end-of-course assessment or earned the required comparative/concordant score may not enroll in Geometry Honors.
e. World Languages I:
   The student must have earned a Level 4 or 5 on the most current required state assessment in Reading OR a Level 4 or 5 on the most current required state assessments in Mathematics AND have all of the following:
   - Teacher, counselor, and/or administrator recommendation
   - 3.0 grade point average in the previous year’s Advanced Language Arts course

f. World Languages II:
   - The student earned a 3.0 grade average in the first year of the world language course
   - Teacher recommendation

g. Physical Science Honors:
   The student must have earned a Level 4 or 5 on the most current required state assessment in Reading AND mathematics and:
   - a 3.0 grade point average in the previous year’s advanced science course.

h. Career & Technical Courses:
   - CTE teacher recommendation
   - The student must have earned an A or B in a middle school CTE course

C. Awarding Grades and Credits for High School Credit Courses in Middle School

Course Requirements:
Dual enrollment courses must meet all of the requirements of high school courses. High school requirements include:
   - Assessment of students through a semester exam;
   - Administration of any state-required end-of-course exams;
   - Calculation of the semester grade using the high school procedure;
   - Minimum 135 hours as required in Florida Statute;
   - District-approved instructional materials aligned with the district-approved curriculum; and
   - Reporting of the first and second semester grades to the high school the student will attend

Grades:
Course grades will be averaged as follows:

The student’s semester grade is calculated by averaging according to the following scale:

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Benchmark Assessment or Teacher designed exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>40%</td>
<td>20%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Benchmark Assessment or Teacher designed exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>40%</td>
<td>20%</td>
</tr>
</tbody>
</table>

All state generated EOCs (Algebra I and Geometry) will constitute 30% of the final course grade. The grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>EOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>35%</td>
<td>35%</td>
<td>35%</td>
<td>30%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
</tr>
</tbody>
</table>

Credit Recovery courses will follow the same grade calculation as all other similar courses.

**Florida Course Credit Statute**

Florida Statute requires that a student enrolled in a year-long course shall receive a full credit if the student passes one semester of the course, but fails the other semester based on the defined recalculation process. If recalculation of a year-long grade, even if a semester grade of “F” was not earned, would result in a higher final grade for the student, this statute may be applied.

The numeric semester grades will be averaged to calculate a year-long grade. If this average is to the student’s benefit, it will be entered on the student’s academic history as the final grade for the course. Each school will develop a process to ensure that the grade recalculation is completed and entered into the student system.

Courses carried forward as high school credit will be used to satisfy the high school graduation and Florida Academic Scholars award requirements. A middle school student must be granted credit toward high school graduation requirements for courses taken through dual enrollment.

Once a high school grade is earned (credit carried forward to high school), that grade becomes a permanent record on the student’s transcript and may not be removed from the transcript.

**End-of-Course Exams (EOC):**

1. To earn high school credit for Algebra I, a middle school student must take the state-wide, standardized Algebra I EOC assessment, pass the course, and the student’s performance on the Algebra I EOC assessment constitutes 30% of the student’s final course grade. If a student passes the course, but does not pass the EOC, the promotion requirement for middle school is met, but the student must pass an Algebra I EOC retake in order to earn a high school diploma.

   To earn high school credit for a Geometry course, a middle school student must take the state-wide, standardized Geometry EOC assessment, which constitutes 30% of the student’s final course grade, and earn a passing grade in the course.

2. Students enrolled in a high school course with a statewide, standardized end-of-course assessment shall not take the corresponding grade-level required state assessment.
3. A student with a disability, as defined in s. 1007.02(2), Florida Statutes, for whom the IEP committee determines that an end-of-course (EOC) assessment with accommodations cannot accurately measure the student’s abilities, shall have the EOC assessment results waived for the purpose of determining the student’s course grade and credit. All ESE students must attempt to take the EOC in order to potentially qualify for an EOC waiver. An individual IEP team will examine all information for each ESE student and make a determination regarding the potential for the results of the EOC to be waived.

Any waiver of the statewide, standardized assessment requirements by the individual education plan team must be approved by the parent and is subject to verification for appropriateness by an independent reviewer selected by the parent.

4. All middle school students must take the Civics EOC as a requirement for promotion. The Civics EOC will count 30% of the year-long grade. The year-long grade calculation as follows:

   a. Quarter 1—17%
   b. Quarter 2—18%
   c. Quarter 3—17%
   d. Quarter 4—18%
   e. EOC—30%

A middle school student who transfers into the state’s public school system from out-of-country, out-of-state, private school, or a home education program after the beginning of the second term of grade 8 is not required to meet the Civics education requirement for promotion from middle school if the student’s transcripts document passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education.

D. District Criteria for Enrollment in Advanced Middle School Courses

Students/Parents may request enrollment in advanced middle school courses during the course selection process in the spring. Upon verification that required criteria has been met, enrollment will be granted. Principals may override the district criteria and place students in advanced courses based on data indicating that the student is capable of success in the courses. This data must be documented. AVID students must be placed in at least one honors, advanced, or dual enrollment course. Principals are encouraged to make exceptions to the placement criteria in the AVID students’ areas of strength.

a. Advanced Mathematics:

   The student must have earned a Level 3 or above on the most current required state assessment in Mathematics AND have both of the following:
   - Teacher, counselor, and/or administrator recommendation
   - 3.0 grade point average for the year in the previous year’s Mathematics course

b. Advanced Language Arts

   The student must have earned a Level 3 or above on the most current required state assessment in Reading AND have one of the following:
• Teacher, counselor, and/or administrator recommendation
• 3.0 grade point average for the year in the previous year’s Language Arts course

c. Advanced Science:

The student must have earned a Level 3 or above on the most current required state assessment in Mathematics AND a Level 3 or above on the most current required state assessments Reading AND have one of the following:

• Teacher, counselor, and/or administrator recommendation
• 3.0 grade point average for the year in the previous year’s Science course

d. Advanced Social Studies:

The student must have earned a Level 3 or above on the most current required state assessment in Reading AND have one of the following:

• Teacher, counselor, and/or administrator recommendation
• 3.0 grade point average for the year in the previous year’s Social Studies course

E. Credit Acceleration Program (CAP)

The Credit Acceleration (CAP) is created for the purpose of allowing a student to earn high school credit in a course that requires a statewide, standardized end-of-course assessment if the student attains a specified score on the assessment. The school district shall award course credit to a student who is not enrolled in the course, or who has not completed the course, if the student attains a score indicating satisfactory performance on the corresponding statewide standardized end-of-course assessment. The school district shall permit a student who is not enrolled in the course, or who has not completed the course, to take the standardized end-of-course assessment during the regular administration of the assessment.

The credit awarded is for the regular course level and not the honors level. The credit for this course is not weighted for GPA calculation purposes.

If a student fails a course requiring an EOC to earn credit, but attains a score indicating satisfactory performance on the corresponding EOC, credit will be awarded for the course as prescribed by state statute. Students must retake the course in order to use the grade forgiveness policy. The failing grade will be calculated in the GPA unless the student retakes the course and earns a “C” or above.

F. Grade Forgiveness Policy

Middle school students taking high school courses may repeat and replace a grade of C, D, or F earned during middle school in the high school course, with a grade of C or higher, earned subsequently in the same or comparable courses.
Credit Recovery courses are credit-bearing courses with specific content requirements defined by Florida State Standards. Students enrolled in a Credit Recovery course must have previously attempted the corresponding course (and/or End-of-Course assessment) since the course requirements for the Credit Recovery course are exactly the same as the previously attempted corresponding course. It is important to note that Credit Recovery courses are not bound by Section 1003.436(1) (a), Florida Statutes, requiring a minimum of 135 hours of bona fide instruction (120 hours in a school/district implementing block scheduling) in a designed course of study that contains student performance standards, since the students have previously attempted successful completion of the corresponding course. Additionally, Credit Recovery courses should ONLY be used for credit recovery, grade forgiveness, or remediation for students needing to prepare for an End-of-Course assessment retake.

Alternative Education Programs and the Department of Juvenile Justice

For students in alternative programs, including DJJ, the Career Education component must be completed by all students prior to leaving the 8th grade. For students in DJJ programs, the physical education requirement will be waived if the student is in a commitment program as an eighth grader. Physical education is not available in the DJJ program. For juvenile justice programs and alternative programs offering extended learning opportunities, promotions may occur as the requirements herein described are met.

High School Education (Grades 9-12)

Section 4.9.3

Program of Studies Grades 9-12

High school basic education course offerings are selected from the Florida Department of Education’s Course Code Directory and approved by the Deputy Superintendent for Instruction Services for the School District of Manatee County. All students will receive instruction in reading, English/language arts, mathematics, science, social Studies, the arts, health and physical education. The School District of Manatee County will adhere to all statutes regarding required instruction.

Students are required to be enrolled on a full-time basis, to include 7 courses or the equivalent. If there are extenuating circumstances, students may use a combination of eTech courses and traditional courses to meet the full-time criteria. In order to use this option, seats must be available in the required eTech courses, and principal approval is required. Students wishing to have a part-time enrollment status may do so by registering as a home education student. Home education students may take up to 3 courses at their districted school, providing there is room in the course. Home education students will not be awarded a diploma from the School District of Manatee County and may not participate in any senior graduation activities on the districted school campus.
Grades and Credits

A. Grading Scale

Student achievement in all courses will be evaluated using numeric and letter grades. As designated in Florida Statute, the letter grade scale and definitions adopted for all courses in grades 9 through 12 are as follows:

<table>
<thead>
<tr>
<th>Value</th>
<th>Numeric Range</th>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>90 – 100</td>
<td>A</td>
<td>Outstanding Progress</td>
</tr>
<tr>
<td>3</td>
<td>80 - 89</td>
<td>B</td>
<td>Above Average Progress</td>
</tr>
<tr>
<td>2</td>
<td>70 - 79</td>
<td>C</td>
<td>Average Progress</td>
</tr>
<tr>
<td>1</td>
<td>60 - 69</td>
<td>D</td>
<td>Lowest Acceptable Progress</td>
</tr>
<tr>
<td>0</td>
<td>0 - 59</td>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

*Note: W = Withdrawn    I = Incomplete*

* An incomplete grade (I) will be changed to a letter grade upon completion of all course requirements within ten school days, unless approved by the principal. If the course requirements are not completed, the incomplete grade will become an “F.”

Exam Exemption Policy:

Seniors who earn a “B” or higher for both 3rd and 4th quarters may exempt the required semester exam. State mandated end-of course exams may not be exempted. Grades for students who are eligible to exempt the semester exam will be average using only the 3rd and 4th quarter grades. Each quarter will be calculated at 50% of the total semester grade.

Grading Policies

Schools shall not exempt students from academic performance requirements, such as final exams, based on practices or policies designed to encourage student attendance. A student’s attendance record may not be used in whole or part to provide an exemption from any academic performance requirement.

