

PURPOSE

The purpose of this document, the Student Progression Plan for the Liberty County Public Schools, is to present to school personnel, parents, students and other interested citizens the School Board rule and administrative procedures required to implement state and local student progression requirements, §1006.15 F.S.

The Florida State Legislature enacted the Educational Accountability Act of 1976, which includes the statutory requirements that each school district in the State of Florida establish a comprehensive program for student progression. Included within this plan are policies and procedures relative to enrollment, promotion, retention, accelerated/decelerated placement, transfers, instructional programs, acceleration programs, extended year programs, dropout prevention programs, student assessment and exceptional student education.

The Liberty County School District is dedicated to the total and continuous development of each student. The purpose of the instructional programs in Liberty County schools is to provide appropriate instructional and selected services to enable students to perform academically at their expected level or higher. In recognition of the wide range of students' abilities, motivation, interests, and development, the Student Progression Plan for Liberty County schools establishes procedures that are to be implemented to provide each student with the opportunity to succeed in school.

GOALS.

The goal of the Student Progression Plan is to provide direction for students to learn and to facilitate public awareness of the requirements for each step of the education process from kindergarten through graduation. The plan encourages programs that provide for the attainment of district, state, and national standards; it provides for options for those students who do not accomplish certain standards within a specified time period.

It is the intent of the Florida Legislature that each student's progression from one grade to another be determined, in part, upon proficiency in reading, writing, science and mathematics; that district school board policies facilitate such proficiency; and that each student and his or her parent be informed of that student's academic progress. It is the ultimate goal of the legislature that every student read at or above grade level.

SECTION I
GENERAL PROCEDURES FOR
GRADES PK-12

GENERAL PROCEDURES FOR GRADES K-12

RESPONSIBILITY

District standards for promotion are established in this Student Progression Plan. Student promotion in the Liberty County School District is based up an evaluation of each student's achievement in terms of appropriate instructional goals. Classroom teachers make a recommendation to the principal based upon the student's mastery of state and district skills and upon teacher judgment on the following: progress monitoring; standardized tests; assignments; daily work; general progress; course performance standards and other objective data. The recommendation also should reflect the best professional judgment of the teachers regarding the student's ability to function academically, socially and, emotionally at the next grade level. Consideration may be given to other factors, such as general progress, attendance, sense of responsibility, mental and physical health, maturity, work habits and attitudes.

Final authority for student progression decisions rests with the school principal as long as it abides by state mandates in certain grade levels. The principal may decide to promote the student to the next grade, to retain the student in the same grade, or to make an administrative assignment to the appropriate grade level. This decision shall be based on assessment of the student's ability.

The principal or his/her designee shall make the final decision regarding a student's class and/or teacher assignment. Consideration shall be given to the student's achievement and ability. Principals' progression decisions must also adhere to state and federal legislation.

REMEDIATION

Each elementary, middle school and high school will provide remediation for students who are unable to meet the state student performance standards and local objectives. Exceptional Education, At Risk, and ELL (English Language Learner) students are to be included in remediation process.

NOTIFICATION OF PARENTS

Parents and students are entitled to notification and full explanation of procedures and standards, as well as early involvement in a retention decision. Parents are informed of their student's progress through report cards, progress reports, conferences, letters and reports of group standardized achievement test data. Report cards must clearly reflect the student's level of achievement, as well as progress toward meeting the state standards. Parents should be able to assume that satisfactory grades in a regular program indicate that the student is

achieving within an acceptable range for his/her grade level placement and is making satisfactory progress toward mastery of the grade appropriate state standards. Any courses or programs which are remedial or designed for below-grade level students must be clearly indicated to parents. It is also recommended that parents be notified when their children show significant improvement or exemplary achievement.

Progress Reports are to be sent to ~~parents~~parents' midway through each nine week grading period. The intent is to inform parents of current progress in each area of instruction.

Parent conferences are an avenue for reporting student achievement and progress, as well as an opportunity for developing understanding and a cooperative approach to a student's educational program. If there is a possibility that a student might be retained at the elementary and middle school levels, the parents must be notified and invited to a parent teacher conference. This notification should occur not later than the beginning of the last four (4) weeks of school for students who have been continuously enrolled during the school year. For newly enrolled students, notification should be as soon as feasible. All parents notified of possible retention must be notified of the final decision at the end of the year. The school will keep a copy of all correspondence regarding possible retention.

Reports of student performance on tests administered in connection with the district and state assessment programs will be sent to parents with the final report card if test scores are available from the state at that time. Accompanying this parent report, there should be an explanation of the type of test scores presented.

ENROLLMENT, ADMISSION, TRANSFERS AND SCHOOL CHOICE OPTIONS

Student Enrollment:

A student entering Liberty County School District for the first time from a non-public school or out-of-state school must provide the following information:

- Evidence of date of birth (§1003.21 F.S.)
- Evidence of immunizations against communicable diseases (§1003.22 F.S.) The district must give 30 days from the date of enrollment or within such time is reasonably determined for students to obtain any immunization required.
- Evidence of medical examination within one year (§1003.22 F.S.)
- Evidence of residence of the child's custodial parent or legal guardian at an address within the attendance area of the school to which admission is requested or an approval from the school board for reassignment in accordance with Liberty County School Board Policy 5120.
- An official letter or transcript from a proper school authority which show record of attendance, academic information and grade placement of the student.

- Records verifying disciplinary actions, suspensions or expulsions within the past calendar year.
- Expulsions from other school districts will be honored.

Preschool Admission:

A child must be four (4) years of age on or before September 1 to be eligible for Voluntary PreKindergarten Education during either that school year or the following school year. The child remains eligible until the child is admitted to kindergarten, or unless he or she will have attained the age of 6 years by February 1 of any school year under s. 1003.21(1)(a)1. All preschool and new students to the district shall be screened during the first eight weeks of school using the State approved assessment instrument. In accordance with s. 1002.67, F.S., the Voluntary Prekindergarten Program will implement by July 1, 2013, an evidence-based pre-and post-assessment that is approved by the State Board of Education. The pre-assessment will be administered to each child who participates in a school readiness program within the first 60 days after enrollment. By May 30 of each year, a post-assessment must be administered to each child who participated in the VPK program for at least the previous 6 months.

The assessments administered will be valid, reliable, developmentally appropriate, and designed to measure student progress on domains which include, but is not limited to, early literacy, numeracy, and language. Pre-and post-assessments will be administered by individuals meeting requirements established by rule of the State Board of Education.

Kindergarten Admission:

Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergarten during that school year (§1003.21 F.S.). Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the lawful age for admittance. Florida Kindergarten Readiness Screener will be administered to all Kindergarten students within the first 30 days of school. Kindergarten students enrolling after the thirteenth day of school will not be screened. (§1008.21 F.S.) The statewide kindergarten screening assesses the readiness of each student for kindergarten based upon the performance standards adopted by the DOE under s. 1002.67(1), F.S., for the Voluntary Prekindergarten Program.

Any student who transfers from an out-of-state non-public school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he/she is transferring and meets requirements under Section 1 above §1003.21, F.S. and SBER 6A-1.0985.

State law requires that a child who will be six years of age by February 1, of the school year must attend school regularly during the entire school year. Therefore, the child must begin school at the beginning of the school year.

First Grade Admission:

A child must be six (6) years of age on or before September 1, and successfully completed Kindergarten in a public or non-public school as documented on the child's academic record by the sending school.

Students who have satisfactorily completed kindergarten in states where the entry age to kindergarten is lower than that of the state of Florida will be admitted to first grade unless the principal determines the child is not able to function at that level due to academic, emotional, or social factors. (§1003.21 F.S) Any student entering the public school system from outside the United States and home schooling will be placed by a combination of the following criteria; age appropriateness, previous school experience and academic proficiency (i.e. portfolios, standardized tests).

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Children who enter public school for the first time in first grade shall be administered the school readiness uniform screening adopted for use in first grade. (§1008.21 F.S)

Simultaneous with the enrollment and conditional placement of a transfer student, the school shall request the student's official education record. The district must give 30 days from the date of reenrollment or within such time as is reasonably determined for students to obtain any immunization required. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level, from a local education agency in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending state is eligible for enrollment in the next highest grade level, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school on their validated level from an accredited school in the sending state.

If a student transfers before or during the school year, the district shall initially honor placement of the student in educational courses based on the student's enrollment in the previous school. The school may perform subsequent evaluations to ensure appropriate placement as deemed appropriate.

Admission to Exceptional Student Program:

Students are placed in exceptional student education programs based upon the criteria specified in the District Procedures for Exceptional Student Education. Copies are available in the Superintendent's Office.

Compulsory School Attendance:

S.1003.21, F.S. requires that all children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, are required to attend school regularly during the entire school terms. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. The declaration of intent must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The designated school official must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student will be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation.

Transfers:

Liberty County has a Choice Open Enrollment policy that allows all PK-8 students to enroll at either PK-8 school in the district.

- Within Liberty County school district: A student must be formally withdrawn from a previous school before enrolling in another Liberty County Public School. If parents wish for their child to attend a school out of their zone, then they can apply for the school of choice between April 4 and May 13 for the coming school year. Assignments will be made up to the educational capacity of the school, not to exceed the class size capacity for each grade span. All student transfers must adhere to the Controlled Open Enrollment Plan.
- From outside the district: If neither parent nor the student resides within Liberty County the parent(s) must contact the school of enrollment office for information. Upon request parent/guardians will be provided an Out of District Enrollment application. All forms including, approval letter from out of district Superintendent, completed Forms LCSB 5120-A, 5120-B, 5120-C, 5120-D, 5120-E, 5120-F school records verifying grade placement and a minimum of 2.5 GPA, a copy of the most recent Florida Assessments or other achievement scores for (reading, math and writing, indicating minimum requirement met) and disciplinary records verifying no suspensions or

expulsions within the past calendar year. Completion of the application does not guarantee enrollment. **No** applications will be approved where current enrollment exceeds class size limits.

- The student transferring provides the following data as required by SBR 6A.1.0985:
 - Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school;
 - Official documentation indicating residential physical address; residential physical address subject to verification by the school resource officer.
 - An official letter or transcript from a proper school authority which show record of attendance, academic information and grade placement of the student.
 - Evidence of immunization against communicable diseases as required in FS 1003.22. Students will have 30 days from the date of enrollment or within such time as is reasonably determined under the Interstate Commission for student to obtain any immunization required by the receiving state.
 - Evidence of date of birth in accordance with FS 1003.21 and
 - For students transferring from out of state evidence of a medical examination completed within the last twelve months in accordance with FS 1003.22.
- FS 1000.36 requires that for the purpose of the Interstate Compact on Educational Opportunity for Military Children to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents. This compact applies to the children of:
 - Active-duty members of the uniformed services, including member of the National Guard and Reserve on active-duty orders pursuant to 10 U.S.C. ss 1209 and 1211:
 - Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
 - Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.
- Temporary Placement of Grades 6-8 Students:
 - The principal of the receiving school, with the involvement of the appropriate personnel will determine the temporary grade or special program placement of students transferring from any school. When a principal has verified through telephone calls or records review that an out-of-county transfer student has previously been enrolled in an exceptional student program, the student may temporarily be placed in an exceptional student program based upon the criteria in the District Procedures for Exceptional Student Education and with the approval of the ESE Director or designee.
- Any student entering the public school system from outside the United States and home schooling will be placed by a combination of the following criteria; age, appropriateness, previous school experience and academic proficiency (i.e. portfolios, standardized tests).

- Any student transferring from a juvenile justice facility will be initially placed at the Liberty ~~County Horizon Learning Center~~ Program. A Child Study Team will review academic, behavior, and/or attendance records to determine the duration & educational plan for the students.
- Parents may request that his or her child be transferred to another classroom teacher. The request for transfer will be reviewed by the principal and other appropriate personnel. Parents will be notified within two weeks of the receipt of the request of approval or denial. Grounds for approval will be based on; class size and grade span capacity, equitable distribution of students by grade or course, special educational needs and the social, emotional wellbeing of the student. This does not give a parent the right to choose a specific classroom teacher.
- A parent whose student is assigned an out-of-field teacher may request in writing that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The request for transfer will be reviewed by the principal and other appropriate personnel. Parents will be notified within a time period not to exceed two weeks of the receipt of the request of approval or denial. Transfer will be made if there is an in-field teacher for that course or grade level that is employed by the school and the transfer does not violate maximum class size pursuant to s. 1003.03. If the request is denied the parent will be notified and the reasons for the denial will be specified.

Home Education

F.S. 1003.01 defines home education as “sequentially progressive instruction of a student in his or her home by his or her parent, guardian or designee.” This educational option is parent directed and satisfies the requirement for regular school attendance. Parents have the freedom to determine their child’s educational path and plan for reaching their goals.

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Home education students transferring into the Liberty County School district from a non-accredited home education program must present an annual evaluation as defined in Section 1002.41, F. S. This evaluation may include the following;

- Scores on state assessments
- Portfolio

The student shall provide results of a portfolio assessment and/or achievement tests for each year that the student was enrolled in the home education program.

Students transferring into an elementary setting from a home education program will be placed according to the following guidelines for grades K-5:

- Demonstrate at least 80% mastery of each of the student performance standards areas of readiness, reading, writing, science and mathematics as demonstrated by the district assessment instruments.
- Instruments may include but are not limited to benchmark and core assessments or other diagnostic assessments as deemed appropriate, to include but not be limited to; DAR, STAR Reading, STAR Math, Performance Matters, etc.

Students transferring into middle school from a home education program will be placed according to their satisfactory demonstration of previous school performance, scores on norm referenced tests and other pertinent information provided by the parent. A review committee, including the principal, can recommend grade placement based on a portfolio of work, a current Florida certified teacher recommendation. In the absence of norm referenced test provided by the parent the school will administer district assessments to determine grade placement. Grades from the first grading period will be reviewed to assess mastery of previous years' home school courses (70% or better).

Credits for all students transferring into the high school program from a home education program will be granted according to the following procedures.

- Home schooled students seeking a Liberty County High School diploma must be enrolled at Liberty County High School for their entire senior year. The process for determining credits and grade placement must begin by June 1 prior to the next school year. Credits will be awarded only after the student is enrolled at Liberty County High School.
- Students will be required to submit a portfolio of work completed for courses equivalent to courses in the Florida Course Code Directory. Parents/guardians can provide a written recommendation of grade placement from a current Florida DOE certified teacher (include certificate number). A portfolio review committee will make recommendations to the principal to determine if the work submitted is sufficient to warrant taking the appropriate semester exams in each subject requested. Recommendations will be based on evidence of completion of state course performance standards for each course.
- Credits will be validated after the first grading period; the student must maintain a 2.0 GPA or higher at the end of the first grading period in each sequential required course in order to validate the previous course.
- Students will receive a "Pass" (P) grade for all validated home education courses submitted unless from an accredited institution. These will not factor into the grade point average.
- Meet all graduation requirements in the Student Progression Plan.

- Students must pass all required state assessments including End of Course exams at the appropriate grade level.
- Home education credits earned through an accredited institution will be accepted and treated as transfer grades. Official transcripts from the accredited institution must be submitted to Liberty County High School in order to receive credit.
- Home education student must be enrolled full-time in Liberty County High School the entire second semester of their junior year and the entire first semester of their senior year in order to be eligible for Valedictorian, Salutatorian, or Top Twenty. The majority of the grades for the student's high school credits must be numeric or alpha (not Pass/Fail).
- If a home education student is approved to take a course at Liberty County High School, he/she must attend that class full-time and is held to the school attendance policy. The student is only to be on campus for that class period or periods.
- A home education student may participate in extra-curricular activities and is required to attend the class for an activity if that is part of the requirement to participate (i.e. Band).
- Home education students will not receive a Liberty County diploma nor be allowed to participate in Liberty County High School graduation ceremonies.
- Home education students are not eligible for Liberty County High School local scholarships.
- Home education students shall be provided the provision of testing and evaluation services at diagnostic and resource centers, including, but not limited to, students with disabilities.
- Home education students with a disability may be provided exceptional student education-related services. The student may enroll in the school solely for the purpose of receiving those services.

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To withdraw a student for enrollment in a home education program, a parent/guardian must notify the Superintendent of Schools and complete the process outlined below. The district Home Education Coordinator will be available to assist parents in completing the necessary requirements that include the following;

- Notification in writing to the Superintendent of Schools of the intent to provide home education for the student. A copy of the notification of intent will be kept on file at the Liberty County School Board office.
- Provide written proof of enrollment in a home school program specifying the curriculum or program to be utilized.
- The Home School Coordinator will notify the school to withdraw the student upon receipt of all required documentation.

VIRTUAL SCHOOL

Liberty County School District will provide eligible students enrolled within its boundaries the option of participating in a virtual instruction program. The school district virtual instruction program shall provide the following:

- Part-time and full-time virtual instruction for students enrolled in kindergarten through grade 12
- Full-time or Part-time virtual instruction for students who are enrolled in dropout prevention and academic intervention programs, distance learning education programs, and core-curricula courses to meet class size requirements.

Access to virtual programs is available to students during or after the normal school day and summer school enrollment. The district is not required to provide a location for the student to participate, nor supervision. A student enrolling in online courses at FLVS and not attending the district public school must register as a home education student in his or her district. Liberty County Schools Virtual Instruction Program will be offered by the following providers:

- K12, Inc. for students in grades K-12, part-time and full-time virtual instruction
- Florida Virtual Classic, part-time virtual instruction offering individual online courses to public, private and home education students.
- Other vendor as approved by the school board.

Section 1002.45(5), Florida Statutes, limits student eligibility for the district virtual instruction program to students residing within the district who meet at least one of the following conditions:

- The student was enrolled during the prior school year in a Florida public school;
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12;
- The student was enrolled during the prior school year in a full-time FLVS program;
- The student has a sibling who is currently enrolled in the school district virtual instruction program and that sibling was enrolled in such program at the end of the prior school year;
- The student is eligible to enter kindergarten or first grade; or
- The student is eligible to enter grades 2-5 and is enrolled full-time in a school district virtual instruction program, or the FLVS.

All statewide assessments must be taken within the school district which the student resides. Virtual students will be provided access to the school's testing facilities. Guidance counselors in conjunction with the district assessment coordinator will communicate the testing schedule to participating students and their families.

FULL TIME VIRTUAL SCHOOL

The school district contracts with K-12, Inc. Full Time VIP to provide a full time virtual program grades K-12 for students who qualify. This is a 180 day school calendar program and must be applied for by no later than September 1 of each year. This is considered a full time Liberty County School district alternative school (7001). Students enrolled in this program may try out for extra-curricular events such as FHSAA sanctioned sports that meet after the regular school day.

Students who are attending Liberty County Virtual School can only enter or withdraw from a course at the beginning or end of a semester. Students will **have 5 days** from the date of enrollment to **enter or withdraw** from a course. The parents of students attending Liberty County Virtual School must attend a Child Study Team meeting and sign the meeting acknowledging that the student will not be allowed to return to Liberty County Public School until the beginning of the next semester. For students with disabilities, **IEP teams will determine appropriate placement.**

Pursuant to s. 1002.20 and 1006.15, F.S. a student in an FLVS full-time program who meets specified academic and conduct requirements is eligible to participate in extracurricular activities, including interscholastic activities, at the public school to which the student would be assigned or could choose to attend according to district school board policies. For interscholastic extracurricular activities, the student must meet academic and conduct requirements during the period of participation, must meet any additional requirement as determined by the board of trustees of the FLVS, must meet the same residency requirements as other students in the school at which he or she participates, and must meet the same standards of acceptance, behavior, and performance that are required of other students in extracurricular activities. The students must register his or her intent to participate in interscholastic extracurricular activities with the school before the beginning date of the season for the activity in which he or she wishes to participate. In addition, an FLVS student will be able to participate in curricular activities if that is a requirement for an extracurricular activity. A student who transfers from the FLVS full-time program to a traditional public school before or during the first grading period is academically eligible to participate in interscholastic extracurricular activities during the first grading period if the student has a successful evaluation from the previous school year. A public or private school student who has been unable to maintain academic eligibility for participation in interscholastic extracurricular activities is ineligible to participate in such activities as a FLVS student until the student successfully completes one grading period in the FLVS.

OTHER SCHOOL CHOICE OPTIONS

Parents may seek any public educational school choice option that is available throughout the state of Florida as defined by law.

STUDENT RECORDS

At any time that a decision is made to promote, retain, or administratively assign a student, that decision shall be recorded in the student's cumulative record and copies of any correspondence with parents regarding these decisions shall be maintained.

ATTENDANCE REGULATIONS

Attendance procedures shall be carried out in accordance with Liberty County School Board Code of Student Conduct and Attendance Policies.

ALTERNATIVE PROGRAMS

Any eligible student may be assigned to the district alternative program by the school administrator following the recommendation of the screening and placement committee, which will be composed of administrative staff from both the sending and receiving school. The availability of space at the alternative school will be a consideration for placement. The screening and placement committee shall make recommendations for assignment according to student eligibility criteria. Before assigning a student to the alternative program, the principal shall notify the student and his/her parent or guardian. All programs shall be positive rather than punitive in nature and shall constitute an intervention program for students who experience difficulty in the normal classroom environment. The emphasis of the program shall be placed on meeting individual needs, academic as well as behavioral.

ACCEL OPTIONS

Academically Challenging curriculum to Enhance Learning (ACCEL) options provide for accelerated instruction to eligible public school students in grades K-12. (1002.3105, F.S.)

ACCEL options may include:

- Whole-grade and mid-year promotion;
- Subject acceleration;
- Credit Acceleration Program (CAP) allows a student to earn high school credit in courses required for graduation through passage of an End of Course (EOC), an Advanced Placement Examination, or a College Level Examination Program (CLEP).

Student eligibility requirements include:

- Above average performance on statewide assessments, Level 5;
- Grade point average of 4.0 in core courses;
- Attendance and conduct records review;
- Recommendation from the student's principal or assistant principal;
- Approval of the Director of Instruction.

At the parent/guardian's request, a review committee of school and district administrator will determine ACCEL eligibility. Any student who meets eligibility criteria and participates in an ACCEL option will do so with a performance contract executed by the parent/guardian, the student, and the school principal/designee.

Required Instruction

- **Florida Standards/Next Generation Sunshine State Standards.**

Schools will provide appropriate instruction to assist students in the mastery of the Florida Standards/Next Generation Sunshine State Standards for Language Arts, Mathematics, Science, Social Studies, Foreign Languages, the Arts and Health/Physical Education. The Florida Standards/NGSSS form the basis for curriculum, instruction and evaluation of student performance.

- **Constitution of the United States**

Instruction in the history, meaning, significance, and effect of the provisions of the Constitution of the United States and amendments thereto, with emphasis on each of the 10 amendments that make up the Bill of Rights and how the constitution provides the structure of government.

- **Declaration of Independence**

The history and content of the Declaration of Independence, including national sovereignty, natural law, self-evident truth, equality of all persons, limited government, popular sovereignty, and inalienable rights of life, liberty, and property, and how they form the philosophical foundation of our government. **F.S. 1003.421** requires that in the last full week of classes in September all schools celebrate "Freedom Week." During this week at least three hours of in-depth instruction on the intent, meaning, and importance of the Declaration of Independence must be included in each social studies class. In addition, at the beginning of each school day or in homeroom during this week, principals and teachers must conduct an oral recitation by students of the following portion of the Declaration of Independence:

“We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain inalienable rights, that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed.”

- **United State/American History**

The history of the United States, including the period of discovery up to the present time. American History shall be viewed as factual, not as constructed, shall be viewed as knowable, teachable, and testable, and shall be defined as the creation of a new nation based largely on the universal principles stated in the Declaration of Independence.

- **African American History**

Instruction in the history of African Americans will include the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the contributions of African Americans to society. Such history will be presented in high school American history classes, eighth grade social studies and in other grades or classes where the content is already a part of the curriculum.

- **The Holocaust**

The history of the Holocaust (1933-1945), the systematic, planned annihilation of European Jews and other groups by Nazi Germany, a watershed event in the history of humanity, to be taught in a manner that leads to an investigation of human behavior, an understanding of the ramifications of prejudice, racism, and stereotyping, and an examination of what it means to be a responsible and respectful person, for the purposes of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions.

- **Character Development Program**

The character development program shall be required of all grades K-12 and will be secular in nature. This program should stress patriotism, responsibility, citizenship, kindness, respect, patience, attentiveness, initiative, honesty, charity, self-control, tolerance, and cooperation. Programs in grade 9-12 shall require instruction on:

- Developing leadership skills, interpersonal skills, organization skills, and research skills.
- Creating a resume.
- Developing and practicing the skills necessary for employment interviews.

- Conflict resolution, workplace ethics, and workplace law.
- Managing stress and expectations.
- Developing skills that enable students to become more resilient and self-motivated.

- **Comprehensive Health Education**

Comprehensive Health Education will address concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; mental and emotional health; injury prevention and safety; Internet safety; nutrition; personal health; prevention and control of disease; and substance use and abuse. The health education curriculum for students in grades 7 through 12 shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse. (FS 1003.42 (2)(n))

Instruction in Acquired Immune Deficiency Syndrome (FS 1003.46):

Each district school board may provide instruction in acquired immune deficiency syndrome education as a specific area of health education. Such instruction may include, but is not limited to, the known modes of transmission, signs and symptoms, risk factors associated with acquired immune deficiency syndrome, and means used to control the spread of acquired immune deficiency syndrome. The instruction shall be appropriate for the grade and age of the student and shall reflect current theory, knowledge, and practice regarding acquired immune deficiency syndrome and its prevention.

Throughout instruction in acquired immune deficiency syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, a school shall:

- Teach abstinence from sexual activity outside of marriage as the expected standard for all school age students while teaching the benefits of monogamous heterosexual marriage.
- Emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, including acquired immune deficiency syndrome, and other associated health problems.

- Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.
- Provide instruction and material that is appropriate for the grade and age of the student.

- **Physical Education**

It is the responsibility of the district school board to develop a physical education program that stresses physical fitness and encourages healthful, active lifestyles and to encourage all students in prekindergarten through grade 12 to participate in physical education. Physical education shall consist of physical activities of at least a moderate intensity level and for duration sufficient to provide a significant health benefit to students, subject to the differing capabilities of students. All physical education programs and curricula must be reviewed by a certified physical education instructor.

- **Disability History and Awareness Weeks**

During the first two weeks in October each year, the School Board shall designate these two weeks as “Disability History and Awareness Weeks.” During this two week period, students may be provided intensive instruction to expand their knowledge, understanding, and awareness of individuals with disabilities, the history of disability, and the disability rights movement. The instruction may be integrated into the existing school curriculum and may be delivered by qualified school personnel or knowledge guest speakers with a focus on including individuals with disabilities.

- **Other Required Instruction**

In appropriate classes throughout the K-12 curriculum, schools will teach the following: the arguments in support of adopting our republican form of government, as they are embodied in the most important of the Federalist papers, flag education, including proper display and salute; the elements of civil government, including the primary functions of and interrelationships between the Federal Government, the state, and its counties, municipalities, school districts, and special districts; the elementary principles of agriculture; the true effects of all alcoholic and intoxicating liquors and beverages and narcotics upon the human body and mind; kindness to animals; the history of the state; conservation of natural resources; the study of Hispanic contributions to the United States; the study of women’s contributions to the United States; the nature and importance of free enterprise to the U.S. economy; the sacrifices that veterans have made in serving our country and protecting democratic values worldwide. Such

instruction must occur on or before Veteran’s Day and Memorial Day. Members of the instructional staff are encouraged to use the assistance of local veterans when practicable.

- **Required Instruction for Middle School /High School Only**

- Teen Dating Violence**

- The health education curriculum should provide instruction for students in grades 7 through 12 that includes a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse. F.S. 1006.148

- AIDS Education**

- Grades 9-12 will be required to teach ninth grade students the facts about AIDS, its dangers and how it is contracted.

- **Documentation**

- Documentation of all required instruction will be lesson plans, course outlines, projects, papers, portfolios, performance tasks examinations, other relevant instructional materials or products of any combination of types of evidence.