Students must be notified in writing at the beginning of each course as to how their grades will be determined. This could be included in the course syllabus or information shared with students and parents.

Pass/Fail grades will not be issued for courses offered in Manatee District Schools. Students who transfer in with a Pass (P) grade will earn the credit for the indicated course(s), but will not have a grade calculated into the grade point average.

Progress reports are issued mid-way through each quarter (approximately 4.5 weeks) to notify students and their parents or guardians of mid-term academic progress. Additionally, parents may monitor student progress regularly through the FOCUS Parent Viewer. To communicate with teachers, parents may contact each teacher by phone at school or through email. Many teachers also maintain a web page where they post information such as homework and other assignments, major projects, unit assessments, and the course syllabus.
B. Semester Grades

A semester exam is required in all courses for high school credit. Semesters exams may not be given early.

Course grades will be averaged as follows:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>40%</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>40%</td>
</tr>
<tr>
<td>Semester Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>40%</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>40%</td>
</tr>
<tr>
<td>Semester Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

The Algebra I, Geometry, U.S. History, and Biology EOCs will constitute 30% of the final course grade. The grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>35%</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>35%</td>
</tr>
<tr>
<td>Semester Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>35%</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>35%</td>
</tr>
</tbody>
</table>

Credit Recovery courses will follow the same grade calculation as all other similar courses.

Florida Course Credit Statute

Florida Statute requires that a student enrolled in a year-long course shall receive a full credit if the student passes one semester of the course but fails the other semester based on the defined recalculation process. If recalculation of a year-long grade, even if a semester grade of “F” was not earned, would result in a higher final grade for the student, this statute may be applied.

The numeric semester grades will be averaged to calculate a year-long grade. If this average is to the student’s benefit, it will be entered on the student’s academic history as the final grade for the course. Each school will develop a process to ensure that the grade recalculation is completed and entered into the student system.

This rule applies when both semesters are taken within one school year and the student fails one of the two semesters. Students continue to earn a half credit for passing a semester of a course. This does not affect other credit recovery options.

C. Makeup Work

Following an absence, the student has the responsibility to contact his/her teachers on the next attendance day in order to obtain any missed assignments. Work assigned prior to the absence is due the day the student returns to school. Work assigned during the student’s absence is due within a period of time equal to the number of days that the student was absent.
D. Grade Point Average

1. A student’s cumulative grade point average (GPA) will be calculated based upon all of the courses a student has completed, including courses taken for high school credit in middle school, except those where the forgiveness policy applies. Transfer credit(s) with a grade of Pass (P) will not be calculated into the grade point average. In order to graduate, students must earn a cumulative unweighted GPA of 2.0 on a 4.0 scale in the courses required for graduation.

2. Parents of students who have a cumulative GPA of less than .5 above the cumulative GPA required for graduation at the end of each semester in Grades 9, 10, 11, and 12 shall be notified that the student is at-risk of not meeting the graduation requirements. The notice shall contain an explanation of the policies the district has in place to assist the student in meeting the GPA requirement.

3. Special assistance to obtain a high school equivalency diploma may be given only when all requirements for graduation are completed except for the required cumulative grade point average.

E. Class Rank

1. For the purposes of class ranking, high schools will use a weighted grading system for appropriate courses as indicated in the Florida Department of Education Comprehensive Course Table for high school credit courses. Class rank for graduation will be determined in January.

2. For courses taken prior to the 2016-2017 school year, an additional one (1) weighted grade point will be added to each course grade of a D or above in courses designated as weighted in the Florida Department of Education Comprehensive Course Table. The charts below identify the grade weighting rules for courses taken in specified academic years.

3. Class rank will be determined based on courses for which credit and grades are awarded toward a standard diploma. Students earning a Special Diploma, Hospital Homebound students, and home education students will not be included the class ranking. A student’s rank in class will be determined by using the cumulative weighted grade point average.

4. Class rank will be calculated and locked for graduation recognition purposes ten (10) days after the end of the first semester. After it is locked, there will be no recalculation of class rank for graduation purposes.

5. For courses taken prior to the 2016-2017 school year, the grade weighting scale is as follows:

<table>
<thead>
<tr>
<th>Unweighted Grade Points</th>
<th>Weighted Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4</td>
<td>A = 5</td>
</tr>
<tr>
<td>B = 3</td>
<td>B = 4</td>
</tr>
<tr>
<td>C = 2</td>
<td>C = 3</td>
</tr>
<tr>
<td>D = 1</td>
<td>D = 2</td>
</tr>
</tbody>
</table>
6. Beginning with courses taken during the 2016-2017 school year and thereafter, the grade weighting scale is as follows:

<table>
<thead>
<tr>
<th>Unweighted Grade Points</th>
<th>Weighted Honors Course Grade Points</th>
<th>Weighted Advanced Studies Course* Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=4</td>
<td>A=4.5</td>
<td>A=5</td>
</tr>
<tr>
<td>B=3</td>
<td>B=3.5</td>
<td>B=4</td>
</tr>
<tr>
<td>C=2</td>
<td>C=2.5</td>
<td>C=3</td>
</tr>
<tr>
<td>D=1</td>
<td>D=1.5</td>
<td>D=2</td>
</tr>
</tbody>
</table>

* (Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.” For districts that use a weighted grading system, s. 1007.271(18), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.” This provision relating to GPA weighting includes all dual enrollment courses, including career education courses.)

7. Career and Technical Education courses that lead to an industry certification are weighted the same as a grade earned in an Honors course for the purpose of calculating grade point average (GPA).

**F. Honors Recognition**

In recognition of excellence in academic achievement, the upper ten percent of the graduating class, based on the weighted rank in class, will be graduated with Honors. High schools will determine the top 10% and top 4% of the graduating class using the weighted grade point average. All Honors and Highest Honors students will be recognized at commencement. A valedictorian and a salutatorian will not be chosen.

**G. Grade Forgiveness**

Achievement of a cumulative grade point average of 2.0 (unweighted) on a 4.0 scale is required for graduation. To assist students in meeting this requirement, districts are allowed to offer grade forgiveness policies, summer school, before-school or after-school attendance, special counseling, volunteers or peer tutors, school-sponsored help sessions, homework hotlines, and study skills classes.

1. To assist students in achieving a cumulative grade point average of 2.0 (unweighted) on a 4.0 scale, the forgiveness policy provides that students may replace a D or F with a grade of C or higher, earned subsequently in the same or comparable course. Only one grade and one credit may be earned for the same course. When a course is repeated, all grades appear on the student’s transcript. The forgiveness policy applies only when a course is repeated after the course for which the D or F was earned. Students may repeat a course already passed only once.

2. The only exception to these forgiveness policies shall be made for a student in middle school who takes any high school course for high school credit and earns a grade of C, D, or F. In such cases, the district forgiveness policy must allow the replacement of the grade with a grade of C or higher, earned subsequently in the same or comparable course. When a course is repeated, all grades appear on the student’s transcript. All grades, except those that meet the conditions of the grade forgiveness policy, will be calculated in the grade point average.
3. In all cases of grade forgiveness, only the new grade is used in the calculation of the student’s grade point average. Any course not replaced according to the forgiveness policy is included in the calculation of the cumulative grade point average required for graduation.

4. Elective courses may be replaced with any other elective course, as long as graduation requirements are still met with the substituted elective course. A student may choose to retake a high school course where no credit was awarded.

<table>
<thead>
<tr>
<th>Courses for Graduation for Standard Diploma</th>
<th>Course completed</th>
<th>Course(s) that will Forgive the grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required specific courses for graduation (Biology, HOPE/PE, Algebra I, Geometry, U.S. History, U.S. Govt., Economics, World History)</td>
<td>Regular course</td>
<td>Same course or Honors if available</td>
</tr>
<tr>
<td></td>
<td>Honors, AP, IB, AICE course</td>
<td>Same course or regular course</td>
</tr>
<tr>
<td>Required nonspecific courses for graduation (English, Mathematics, Science)</td>
<td>Regular course</td>
<td>Same course or Level 2 or Level 3 course in the same discipline</td>
</tr>
<tr>
<td></td>
<td>Honors, AP, IB, AICE course</td>
<td>Same course or regular course, or Level 3 course in the same discipline</td>
</tr>
<tr>
<td></td>
<td>Agri-science Foundations (8106680), if used as a science credit, can forgive a equally rigorous science.</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>Any elective</td>
<td>Same course or any elective</td>
</tr>
</tbody>
</table>

5. Credit Recovery courses are elective credit-bearing courses with specific content requirements defined by Florida State Standards. Students enrolled in a Credit Recovery course must have previously attempted the corresponding course (and/or End-of-Course assessment) since the course requirements for the Credit Recovery courses are exactly the same as the previously attempted corresponding course. It is important to note that Credit Recovery courses are not bound by Section 1003.436(1)(a), Florida Statutes, requiring a minimum of 135 hours of bona fide instruction (120 hours in a school/district implementing block scheduling) in a designed course of study that contains student performance standards, since the students have previously attempted successful completion of the corresponding course. Additionally, Credit Recovery courses should ONLY be used for credit recovery, grade forgiveness, or remediation for students needing to prepare for an End-of-Course assessment retake.
H. Credits

1. The granting of course credit is based on an evaluation of the individual student’s achievement of established district and state performance standards and other requirements as designated by the teacher. Performance standards will include specific course content as specified in statutes and in the district curriculum. For the purpose of high school graduation requirements, one full credit is determined as follows:

   a. A minimum of 135 hours of bona fide instruction in a designated course of study which contains student performance standards; or

   b. For schools that have been authorized to implement block scheduling by the district school board, 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.

2. One-half (.5) credit means a minimum of 67.5 hours of bona fide instruction or a minimum of 60 hours of bona fide instruction in a high school that implements block scheduling. One half (.5) credit shall be awarded at the end of each semester/term upon the satisfactory completion of course requirements.

3. Student performance standards must be met for each Academic and Career and Technical Education Program in grades 9 through 12 for which credit toward high school graduation is awarded.

4. Credit will be awarded if a student not enrolled in or who has not completed a course takes and passes a statewide standardized assessment through the Credit Acceleration Program.

5. No student may be granted credit toward high school graduation for enrollment in the following programs or courses:

   a. More than a total of nine elective credits in remedial programs.

   b. More than one credit in exploratory vocational courses.

   c. More than three credits in practical family arts and consumer sciences classes.

   d. Any Level 1 course, unless the student’s assessment indicates a more rigorous course would be inappropriate, in which case a written assessment of the need must be included in the Individual Education Plan or the individual progress monitoring plan and signed by the principal, school counselor and the parent, if the student is not 18 years or older. The plan must specify the need for enrollment in a remedial or Level 1 course. Level 1 courses are not offered in the School District of Manatee County. For students entering 9th grade in 2013-14 and thereafter, level 1 courses will not count towards a standard high school diploma.