DIGITAL MATERIALS, RECOGNITIONS, AND CERTIFICATIONS

The district will make available digital materials for all students in prekindergarten through grade 12 in order to enable students to attain digital skills. The digital materials may be integrated into the subject area ~~curricula~~curriculum, offered as a separate course, made available through online or digital computer applications.

A series of digital tools certifications will be available for students. These certifications will allow students to increase knowledge and skills in the understanding of computer processing operations and, in most part on cyber security skills that increase a student’s cyber-safe practices.

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STATEWIDE, STANDARDIZED ASSESSMENT PROGRAM

Each student must participate in the statewide, standardized assessment program as required by F.S. 1008.22, aligned to the core curricular content established in the Florida State Standards and Next Generation Sunshine State Standards. These tools will measure core curricular content established by the standards. Participation in the assessment program is mandatory for all students. If a student does not participate in the assessment program, the district must notify the student’s parent and provide the parent with information regarding the implications of such nonparticipation.

All such assessments must be delivered through computer-based testing by the 2017-2018 school year at all assessed grade levels. The table below provides the schedule of Statewide Standardized Assessments for the 2016-2017 school year and the timeline for transition to computer based testing format. No more than 5 percent of a student’s total school hours in a school year will be used to administer statewide, standardized assessments and district-required local assessments.

Florida Standards Assessment	Currently Computer Based	2016-2017	2017-2018
Grade 4 – 10 ELA	✓		
Grade 3 ELA			✓
Grades 5-8 Mathematics	✓		
Grades 4 Mathematics		✓	
Grade 3 Mathematics			✓
Algebra I End-of-Course	✓		
Algebra II End-of Course	✓		
Geometry End-of-Course	✓		
Next Generation Assessments			
Grades 5/8 FCAT 2.0 Science	✓		
Algebra I EOC Retake	✓		
Civics End-of-Course	✓		

Middle grades student enrolled in Algebra I or Geometry must take the statewide, standardized end-of-course assessment for those courses and shall **not** take the corresponding grade-level Florida Standards Assessment. No duplicative testing is allowed. A statewide, standardized EOC assessment must be used as the final cumulative examination for its associated course with a statewide, standardized EOC assessment. All other courses may use a district required

local assessment as the final cumulative examination. All statewide End of Course Assessments will constitute 30 percent of the student's final course grade.

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LOCAL ASSESSMENT OF STUDENT PERFORMANCE ON STATEWIDE STANDARDS

Measurement of student performance is the responsibility of the district, except in those subjects and grade levels measured under the statewide, standardized assessment program. When available, instructional personnel must be provided with information on student achievement of standards and benchmarks in order to improve instruction. Student performance results on district-required local assessments will be provided to parents no later than 30 days after administering such assessments, unless extenuating circumstances exist and these circumstances are reported to the school board.

DISTRICT AND SCHOOL REPORTS TO CITIZENS

The School District will annually publish in the local newspaper:

- Notice of Student Progression Plan availability.
- By grade the number and percentage of student in grades 3 through 10 performing at Levels 1 and 2 on reading of the FSA.
- By grade the number and percentage of students in grade 3 through 10.
- The total number of students promoted for good cause by category of good cause.
- Any revisions to the school board's policy on retention and promotion from the prior year.

EDUCATIONAL EQUITY ACT

The Liberty County School Board is committed to ensuring that equal educational opportunities are available to all individuals within the county. Educational programs and employment opportunities are offered without regard to race, color, religion, sex, national origin, handicap or marital status. In addition, employment opportunities are offered without regard to age. The Equal Equity Coordinator is Seth Geiger.

SECTION II
SPECIAL CONSIDERATION FOR
ELEMENTARY STUDENTS

GRADING SCALE

Grading Scale Kindergarten

The following grading scale will be used in all subject areas in Kindergarten and in Special Areas (Music, and PE) in grades 1-5.

Grade	Definition
E	Excellent, 90% mastery of skills
S	Satisfactory, 80% mastery of skills
N	Needs Improvement, 70% mastery of skills
U	Unsatisfactory, Needs more time to develop this skill

Grading Scale Grades 1 - 12

Percentage	Grade	Value	Definition
90-100	A	4	Outstanding Progress
80-89	B	3	Above Average Progress
70-79	C	2	Average Progress
60-69	D	1	Lowest Acceptable Progress
0-59	F	0	Failure
0	I	0	Incomplete

PROMOTION REQUIREMENTS

FS 1008.25 Public school student progression; remedial instruction; reporting requirements.

INTENT – It is the intent of the Legislature that each student’s progression from one grade to another be determined, in part, upon proficiency in ELA, science, social studies and mathematics; that district school board policies facilitate such proficiency; and that each student and his or her parent be informed of that student’s academic progress; and that students have access to educational options that provide academically challenging coursework or accelerated instruction pursuant to s. 1002.3105

Several elements are to be considered in the promotion of students. Among these are mastery of academic content, social/emotional maturity, study habits and work skills. Any student who fails to meet the criteria for proficiency in reading, writing, math or science is eligible for remediation and may be retained. All students are expected to participate in district and state testing as appropriate to their level and placement. The district reading curriculum is based on Florida State Standards and utilizes a research-based basal text. The description of proficiency and requirement for regular promotion for each grade level are defined in the lists that follow.

Kindergarten to First Grade:

- Student must pass English Language Arts and Mathematics with a yearly average/grade of 70% or better, as demonstrated by a student portfolio of work. The curriculum is prescribed by the grade level specific Curriculum Guide.
- Student shall show satisfactory reading achievement of reading skills through the district-wide adopted reading series.

First Grade to Second Grade:

- Student must pass English Language Arts and Mathematics with a yearly average/grade of 70% or better. The curriculum is prescribed by the grade level specific Curriculum Guide.
- Student shall show satisfactory reading achievement of reading skills through the district-wide adopted reading series.

Second Grade to Third Grade:

- Student must pass English Language Arts and Mathematics with a yearly average/grade of 70% or better. The curriculum is prescribed by the grade-level specific Curriculum Guide.
- Student shows satisfactory progress in reading achievement of reading skills through the district-wide adopted reading series.

Third Grade to Fourth Grade

- Student must meet the mandatory requirement of scoring a Level 2 on the Florida Standards Assessment for English Language Arts.
- Student must pass English Language Arts, and Mathematics, Science and Social Studies with a yearly average/grade of 70%._The curriculum is prescribed by the grade level specific Curriculum Guide.
- Student shows satisfactory progress in reading achievement of reading skills through the district wide adopted reading series.

NOTE: If the student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring at Level 2 or higher on the statewide assessment test in ELA for grade 3, the student must be retained. FS1008.25 (5)(b)

Fourth Grade to Fifth Grade

- Student must pass English Language Arts, ~~Mathematics and Science~~, ~~Science and Social Students~~ with a yearly average/grade of 70%. The curriculum is prescribed the grade level specific Curriculum Guide.
- Student shows satisfactory progress in ELA as evidenced by satisfactory progress through the district wide adopted reading series.
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Fifth Grade to Sixth Grade

- Student must pass English Language Arts, Mathematics, ~~and~~, ~~Science and Social Students~~ with a yearly average/grade of 70%. The curriculum is prescribed the grade level specific Curriculum Guide.
- Student shows satisfactory progress in ELA as evidenced by satisfactory progress through the district wide adopted reading series.

REMEDICATION AND DIAGNOSTIC TESTING

FS 1008.25 (2) Each district school board shall establish a comprehensive program for student progression which must include:

- Standards for evaluating each student's performance, including how well he or she masters the performance standards approved by the State Board of Education.
- Specific level of performance in ELA, science and mathematics for each grade level, including the levels of performance on statewide assessments as defined by the Commissioner, below which a student must receive remediation, or be retained within an intensive program that is different from the previous year's program and that takes into account the student's learning style.
- Appropriate alternative placement for a student who has been retained 2 or more years.

Each student must participate in the statewide standardized assessment program required by s. 1008.22. Each student who does not meet specific levels of performance on the required assessments as determined by the district school board or who scores below Level 3 on the statewide, standardized English Language Arts assessment or on the statewide, standardized

Mathematics assessments in grades 3-8 and the Algebra I EOC assessment 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 intervention and instruction.

A student becomes eligible for remediation any time he/she fails to make adequate progress toward mastery of the state standards and/or needs additional help in order to meet the progression requirements for his/her assigned grade. A student who needs ongoing support to achieve grade level standards is referred to the Problem Solving Team (PST) to determine the level of assistance needed in the Multi-Tiered System of Support.

MULTI-TIERED SYSTEM OF SUPPORT PLAN

Schools are required to utilize the district Multi-Tiered System of Support Plan for all students, including those students who fail to meet performance standards. The Multi-Tiered System of Support Handbook is designed to guide schools and teachers as they implement a Multi-Tiered System of Support for all students. The Multi-Tiered System of Support model requires that teachers monitor student data obtained through universal screening, formative progress monitoring and classroom assessment/observation throughout the year and implement interventions to meet student needs as identified by this data. Students who do not show progress with Tier I classroom intervention must be reviewed by the Problem Solving Team (PST) in the school. This team, in conjunction with the teacher, will conduct additional diagnostic assessments to determine a targeted area of need, design a plan for progress monitoring the student, and determine the extent to which intervention must be intensified.

The Multi-Tiered System of Support Plan is supported by the required administration of STAR Reading and STAR Math or similar progress monitoring assessments three times each year. Students who fail to make progress with Tier I classroom intervention must be provided with additional diagnostic assessments.

Students, who score below level 3 on the state assessments for English Language Arts and Math, in addition to students not meeting the specific levels of proficiency as defined by the school district, are included in ongoing progress monitoring and are provided with classroom intervention specific to their identified need(s). Strategies for these students must be documented by the classroom teacher and monitored to assure that the students are improving as a result of the interventions(s). **Ⓜ** 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 and identify ways to improve his or her academic achievement:

- A federally required student plan such as an individual education plan (IEP)
- A school wide system of progress monitoring for all students as described above); or
- An individual progress monitoring plan (as determined by the school Problem Solving Team). This is documented using forms provided in the MTSS Handbook.

REPORTING STUDENT PROGRESS

The district shall report to the parent the student's results on each statewide assessment test. The student's progress toward achieving state and district expectations for proficiency in English Language Arts, science, and mathematics shall be reported to the student and his/her parent or legal guardian each nine weeks via the report card. The evaluation of each student's overall progress shall be based upon the student's classroom work, observations, tests, district and state assessments, and other relevant information. *FS 1008.25 (8) (a)*

The report card shall clearly depict:

- The student's academic performance in each class or course. This grade indicates the student's mastery of the Florida State Standards for English Language Arts and Math for the assigned grade level. Grades will be based upon written papers, class participation, teacher observation, portfolio documentation, performance tasks, written and oral tests, and/or other academic performance criteria;
- The student's conduct and behavior; and
- The student's attendance, including absences and tardies .

The student's final report card for a school year will contain a statement indicating end-of-the year status regarding promotion.

GOOD-CAUSE PROMOTION TO GRADES OTHER THAN FOURTH

Good cause for promotion to grades other than fourth may exist for students who fail to meet the specified requirements if documented evidence indicates that the student is meeting some performance levels for student progression, and it is in the student's best interest to be promoted. Documented evidence includes student performance on district, state assessments, classroom tests, classroom assignments, ongoing progress monitoring, IEPs, report cards, alternative assessments, and/or student portfolios.

Any one of following criteria can be used to determine if a good cause promotion is warranted for progression to any elementary grade except fourth if the student:

- Is a limited English proficient student who has had less than two years of instruction in an English Language Learner (ELL) program.
- Is a student with disabilities, whose Individual Educational Plan (IEP) indicates that participation in a statewide assessment is not appropriate, consistent with the

requirements of State Board of Education Rule.

- Is a student who demonstrates an acceptable level of performance on a standardized reading assessment.
- Is a student who demonstrates, through a student portfolio, that he/she is 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 the state standards assessment for English Language Arts.
- Is a student with disabilities who participated in the state assessment and who has an Individual Education Plan (IEP) or a Section 504 plan that reflects that he/she has had intensive remediation in reading for more than two years but still demonstrates a deficiency in reading and was previously retained.
- It is the recommendation of the Intervention Support Team that conditions exist which would cause this student to be more successful at the next grade and/or that retention would be more adverse than promotion.

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Promotion for good cause shall be documented. The student shall have received intervention as determined by the school Problem Solving Team, and the student's progress shall have been monitored. The student's teacher shall submit the "Promotion for Good Cause" documentation to the principal and shall indicate that the promotion of the student is appropriate and is based upon the student's academic record. The principal shall review and discuss the recommendation with the teacher and determine promotion or retention. If the principal determines that the student should be promoted, the principal shall make the recommendation in writing to the Superintendent. The Superintendent shall accept or reject the principal's recommendation in writing. The documentation form shall be placed in the student cumulative folder.

READING DEFICIENCY – INTENSIVE READING INSTRUCTION

Any student who exhibits a substantial deficiency in reading, based upon locally determined or statewide assessment conducted in kindergarten or grades 1, 2, or 3, must be given research based intensive reading instruction immediately following the identification of the reading deficiency. Immediate intensive intervention must be provided daily for all students who have been identified with a reading deficiency. The student's reading proficiency must be monitored and the intensive instruction must continue until the student demonstrates grade level proficiency in a manner determined by the Problem Solving Team based on individual student need as outlined in one of the three designated plans. Intensive instruction includes, but is not limited to, the following characteristics:

- Diagnosis/prescription targeted to specific skill development
- Explicit and systematic small group instruction or targeted skills
- Smaller chunks of text or content
- Guided and independent practice

- Materials specific to intensive instruction
- Skill development and practice integrated into all activities
- Frequent monitoring and
- Criterion based evaluation of success
- Other interventions as specified by the Multi-Tiered System of Support Plan

Reading Deficiency and Parental Notification

The parent of any student who exhibits a substantial deficiency in reading, as described above must be notified in writing of the following:

- That his or her child has been identified as having a substantial deficiency 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;
- That if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he or she is exempt from mandatory retention for good cause.
- Strategies for parents to use in helping their child succeed in reading proficiency;
- That the state assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the school district in knowing when a child is reading at or above grade level and ready for grade promotion;
- The district's specific criteria and policies for a portfolio and the evidence required for a student to demonstrate mastery of Florida's academic standards for English Language Arts. A parent of a student in grade 3 who is identified anytime during the year as being at risk of retention may request that the school immediately begin collecting evidence for a portfolio.
- The district's specific criteria and policies for mid-year promotion. Mid-year promotion means promotion of a retained student during the year of retention once the student has demonstrated the ability to read at grade level. The latest a mid-year promotion can occur is at the beginning of the second semester during the year of retention.

In addition, upon identification of a K-3 student's reading deficiency, the school shall consult with the parent regarding the ongoing progress of the student as required by the Multi-Tiered System of Support plan.

If the student's reading deficiency is not remedied by the end of grade 3, as demonstrated

by scoring at Level 2 or higher on the statewide assessment test in English Language Arts for grade 3, the student must be retained. *F.S. 1008.25 (5)(c)4*

Documentation of notification of reading deficiency to individual parents shall be kept in the students' cumulative folder.

THIRD GRADE PROGRESSION GUIDELINES

Good Cause Promotions To Fourth Grade:

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. Although a student may not have achieved all performance levels for regular promotion, conditions may exist such that retention would be more adverse for the student than promotion. Under these circumstances a student may be promoted with "good cause" from third to fourth grade.

The district school board may only exempt students from mandatory retention, as provided in FS 1008.25 paragraph (5)(b), for good cause. Good cause exemptions shall be limited to the following:

- Limited English proficient students who have had less than 2 years of instruction in English for Speakers of Other Languages program based on the initial date of entry into a school in the United States.
- A student with disabilities for whom the Individual Education Plan (IEP) indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of s. 1008.212.
- Students who demonstrate an acceptable level of performance on an alternative standardized Reading or Language Arts assessment approved by the State Board of Education.
 - To promote a student using the SAT10 as an alternative assessment for good cause exemption, the student scoring at a Level 1 on the Reading FSA must score at or above the 45th percentile on the SAT 10 assessment.
- A student who demonstrates, through a student portfolio, that he or she is performing at least at Level 2 on the statewide, standardized English Language Arts assessment. To be accepted as meeting the portfolio option for demonstrating mastery of the required reading skills, the student portfolio contents must:
 - Be selected by the student's teacher.
 - Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom.

- Include evidence that the benchmarks assessed by the Grade 3 reading FSA have been met. This will include multiple-choice items and passages that are approximately 60 percent literary text and 40 percent information text and that are between 100 and 700 words with a District's school's adopted core reading curriculum that are aligned with the Florida standards or teacher prepared assessments that are aligned with the Florida standards.
- Be an organized collection of evidence of the student's mastery of the Sunshine Florida State Standards Benchmarks for English Language Arts that are assessed by the Grade 3 reading FSA. For each benchmark, there must be at least five examples of mastery as demonstrated by a grade of "C" or above and be signed by the teacher and the principal as an accurate assessment.
- Students with disabilities who take the statewide, standardized Reading assessment or upon implementation the English Language Arts assessment, and who have an IEP or Section 504 Plan that reflects that the student has received the intensive instruction in reading and English Language Arts, as required by the Florida Statute, for more than 2 years but still demonstrates a deficiency and was previously retained grade Kindergarten, 1st, 2nd, or 3rd grade.
- Students who have received intensive remediation in reading or English Language Arts, for two or more years but still demonstrate a deficiency and who were previously retained in kindergarten, Grade 1, Grade 2, or Grade 3 for a total of two years. Intensive instruction for students so promoted must include an altered instructional day that includes specialized diagnostic information and specific research based reading strategies for each student.

Requests for Good Cause Exemptions for students from the mandatory retention requirement as described above shall be made consistent with the following:

- Teacher submits evidence to principal that promotion is appropriate and based on student's academic record and the existing Progress Monitoring Plan and/or IEP, if applicable;
- Principal reviews and discusses with teacher and determines promotion or retention;
- Principal recommends promotion in writing to the district school superintendent;
- Superintendent accepts or rejects principal's recommendation in writing.

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Summer Reading Camp

Third grade students who score below Level 2 on the state assessment in English Language Arts are offered the opportunity to attend the Summer Reading Camp. Depending on available room, the camp may be offered to other 3rd Grade students on an as-needed basis. This camp is held at W. R. Tolar School and transportation is provided for Hosford students to attend.

Summer Reading Camp is an intensive reading remediation course designed to meet the needs of students—_ who do not score above Level 1 on the reading portion of the state assessment. Students are provided the opportunity to demonstrate proficiency on the state-provided portfolio, and or an alternate assessment, SAT 10 to demonstrate academic growth.

If a third grade student who scores Level 1 on the state assessment does not attend the Summer Reading Camp, the student shall be retained unless the student meets one of the good cause exemptions and is determined eligible for promotion for good cause.

Mid-Year Promotions For Retained Third Graders

Mid-year promotion is defined as promotion of a retained student during the year of retention once the student has demonstrated the ability to read at grade level. The latest a mid-year promotion can be considered is the beginning of the second semester of the school year. Mid-year promotion is only applicable to a 3rd grade student who meets all of the following criteria:

- Did not qualify for a Good Cause promotion;
- Demonstrates through portfolio or standardized assessment that he/she is a successful and independent reader and performing at or above grade level in English Language Arts.
- Demonstrate proficiency levels in reading equivalent to the level necessary for beginning of 4th Grade.
- Demonstrates achievement that provides a reasonable expectation that the student's progress is sufficient to master appropriate 4th Grade level reading skills.

A student who meets the above criteria for mid-year promotion is recommended for such by his/her teacher to the principal. The final decision for any promotion rests with the principal. Upon mid-year promotion, the appropriate notation is made in the district management information system and the student is placed so that he/she can work at the new grade level. The student will take the state assessment for the new grade level assigned during statewide spring testing.

Notice to Parents of Third Grade Students Who Are Retained

Written notice will be given to the parent or legal guardian of any third grade student who is retained.

- Include the reasons that the child is not eligible for a good cause exemption;
- Include a description of proposed interventions and support that will be provided to the child to remediate the identified areas of reading deficiency.

- Be preceded by the notification of the student’s reading deficiency as identified earlier in the school year;
- Inform the parent of the availability of a Summer Reading Camp if the retention occurs at the end of the regular school year.

SUCCESSFUL PROGRESSION FOR RETAINED READERS

F. S. 1008.25 (7) – Students who are retained in third grade will be provided intensive interventions in reading to improve the student’s specific reading deficiency as identified by a valid and reliable diagnostic assessment. Such interventions and supports will include:

- Effective instructional practices
- Opportunity to participate in the district’s summer reading camp
- Appropriate teaching methodologies necessary to assist those students in becoming successful readers
- Appropriate intensive materials
- The opportunity to have a portfolio for good cause promotion. This portfolio shall contain evidence of mastery of benchmarks as well as other information to inform parents and teachers of the student’s proficiency, such as results of diagnostics and progress monitoring.
- In addition, retained third grade student should be provided a high-performing teacher as determined by student performance data and the teacher’s above-satisfactory performance appraisals.

Retained third grade students, as provided in F.S. 1008.25 (7)(b), schools shall (1) Conduct a review of student progress monitoring plans (Tier 1) for all students who did not score above Level 1 on the reading portion of the state assessment and did not meet the criteria for one of the good cause exemptions as allowed in statute. The review shall address additional supports and services, as described below, needed to remediate the identified areas of reading deficiency. The school district shall require a student portfolio to be completed for each such student. (2) Provide students who are retained in third grade with intensive instructional services and supports to remediate the identified areas of reading deficiency, including participation in the school district’s summer reading camp and a minimum of 90 minutes of daily, uninterrupted, scientifically research-based reading instruction which includes instruction

in phonemic awareness, phonics, fluency, vocabulary, comprehension and other strategies prescribed by the school district, which may include, but are not limited to:

- Integration of science and social studies content within the 90 minute block.
- Small group instruction.
- Reduced teacher-student ratios.
- More frequent progress monitoring.
- Tutoring or mentoring.
- Transition classes containing 3rd and 4th grade students.
- Assignment to a highly effective teacher.

VIRTUAL INSTRUCTION

Refer to Section I, General Procedures

HOSPITAL HOMEBOUND

The procedure to apply for Hospital/Homebound services begins with a parent/guardian getting a Hospital/Homebound referral from the appropriate school personnel (counselor or administrator), getting it signed by a licensed physician, and returning it to the school guidance department. The doctor should include his or her license number on the referral.

- In most cases, a student's Hospital/Homebound coursework will be limited to the core academic classes (language arts, math, social studies and science classes). The Hospital/Homebound classes will be determined at the staffing, a meeting which includes a counselor, teachers, parents and the student (if possible).
- Students will be placed on Hospital/Homebound on a full-time basis. Services are only for students who will be out more than 15 consecutive days. Otherwise, makeup work will be coordinated at the school. A normal pregnancy does not constitute Hospital/Homebound services. A student has up to six weeks of leave after giving birth, but this will not be considered Hospital/Homebound. The school will coordinate getting makeup work for the student.

**Section III.
SPECIAL CONSIDERATIONS FOR
MIDDLE SCHOOL STUDENTS**

FLORIDA CURRICULUM FRAMEWORKS AND STATE STANDARDS

In accordance with 6A-1.09401 SBR, the state standards shall be the basis for the curriculum and instruction in grades 6-8. These benchmarked standards provide a broad curriculum base and describe what students should know and be able to do in grade 6-8 in the subjects of language arts, math, science, social studies, and physical education and will be included in the middle school curriculum. Appropriate instruction will be provided to assist students in the achievement of these standards.

COURSE CURRICULUM FRAMEWORKS

Florida Course Descriptions for Grades 6-12, Basic and Adult Education provides the essential content and course requirements for courses listed in the *Course Code Directory and Personnel Assignment for Florida Schools* will form the basis of instruction for each course. In order to successfully complete a course, a student must master these curriculum frameworks and obtain a passing grade for the course. The grading scale is as follows:

Grading Scale Grades 6-8

Percentage	Grade	Value	Definition
90-100	A	4	Outstanding Progress
80-89	B	3	Above Average Progress
70-79	C	2	Average Progress

60-69	D	1	Lowest Acceptable Progress
0-59	F	0	Failure
0	I	0	Incomplete

Note: Grade Point Value only calculates into high school GPA (grade point average) for high school credit courses.

GENERAL REQUIREMENT FOR GRADES 6-8

- Three courses in mathematics.
- Three courses in language arts, which shall include experiences in reading, writing, and speaking.
- Three courses in science
- Three in social studies, which shall include;
 - A yearlong World History course – MJ World History, 2109010 or MJ World Geography 2106010
 - A yearlong Civics course – MJ Civics, 2106010
 - Beginning in 2012-2013, all students in Grade 7 will take Civics as a yearlong social studies class. All students taking Civics will take the Civics EOC (end of course) exam, which will constitute 30% of the yearlong Civics grade.
 - A yearlong U. S. History and Career Planning- MJ 2100015.
- One semester course of online career education or its equivalent embedded in a state approved course.
- One semester per year of physical education unless a waiver applies.
- Computer literacy skills, recommended

HIGH SCHOOL CREDIT

Credit earned by a student in a course designated in the Course Code Directory as grade 9-12 may be used to satisfy high school graduation requirements. These courses will follow the state standards for the course and will be counted in the cumulative grade point average used for high school graduation. Note: High school courses with a state mandated End of Course exam will not have a final grade until the EOC exams are factored in as 30% of the yearlong grade.

VIRTUAL INSTRUCTION

Refer to Section I, General Procedures

MIDDLE SCHOOL REQUIREMENTS FOR PROMOTION

The following requirements have been identified for promotion at each grade level:

Sixth Grade to Seventh Grade

- Has received a passing grade in three academic subjects (language arts, mathematics, social studies, or science) needed for promotion to ninth grade.
- Has taken the state assessments unless he/she qualifies for an individually administered test as outlined in Special Considerations for Exceptional Students.

Seventh Grade to Eight Grade

- Has received a passing grade in six out of eight academic subjects (language arts, mathematics, social studies or science) needed for promotion to ninth grade.
- Has taken the state assessments unless he/she qualifies for an individually administered test as outline in Special Considerations for Exceptional Students.

Eight Grade to Ninth Grade

- Has received a passing grade in twelve academic subjects (3 language arts, 3 mathematics, 3 social studies and 3 science) needed for promotion to ninth grade.
- Has passed a semester Career Education course or its equivalent embedded in state approved course.
- Has taken the state assessments unless he/she qualifies for an individually administered test as outlined in Special Consideration for Exceptional Students.

Note: Students in Grade 7 beginning in 2012-2013 and thereafter will be required to pass a Civics course as one of their three social studies courses with the state mandated Civics End of Course (EOC) assessment as 30% of the yearlong grade.

CREDIT RECOVERY

- Students may repeat failed core courses needed for promotion to Ninth Grade through Credit Recovery.
- Failed semesters retaken will be averaged together.

PROFICIENCY LEVELS

In addition to the previously identified requirements for promotion, each student's progress from one grade to another will be determined, in part, on the student's ability to demonstrate proficiency in reading, writing, mathematics and science.

In accordance with state statute, the following levels of proficiency have been identified in reading, writing, mathematics and science. Any student who is identified as not meeting these levels of proficiency shall receive intensive remediation/and or support in that area/s.

English Language Arts Proficiency as determined by:

- A grade of 60% or above in ELA or its equivalent coursework completed on grade level as determined by use of grade-level texts and materials.
- State standards assessment ELA score at Level 3 or above.

Mathematics Proficiency as determined by:

- A grade of 60% or above in M/J mathematics coursework.
- State standards assessment Mathematics score at Level 3 or above

Science Proficiency as determined by:

- A grade of 60% or above in science coursework completed on grade level.
- State standards assessment Science score at Level 3 or above.

REMEDIATION

Students who do not meet the district levels of performance in English Language Arts, mathematics or science or who do not meet the specific levels of performance on statewide assessments shall be provided intensive remediation and or supports. Various assessments will be used to identify the nature of the student's difficulty and areas of academic need. The district/school Multi-Tiered System of Support Plan and the District Reading Plan will guide instructional decisions. The professional judgement of school personnel will also be a part of determining if students need remediation in instances where there is insufficient or inconsistent data to support or deny the need for remediation.