6. Enhanced Instruction for Non-Proficient Students:

   Students must earn a Level 3 or higher in reading and/or math on a standardized assessment within the last 2 or more consecutive years. Students who do not meet this criteria may be required to receive enhanced instruction through a course that will assist in building the student’s skills and in mastering standards.
School administrators may use concordant/comparative scores on state-approved assessments (7,8,9 Stanine-Norm Reference Test, SAT, ACT, PERT) to determine proficiency if no state standardized assessment scores are available at the time of enrollment.

Intensive Instruction Waiver:

Parents may submit a written request for a waiver of the intensive instruction requirement for their child. Exercising this option can jeopardize a student’s opportunity for an ESE assessment waiver and prohibit students from participation in alternative graduation options in high school. The following criteria must be met to qualify for this waiver:

a. Parents must complete the Intensive Instruction Waiver Request form.
b. Student must be in 6th-11th grade.

Promotion

A. Promotion Guidelines

Students will be promoted based on the number of years in which they have attended high school:

- First year—9th grade
- Second year—10th grade
- Third year—11th grade
- Fourth year—12th grade

Students entering high school for the first time may be placed into the 9th grade.

Students who do not meet graduation requirements after the 8th semester of high school and choose to continue their high school education, will be placed in an alternative site at the start of their 9th semester.

Students who plan to graduate in three years will be promoted to 12th grade after the first semester of their third year in high school.

Acceleration and Enrichment

Articulated acceleration is available and serves to shorten the time necessary for a student to complete the requirements associated with a high school diploma and a postsecondary degree, broaden the scope of curricular options available to students, or increase the depth of study available for a particular subject. This includes, but is not be limited to Dual Enrollment and Early Admission, Advanced International Certificate of Education Program (AICE), Advanced Placement, and the International Baccalaureate program. Credits earned through the Florida Virtual School shall provide additional opportunities for early graduation and acceleration.

Each high school shall advise each student of programs through which a high school student can earn college credit, including Advanced Placement, International Baccalaureate (IB), Advanced International Certificate of Education Program (AICE), Dual Enrollment courses, career academy courses, and courses that lead to national industry certification, as well as offering through virtual instruction.
A student must have a 3.0 grade point average and have earned level 3 or higher on the FSA, passed a nationally-normed standardized test, or earned the required comparative/concordant score within the last 2 years to be eligible to participate in Advanced Placement, International Baccalaureate, or AICE. A student transferring in from out-of-state, homeschool, or private school with a state or national normed test score demonstrating that the course is academically appropriate, may enroll in Advanced Placement, International Baccalaureate, or AICE. If requested by the student or parent, the principal may override the district criteria and place students in advanced studies courses based on data indicating that the student is capable of success in the courses. This data must be documented.

Home education students may participate in dual enrollment, career dual enrollment, early admission, and credit by examination. Credit earned by home education students through dual enrollment shall apply toward the completion of a home education program that meets the requirements of Section 1002.42, Florida Statute.

A. Advanced Placement (AP)

Advanced Placement (AP) is the enrollment of an eligible secondary school student in a course offered by the Advanced Placement Program administered by the College Board. Postsecondary credit for an AP course may be awarded to students who score a minimum of 3 on a 5-point scale on the corresponding AP exam in accordance with the policies of the receiving college or university. Students shall be exempt from the payment of any fees for AP courses in which they are enrolled, including fees for administration of the AP examination, regardless of whether the student achieves a passing score. Students requesting to take AP exams for courses in which they are not currently enrolled must pay for the cost of the AP exam.

Students earning a “D” or “F” in an Advanced Placement Course at the end of the first semester may be withdrawn and scheduled into another course in the same subject area.

B. International Baccalaureate (IB)

The International Baccalaureate (IB) Program is the curriculum whereby students are enrolled in a program of studies offered through the IB Program administered by the IB Office. The State Board of Education has established rules that specify the cutoff scores and IB Examination that will be used to grant post-secondary credit at community colleges and universities. Students shall be awarded a maximum of 30 college semester credit hours. Students shall be exempt from payment of any fees for administration of the examinations, regardless of whether or not the student achieves a passing score on the examination.

Students earning a “D” or “F” in an IB Course at the end of the first semester may be withdrawn and scheduled into another course in the same subject area.

C. Cambridge Advanced International Certificate of Education (AICE)

Cambridge Advanced International Certificate of Education (AICE) provides a high-quality curriculum which prepares young people for honors degree programs. It requires the study of subjects drawn from three curriculum areas; mathematics and science, languages, and arts and humanities. Cambridge AICE offers students the opportunity to tailor their studies to their individual interests, abilities, and future plans within an international curriculum framework. The State Board of Education has established rules that specify the cutoff scores that will be used to grant postsecondary credit at community colleges and universities. Students shall be awarded a maximum of 30 college semester credit hours.
Students shall be exempt from payment of any fees for administration of the examinations, regardless of whether or not the student achieves a passing score on the examination. Students requesting to take AICE exams for courses in which they are not currently enrolled must pay for the cost of the AICE exam.

Students earning a “D” or “F” in an AICE Course at the end of the first semester may be withdrawn and scheduled into another course in the same subject area.

D. Early High School Graduation

Early high school graduation is an option if a student has completed a minimum of 24 credits and meets all graduation requirements in less than 8 semesters. A student who graduates early may continue to participate in school activities and social events and attend and participate in graduation events with the student’s cohort as if the student were still enrolled in high school. A student who graduates early will be included in class ranking, honors, and award determinations for the student’s cohort. A student who graduates early must comply with district school board rules and policies regarding access to the school facilities and grounds during normal operating hours.

E. Advancement Via Individual Determination (AVID)

Advancement Via Individual Determination (AVID) is an elective course designed to prepare students for college readiness and success. Students who apply for and are accepted into the course must also take at least one rigorous course (Honors, Pre-AP, AP, IB, AICE, Dual Enrollment). AVID is designed for students who are capable of completing a college-preparatory curriculum. The AVID curriculum supports students as they undertake the most rigorous courses, with an emphasis on writing as a learning tool, the inquiry method, collaborative grouping, organization, and academic reading. AVID students must be placed in at least one honors, AICE, AP, dual enrollment, or IB course. Principals are encouraged to make exceptions to the placement criteria in the AVID students’ areas of strength.

F. Middle School Dual Enrollment

High school courses may be taken by eligible middle school students.

1. High school courses taken during middle school may be used to satisfy high school graduation requirements and Florida Bright Futures award requirements.

2. A student must be granted credit toward high school graduation requirements for courses completed in middle school. Grades for high school credit courses taken during middle school will appear on the high school transcript, and the grades will average into the student’s high school grade point average (GPA).

3. High schools shall not award high school credit for courses taken in middle school if the middle school did not award the high school credit.

4. Middle school students taking courses that require an EOC must follow statute.

G. College Dual Enrollment and Early Admission

College Dual Enrollment Programs and early admission are available at all high schools.
1. The Dual Enrollment Program is defined as the enrollment of an eligible secondary student or home education student in a post-secondary course creditable toward high school completion and a career and technical certificate or an associate or baccalaureate degree.

2. The School Board shall inform all secondary school students of dual enrollment as an educational option and mechanism for acceleration. Students shall be informed of eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, and the minimum academic credits required for graduation. District school boards must annually assess the demand for dual enrollment and other advanced courses, and the district school board shall consider strategies and programs to meet that demand and include access to dual enrollment on the high school campus whenever possible. Information regarding student education options which discriminate against dual enrollment courses is prohibited.

3. Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as dual enrollment.

4. Students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term.

5. Instructional time for such enrollment may vary from 900 hours; however, the school district may only report the student for a maximum of 1.0 Full-time Equivalency (FTE). Any student so enrolled is exempt from the payment of registration, tuition, and laboratory fees. Vocational-preparatory instruction, college-preparatory instruction, and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the program.

6. Each semester of instruction that is eligible for high school and postsecondary credit shall be reported by school districts as 75 membership hours for purposes of FTE calculation. Any student so enrolled is exempt from payment of registration, tuition, the purchase of the primary text, and laboratory fees.

7. Dual enrollment courses are weighted the same as Advanced Placement, Advanced International Certificate of Education, and International Baccalaureate courses. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

8. The Department of Education adopted guidelines to achieve comparability across school districts of both student qualifications and teacher qualifications for dual enrollment courses. A third or fourth year high school student must:
   a. Demonstrate readiness for college-level course work if the student is to be enrolled in college courses;
   b. Demonstrate readiness for career-level course work if the student is to be enrolled in career courses;
c. Indicate that in addition to the required placement examination, student qualifications for enrollment in college credit dual enrollment courses must include at least 3.0 unweighted GPA, and student qualifications for enrollment in career certificate dual enrollment course must include at least a 2.0 unweighted grade point average.

9. Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn a series of elective credits toward the high school diploma. Career dual enrollment shall be available for secondary students seeking a degree or certificate from a complete career-preparatory program and shall not be used to enroll students in isolated career courses.

10. The Inter-institutional Articulation Agreement is jointly developed between the School District of Manatee County and State College of Florida to provide advanced instruction for those students who demonstrate a readiness to engage in postsecondary academic work. In this program, students may earn credit toward both a high school diploma and an Associate or Baccalaureate Degree. The agreement includes the following:

a. A delineation of courses and programs available for students;

b. A plan for the community college to provide guidance services to participating students on the selection of courses in the dual enrollment program;

c. The process by which students are eligible to participate in dual enrollment and their parents are informed about opportunities to participate in acceleration programs;

d. An assurance that each dual enrollment student is encouraged to identify a postsecondary education objective with which to guide the course selection;

e. An assurance that each student has a plan that includes a list of courses that will result in an Applied Technology Diploma, an Associate in Science degree, or an Associate in Arts degree, and, if the student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program;

f. The process by which students and their parents exercise their option to participate in an acceleration program;

g. High school credits earned for completion of each dual enrollment course;

h. Postsecondary courses that meet the criteria for inclusion in the district articulated acceleration program to be counted toward meeting graduation requirements;

i. Eligibility criteria for student participation;

j. Institutional responsibility for screening prior to enrollment and monitoring student performance subsequent to enrollment;

k. Identification of the instructional quality criteria for dual enrollment courses and programs that are to be judged;

l. A delineation of institutional responsibilities for instructional quality;

m. A delineation of responsibilities for cost of dual enrollment courses and instructional materials;
n. Transportation;

o. The process for converting college credit hours through dual enrollment and early admissions to high school credit; and

p. An identification of the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment grades to the high school transcript as assigned by the postsecondary institution awarding credit.

11. Only those academic elective courses approved in the Dual Enrollment Agreement can be taken for Dual Enrollment Credit. An academic elective that counts as credit toward graduation can be taken as Dual Enrollment with the approval of the principal.

12. The State Board of Education shall determine the number of postsecondary credit hours earned through dual enrollment that satisfy the requirements of the district’s inter-institutional articulation agreement and that equal one full credit of the equivalent high school course.

13. When dual enrollment is provided on the high school site by SCF faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of ($71.98 for 2015-2016) SCF to provide the instruction. Charter Schools are an entity on the School District of Manatee County and are bound by the rules and policies of the approved IAA between the school district and SCF. While the School District of Manatee County will be invoiced for the tuition, charter schools receive FTE for Dual Enrollment students and will be responsible to the School District for all dual enrollment tuition encumbered by their students.

H. Credit by Examination

Credit by examination is the program through which postsecondary credit is earned based on the receipt of a specified minimum score on nationally standardized general or subject area examinations. The State Board of Education states minimum scores required for an award of credit in the statewide articulation agreement.

I. College and University Programs

1. Students who wish to participate in an educational program offered by accredited schools, colleges, or universities, must have prior written agreement with the school principal, detailing any credit or grade acceptance toward high school graduation or inclusion on the high school transcript. Final inclusion on the high school transcript will be completed only upon the school’s receipt of all necessary documentation from the appropriate institution.

2. All evidence of work/credits earned at another school will be based on an official transcript authenticated by the proper school authority. Credits from state or regionally accredited schools shall be accepted at face value, subject to validation where deemed necessary. Credits earned through alternative delivery systems that are accredited by a regional accrediting association, non-accredited schools, home schools, or non-accredited correspondence schools shall be validated by the administration of examinations or by establishing credits earned through successful performance in subsequent courses.
3. With the approval of the principal, students may earn credit through Dual Enrollment, Advanced Placement, Advanced International Education Certificate, International Baccalaureate programs, Florida Virtual School, and by using substitutions indicated in the course code directory. Home education students may participate in College Dual Enrollment, working directly with State College of Florida or other postsecondary institutions, career and technical dual enrollment and early admission and credit by exam by postsecondary institutions. Dual Enrollment credit earned by home education students shall apply toward the completion of a home education program that meets the requirements of state statute.

J. Academically Challenging Curriculum to Enhance Learning (ACCEL)

Each school must offer the following ACCEL options: whole-grade and mid-year promotion, subject-matter acceleration, virtual instruction in higher grade level subjects, and Credit Acceleration Program (CAP). Whole-grade and mid-year promotion requires an elementary student to meet the district acceleration procedures. Whole-grade and mid-year promotion requires secondary students to meet student progression course/credit promotion criteria. Subject-matter acceleration is available when a student has met the prerequisite course requirements for that content area. Virtual instruction in higher grade-level subjects is available when students have exhausted the course offerings at the school, and students meet the course prerequisites. The Credit Accelerated Program may be used for any course that requires an end-of-course exam to earn credit in the course. In addition to these requirements, the following must be considered when establishing eligibility:

1. The student’s performance on required state assessments
2. The student’s grades or grade point average
3. The student’s attendance and conduct
4. Teacher and school counselor recommendations

Each school must inform students and parents of these options. A student or a parent may request one of the options by written request to the principal. This will be followed by a parent conference to discuss eligibility and placement.

K. Credit Acceleration Program (CAP)

1. The Credit Acceleration (CAP) is created for the purpose of allowing a student to earn high school credit in a course that requires a statewide, standardized end-of-course assessment if the student attains a specified score on the assessment. The school district shall award course credit to a student who is not enrolled in the course, or who has not completed the course, if the student attains a score indicating satisfactory performance on the corresponding statewide standardized end-of-course assessment. The school district shall permit a student who is not enrolled in the course, or who has not completed the course, to take the standardized end-of-course assessment during the regular administration of the assessment.

2. If a student fails a course requiring an EOC to earn credit, but attains a score indicating satisfactory performance on the corresponding EOC, credit will be awarded for the course as prescribed by state statute. Students must retake the course in order to use the grade forgiveness policy. The failing grade will be calculated in the GPA unless the student retakes the course and earns a “C” or above.
3. A student will be awarded course credit for earning a grade of 3 or higher on an Advanced Placement exam, even if not enrolled in the course, or for passing a CLEP test. If a student fails an AP course, but attains a score indicating satisfactory performance on the corresponding AP exam, credit will be awarded for the course as prescribed by state statute. Students must retake the course or an equivalent course in order to use the grade forgiveness policy. The failing grade will be calculated in the GPA unless the student retakes the course or an equivalent course and earns a “C” or above.

Graduation Requirements

A. General Information

A student in a Manatee County public school may earn a Standard Diploma, a Special Diploma for Exceptional Education Students who meet specific cohort entry requirements, or a Certificate of Completion. All requirements must be met before a diploma or certificate is awarded. The diploma or certificate will be awarded to reflect the year that the final requirements are met. To earn a diploma, a student must meet the graduation requirements for the school year in which that student entered ninth grade for the first time. In accordance with the Individuals with Disabilities Act (IDEA), students with disabilities may receive services through the public school system through age 21 (i.e., until their 22nd birthday) or until they graduate with a Standard Diploma, whichever comes first.

Before a student graduates from high school, the school shall assess the student’s preparation to enter the workforce and provide the student and student’s parent or legal guardian with the results of the assessment. The Department of Education has determined that, because required state assessments assess certain Education Goal 3 standards, which were developed from a United States Secretary of Labor’s report on necessary skills, the required state assessments can serve as this assessment.

Students who have met all requirements for the standard high school diploma except for passage of the required state assessment or an alternate assessment by the end of Grade 12 must be provided the following learning opportunities:

1. Participation in an accelerated high school equivalency diploma preparation program during the summer.

2. Upon completion of a PERT-Eligible Certificate of Completion, be allowed to take the Postsecondary Education Readiness Test (PERT) and be admitted to remedial or credit courses at a state community college, as appropriate.

3. Participation in an adult general education program for such time as the student requires to master English, reading, mathematics, or any other subject required for high school graduation. Students attending adult basic, adult secondary, or vocational-preparatory instruction are exempt from any requirement for the payment of tuition and fees, including lab fees. A student attending an adult general education program shall have the opportunity to take the required state assessment an unlimited number of times in order to receive a standard high school diploma.

Seniors Completing Requirements on Florida Virtual School:

A student must be registered at a Manatee District high school in order to earn a diploma from that school.
A 12th grade student who plans to finish his/her senior year on Florida Virtual School must withdraw from his/her home school and enroll in eTech Manatee. The student and his/her parent(s) must meet with the school counselor to review course history and ensure that the student will be able to complete the graduation requirements using this option. Students will be required to maintain a full-time course load (6 classes) in eTech Manatee. The student will earn a Manatee County Diploma.

**B. Change in Graduation Requirements**

School Board approval is required prior to a school’s increasing graduation requirements. An increase in academic credit or minimum grade point average requirements shall not apply to students in grades 9 – 12 at the time of the increase.

District School Boards may not establish requirements for the ACCEL Accelerated Diploma Option in excess of the requirements as per statute.

**C. Participation in the Graduation Ceremony**

A student must complete all requirements for a standard or special diploma in order to participate in his/her high school graduation ceremony. A student must be registered at a Manatee District high school in order to participate in that high school’s graduation ceremony or be enrolled in a School District of Manatee County sanctioned educational option. A full-time virtual school student will not be allowed to participate in graduation at his or her zoned school.

A student who withdraws from a high school, enrolls in an adult program, and successfully completes the Graduate Educational Development (GED) tests, may participate in the adult high school graduation ceremony and is awarded a State of Florida diploma. Students may not participate in the graduation ceremony with their previous high school.

Special Education students who earn a certificate of completion as addressed in the IEP may participate in the graduation ceremony. A student who receives a Certificate of Completion due to not meeting graduation requirements for a standard diploma may not participate in any graduation ceremony. A Special Education student who selects the diploma deferment option will be permitted to participate in the graduation ceremony for his or her cohort group only.

**D. Summer Graduation**

A student who completes the 12th grade having met all of the graduation requirements except for one credit may attend summer school. If the student satisfactorily completes the credit, the student may participate in the district summer graduation ceremony.

A student who completes the 12th grade, having met all of the graduation requirements except for the assessment requirement (either by passing the required state assessment or by achieving a concordant score) and successfully completes the Graduate Educational Development (GED) tests by June 30, may participate in the district summer graduation ceremony and be awarded a Manatee District diploma.

Students who graduate from an alternative educational path as sanctioned by the School District of Manatee County may participate in the summer graduation ceremony.
Students enrolled in a School District of Manatee County alternative high school who are not permitted to walk with their zoned schools may participate in the district summer graduation ceremony.

E. Graduation Requirements: Standard Diploma

Standard Diploma Options:

To graduate from a Manatee County public school, all students seeking a standard diploma must select one of the graduation diploma options:

1. Four Year Standard Diploma 24 credits
2. ACCEL Accelerated Graduation Option 18 credits

Students must select one of the graduation options. The choice is exclusively up to the student and his/her parent.

Each year, schools shall notify students in grades 6 – 12 and their parents of the high school graduation options and requirements, including the respective curriculum requirements for those options, so that the student and parents may select the program which best fits their needs. This notification shall be made prior to the annual spring registration of students for the following year so that the student’s academic plan can be selected or modified to meet the needs of the student. Students must be advised of eligibility requirements for state scholarship programs and postsecondary admissions.

If the student and parent or legal guardian fails to select a diploma option, the student shall be considered to have selected the Four Year Standard Diploma option, which requires 24 credits.

Changing between Standard and Accelerated Diploma Options:

Once a diploma option is selected, the option remains in effect throughout the student’s high school experience, unless the parent or legal guardian and student submit in writing a request to change diploma options as part of the registration process for the upcoming school year. Any such change must be submitted in writing.

Diploma Endorsement:

School Boards may attach a Florida Gold Seal Career and Technical Endorsement to a Standard Diploma or award differentiated diplomas to those exceeding the prescribed minimums.

Grade Point Average:

In order to graduate from high school, students must achieve a cumulative unweighted grade point average (GPA) of 2.0 on a 4.0 scale in the courses required for graduation.

State Assessment:

In order to graduate from high school with a standard diploma, students must meet all state assessment requirements. Students may use concordant scores or the required state assessments waiver (ENNOBLES Act) to satisfy this requirement.
Diploma Designations:

The Florida Seal of Biliteracy Program is established to recognize high school graduates who have attained a high level of competency in listening, speaking, reading and writing in one or more foreign languages, in addition to English, by the award of a silver or gold seal on a standard high school diploma. The criteria for both seals can be found at http://www.fldoe.org/academics/eng-language-learners/world-languages-foreign-languages.stml.

Students may earn either a Scholar Diploma designation or a Merit Diploma designation by meeting specific criteria. The criteria is identified in the cohort charts to follow.