MULTI-TIERED SYSTEM OF SUPPORT PLAN

Schools are required to utilize the district Multi-Tiered System of Support Plan for all students, including those students who fail to meet performance standards. The Multi-Tiered System of Support Handbook is designed to guide schools and teachers as they implement a Multi-Tiered

System of Support for all students. The Multi-Tiered System of Support model requires that teachers monitor student data obtained through universal screening, formative progress monitoring and classroom assessment/observation throughout the year and implement interventions to meet student needs as identified by this data. Students who do not show progress with Tier I classroom intervention must be reviewed by the Problem Solving Team (PST) in the school. This team, in conjunction with the teacher, will design a plan for progress monitoring the student, and determine the extent to which intervention must be intensified.

The Multi-Tiered System of Support Plan is supported by the required administration of STAR Reading and STAR Math three times each year. Students who fail to make progress with Tier I classroom intervention must be provided with additional diagnostic assessments.

Students who score below level 3 on the state assessments for English Language Arts and Math, in addition to students not meeting the specific levels of proficiency as defined by the school district, are included in ongoing progress monitoring and are provided with classroom intervention specific to their identified need(s). Strategies for these students must be documented by the classroom teacher and monitored to assure that the students are improving as a result of the interventions(s). 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 and identify ways to improve his or her academic achievement:

- A federally required student plan such as an individual education plan (IEP)
- A ~~schoolwide~~ school wide system of progress monitoring for all students as described above); or
- An individual progress monitoring plan (as determined by the school Problem Solving Team). This is documented using forms provided in the MTSS Handbook.

MIDDLE GRADES INTENSIVE READING REQUIREMENTS

Each year in which a student scores a Level 1 on the state assessment in English Language Arts, the Problem Solving Team will review all available data and determine if enrollment in an intensive reading course for the following year is in the best interest of the student. Placement of students scoring Level 2 may be provided in an intensive reading course or a content area course in which reading strategies are delivered as prescribed in the K-12 Comprehensive District Reading Plan.

REPORTING STUDENT PROGRESS

The progress of each student toward achieving state and district requirements will be reported to each student and his/her parents or legal guardian each nine weeks (report cards).

Report Cards must clearly depict the ~~the~~ student's academic performance in each class or course must be based upon written papers, class participation, teacher observation, portfolio documentation, written and oral tests and/or other academic performance criteria.

The final report card for a school year shall contain a statement indicating end-of-the-year status regarding performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. Students that receive passing grades on their report card can be assumed to be working on grade level, unless otherwise noted on the student's report card.

Each student and his/her parent or guardian will be able to receive a written report of the student's results on each statewide assessment test when the state releases those scores.

HOSPITAL/HOMEBOUND GUIDELINES

The procedure to apply for Hospital/Homebound services begin with a parent/guardian obtaining a Hospital/Homebound referral from the appropriate school personnel (counselor or administrator), having it signed by a licensed physician, and returning it to the school guidance department. The doctor should include his or her license number on the referral.

- In most cases, a student's Hospital/Homebound coursework will be limited to the core academic classes (language arts, math, social studies and science classes). The Hospital/Homebound classes will be determined at the staffing, a meeting which includes a counselor, teachers, parents and the student (if possible)
- Students will be placed on Hospital/Homebound on a full-time basis. Services are only for students who will be out more than 15 consecutive days. Otherwise, makeup work will be coordinated at the school. The school will coordinate getting makeup work for the student.

HOME EDUCATION

See General Procedures Section

SECTION IV
SPECIAL CONSIDERATIONS FOR
HIGH SCHOOL STUDENTS

FLORIDA CURRICULUM FRAMEWORKS AND STATE STANDARDS

In accordance with 6A-1.09401 SBR, the adopted state standards shall be the basis for the curriculum and instruction in grades 9-12. These benchmarked standards which provide a broad curriculum base and describe what students should know and be able to do in grades 9-12 in the subjects of language arts, math, science, social studies, art, health/physical education, and foreign language will be included in the high school curriculum. Appropriate instruction will be provided to assist student in the achievement of these standards.

COURSE CURRICULUM FRAMEWORKS

Florida Course Descriptions for Grades 6-12, Basic and Adult Education provides the essential content and course requirements for courses listed in the Course Code Directory and Personnel

Assignments for Florida Schools will form the basis of instruction for each course. In order to successfully complete a course, a student must master these curriculum frameworks and obtain a passing grade for the course. Methods for assessing mastery of these standards may include observation, classroom work, homework assignments, and examinations. Certification of mastery of these standards will be a passing score in the course.

Grading Score 9-12

Percentage	Grade	Value	Definition
90-100	A	4	Outstanding Progress
80-89	B	3	Above Average Progress
70-79	C	2	Average Progress
60-69	D	1	Lowest Acceptable Progress
0-59	F	0	Failure
0	I	0	Incomplete

HOURLY CREDIT REQUIREMENT

Credit for high school graduation in grades 9-12 will be offered on a semester basis. Students that successfully complete the course requirements will be awarded ½ or 1 credit. A credit equals 135 hours of instruction in a course except as otherwise provided through the Credit Acceleration program (CAP) under section 1003.4295 (3). For 1/2 credit students must have 67 1/2 hours of instruction. Students needing additional time to complete the course requirements will be provided the time (1003.436(2)).

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The Credit Acceleration Program (CAP) is created for the purpose of allowing student to earn high school credit in Algebra I, Algebra II, Geometry, United States History or Biology if the student passes the statewide, standardized assessment administered under s. 1008.22. The district will 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 passing score on the corresponding statewide, standardized assessment. The district will permit a student who is not enrolled in the course, or who has not completed the course, to take the assessment during the regular administration of the assessment.

Exception: Students will not be awarded any credit in courses for which there is a state mandated End of Course exam until results of the EOC exams are assessed. All state mandated EOC exams will count as 30% of the yearlong grade.

ATTENDANCE REGULATIONS

Any student who is not in attendance for the minimum of 135 hours may be awarded credit if

the student has demonstrated mastery of the student performance standards for the course, fulfilled course requirements as specified by the classroom teacher and received a passing grade of 60%.

Attendance procedures shall be carried out in accordance with the Liberty County Student Code of Conduct and the high school attendance policy.

Exception: Students will not be awarded any credit in courses for which there is a state mandated End of Course exam until results of the EOC exams are assessed and added as 30% of the yearlong grade.

HOSPITAL/HOMEBOUND GUIDELINES

The procedure to apply for Hospital/Homebound service begins with a parent/guardian obtaining a Hospital/Homebound referral from the appropriate school personnel (counselor or administrator), having it signed by a licensed physician, and returning it to the school guidance department. The doctor should include his or her license number on the referral.

- In most cases, a student’s Hospital/Homebound coursework will be limited to the core academic classes (English, math, social studies and science classes that do not include extensive lab work). Exceptions will be made for students in their senior year who need more courses to graduate, or for students who are close to the end of a semester. The Hospital/Homebound classes will be determined at the staffing, a meeting which includes a counselor, teachers, parents and the student if possible.
- Students will be placed on Hospital/Homebound on a full-time basis. Services are only for students who will be out more than 15 consecutive days. Otherwise, makeup work will be coordinated through the school. A normal pregnancy does not constitute Hospital/Homebound services. A teen mother has up to six weeks of leave after giving birth, but this will not be considered Hospital/Homebound. The school will coordinate getting makeup work for the student.

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CREDIT EARNED/RETRIEVED THROUGH OTHER PROGRAMS

Students currently enrolled at Liberty County High School may earn additional credit for promotion or for graduation beyond those credits obtained during Summer School according to the following guidelines:

- Signed prior approval of the Principal or designee must be granted.
- Students not taking advantage of summer school credit retrieval will be re-enrolled in

the regular course during the following school year. Students with extenuating circumstances will require the approval of the principal before being given the opportunity to retrieve the credit (s) through the online credit retrieval program.

- Students may retrieve up to 4 courses-credits during their high school career while simultaneously enrolled in the regular school year.
- Students in jeopardy of not meeting the 2.0 GPA required for graduation may earn up to 3 initial courses through credit retrieval software programs or other alternative programs during their high school career.
- Beginning in 2015 -2016 students desiring to earn course credit through other programs or other special summer programs sponsored by colleges and universities must receive prior approval from the guidance counselor and/or principal before enrolling in the program. Verification must be provided by such programs that the coursework includes state and district curriculum frameworks and state standards. Credit may be awarded to the student upon verification of the student's successful completion of the course.
- For graduation purposes, an official transcript of final credits awarded must be received by Liberty County High School one week prior to graduation.
- Florida law allows students to enroll in courses available through the Florida Virtual School and the school district shall award credit for successful completion of such courses. Student may access FLVS courses before, after and during the school day, based on availability of computer stations. The school district is not required to provide access to or supervision for Florida Virtual School courses on the school campus except for one virtual course required for graduation. With an administrator or designees authorization, students may enroll in FLVS for acceleration, enrichment, or forgiveness of a "D" or "F" in a course.
- Freshmen entering 2011-2012 and thereafter will have one virtual high school course available on campus as part of their regular 7-period schedule once during their four years if they have not previously taken a high school virtual course.

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TRANSFER OF CREDITS

Credits for all students transferring into the high school program will be accepted if credit is earned in an accredited public school, an accredited private school, an accredited military school, an accredited correspondence school, or a home education program under the conditions set forth in "Home Education Guidelines."

Withdrawal grades for courses taken in another accredited school, as outlined above, will be given to teachers to combine with their grades to allow students to earn credits in the designated courses.

HOME EDUCATION GUIDELINES

F.S. 1003.01 defines home education as “sequentially progressive instruction of a student in his or her home by his or her parent, guardian or designee.” Students in a home school program may participate in dual enrollment, career and technical dual enrollment, early admission and credit by examination. Credit for all students transferring into the high school program from a home education program will be granted according to the following procedures:

- Home schooled students seeking a Liberty County High School diploma must be enrolled at Liberty County High School for their entire senior year. The process for determining credits and grade placement must begin by June 1 prior to the next school year. Credits will be awarded only after the student is enrolled at Liberty County High School.
- Students can be required to submit a portfolio of work completed for courses equivalent to courses in the Florida Course Code Directory. Parents/guardians can provide a written recommendation of grade placement from a current Florida DOE certified teacher (include certificate number). A portfolio review committee will make recommendations to the principal to determine if the work submitted is sufficient to warrant taking the appropriate semester exams in each subject requested. Recommendations will be based on evidence of completion of state course performance standards for each course.
- Credits will be validated after the first grading period; the student must maintain a 2.0 GPA or higher at the end of the first grading period in each sequential required course in order to validate the previous course.
- Students will receive a “Pass” (P) grade for all validated home education courses submitted unless from an accredited institution. These will not factor into the grade point average.
- Meet all graduation requirements in the Student Progression Plan.
- Students must pass all required state assessments including End of Course exams at the appropriate grade level.
- Home education credits earned through an accredited institution will be accepted and treated as transfer grades. Official transcripts from the accredited institution must be submitted to Liberty County High School in order to receive credit.
- Home education student must be enrolled full-time in Liberty County High School the entire second semester of their junior year and the entire first semester of their senior year in order to be eligible for Valedictorian, Salutatorian, or Top Twenty. The majority of the grades for the student’s high school credits must be numeric or alpha (not Pass/Fail).
- If a home education student is approved to take a course at Liberty County High

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School, he/she must attend that class full-time and is held to the school attendance policy. The student is only to be on campus for that class period or periods.

- A home education student may participate in extra-curricular activities and is required to attend the class for an activity if that is part of the requirement to participate (i.e. Band).
- Home education students will not receive a Liberty County diploma nor be allowed to participate in Liberty County High School graduation ceremonies.
- Home education students are not eligible for Liberty County High School local scholarships.

To withdraw a student for enrollment in a home education program, a parent/guardian must notify the Superintendent of Schools, in writing, of the intent to provide home education for the student. A copy of the notification of intent to provide home education will be kept on file at the Liberty County School Board office. The parent must provide a copy of the notification of intent to provide home education to the school in which the student is enrolled in order to for the student to be withdrawn.

LIBERTY COUNTY VIRTUAL SCHOOL FULL TIME (SCHOOL 7001)

- Liberty County contracts with K-12, Inc. to offer a virtual school as part of the Liberty County School District for grades K-12.
- Liberty County K-12 Full Time is a full class schedule for 180 days that approximately aligns with the Liberty County School District calendar.
- Students are considered fully enrolled this school (7001) and do not participate in any other school's regular day activities.
- Students of school 7001 may try out for extra-curricular activities that do not require course enrollment at Liberty County High School.
- Registration for Liberty County's K-12 Inc. is available online, through approximately the first two weeks of school. Parents are notified online if students qualify for this program.

GRADE FORGIVENESS PROCEDURE

The following criteria will be used for grade forgiveness. Any course grade not replaced according to these guidelines must be included in the calculation of the cumulative grade point average required for graduation. Semester grades for required and elective courses may be averaged together to earn credit. Assistance will be provided for students having difficulty in maintaining a 2.0. Such assistance may include but is not limited to summer school attendance, counseling, volunteer/peer tutoring, forgiveness policies, school sponsored help sessions.

Procedure:

- Courses with a grade of “D” or “F” must be replaced with a grade of C or better in the same or a comparable course. (Exception: A high school credit course taken in grades 6-8 may be retaken if the student made a “C”, “D”, or “F” in the course.) The higher of the two grades will be used and the lower grade forgiven.
- A grade of “D” or “F” in a required course may be forgiven by earning a passing grade in the same or a comparable course. (i.e. a World History course forgives a World History Honors course; both have the code of WH) ;
- A Level 1 course may not forgive a Level 2 or a Level 3 course (i.e. Pre-Algebra does not forgive Algebra II);
- A Level 2 course may forgive a Level 3 course of the same course title only (i.e. a subsequent grade in Geometry can forgive a “D” or an “F” in Geometry Honors, but not a Pre-Calculus.) No Honors, Advanced Placement, or Dual Enrollment weighted bonus points will be awarded for a non-weighted replacement class.
- Elective courses with a grade of D or F may be replaced with any subsequent course with a grade of “C” or higher.