F. Credit Requirements: 4-year Standard Diploma (by cohort)

STUDENTS ENTERING GRADE NINE IN 2013-2014 SCHOOL YEAR and thereafter

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Graduation Requirements</th>
<th>ACCEL Program/Diploma Designations</th>
</tr>
</thead>
</table>
| English/Language Arts (ELA) | 4 credits in ELA 1, 2, 3, 4  
ELA honors, AP, AICE, IB, and dual enrollment courses may satisfy this requirement (must pass the Grade 10 ELA common core assessment; must take ELA Grade 11 common core assessment when implemented)  | ACCEL Program (18 credits minimum)  
Physical education is not required  
3 elective credits  
Online course is not required  
All other graduation requirements for a standard diploma must be met. |
| Mathematics              | 4 credits, one of which must be Algebra 1 or its equivalent and one of which must be geometry or its equivalent (must pass Algebra 1 EOC; must take geometry EOC. EOCs constitute 30% of course grade.)  
Industry certification courses that lead to college credit may substitute for up to 2 mathematics credits.  | Scholar Designation  
In addition to meeting the standard high school diploma requirements:  
Pass the ELA Grade 11 common core assessment once implemented  
1 credit in Algebra 2  
1 credit in statistics or an equally rigorous mathematics course  
Pass the Biology 1 EOC  
1 credit in chemistry or physics  
1 credit in a course equally rigorous to chemistry or physics  
Pass the U.S. History EOC Assessment  
2 credits in the same world language  
Earn at least one credit in AP, IB, AICE or a dual enrollment course. |
| Science                  | 1 credit in Biology 1 (Biology EOC results count 30% of the final course grade)  
2 credits in equally rigorous science courses  
2 of the 3 required science credits must have a laboratory component  
Industry certification courses that lead to college credit may substitute for up to 1 science credit.  | Merit Designation  
1 credit in world history  
1 credit in U.S. history (U.S. history EOC results count 30% of the final course grade)  
.5 credit in U.S. government  
.5 credit in economics  |

| Social Studies           | 1 credit in world history  
1 credit in U.S. history (U.S. history EOC results count 30% of the final course grade)  
.5 credit in U.S. government  
.5 credit in economics  | Merit Designation  
1 credit in world history  
1 credit in U.S. history (U.S. history EOC results count 30% of the final course grade)  
.5 credit in U.S. government  
.5 credit in economics  |
World Languages

Not required for high school graduation, but required for admission into state universities

Fine and Performing Arts, Speech and Debate, or Practical Arts

1 credit in fine or performing arts, speech and debate, or practical arts (eligible courses specified in the Florida Course Code Directory)

Physical Education

1 credit in physical education to include the integration of health

Industry Certification

Not Required

Electives

8 credits

Grade Point Average (GPA)

Cumulative GPA of 2.0 on a 4.0 scale

Online Course

1 course within the 24 credits, excluding a driver education course

Special Notes: EOC, End-of-Course Assessment; AP, advanced placement; AICE, Advanced International Certificate of Education; IB, International Baccalaureate.

G. Course Information

Mathematics:

Successful completion of Algebra IA and Algebra IB will satisfy the Algebra I requirement for graduation. Level III Mathematics courses in the Florida Course Code Directory may substitute for the Algebra I requirement. Transfers from outside Manatee County may fulfill the Algebra I requirement with the state equivalents. Credit may not be earned for more than one of the options. Students must earn the necessary Mathematics credits required for graduation.

A student who earns an industry certification for which there is a statewide college credit articulation agreement approved by the State Board of Education may substitute the certification for one mathematics credit. Substitution may occur for up to two mathematics credits, except for Algebra I and Geometry. This option will not impact a student’s grade point average as no grade is awarded for the substituted math course.

Science:

1. Agriscience Foundations I may count as a science credit.

2. Integrated Science I, II, and III taken in sequence will meet the science requirements. The School District of Manatee County will only offer this series of courses for ESE students. These students are required to take the Biology EOC at least one time.

3. A student who earns an industry certification for which there is a statewide college credit articulation agreement approved by the State Board of Education may substitute the certification for one Biology credit. Substitution may occur for up to two science credits, except for Biology I. This option will not impact a student’s grade point average as no grade are awarded for the substituted science course.
Community Service:
If offered at the high school, students may enroll in Voluntary Public Service (0500370) or Voluntary School/Community Service (2104330). Students may earn community service hours and elective credit for the Voluntary Public Service course. To receive credit for the Voluntary School/Community Service course, students must complete at least 75 community service hours. Students will be awarded social studies elective credit as well as the community service hours earned during completion of the course standards.

Health Opportunities through Physical Education (HOPE):
HOPE is a year-long health and physical education (PE) course required of all high school students. A school may not require students to take the one credit in HOPE or a Health/PE variation of HOPE during the ninth grade.

Schools may offer 1 of the following options to meet the health/PE graduation requirement: Student takes ½ credit in Physical education and ½ credit in Personal Fitness,

- Student takes the one credit HOPE Core course, or
- Student takes the one credit HOPE Physical Education Variation course.

Students can meet the HOPE requirement by passing .5 credit of Personal Fitness and .5 credit in a Physical Education course.

Certain activities as follows may satisfy a portion of or all of the HOPE/Physical Education requirement.

1. Interscholastic Sports:
   Participation in two seasons of an interscholastic sport at the junior varsity and varsity levels satisfies the full 1 credit HOPE requirement.

2. Junior Reserve Officers Training Corps (JROTC):
   Completion of two years in a Junior Reserve Officers Training Corps (JROTC) course satisfies the full one credit of HOPE/physical education requirement and the full one credit of Performing Arts requirement. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or Section 504 plan.

3. Completion of 1 semester, with a grade of “C” or better in a marching band class, in a physical activity class that requires participation in marching band activities as an extracurricular activity, or in a dance class shall satisfy .5 credit in physical education or .5 credit in performing arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or Section 504 plan.

4. The HOPE curriculum includes education on teen dating violence and abuse as required by statute.

On-line Course:
Students entering 9th grade in the 2011-2012 school year and thereafter are required to pass one (1) course by some means of virtual instruction or blended learning course taught by an instructor certified to teach the course. A school may not require a student to take this on-line course or blended learning course outside the school day or in addition to the student’s courses for a given semester.
An on-line course or blended learning course taken during grades 6-8 for high school credit fulfills this requirement. This requirement does not apply to a student who has an IEP which indicates that an on-line course would be inappropriate or to a student who is enrolled in a Florida high school and has less than one academic year remaining in high school.

**H. Assessment Requirements**

To meet graduation requirements, a student must earn passing scores on the required state-wide assessments or earn scores on a standardized test that are concordant/comparative with passing scores on the required state-wide assessment (7,8,9 Stanine-Norm Reference Test, SAT, ACT, PERT). Participation in the assessment program is mandatory for all school districts and all students attending public school. Students must take the Algebra I end-of-course exam (EOC) before a concordant/comparative score can be used to satisfy the assessment requirement for graduation. Students who transfer from out-of-state, home education or private school must have a passing score on a state-wide end-of-course assessment for Algebra from the previous state/district attended or must have a score for the Algebra I EOC recorded before a concordant score may be used.

Students scheduled to graduate who have attained the ACT or SAT scores concordant with the required state assessments passing scores shall satisfy the assessment requirement for a standard high school diploma.

**Table 3: Concordant Scores by Year Student Entered Grade 9**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Reading</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009-10</td>
<td>2009-10 and earlier</td>
</tr>
<tr>
<td>FCAT</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>FCAT 2.0</td>
<td>241*</td>
<td>245</td>
</tr>
<tr>
<td>SAT</td>
<td>420</td>
<td>430</td>
</tr>
<tr>
<td>New SAT Evidence-Based Reading and Writing</td>
<td>430</td>
<td></td>
</tr>
<tr>
<td>New SAT Reading Subtest</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>ACT</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>PERT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Students who participated in the Spring 2011 Grade 10 FCAT 2.0 Reading assessment received scores called FCAT Equivalent Scores that were reported on the FCAT score scale, and the passing score was 1926 (scale score of 300). This is concordant (or comparable) to a score of 241 on the FCAT 2.0.**

Beginning with the spring 2016 test administration, the following comparative scores can be used to meet the Reading assessment graduation requirement:

- New SAT Evidence-Based Reading and Writing—430
- New SAT Reading Subtest--24

Once a student who has failed the required state assessment for graduation has met the assessment graduation requirement for a standard high school diploma with a concordant score, the student is not required to continue retaking the required state assessment for graduation for the purpose of high school graduation. Students scoring at Level 1 and 2 on required state assessments in reading and/or math must continue to receive intervention and remediation within the MTSS framework irrespective of meeting graduation requirements through concordant/comparative score if the problem-solving team finds the services necessary.

2010 Graduates (Prior to Fall Semester 2010):

Current seniors scheduled to graduate prior to the fall semester of 2010 may use either the 2003 or 2009 concordant score requirements (mix and match to their advantage) to meet the high school graduation testing requirements. The flexibility for concordant score requirements will be retained for students in this cohort who do not graduate in 2010.

Students Currently Holding a Certificate of Completion:

a. The requirements for students currently holding a certificate of completion must be based on the test taken, since changes to the test content were made to the SAT. As always, students may use a combination of SAT and ACT scores to meet the high school graduation testing requirements.

<table>
<thead>
<tr>
<th>Test</th>
<th>Date Taken</th>
<th>Concordant Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT Mathematics</td>
<td>Prior to March 2005</td>
<td>370</td>
</tr>
<tr>
<td></td>
<td>March 2005 and Beyond</td>
<td>340</td>
</tr>
<tr>
<td>SAT Reading</td>
<td>Prior to March 2005</td>
<td>410</td>
</tr>
<tr>
<td></td>
<td>March 2005 and Beyond</td>
<td>420</td>
</tr>
<tr>
<td>ACT Reading</td>
<td>N/A</td>
<td>19</td>
</tr>
<tr>
<td>ACT Mathematics</td>
<td>N/A</td>
<td>15</td>
</tr>
<tr>
<td>PERT</td>
<td>Beginning with students who graduated in 2015</td>
<td>97</td>
</tr>
</tbody>
</table>

b. The flexibility for concordant score requirements will be retained for students in this cohort who do not meet the requirements in 2010.
(i) Students presenting ACT scores (no date restriction): Students may use the 2003 ACT concordant score requirements to meet the high school graduation testing requirements in reading and mathematics.

(ii) Students presenting SAT scores dated prior to March 2005: Students must use the 2003 concordant score requirements to meet the high school graduation testing requirements in reading and mathematics.

(iii) Students presenting revised SAT scores dated March 2005 and beyond: Students may use either the 2003 or 2009 concordant score requirements (mix and match to their advantage) to meet the high school graduation testing requirements.

Diploma Options

A. ACCEL Diploma

Selection of the ACCEL Diploma Option:

Prior to a student selecting the ACCEL accelerated diploma option, designated school personnel should meet with the student and his/her parent or legal guardian to explain the requirements, advantages, and disadvantages of this option.

The ACCEL Accelerated Diploma Option replaces the college preparatory and the career preparatory 18-credit accelerated high school graduation option. Students enrolled prior to 2013-2014 who opted for one of the former 18-credit accelerated diploma options can continue earning credits as a part of the program and upon completion of the former option, can graduate with the class of 2015 with a standard diploma.

Students choosing the ACCEL diploma option must attend high school as a full-time student. No requirements for the ACCEL accelerated three-year high school graduation options shall be established in excess of the requirements listed in statute. A student who meets all of the requirements for a three-year diploma shall be awarded a standard diploma in a form prescribed by the State Board of Education.

Course Requirements for the ACCEL Accelerated Diploma:

A standard diploma will be awarded to a student who:

- Completes Florida’s high school standard diploma course requirements (based on the grade 9 cohort year) without the required physical education course and only three credits in electives (total of 18 credits)
- An on-line course is not required.
- Maintains a cumulative grade point average (GPA) of 2.0 on a 4.0 scale.

B. Diploma Equivalency Options

Other diploma options for Manatee district students include:

- Adult High School Diploma
- High School Equivalency Diploma (GED) Option
- Performance-Based Exit Option (for DJJ Students only)
Adult Student High School Diploma:

In order to earn an Adult Education Standard Diploma, a student enrolled in an adult education program must meet all of the requirements for a standard diploma. However, the laboratory component for the science requirements may be waived if facilities are not available and the credit in physical education may be waived and elective credit may be substituted.

Any course listed within the Florida Course Code Directory in the areas of art, drama, dance, or music may be taken by adult education students and will satisfy the credit in performing arts that is required for high school graduation.

High school credit may be awarded for educational experience in the Armed Forces, to include the following:

a. Two elective credits for any individual who has completed one full year of military service

b. Correspondence courses completed under USAFI

c. Organized courses completed in a school operated by the Armed Forces.

Credits may be awarded for prior learning and nonacademic activities. Up to eight credits may be awarded for experience. High school credit may be granted on the basis of examinations, administered as prescribed in State Board Rule.

Course credit or other evidence of work earned in another school district at an accredited school shall be transferred into Manatee County Adult School based on face value as authorized by State Statute, State Board of Education Rules, Manatee County School Board Policy, and the appropriate school authority. If deemed necessary, additional validation may be required.

Students 16 years old or older, with the approval of the principal, may exercise the Adult Education course option to earn up to four additional credits during their high school career.

Special assistance to obtain a high school equivalency diploma pursuant to Florida Statute may be given only when the student has completed all requirements for graduation except the attainment of the required cumulative grade point average.

High School Equivalency Diploma (GED) Option:

The GED is a battery of four General Educational Development Tests. A student must be 16 years of age at the time of application.

The GED Testing Center is located at the Manatee Technical College’s West campus, next to Bayshore High School. It is open four days per week, to accommodate all students who are ready to take their GED Test. The student must apply and pay online to schedule their test at www.ged.com. The test itself is taken at MTC West.

A student under the age of 16 must complete the Florida GED Testing Program’s Testing Eligibility Exception Form (also known as the Underage Waiver) and submit it to the approved GED Testing Center.

After satisfactorily passing the High School Equivalency Test, the student will receive a State of Florida High School Diploma and will be considered an adult graduate. The student may participate in the adult high school graduation ceremonies.
Performance-Based Exit Option:

The Performance-Based Diploma Exit Option is an alternative route to graduation for eligible DJJ students who may not graduate with their cohort group because of credit deficiency, low grade point average, or being over-age for the grade. The program is not an option for early exit; it is designed to help students who fall behind to graduate with their kindergarten cohorts by receiving a State of Florida High School Performance-Based Diploma.

The program is designed to provide some academic support for students who are in jeopardy of not graduating with their cohort group. These students cannot graduate before their entry level classmates. The Manatee County model includes direct, explicit instruction, and an online instructional program.

The students must meet all of the following eligibility criteria:

- The student must be enrolled in and attending a PK-12 program.
- The student is at least 16 years old.
- The student is enrolled in courses that meet high school graduation requirements and is earning and receiving credits.
- The student is over age for grade, behind in credits, has a low grade point average, and is in jeopardy of not graduating with his or her cohort group.
- The cohort group with which the student entered kindergarten is graduating or has graduated.
- The student’s reading level must be at seventh grade or higher at the time of selection (ninth grade or higher at the time of GED testing), as documented by a passing score on the Test of Adult Basic Education (TABE) reading component or other assessment to determine grade-level proficiency.
- The student has acceptable scores on official GED Practice Tests administered under testing conditions.
- The student is unsuccessful in school as evidence by a cumulative GPA below 2.0.
- The student has one or more retentions.

Admission Procedures:

- A school-based administrator, school counselor, parent, or teacher, can refer a student to the Performance-Based Exit Option Program at each of the identified sites. District-wide referrals can be made to the supervisor of Drop-out Prevention and Alternative Education.
- The referring school-based staff will provide the documentation to substantiate that the student meets the eligibility criteria. If a parent or student is making the referral, then the school-based personnel will prepare the documentation. Documentation should include discipline referrals, retention records, age of student, grades, test scores, absence data, and eligibility/participation for/in Exceptional Education or the ESOL program. The applicant must be referred for TABE testing from the referring school site. The TABE is administered at Manatee Technical College (MTC) several times per week. Additionally, the testing coordinator from MTC administers the TABE at each of the high schools twice per year. Scores are sent to the respective schools and individual follow-up is provided by an MTC counselor with each student.
Whenever possible, vocational assessment for interest and aptitude will be completed prior to enrollment to assist in determining appropriate program placement.

All staff involved in the referral and placement process must inform the parent and the student regarding the intent of the program and the requirements for performance to ensure student success as well as program success.

The parent/guardian must provide written permission before the student can be admitted into the program.

C. Certificate of Completion

A Certificate of Completion shall be awarded to a student who completes the 24 required credits for graduation, but who does not meet one or more of the following requirements:

1. Earning passing scores on the required state assessment or scores on a standardized test that are concordant with passing scores on the required state assessment;
2. Achieving the required cumulative grade point average of 2.0 on a 4.0 scale; or
3. Completing all other requirements in Student Progression and remedial instruction.

The student shall be awarded a certificate of completion in a form prescribed by the State Board. Any student who receives a 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, and receive special instruction designed to remedy his/her identified deficiencies. If the student meets the additional requirements to earn a diploma, the diploma will be awarded from the home high school.

There is no certificate of completion awarded to students who are seeking a three year diploma option. If the student does not meet all of the requirements for a three year diploma option, the student automatically reverts to the 24 credit requirements for the four year standard diploma.

The district superintendent shall be responsible for informing schools of the consequences of failure to receive a standard diploma, including the potential ineligibility for financial assistance at postsecondary educational institutions.

The following section will be implemented to the extent that funding is provided in the General Appropriations Act. Students who have met all requirements for a standard high school diploma except for passage of the required state assessment or an alternative assessment by the end of grade 12 must be provided the following learning opportunities:

1. Participation in an accelerated high school equivalency diploma preparation program during the summer, and upon receipt of a certificate of completion, take the Post-Secondary Readiness Test (PERT) and be admitted to remedial or credit courses at a state community college, as appropriate.
2. Participation in an adult general education program for such time as the student requires in order to master English, reading, mathematics, or any other subject required for high school graduation. Students attending adult basic, adult secondary, or vocational preparatory instruction are exempt from any requirement for the payment of tuition and fees, including lab fees. A student attending an adult general education program shall have the opportunity to take the required state assessment an unlimited number of times in order to receive a standard high school diploma.
Participation in an immersion English Language instruction program during the summer following the senior year. There must be documentation that students have been enrolled in an ESOL program for less than two school years and that they have met all requirements for the standard high school diploma except for passage of the required state assessment or alternate assessment. Students receiving such instruction are eligible to take the required state assessment or alternative assessment and receive a standard high school diploma upon passage of the required state assessment or the alternative assessment. Upon receipt of a certificate of completion, a student will be allowed the opportunity to take the Post-Secondary Readiness Test (PERT) and be admitted to remedial or credit courses at a state community college as appropriate.

Exceptional Student Education

A. Standard Diploma Pathways:
Effective school year 2014-2015, or after, all students with disabilities entering grade nine (for the first time) will be provided the opportunity to receive a standard high school diploma by meeting the same requirements as all students, OR through an alternate pathway as outlined below:

1. **Standard Diploma available to all students to include students with disabilities:**
   a. Refer to Graduation Option Chart located below first column for specifics
   b. Students with disabilities working for a scholar designation are not eligible for a waiver consideration, per scholar designation requirements.
   c. Students with disabilities working for a merit designation may be considered for a waiver, if necessary, per merit requirements.

2. **Standard Diploma Academic & Employment Pathway:**
   For any student with a disability, when the IEP team determines that mastery of academic (State Standards) and employment competencies is the most appropriate way for the student to demonstrate his/her skills, the student must demonstrate:
   a. Documented achievement of all annual IEP goals, academic and employment competencies, industry certification, or occupational completion points (OCPs) in the student’s transition plan; and
   b. Maintain successful paid employment for at least one semester
   c. Refer to Graduation Option Chart located below center column

3. **Standard Diploma Access Points Pathway:**
   For a student with a significant cognitive disability, when the IEP determines that mastery of State Standards Access Points is the most appropriate pathway, the student must be instructed in State Standards access points (modified curriculum) and participate in the statewide alternate assessment. This option includes:
a. Portfolio of quantifiable evidence for courses not measured by a state standardized assessment;
b. Refer to Graduation Option Chart located below last column

Florida Standard Diploma High School Graduation Options for Students with Disabilities Entering 9th Grade in 2014-15 and There After

<table>
<thead>
<tr>
<th>24 credit standard diploma option available to all students, including students with disabilities</th>
<th>24 credit standard diploma option with academic and employment requirements, available only to students with disabilities</th>
<th>24 credits standard diploma option available only to students with significant cognitive disabilities, who take access courses and the alternate assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Credits English Language Arts (ELA)</td>
<td>Must earn credits for all the courses listed in the first column</td>
<td>Must earn credits for all of the courses listed in the first column</td>
</tr>
<tr>
<td>Must substitute access courses for general education courses</td>
<td>May substitute a CTE course with content related to English for English IV</td>
<td>May substitute access courses for general education courses</td>
</tr>
<tr>
<td>May substitute a CTE course with content related to English for English IV</td>
<td></td>
<td>May substitute a CTE course with content related to English for English IV</td>
</tr>
</tbody>
</table>

4 Credits Mathematics

<table>
<thead>
<tr>
<th>One of which must be Algebra I and one of which must be Geometry</th>
<th>Must earn credits for all the courses listed in the first column</th>
<th>Must earn credits for all of the courses listed in the first column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)</td>
<td>May substitute a CTE course with content related to mathematics for one mathematics credit (except for Algebra I and Geometry)</td>
<td>May substitute access courses for general education courses</td>
</tr>
</tbody>
</table>
3 Credits Science

- One of which must be Biology I, two of which must be equally rigorous science courses
- Two of three required credits must have a laboratory component
- An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)

- Must earn credits for all courses listed in the first column
- May substitute a CTE course with content related to science for one science credit (except Biology I)

- Must earn credits for all of the courses listed in the first column
- May substitute access courses for general education courses
- May substitute a CTE course with content related to science for one science credit (except Biology I)

3 Credits Social Studies

- 1 credit World History
- 1 credit U.S. History
- .5 credit in U.S. Government
- .5 credit in Economics with Financial Literacy

- Must earn credits for all courses listed in the first column
- May substitute a CTE course with content related to social studies for one social studies credit (except for U.S. History)

- Must earn credits for all of the courses listed in the first column
- May substitute access courses for general education courses.
- May substitute a CTE course with content related to social studies for one social studies course (except for U.S. History)

1 credit and Performing Arts, Speech and Debate, or Practical Arts ** see below
8 Elective Credits

- Must include .5 credits in an employment-based course
- May include ESE Courses
- May include employment-based course(s)

1 Credit Physical Education to include the integration of health

1 Online Course

Online course may be waived by IEP team

All students must earn a 2.0 grade point average on a 4.0 scale and pass statewide assessments unless a waiver of assessment results is granted by the IEP team.