Other Means of Grade Forgiveness

Final grades of “D” or “F” may be forgiven through another accredited means such as Florida Virtual School or credit recovery courses taken at LLC. Student must provide official transcripts for courses taken outside of the district.

PROMOTION REQUIREMENTS – 24 CREDIT STANDARD DIPLOMA

9th Grade: 6 Credits to include 1 English and 1 Math credit

10th Grade: 13 Credits to include 2 English and 2 Math credits

11th Grade: 19 Credits to include 3 English and 3 Math credits

12th Grade: 24 Credits to include all graduation requirements

To graduate with the designated cohort students should progress according to the standards outlined above. Students not meeting these criteria will be promoted to the next grade level and given the opportunity to retrieve required credits.

GRADUATION REQUIREMENTS – 24 CREDIT STANDARD DIPLOMA

Twenty-four (24) credits earned in Grades 9-12 as specified in the Student Progression Plan, satisfactory performance on the 10th Grade Florida Comprehensive Assessment Test (FSA-ELA) and Algebra I End of Course exams or current state required Florida Standards Assessment and a 2.0 cumulative grade point average are required for graduation. When a student retakes a course and earns a higher grade for that course, the higher grade will be used in computing the cumulative grade point average. A student may only retake a course in which he/she earned a grade of “D” or “F”. All courses taken (24 credits and beyond) are used in the grade point average calculation. No courses may be dropped in the GPA calculation except due to grade forgiveness.

NOTE: Students who fail to pass any of the state required graduation tests, or who do not earn a 2.0 grade point average, may have the option to return to school for an additional year to attempt to fulfill these requirements through remediation and support services. The school district retains the option to determine how this remediation will take place.

Standard Diploma Requirements Include:

- Twenty-four credits earned in Grades 9-12 as specified in the Student Progression Plan.
- Satisfactory performance on the 10th grade Florida Standards Assessment in English Language Arts and on the required End of Course Algebra I exam or current required statewide assessments.
- A 2.0 cumulative grade point average for all courses taken.
- The online course requirement may be satisfied by courses taken in grade 6-8, an online dual enrollment course, part-time or full-time virtual course, an industry certification in information technology or passage of online content assessment, without enrollment in or completion of corresponding course.

Concordant and Comparative Scores by Year Student Entered Grade 9

Assessment	Reading	Algebra 1
	2010-11 to Present	2011-12 to Present
SAT	430	N/A
ACT	19	N/A
Algebra 1 EOC Assessment	N/A	399
PERT	N/A	97

CERTIFICATE OF COMPLETION

- Graduating Seniors who have met all the requirements for a Standard Diploma except for passing the required state assessments and/or earning a 2.0 grade point average are eligible for a Certificate of Completion.
- Students may be admitted to a state community college with a Certificate of ~~C~~ompletion if they have a 2.0 grade point average, but do not have passing scores on the required state assessments for graduation.
- Students may be required to pass the GED test before earning a diploma from a state community college.
- State universities do not recognize a Certificate of Completion for admission.

~~Note: Student who fail to pass any of the state required graduation tests required for graduation tests, or who do not earn a 2.0 grade point average, may have the option to return to school for an additional year to attempt to fulfill these requirements through remediation. The school district retains the option to determine how this remediation will take place.~~

SPECIAL HIGH SCHOOL DIPLOMA (FOR STUDENTS ENTERING 9TH GRADE PRIOR TO THE 2014-2015 SCHOOL YEAR

- Properly classified with an Intellectual Disability, Hearing Impairment, Physical Impairment, Language Impairment, Specific Learning Disability, Emotional Behavior Disorder, Other Health Impairment, or other qualifying disability.
- Earn credits in grades 9-12 as specified in the Student Progression Plan

NOTE: Students who are in Exceptional Education entering high school in 2014-2015 and thereafter will have the option of a 24 credit Standard Diploma (with modifications) or a Certificate of Completion only.

Students Entering Grade 9 in the 2013-2014 School Year and Beyond

4 Credits English/ELA
<ul style="list-style-type: none"> • Pass the statewide, standardized grade 10 Reading assessment or earn a concordant score in order to graduate with a

standard diploma.
4 Credits Mathematics
<ul style="list-style-type: none"> • One of which must be Algebra I and one of which must be Geometry. • A student who takes Algebra I must take the Algebra I EOC assessment, or earn a comparative score, in order to earn a standard high school diploma. The EOC results constitute 30 percent of a student's final course grade. • A student who takes Geometry must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade. • A student who earns an industry certification (1) that articulates to college credit may substitute the certification for up to two mathematics credits, except for Algebra I and Geometry. • A student who selects Algebra II must take the Algebra II EOC assessment. The EOC results constitute 30 percent of a student's final course grade.
3 Credits Science
<ul style="list-style-type: none"> • One of which must be Biology I, two of which must have a laboratory component. • A student who takes Biology I must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade. • A student who earns an industry certification (1) that articulates to college credit may substitute the certification for one science course (except for Biology I). • An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I).
3 Credits Social Studies
<ul style="list-style-type: none"> • One credit in World History. • One credit in U. S. History. • A student who takes U.S. History must take the U.S. History EOC assessment. The EOC results constitute 30 percent of the student's final course grade. • One-half credit in U. S. Government. • One-half credit in Economics.
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts
<ul style="list-style-type: none"> • Eligible courses are specified in the Florida Course Code Directory at http://www.fldoe.org/articulation/CC/default.asp.
1 Credit in Physical Education
<ul style="list-style-type: none"> • To include the integration of health.
8 Elective Credits
1 Online Course

(1) Industry certifications for which there is a statewide college credit articulation agreement approved by the State Board of Education may substitute for mathematics and science credit may be found at <http://www.fldoe.org/workforce/indcert.asp>

LIBERTY COUNTY HIGH SCHOOL DIPLOMA DESIGNATIONS

Each standard high school diploma shall include, as applicable, the following designations if the student meets the criteria set forth for the designation as referenced below.

Scholar Diploma Designation 9th Grade Cohorts 2011-2014

In addition to meeting the 24-credit standard high school diploma requirements, a student must: Earn 1 credit in Algebra II;

- Earn 1 credit in Statistics or an equally rigorous mathematics course;
- Pass the Biology I EOC;
- Earn 1 credit in Chemistry or Physics;
- Earn 1 credit in a course equally rigorous to Chemistry or Physics;
- Pass the U. S. History EOC;
- Earn 2 credits in the same World Language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

9th Grade Cohort 2014-2015 and Forward

- Earn 1 credit in Algebra II;
- **Must pass Algebra II EOC;**
- **Pass the Geometry EOC;**
- Earn 1 credit in Statistics or an equally rigorous mathematics course;
- Pass the Biology I EOC;
- Earn 1 credit in Chemistry or Physics;
- Earn 1 credit in a course equally rigorous to Chemistry or Physics;
- Pass the U. S. History EOC;
- Earn 2 credits in the same World Language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

Scholar Diploma Designation Exemptions

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U. S. History course and the student

- Takes the respective AP, IB or AICE assessment and
- Earns the minimum score to earn college credit.

Merit Diploma Designation

In addition to meeting the standard high school diploma requirements based on grade 9 cohort year, in order to earn a merit diploma designation a student must attain one or more industry certification from the list established under s. 1003.492, F.S.

Florida Seal of Biliteracy

A student may earn the Florida Gold Seal of Biliteracy based on a high level of competency in listening, speaking, reading, and writing in one or more foreign languages in addition to English or the Silver Seal which is the second-highest level of competency. These levels must be as rigorous as is recommended in the biliteracy seal guidelines established by national organizations supporting foreign languages instruction. The student must;

- Earn four foreign language course credits in the same foreign language with a cumulative 3.0 GPA.
- Have achieved a qualifying score on a foreign language assessment; or
- Have satisfied alternative requirements as determined by the State Board of Education

PROMOTION REQUIREMENTS – 18 CREDIT ACCEL PROGRAM (3 YEARS)

- 9th Grade: 6 Credits to include 1 English Language Arts and 1 Math credit
- 10th Grade: 12 Credits to include 2 English Language Arts and 2 Math credits
- 12th Grade: 18 Credits to include all graduation requirements

To graduate with the designated cohort students should progress according to the standards outlined above. Students not meeting these criteria will be promoted to the next grade level and given the opportunity to retrieve required credits.

GRADUATION REQUIREMENT – 18 CREDIT ACCEL PROGRAM (3 YEARS)

Requirements include:

- Credits earned in three (3) years as specified in the Student Progression Plan.
- Passing score on the 10th Grade Florida Standards Assessment in English/Language Arts.
- Passing score on the Algebra I End of Course exam or its equivalent.

LIBERTY COUNTY SCHOOL DISTRICT ACCEL PROGRAM GRADUATION REQUIREMENT

- 18 credits in required courses listed below

- Passing scores on 10th grade Florida Standards Assessment and Algebra 1 EOC (End of Course) assessment or state mandated assessments for 9th grade cohort (year student entered 9th grade)
- Take Biology, Geometry, and U.S. History EOC assessments along with Algebra 2 EOC, if applicable
- 2.0 unweighted cumulative GPA
- 18 Credits in:
 - 4 English/Language Arts
 - 4 Mathematics to include
 - Algebra 1 (Must pass EOC and EOC is 30% of yearlong course grade with no semester credits awarded if taken school year 2013-2014 or after)
 - Geometry (EOC is 30% of final course grade; yearlong course with no semester credits awarded)
 - 3 Science to include
 - Biology (EOC is 30% of final course grade; yearlong course with no semester credits awarded)
 - 3 Social Science to include
 - 1 World History
 - 1 U.S. History (EOC is 30% of final course grade; yearlong course with no semester credits awarded)
 - 1 semester of American Government and 1 semester of Economics
 - 1 Performing or Fine Art or its equivalent
 - 3 electives (online course not required)

NOTE: 18-Credit ACCEL Program minimum requirements do not meet Florida's Bright Futures Scholarship requirements unless specific electives taken. Refer to the complete Bright Futures eligibility criteria at <http://www.FloridaStudentFinancialAid.org/SSFAD/bf/> to access additional scholarship requirements.

FOREIGN EXCHANGE STUDENTS

The admission of all foreign exchange students will be at the discretion of the principal. Agencies wishing to place foreign exchange students in the Liberty County School System must have explicit permission from the principal by July 1 for the next school year. In case of an emergency, this time line can be adjusted. All foreign exchange students must maintain the agency's policies regarding grade maintenance, behavior and general rules. A copy of these policies will be kept in the student's cumulative folder. Foreign exchange students may not

have graduated from their home country's high school to be eligible for placement in the Liberty County School System. Foreign exchange students must meet all Liberty County School Board and Florida State requirements to be issued either a Florida High School Standard Diploma or a Certificate of Completion. The principal will determine at the beginning of the year if the foreign exchange student will be eligible for either a standard diploma or a certificate of completion. Failure to comply with the agency's policies and the Liberty County School Board policies can be reason for suspension and dismissal from the Liberty County School System.

GENERAL EDUCATION DEVELOPMENT (GED)

Any student who has previously earned a GED Diploma is not eligible to enter Wakulla Liberty County High School and earn a standard or special high school diploma.

PROCEDURES FOR SELECTING ACADEMIC HONORS

Beginning with graduation class of 2018:

Cum laude: Students with weighted GPA of 3.0-3.49(up to graduating class of 2017

- Cum laude: Students with weighted GPA of 3.25-3.49.(Beginning with graduating class of 2018
- Magna cum laude: Students with weighted GPA of 3.50-3.74. Students will be given the privilege of being on the commencement program or otherwise recognized as outstanding students.
- Summa cum laude: Students with a weighted GPA of 3.75 - 4.0+. Students will be given the privilege of being on the commencement program or otherwise recognized as outstanding.

Final grades will NOT be rounded off. The senior student with the highest weighted academic average, who meets Summa/Magna cum laude requirements, will be valedictorian. The senior student with the second (2nd) highest weighted grade point average, who meets Summa/Magna cum laude requirements, will be salutatorian. In the event of a tie all students receiving the .50 weighted GPA shall receive the same honors designation. In order to be Valedictorian or Salutatorian, a student must have been enrolled full-time at LCHS for three consecutive semesters prior to graduation. Beginning with the graduating class of 2008-2009 dual enrollments, honors, and AP classes will be weighted .50 in GPA calculations.

Grade Point Average: The determination of GPA is based on courses taken through the end of the 1st semester of the senior class year for honors purposes only. All semester grades earned

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including high school credit work brought from middle school will have quality points tallied and then divided by number of entries. This process will = GPA. The GPA is computed using the letter grade. Numerical grades will not be used. The average will be determined by the following point system: A=4 points, B=3 points, C=2 points, D= 1 point and F= 0 points.

Student Makeup Grades: Any student receiving an "I" (incomplete grade) at the end of the first semester of the senior year will be allowed to make up the unfinished work based on the attendance policy. If the work is not made up, zeros will be averaged with any existing grades for the nine weeks average.

Academic Honor Students:

Dual enrollment, AP and virtual school courses may be substituted with approval from principal. Dual enrollment, AP and virtual school courses not completed at the time of Academic Honors determination will not be used to determine the GPA.

Graduating classes of 2018 and forward must complete all graduation requirements to include all the following courses.

Cum Laude (3.0 – 3.49) students will be allowed two (2) exemptions.

Cohorts graduating through the 201~~67~~-201~~78~~ school year.

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Algebra I	English I or English I Honors*
Algebra II or Algebra II Honors*	English II or English II Honors*
Geometry or Geometry Honors*	Spanish I
Trigonometry/Pre-Calculus* • or 1 College Level Math Course MAC1105 or higher*	Spanish II
Chemistry or Chemistry Honors	Physics*

Cum Laude (3.25 – 3.49) students will be allowed two (2) exemptions.

Students entering 9th grade in the 201~~45~~-201~~56~~ school year and graduating 201~~78~~-201~~89~~ and beyond..

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Algebra I	English I or English I Honors*
Algebra II or Algebra II Honors*	English II or English II Honors*
Geometry or Geometry Honors*	Spanish I
Trigonometry/Pre-Calculus* • or 1 College Level Math Course MAC1105 or higher*	Spanish II
Chemistry or Chemistry Honors	Physics*

Magna (3.50-3.74) and **Summa Cum Laude** (3.75-4.0+) students will be allowed two (2) exemptions, which cannot be Trigonometry/ Pre-Calculus and Physics.