- Parental consent is required before a student may take access courses.

** Eligible courses and eligible course substitutes are specified in the Florida Course Code Directory at http://www.fldoe.org/articulation/CCD/default.asp.

B. CTE Course Substitutions for Graduation Requirements

Requirements for a standard diploma for students with disabilities for whom the IEP team has determined that participation in the Florida Alternate Assessment is the most appropriate measure of the student’s skills, in accordance with subsection 6A-1.0943(5), F.A.C., and instruction in the access points is the most appropriate means of providing the student access to the general curriculum. Students must meet the graduation requirements specified in Section 1003.4282(1)-(9) or 1002.3105(5), F.S., through the access course specified for each required core course, through more rigorous ESE courses in the same content area or through core academic courses. Eligible access courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Rule 6A-1.09441, F.A.C.

Eligible CTE courses, as defined in paragraph (2)(d) of this rule, may substitute for Access English IV; one (1) mathematics credit, with the exception of Access Algebra 1A and Access Algebra 1B and Access Geometry; one (1) science credit, with the exception of Access Biology; and one (1) social studies credit with the exception of Access United States History. Eligible courses are described in the Course Code Directory and Instructional Personnel Assignments, in accordance with Rule 6A-1.09441, F.A.C.

C. Deferral of Standard Diploma

Once a student with a disability meets all the requirements for a standard diploma, they may defer the receipt of their diploma. This decision is made by the IEP team during the student’s senior year, and documented on the IEP. The IEP Team must review the benefits of deferring the standard high school diploma and describe to the parent and the student all services and program options available.
Certain conditions must be met in order to defer the standard diploma:

1. The student’s TIEP prescribes special education, transition planning, transition services, or related services through the student’s 22\textsuperscript{nd} birthday.

2. The student is enrolled in accelerated college credit, industry certification courses that lead to college credit, a collegiate high school, courses necessary for Scholar designation, or structured work-student, internship, or pre-apprenticeship.

The decision to defer a diploma must be made during the school year in which the student is expected to meet all graduation requirements. Students who fail to defer receipt of a standard high school diploma will be notified by the district, in writing, that receipt of the diploma ends the district’s obligation to provide free appropriate public education (FAPE).

Students who choose to defer the receipt of the diploma will participate in graduation ceremonies with their graduation class. If student chooses to NOT participate in the graduation ceremonies, he/she forfeits the opportunity of participation in any future ceremonies.

D. Certificate of Completion

A student with a disability who receives a certificate of completion and has a TIEP that prescribes special education, transition planning, transition services, or related services may continue to receive free and appropriate public education (FAPE) until the student’s 22\textsuperscript{nd} birthday.

E. ESE Assessment Requirements

Standard Diploma with Required State Assessment Waiver

A student with a disability, as defined in S.1007.02(2), F.S., for whom the Individual Education Plan (IEP) committee determines that the required state assessment cannot accurately measure the student’s abilities taking into consideration all allowable accommodations, shall have the required state assessment requirement waived for the purpose of receiving a standard high school diploma, if the student:

- Completes the minimum number of credits and other requirements for graduation and
- Does not earn passing scores on the required state assessment or on a standardized test that are concordant with passing scores on the required state assessment after attempting each required assessment at least once.

In order for the required state assessment graduation requirement to be waived, the School District of Manatee County IEP Team must meet to determine whether the required state assessment can accurately measure the student’s abilities, taking into consideration allowable accommodations.

Consistent with the provisions of section 1003.43(11)(a), F.S., any senior who has not achieved a passing score on the required state assessment may receive intensive remediation.
Intensive Instruction Waiver:

Parents may submit a written request for a waiver of the intensive instruction requirement for their child. Exercising this option can jeopardize a student’s opportunity for an ESE assessment waiver and prohibit students from participation in alternative graduation options in high school. The following criteria must be met to qualify for this waiver:

a. Parents must complete the Intensive Instruction Waiver Request form.

b. Student must be in 6th-11th grade.

End-of-Course Assessment Waiver

A student with a disability, as defined in s. 1007.02(2), Florida Statutes, for who the IEP committee determines that an end-of-course assessment cannot accurately measure the student’s abilities, taking into consideration all allowable accommodations, shall have the end-of-course assessment results waived for the purpose of determining the student’s course grade and credit as required. All ESE students must attempt to take the EOC in order to potentially qualify for an EOC waiver. An individual IEP team will examine all information for each ESE student, and then make a determination regarding the potential for the results of the EOC to be waived.

Any waiver of the statewide, standardized assessment requirements by individual education plan team must be approved by the parent and is subject to verification for appropriateness by an independent reviewer selected by the parent.

English for Speakers of other Languages (ESOL)

Students who are enrolled in an ESOL program and have met all requirements for the standard high school diploma except for passage of the required state assessment or alternate assessment may receive immersion English language instruction during the summer following their senior year and/or return as a fifth year senior to have the opportunity to meet the graduation requirements. Students receiving such instruction are eligible to take the required state assessment or alternate assessment and receive a standard high school diploma upon passage of the required state assessment or the alternate assessment. This section will be implemented to the extent funding is provided in the General Appropriations Act.

Students who enter without records are eligible for the verification process as defined in the Uniform Transfer of Records guidelines.

College Readiness

Schools shall use all available assessment results, including the results of statewide, standardized English language arts assessments and end-of-course assessments for Algebra I and Geometry, to advise students of any identified deficiencies and to provide appropriate postsecondary preparatory instruction before high school graduation.
College-Ready Cut Scores:

<table>
<thead>
<tr>
<th></th>
<th>ACT</th>
<th>English</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
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<td>17</td>
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<tr>
<td>Verbal</td>
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<tr>
<td>Writing</td>
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</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
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</table>

Changes to college-ready cut scores

As a result of standard setting, rescissions were made to the Postsecondary Education Readiness Test college-ready cut scores for each content area. The revised scores are applicable to assessments administered on or after the effective date (October 22, 2012). Procedures for students administered assessments prior to the effective date of the rule should be held to the cut scores in effect at the time of the administration or test date. The revised scores appear below.

<table>
<thead>
<tr>
<th>Postsecondary Education Readiness Test</th>
<th></th>
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<tbody>
<tr>
<td>Reading</td>
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</tr>
<tr>
<td>Writing</td>
<td>103</td>
</tr>
<tr>
<td>Mathematics</td>
<td>114</td>
</tr>
</tbody>
</table>

Additionally, the reading cut score for the American College Testing Program-Enhanced ACT and the math cut score for PERT was revised to align with the high school graduation requirement.

<table>
<thead>
<tr>
<th></th>
<th>ACT</th>
<th>PERT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>97</td>
<td></td>
</tr>
</tbody>
</table>

Exit Interviews

Manatee County students are required to remain enrolled in school until the age of 16. The student’s school counselor or other school personnel is required to conduct an Exit Interview with a student to discuss actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his/her education in a different environment, including, but not limited to, adult-education and GED test preparation. The student must complete a survey in the format prescribed by the Department of Education to provide data on reasons for terminating enrollment and actions taken by schools to keep students enrolled.
Virtual Education Programs

A. Policy

The School Board has the authority to adopt rules for implementing the student progression requirements for students in grades kindergarten through twelve. The Student Progression Plan for Manatee County defines the criteria for graduation, participation in graduation, promotion, intensive remediation, course offerings, evaluating student performance, and reporting to students and parents. The Student Progression Plan for Manatee County has been developed based on Florida Statutes, current and local needs, and includes requirements for virtual education programs. For more information, see Florida Department of Education website – www.fldoe.org.

B. Virtual Education Programs

All students who choose to participate in the virtual education program must meet all of the local and state requirements for promotion, retention, and good cause exemptions. All instructional personnel, parents, and students are encouraged to become familiar with the requirements for progression from one grade to another, including the requisite testing programs.

Virtual instruction means a program of instruction provided in an interactive learning environment created through technology in which students are separated from their teachers by time, space, or both, and in which a Florida certified teacher is responsible for at least 70% of the online instruction to students in K-12.

As stipulated by the Florida K-20 Education Code (s.1002.20), parents have the right to choose educational options such as Manatee Virtual Instructional Program (MVIP), cTech of Manatee, the district’s virtual franchise, or Florida Virtual School for their children. A student’s full-time school may not deny access to courses offered by cTech, Florida Virtual School, or MVIP assuming that the desired online course(s) is an appropriate course placement based on the student’s academic history, grade level, and age.

The Manatee County School District shall provide students with access to enroll in courses available through the cTech/MVIP/Florida Virtual School and shall award credits or academic points for successful completion of such courses. Access shall be available to students during or after the normal school day. Students wishing to take courses from cTech/MVIP/Florida Virtual School must work closely with their school counselor and/or franchise staff to ensure that courses match the needs of the students. cTech, MVIP, and FLVS courses are available during the school year. Florida Virtual School offers its own virtual program throughout the summer.

All students enrolled in a virtual school program are subject to compulsory attendance requirements of s Florida Statutes as specified in the Manatee Virtual Program Handbook. Attendance must be verified by the school district.
Manatee County School Board offers three distinct virtual school programs:

1. Manatee Virtual Instructional Program (MVIP)

Manatee Virtual School Program provides a choice option for families in Manatee to pursue an online educational program. Eligible students are given an opportunity to participate in a full-time virtual school program for K-8 students and full-time or part-time program for 9-12 students. An important characteristic of the virtual instruction program is that students, along with a responsible adult, assume the responsibility for a student’s educational experiences. All courses offered in the virtual instruction program must be based on the Florida State Standards. Students are required to take and pass the state-required assessments at their zoned school. Students are able to participate in extracurricular activities at their zoned school. The virtual school option requires eligible students with the capacity and motivation to become independent learners.

Manatee Schools only offer Virtual Instructional Programs approved by the Florida Department of Education. All Virtual Instruction Providers are required to sign the District Assurances to affirm they are meeting all the requirements in Florida Statute. Procedures for Manatee Virtual Programs are included in the Manatee Virtual Program Handbook. Students who qualify for free and reduced lunch and do not have a computer at home may qualify to receive all required equipment.

Students are eligible to participate in the virtual instruction program based on the following criteria:

- Live in the Manatee County Public School’s attendance area
- Must have been in attendance at a Florida public school and reported for funding in October and February of the previous year.
- Are dependent of members of the U. S. Armed Forces who have transferred to Florida within the last 12 months and currently reside in Manatee County may enroll with proof of military assignment.
- Must have been enrolled in a school district virtual instruction program during the prior year.
- Must be eligible to enter kindergarten or first grade.
- Must have a sibling who is currently enrolled in the school district virtual instruction program at the end of the prior year.
- Must be eligible to enter grades 2 through 5 and currently enrolled full time in a school district virtual instruction program or Florida Virtual School.

K-8 Program

The elementary program is a full-time program for students Kindergarten through grade 8. The parent or a responsible adult is required to be available to assist the student as a learning coach through each school day. Middle school students will be graded on the average of the first semester grade and the second semester grade. If the student does not finish 100% of the second semester, they cannot pass the course regardless of their first semester grade. Courses that require an End-of-Course exam (EOC) must follow all state grading and credit requirements.
9 – 12 Virtual Program

Manatee County School District offers a full-time high school program with a Florida-approved virtual instructional provider with a world class educational program. The online program is individualized, tuition free, and staffed by highly competent, certified teachers and support staff. Each student receives an individualized learning plan that provides a roadmap towards graduation. There are a number of online forums, clubs, and networking opportunities for the student.

Students will typically spend 5-6 hours daily on coursework and homework. The learning opportunities require a commitment on the part of the student. Supportive parents are expected to help students stay on task and ensure that the student is following through on his/her assignments. Failure to make adequate progress or to demonstrate appropriate attendance may result in dismissal from the program.

Enrollment in Manatee Virtual Instruction Program (MVIP)

- It is recommended that students have a 2.0 grade point average or higher OR score a level 3 on the Reading required state assessment unless the student has medical or behavior issues that may limit success in the traditional classroom.
- Students must meet with the school counselor to determine if placement in MVIP is academically appropriate for the student based on course prerequisites, the student's academic history, age, and appropriateness of the course for the student.
- Online registration must be completed during the open enrollment periods prior to each semester. All required documents must be submitted during the registration process.

Equipment Requirements

Students wishing to take a virtual course should have access to their own computer. Some provision is available to students with an established need as verified by the free-and-reduced lunch application process. Contact the District Support Office at (941) 708-8770. Students should also have access to a phone to contact their teacher(s) for assistance.

Most virtual school courses make use of a wide variety of features and technologies, such as Java, Flash, HTML5, CSS2/3, and depending on the course, other specialized components that help students achieve a more immersive learning experience.

Due to the wide array of technologies in over 100 courses, there are some limitations to browsers and devices that the district can support. In general, lightweight devices such as Google Chromebooks or Nooks, that have very limited technology support for Java or Flash, will not be compatible with the majority of the virtual courses. Currently, students may use recent versions of the following browsers on a technology-capable device that supports Java, Flash, and improvements to HTML, including HTML5:

- Internet Explorer 8 or 9
- Firefox
- Chrome
- Safari
2. eTech of Manatee (Virtual Franchise)

eTech of Manatee is the Manatee Virtual Franchise Program from FLVS. Manatee teachers use the FLVS curriculum to provide virtual instruction to students in grades K through 12.

Goals:

a. To provide a part-time or full-time virtual school program
b. To provide opportunities for students who are no more than 2 years behind their cohort group to recover credits and get back on track for graduation
c. To provide an opportunity for over-aged middle school students to get back on track with their cohort group
d. To provide opportunities for students to accelerate courses
e. To provide full-time and/or part-time opportunities for home school and private school students to access middle and high school courses

Primary Target Population:

1. Traditional public school students, including charter schools
2. Private school students
3. Home School students

Enrollment in eTech of Manatee

There is an application process. It is recommended that students have a 2.0 grade point average or higher OR score at grade level or above (currently Level 3) on the state-required Reading Assessment. Consistent with statutory requirements, Level 1 and Level 2 students are required to take a reading intervention class at their zoned school.

Students wishing to take advantage of courses offered by eTech of Manatee must follow the procedure outlined below:

1. The student must meet with the school counselor and the franchise staff to determine if placement in the program is academically appropriate for the student based on course prerequisites, the student's academic history, age, and appropriateness of the course for the student.

2. All applications to take a course through eTech of Manatee must be approved by the student’s school counselor and/or franchise staff prior to the start of a new semester.

3. Once a semester has begun and classes have been in session for at least two weeks, a student may not withdraw from a school course to enroll in the same course online.

4. A student may not be placed in the same course concurrently at a district middle or high school and at eTech of Manatee.
5. A student wishing to enroll in virtual school courses during the school day must declare planned courses prior to May 1. This deadline may be waived under unusual circumstances at the discretion of the principal. This is necessary to ensure that the school can provide a dedicated classroom to accommodate the virtual school students.

6. Schools may not deny placement in a course offered through eTech of Manatee even if the school offers the same course.

7. A student who withdraws or is withdrawn from a virtual course within 28 days of entry must enroll in enough courses at the zoned school to maintain full time enrollment status.

8. To remain in the franchise program, a student must:
   a. Maintain virtual attendance policies a prescribed in the virtual student handbook.
   b. Meet benchmarks, including all state required assessments.
   c. Provide his/her own transportation to their zoned schools for all state-required assessments on test days.
   d. Be considered a zoned-school student for sports and extracurricular activities.
   e. Follow and maintain pace, according to course and instructor requirements.
   f. Work with the zoned-school athletic director on any NCAA eligibility.

Co-Enrolled (Part time)

This program allows students to attend public school, home school, or private school for part of the day and take their remaining coursework online. The online course-work follows Manatee County Public Schools’ Student Progression Plan and fulfills the requirements of the courses missed at school. These students will earn a regular diploma from their attending school and be permitted to participate in school-sponsored sports and extracurricular activities, just as any other student attending the school. Students may participate in this program by taking any portion of their course-work online and at school (up to a total of 7 courses). Total coursework may not exceed this limit. Public school students are required to take all required state assessments at their zoned school.

The performance of students in grades 9 – 12 shall be included for school grade or school improvement rating purposes by the non-virtual school providing the student’s primary instruction.

Credit Recovery/Course Acceleration

A review of student academic and attendance records will be conducted prior to the start of school and at the end of each semester. Students meeting the criteria listed below may be recommended by the school counselor for an opportunity to participate in the Credit Recovery /Acceleration Program.

- Students who are not on schedule to graduate with their cohort – short/behind in credits,
- Students with a grade point average below a 2.0 – in danger of not graduating, or
- Students who are eligible for acceleration

Students must have earned a grade of D or F in order to retake a class. A grade of D or F can only be replaced by a grade of C or higher as indicated in the Forgiveness Policy.
Florida Virtual School

There is an application process for Florida Virtual School. It is recommended that students have a 2.1 grade point average or higher OR score at or above grade level (currently a Level 3) on the state-required reading assessment. Consistent with statutory requirements, Level 1 and Level 2 students are required to take a reading intervention class at their zoned school.

Students wishing to take advantage of courses offered by Florida Virtual School must follow the procedure outlined below:

1. The student must meet with the school counselor to determine if placement in the program is academically appropriate for the student based on course prerequisites, the student's academic history, age, and appropriateness of the course for the student. Students enrolled in the district are subject to district policies relating to student progression. While a district may not artificially limit a student’s enrollment in online courses offered by the school district, another school district or FLVS if the student would be academically eligible to enroll in the same courses in a brick-and-mortar setting within the district, a district still has authority and responsibility to provide academic guidance to their students. This includes limiting enrollment in courses for which the student is not academically qualified, in the same manner it would limit a student from enrolling in brick-and-mortar courses for which the student is not academically qualified.

2. All applications to take a course must be approved by the student’s school counselor prior to the start of a new semester.

3. A student may not be placed in the same course concurrently at a district middle or high school and at Florida Virtual School.

4. A student wishing to enroll in virtual school courses during the school day must declare planned courses prior to May 1. This deadline may be waived under unusual circumstances at the discretion of the principal.

5. Schools may not deny placement in a course offered through Florida Virtual School even if the school offers the same course.

6. A student who withdraws or is withdrawn from a virtual course within 28 days of entry must enroll in enough courses at the zoned school to maintain full-time enrollment status.

7. To remain in the Florida Virtual School, a student must:
   a. Maintain virtual attendance policies a prescribed in the virtual student handbook.
   b. Meet benchmarks, including all state required-assessments.
   c. Provide his/her own transportation to their zoned school on designated test days for all state required-assessments.
   d. Be considered zoned-school students for sports and extracurricular activities.
   e. Follow and maintain pace, according to course and instructor requirements.
C. Academic Integrity

MVIP/eTech/Florida Virtual School expects a full commitment to academic integrity from each student.

Academic integrity means:

- Student’s work on each assignment will be completely his/her own.
- Student’s collaboration with another classmate on any assignment will be pre-approved by their instructor.
- Students will not practice plagiarism in any form.
- Students will not allow others to copy their work.
- Students will not misuse content from the Internet.

**Plagiarism is defined as follows:** copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own.

Please be aware that all MVIP/eTech/Florida Virtual School instructors utilize a myriad of technologies to check student work for authenticity including, but not limited to, the upload of student work to TurnItIn.com. In order to maintain the integrity of all grades, instructors may choose to facilitate random oral assessments and/or face-to-face exams. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by MVIP/eTech/Florida Virtual School staff and may be removed from the course and/or program with a failing grade.

**Extracurricular Activity Eligibility**

A full-time virtual school student who meets specified academic and conduct requirements is eligible to participate in extracurricular activities at the zoned school.
STATUTORY AUTHORITY: Florida Statutes: 120.81 (1) (a), 1001.32 (2), 1001.41, 1001.42, 1002.415, 1002.45, 1002.455, and 1001.43, 1012.23

LAWS IMPLEMENTED: Florida Statutes: 1003.33-47, 1007.27-271, and 1008.22-25

History: Adopted: June 27, 2011
Revised: July 23, 2012, June 10, 2013

References: Manatee Virtual Program Handbook

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