Algebra I	English I or English I Honors*
Geometry Honors*	English II Honors*
Algebra II Honors*	ENC 1101*
Trigonometry/Pre-Calculus* • or 1 College-Level Math Course MAC1105 or higher*	ENC 1102*
Chemistry Honors	Spanish I
Physics*	Spanish II

*Denotes courses weighted .50 in GPA Calculations

-Students may be given the privilege of being on the commencement program or otherwise recognized as outstanding students.

Scholar Designation on Diploma

Algebra II	Trig/PreCal/MAC1105	Physics/equally rigorous course	Chemistry
Spanish I	Spanish II	AP/DE course (1)	Pass Biology EOC
Pass U. S. History EOC	Pass Algebra II EOC	Pass Geometry EOC	

Merit Designation on Diploma

Attain one or more industry certification: _____

Signature indicates that student progress toward Academic Honors has been discussed on date/s. I don't understand this part???

ADVANCED PLACEMENT COURSES/EXAMS

ADVANCED PLACEMENT COURSES/EXAMS

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Advanced Placement courses are offered to qualified students in the areas of AP Human Geography on the Liberty County High School campus. Additional AP courses may be earned through FLVS. These rigorous courses prepare students to succeed in college. The GPA for

Advanced Placement courses is weighted. Students can earn college credits by passing AP exams.

- Students are required to take the AP exam at the end of an AP course. AP exams are paid for by the school system. Students who do not show up for an AP test will be responsible for paying for the unused exam or late fee if rescheduled unless there is documentation of a family or medical emergency or unavoidable school event such as a state playoff.
- Students must be enrolled in the AP course in order to take the AP exam for that course.

DUAL ENROLLMENT

The following procedures shall be in force and adhered to by the schools and the School Board of Liberty County, Florida, in cooperation with applicable post-secondary institution in providing for a program of accelerated graduation and/or early admission and dual enrollment studies for qualified students from Liberty County. **A student who applies and meets the following conditions may dual enroll at Chipola College, and Tallahassee Community College.**

- Parents must participate in a conference with the guidance counselor, principal, and student. A letter of understanding will be signed by all participants concerning graduation requirements and dual enrollment course work.
- Acceptance of the student by a post-secondary institution authorized by Florida Law or accredited by the South Association of Colleges and Schools. The student must have a 3.0 unweighted high school grade point average and written approval of the principal, a copy of the appropriate entrance exam with passing scores will be entered on the student's official transcript. A tenth grade student with a GPA of 3.75 or higher may request a hearing from the principal on their participation in the enrollment program. A committee appointed by the principal will review the student's request. If approved by the committee all conditions for dual enrollment will apply.
- The P.E.R.T. may be administered up to 2 times free of charge for each subject area (Reading, Writing and Math) as an avenue for students to meet assessment eligibility requirements for participation in dual enrollment. Each administration thereafter a fee of \$5.00 will be assessed for the test administration.
- Dual Enrollment Courses offered at Liberty County High School are in-eligible courses for enrollment at the College during school hours. However, pursuant to s 107.271, F.S. students shall be permitted to enroll in classes on the college campus before and after school hours.
- The student must maintain the minimum postsecondary grade point average established by the postsecondary institution.

- A student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process.
- The FCS institution may limit dual enrollment participation based upon capacity.
- Students in early admission programs are eligible under the Florida High School Athletic Association (FHSAA) to participate in high school athletics.
- The School Board does not receive funding from FEFP during the summer and will not be responsible for paying dual enrollment tuition during the summer terms. The College will waive tuition for both summer terms.
- When the above stated conditions have been met the student may be awarded a diploma at graduation with his or her regular class or at a time convenient to the principal provided that:
 - The student has completed six (6) college hours or equivalent with a normal class load and maintains at least a "C" average or equivalent or,
 - The student has earned sufficient college credit to fulfill graduation requirements as specified by the district school board.
 - The student's high school record contains adequate notations covering the work accomplished while in college. An official transcript of courses taken must be on file in the student's high school record or written confirmation from the instructor that the student has completed the course requirements prior to a diploma being granted.

Liberty County has an agreement with Chipola College and Tallahassee Community College to provide advanced instruction for students who demonstrate a readiness to engage in post-secondary level academic work. Students meeting eligibility for dual enrollment may enroll in dual enrollment courses during school hours, after school hours and during the summer term. All dual enrollment courses taught at Liberty County High School meet the same competencies required for courses taught on the postsecondary institution campus. Instructional materials utilized are the same or comparable to those used in courses offered by the postsecondary institution with the same course prefix and number. Dual enrollment courses may not be combined with any non-college credit high school course or advanced placement course. (s. 1007.263 F.S.)

Career dual enrollment will be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma. Career dual enrollment shall be available for secondary students seeking a degree and industry certification through a career education program or course. Career dual enrollment courses are creditable toward the high school diploma and the certificate or associate degree. Participation in the career early admission program is limited to students who meet requirements as specified in articulation agreement with Chipola College.

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Students enrolled pursuant to this section are exempt from the payment of registration, tuition, and laboratory fees.

~~Career dual enrollment will be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma. Career dual enrollment shall be available for secondary students seeking a degree and industry certification through a career education program or course. Career dual enrollment courses are creditable toward the high school diploma and the certificate or associate degree. Participation in the career early admission program is limited to students who have completed a minimum of 4 semesters of full time secondary enrollment, including studies undertaken in the ninth grade. Students enrolled pursuant to this section are exempt from the payment of registration, tuition, and laboratory fees.~~

Note: Refer to Appendix A for the Dual Enrollment Contract

Dual Enrollment Grading Procedure

The following grading system will be applied to college dual enrollment classes which will become part of the student's high school transcript:

The college instructor will submit the student's letter grade to the high school. The high school guidance counselor assigns a numerical grade based on the college grading scale. High school credit will be granted on the following semester basis (F.S. 232.2462); three college hours is equivalent to 1 or ½ high school credits base on the course taken at the college.

A student that drops a dual enrollment course will not receive credit for the dual enrollment course for the term. If a student drops a dual enrollment course they will not be allowed to dual enroll the next term, unless extenuating circumstances exist. If a student drops two dual enrollment courses the student will be withdrawn from the program. The student must maintain a minimum overall 3.0 GPA in dual enrollment courses at Tallahassee Community College and a minimum overall GPA of 2.0 if attending Chipola College. If a student earns a D or F in a college course, they will not be allowed to dual enroll the following term. Failure of a course could result in the student failing to graduate with their class. Seniors must be enrolled in and attending one course at the high school each semester to participate in extracurricular activities to include graduation unless they are an Early Admit student. All books must be returned to Liberty County High School at the end of the semester.

GRADUATION UNDER EARLY ADMISSION AND ADVANCED STUDIES – HIGH SCHOOL

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Students under the 24-credit Standard Diploma option who have completed their eleventh grade year and who have been admitted to the early admissions program by the School Board under the criteria specified in the School Board's inter-institutional agreements may receive credit toward graduation through work taken at a post-secondary institution authorized by Florida law. To be eligible for early admission a student must have the college's required cumulative grade point average. Students who have been early admitted may take approved courses only. A minimum of 12 credit hours is required for each semester. Taking more than 15 credits is not advised. All schedules must be approved by the principal or designee, including drop and add. Students must apply during semester two of their 11th grade year during the designated time period.

Students may participate in graduation ceremonies. Responsibility concerning senior graduation exercises and related activities including, but not limited to, dates of practice, ordering of invitations, and senior pictures, is left to the student.

STANDARDIZED TESTING REQUIREMENTS

The district will implement a statewide, standardized assessment program that is aligned to the core curricular content established in the Next Generation Sunshine State Standards, and Florida Standards as appropriate. Participation in the assessment program is mandatory for all students attending public school. Specific state Reading or English/Language Arts and Math assessments in specific grade levels must be passed in order to receive a standard diploma. If required state assessments are not passed the first time, the student will have at least two opportunities per year to retake the section(s) not passed. Exceptions to passing the required state assessments include:

- Accepted concordant or comparative test scores according to state guidelines.
- Students with disabilities who have taken the required state assessments as outlined in s. 1003.43 (11)(b), F. S.
- A dependent child of a member of the United States Armed Forces who enters a public school at the grade 12 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 passing scores on the required state assessments shall satisfy the assessment requirement for a standard high school diploma. 1008.221, F.S.

PROFICIENCY LEVELS

In accordance with state statute, the following levels of proficiency have been identified in reading, writing, mathematics and science. Any student who is identified as not meeting these

levels of proficiency will receive intensive intervention and support as determined by the school problem solving team.

Reading Proficiency as determined by:

- A grade of 60% or above in English I, II, III, and IV or their equivalents;
- A proficient score on the grade level Reading or English/Language Arts state assessment. Passing scores are determined by the state statutes.

Writing Proficiency as determined by:

- A grade of 60% or above in English I, II, III, and IV or their equivalents; :

Mathematics Proficiency as determined by:

- A grade of 60% or above in each of the four math courses required for graduation.
- A proficient score on the state End of Course (EOC) math exams. Proficient scores are determined by the state statutes.

Overall Academic Proficiency for Standard Diploma Graduation:

- A cumulative 2.0 grade point average or above considering all courses taken;
- Proficient scores on the required state assessments. Proficient scores and accepted concordant or comparative scores are determined by state statute.

REMEDIATION AND INSTRUCTIONAL SUPPORT

All available assessment results, including the results of statewide, standardized English Language Arts assessments and end-of-course assessments for Algebra I, will be utilized to advise students of any identified deficiencies and to provide appropriate postsecondary preparatory instruction before high school graduation. Various assessments will be used to identify the nature of the student's difficulty and areas of academic need. Standard diploma general population students whose assessment indicates a need for remediation may be placed in a remediation of basic skills class which counts as an elective credit. Instruction will be given in reading, writing, and mathematics in accordance with the state standards. Teachers will maintain a plan for monitoring ongoing progress in reading, English/Language Arts, and mathematics that considers standardized test scores, teacher assessments and diagnostic testing. Skills also are reinforced in the regular English, and mathematics classes. Exceptional Education students are remediated through their intensive regular curriculum that is modified to accommodate students' needs. General population students who do not pass the required state assessments may be placed in a remedial class to work on mastering the mathematics and

communications competencies as needed. The professional judgment of school personnel will also be a part of determining if students need remediation in instances where there is insufficient or inconsistent data to support or deny the need for remediation.

MULTI-TIERED SYSTEM OF SUPPORT PLAN

MULTI-TIERED SYSTEM OF SUPPORT PLAN

Schools are required to utilize the district Multi-Tiered System of Support Plan for all students, including those students who fail to meet performance standards. The Multi-Tiered System of Support Handbook is designed to guide schools and teachers as they implement a Multi-Tiered System of Support for all students. The Multi-Tiered System of Support model requires that teachers monitor student data obtained through universal screening, formative progress monitoring and classroom assessment/observation throughout the year and implement interventions to meet student needs as identified by this data. Students who do not show progress with Tier I classroom intervention must be reviewed by the Problem Solving Team (PST) in the school. This team, in conjunction with the teacher, will conduct additional diagnostic assessments to determine a targeted area of need, design a plan for progress monitoring the student, and determine the extent to which intervention must be intensified.

The Multi-Tiered System of Support Plan is supported by the required administration of STAR Reading and STAR Math, or other similar progress monitoring assessments three times each year. Students who fail to make progress with Tier I classroom intervention must be provided with additional diagnostic assessments.

Students, who score below level 3 on the state assessments for English Language Arts and Math, in addition to students not meeting the specific levels of proficiency as defined by the school district, are included in ongoing progress monitoring and are provided with classroom intervention specific to their identified need(s). Strategies for these students must be documented by the classroom teacher and monitored to assure that the students are improving as a result of the interventions(s). ~~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 and identify ways to improve his or her academic achievement:

- A federally required student plan such as an individual education plan (IEP)
- A ~~schoolwide~~ school wide system of progress monitoring for all students as described above); or

- An individual progress monitoring plan (as determined by the school Problem Solving Team). This is documented using forms provided in the MTSS Handbook.

The plan chosen must be designed to assist the student in meeting state and district expectations for proficiency. If the student has been identified as having a deficiency in reading, the K-12 Comprehensive Reading Plan includes instructional and support services to help the student meet the desired levels of performance.

REPORTING STUDENT PROGRESS

The progress of each student toward achieving state and district requirements will be reported to each student and their parents or legal guardian each nine weeks (report cards).

- Report Cards are to provide the student and the parent with an objective evaluation of the student's scholastic achievement effort.
- Grades are to reflect academic achievement based on classroom work, observations and test. Students who receive passing grades on their report card can be assumed to be working within a range acceptable for the grade or subject.
- Students will be advised of the grading criteria used in the school and in each class prior to the beginning of the grading period.
- Students will be advised of the district standards for promotion and graduation as applied to the student's grade placement.
- Honors, dual enrollment, and AP courses will be weighted .50 on the Student Information System.
- Students are to be evaluated in all courses in which they are enrolled.
- If a change in grade is made on the report card or permanent record, the person making the change (principal or teacher) must sign and make a notation.
- The person making the change is responsible for ensuring the MIS system is updated with the change.
- Parents and guardians will be notified in writing at the end of four and one-half weeks during a grading period by a mid-nine weeks progress report.
- Parents will be notified at the end of each semester in grades 9, 10, 11 and 12 if the student has a cumulative GPA below 2.5.
- Parents will be notified no later than thirty (30) school days prior to the last day of school if a student is in danger of failing a course/grade or graduating.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement.

- The Florida Academic Scholar's Certificate shall be awarded by the commissioner to any graduate who meets the requirements of F.S. 1003.43. Students may fulfill the requirement for 100 hours of community service through any civic, governmental or school service organization. The student is responsible for submitting a plan of service and documenting completion of the plan to the guidance counselor before being nominated for the Florida Academic Scholar's Award.
- Florida Merit Scholar Award will be awarded by the commissioner to any graduate who meets the requirements. Students may fulfill the requirement for 75 hours of community service through any civic, governmental or school service organization. The student is responsible for submitting a plan of service and documenting completion of the plan to the guidance counselor before being nominated for the Florida Merit Scholar Award.
- Florida Gold Seal Vocational Scholar's Award will be awarded by the Commissioner to any graduate who meets the requirements. Students may fulfill the requirement for 30 hours of community service through any civic, governmental or school service organization. The student is responsible for submitting a plan of service and documenting completion of the plan to the guidance counselor before being nominated for the Florida Gold Seal Vocation Scholar's Award. **GSV Scholar will not be funded if enrolled in an Associate of Arts or a baccalaureate degree.**
- Florida Gold Seal CAPE (Career and Professional Education) Scholars will be awarded as an alternative to the current Florida Gold Seal Vocational Scholars award. High school students graduating in the 2016-2017 are eligible for a Florida Gold Seal CAPE award if they meet the general eligibility requirements for the Florida Bright Futures Scholarship program, earn a minimum of five postsecondary credits through CAPE industry certifications and complete at least 30 hours of volunteer service work.

The initial eligibility period is extended for the Florida Bright Futures Scholarship Program for students who are unable to accept an award due to full time religious or service obligations lasting at least 18 months. Eligible students can defer the 2-year initial award period and the 5-year renewal period until the student completes the religious or service obligation. Documentation in writing of the service obligation will be verified by the organization on a form prescribed by the department.

To be a completer in the Vocational Programs, a student must master the appropriate student performance standards and complete a minimum number of credits. In the event the student

accomplishes the standards prior to the completion of the standard program hours the student may be designated a completer.

Completion of student performance standards and designation as a completer shall be documented by the instructor. Industry certification may be obtained in the following programs: Building Construction Technology, ServSafe, Microsoft Office, CMAA, Welding, Pharmacy and Pharmacy Technician and by completing designated courses and taking the appropriate industry certification examination (based on program availability).

- Building Construction Technology
 - Building Construction Technology I, II, III (one credit each)
- Administrative Office Specialist
 - Computing for College and Careers
 - Business Software Applications I
 - Business Software Applications II
- Vocational Dual Enrollment – Chipola College
- Culinary Arts (ServSafe Certification)
- Microsoft Certification
 - Access, Excel, Outlook, Power Point, Word
 - Students must pass 3 of the 5 to obtain certification
- Certified Medical Administrative Assistant
 - Health Science 1
 - Health Science 2
 - Allied Health 3 Assisting
- Digital Design
 - In Design, Adobe Dreamweaver, Flash, Photoshop
- Welding
 - Welding I
 - Welding II
 - Welding III

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STATE UNIVERSITY SYSTEM (SUS) STANDARD ADMISSION REQUIREMENTS

Coursework	Test Minimums
4 English	Critical Reading <ul style="list-style-type: none"> • ACT 19 or SAT 460

4 Math (Algebra 1 or Higher)	Mathematics <ul style="list-style-type: none"> • ACT 19 or SAT 460
3 Social Science	English with Writing <ul style="list-style-type: none"> • Combined ACT Plus Writing 18 or SAT 440
3 Natural Science (2 with lab experience)	Minimum HS GPA 2.5
2 same World Language	
2 Electives	

At this time, industry certifications approved for meeting mathematics and science high school diploma requirements are NOT accepted as one of the 4 math or 3 natural science credits required for SUS admission.

INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES ~~DO WE NEED TO KEEP THIS SECTION?~~

In order to participate in interscholastic, extracurricular student activities a student must maintain a cumulative GPA of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by statute for high school graduation. Beginning with the first semester of ninth grade, any student wishing to participate in extracurricular interscholastic student activities, must be in compliance with the Florida High School Athletics Association.

The student must fulfill the requirements of an academic performance contract between the student, the district school board, the appropriate governing association, and the student’s parents if the student’s cumulative GPA falls below the 2.0, in courses required for high school graduation. The contract must require that the student attend summer school, or its grade equivalent, between Grades 9 and 10 or Grades 10 and 11, as necessary. The student must have a cumulative GPA of 2.0 or above in courses required for high school graduation, during his or her junior year.

For a student to participate in interscholastic extracurricular student activities, he/she must maintain satisfactory conduct and, if the student is convicted of, or is found to have committed a felony or a delinquent act which would be a felony if committed by an adult, regardless of whether adjudication is withheld, the student’s participation in interscholastic activities is contingent upon established and published school board policy.

Residency and transfer of student athletes will be subject to the bylaws established by the FHSAA which allows a student to be eligible in the school in which he or she first enrolls each year or the school in which the student becomes a candidate for an athletic team by engaging in a practice prior to enrolling in the school. The student athlete is eligible in the school to

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which the student has transferred during the school year if the transfer is made by a deadline established by the FHSAA, which may not be prior to the beginning of practice for the sport.

Home education students are eligible to participate in the interscholastic extracurricular activities at the public school that he or she would be assigned to attend based on a district's attendance area policies provided the following conditions are met: the student must meet the requirements of home education, during the period of participation the home education student must demonstrate educational progress in all subjects taken in the home education program by a method of evaluation agreed upon by the parent and the school principal.

The parent or guardian of student athletes are required to sign an informed consent that explains the nature and risk of concussion or head injuries, including the risk of continuing to play after concussion or head injury. This signed consent is required prior to a student athlete participating in any practice, tryout, workout, or other physical activity associated with candidacy for an athletic team.

**SECTION V.
SPECIAL CONSIDERATION FOR
ALTERNATIVE EDUCATION AND ADULT EDUCATION**

SECTION V. ALTERNATIVE EDUCATION AND ADULT EDUCATION

ALTERNATIVE EDUCATION – Liberty Learning Center

Students may be placed in an alternative long term disciplinary program according to Liberty County School Board Policy 2451 and the Liberty County Schools Code of Student Conduct.

A student shall be identified as being eligible for services provided through the dropout prevention and academic intervention programs based upon one of the following criteria: First priority in placement is based on behavioral needs as outlined below. Schools will serve students with academic and attendance issues at the school level if possible. If all resources have been exhausted the student may be considered for placement.

- The student has a history of disruptive behavior in school or has committed an offense that warrants out-of-school suspension or expulsion from school according to the district school board's code of student conduct. For the purposes of this program, "disruptive behavior" is behavior that:
 - Interferes with the student's own learning or the educational process of others and requires attention and assistance beyond that which the traditional program can provide or results in frequent conflicts of a disruptive nature while the student is under the jurisdiction of the school either in or out of the classroom; or
 - Severely threatens the general welfare of students or others with whom the student comes into contact.
- The student is academically unsuccessful as evidenced by low test scores, retention, failing grades, low grade point average, falling behind in earning credits, or not meeting the state or district proficiency levels in reading, mathematics, or writing.
- The student has a pattern of excessive absenteeism or has been identified as a habitual truant.
- The student is identified by an early warning system pursuant to s.1001.42 (18) (b).

Requirements of the alternative program include the following;

- Curriculum is provided according to Florida State Standards for each course.
- Grade to grade promotion is the same as outlined in Special Considerations for Middle and High School Students.
- Required standardized state assessments and district assessments are provided.
- Students receive individualized and small group instruction, with opportunities for computer assisted credit recovery of failed courses or courses needed to be retaken to improve the high school grade point average for course grades of "D" or "F".

ADULT EDUCATION GENERAL EDUCATION DEVELOPMENT (GED) HIGH SCHOOL EQUIVALENCY PROGRAM

S.1003.21, F.S. requires that all children who have not attained the age of 16 years, to attend school regularly during the entire school terms. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Students may enroll in the Liberty County Adult School and earn a General Education Diploma.

- The GED is a national test that permits a student to receive the equivalent of a high school diploma upon successfully passing an examination. The diploma issued is the State of Florida High School Diploma.
- Placement
 - Florida does not require students who are sixteen (16) years or older to attend school. The adult program is designed to give further education to persons, sixteen (16) or older, who are no longer attending the regular school program.
 - To qualify for the adult program, a person must be sixteen (16) years of age and not enrolled in school.
 - Students may enroll in adult education classes at any time and progress at their own rates of speed. The granting of credit is based on actual attainment regardless of time spent in class.
- The GED is a battery of four (4) tests:
 - The four (4) tests cover the areas of reading/writing, social studies, science, and mathematics.
 - To take the test, a person must be eighteen (18) years of age or older and reside in the State of Florida at the time of application. Minor persons sixteen (16) or seventeen (17) years of age may, with parent/guardian's permission, take the GED only under extraordinary circumstances. Approval of Superintendent or his designee is required prior to registration by sixteen (16) or seventeen (17) year olds for examination. Persons sixteen (16) or seventeen (17) years of age must participate in pre- and post-test career planning conferences through the regular high school counselor (if enrolled) or through the adult education counselor (if withdrawn).
- Note: Students entering the GED program may not return to Liberty County High School. Adult students who have previously earned a Certificate of Completion may enroll in the GED Program.

SECTION VI
SPECIAL CONSIDERATION FOR
STUDENTS IN EXCEPTIONAL EDUCATION

STUDENT PROGRESSION REQUIREMENT FOR STUDENTS ENROLLED IN EXCEPTIONAL STUDENT EDUCATION STUDENT EDUCATION PROGRAMS

Nothing provided for in this document shall be construed to limit or restrict the right of a student with disabilities (SWD) solely to a special diploma or special certificate of completion. Any student shall be afforded the opportunity to meet all requirements to qualify for a standard diploma.

INSTRUCTION

Placement in an Exceptional Student Education (ESE) program is in accordance with Florida Statutes 1003.57 and local rules and procedures reflected in the document Liberty County Exceptional Student Education Policies and Procedures.

Programs are provided for the following exceptionalities:

- Autism Spectrum Disorder (ASD)
- Intellectual Disability (InD)
- Orthopedically Impaired
- Speech Impaired
- Language Impaired
- Deaf/Hard of Hearing
- Visually Impaired
- Emotional Behavioral Disorder (EBD)

- Specific Learning Disabled
- Gifted
- Hospital/Homebound
- Dual-Sensory Impaired
- Traumatic Brain Injury
- Developmentally Delayed
- Established Conditions
- Other Health Impaired

COOPERATIVE PROGRAMS FOR EXCEPTIONAL EDUCATION STUDENTS

Programs for some students with Intellectual Disabilities (InD), and deaf hard of hearing are provided in Leon County through a cooperative agreement. These students will follow the Leon County Student Progression Plan and graduation criteria.

HOSPITAL HOMEBOUND

Students enrolled in exceptional student education programs while placed in Hospital/Homebound Instructional Program will be evaluated on the state standards applicable to their exceptionality.

ASSESSMENT PROGRAM

Students with Disabilities (SWD) participate in appropriate state and district assessments. The IEP Team, with parents as participating members, determines the appropriate assessment and documents as part of the IEP process.

TEST ACCOMMODATIONS

The administration of the state assessments and other tests may use accommodations for students with disabilities (6A.1.0943). The following accommodations are authorized for the student with disabilities when determined appropriate by the IEP Committee and so indicated on the IEP. The accommodations are to be used in the classroom on a regular basis.

- Flexible Scheduling - A test may be administered to a student during several brief sessions consideration must be given to specific breaking points mentioned in the administration manual. However, all testing must be completed by the deadline specified for that particular test.
- Flexible Setting – A test may be administered to a student individually and/or in a small group setting rather than in an auditorium setting.
- Flexible Responding – The student may mark answers in a test booklet, type the answers by machine, or indicate the selected answers to a test proctor. The proctor may then transcribe the student’s responses onto a machine-scorable answer sheet. This accommodation must be on the student’s IEP and done on a regular basis as a part of instruction throughout the year.
- Assistive Devices – The student may use a magnifying device, a pointer, a non-calibrated rule or template, or other similar devices to assist in maintaining visual attention to the test booklet. An abacus and a Braille writer may be used.
- Presentation – The student may be tested by one or more of the following three methods specifically developed by the Department of Education of the State of Florida.
 - Visual Reading – The student may be tested with materials which are enlarged print or may be tested with regular print materials enlarged through mechanical or electronic means. Enlarged materials shall be provided only for students who meet the eligibility criteria for visually impaired programs.
 - Tactile Reading – The student may be tested with materials which have been transformed to Braille code or tested by using devices which permit optical to tactile transformations. Test items which have no application for the ~~nonsighted~~no sighted person will be deleted from the tactile forms authorized or provide by the department and shall be deleted from the requirements of 1008.22, F. S.
 - Auditory or Sign Language Presentation – The test administrator may sign, provide oral interpretation, or read to the student the following portions of the test: all mathematics items, all writing items, all oral reading items, and all directions. The reading items shall be read by the student using visual or tactile means.
 - Paper/pencil test in lieu of computer based assessment.

In no case shall the accommodation authorized above be interpreted or construed as an authorization to provide a student with assistance in determining the answer to any test item.

STUDENT PROGRESSION REQUIREMENTS IN GRADES K-5

Academic grades must reflect the student's academic progress. The grade must not be based upon the student's effort and conduct. The grade must provide both students and parents with a clear indication of academic performance. Grades in all subjects are to be based upon the student's degree of mastery of the instructional objectives for the subject. The determination of the specific grade a student receives must be based upon the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

Academic Grades for Student with Disabilities Following Regular State Student Performance Standards:

- Grades earned by students with disabilities shall be based upon the student's ability to master the objectives specified in the state standards for subjects the student has the basic skills necessary to achieve mastery as well as those written as IEP specifications.
- Students with disabilities shall earn grades that reflect the same criteria as outlined for the regular education program, and ~~the evaluation criteria indicated on the student's IEP~~ following the accommodations outlined in the students' IEP.

Academic Grades for Students With Disabilities Following Access Points:

- Academic grades shall be based upon state standards for access points

PROMOTION AND RETENTION IN GRADES K-5

Students With Disabilities Following State Standards:

Students with disabilities who are following the state standards are promoted based upon the Student Progression Plan for regular subjects and the IEP. The IEP will determine the appropriate objectives and mastery level for each student ~~for subjects taught in Exceptional Student Education~~. If a student with disabilities, following one retention, is still demonstrating inability to meet promotion criteria consideration must be given to re-evaluating the student. A recommendation for retention or good cause promotion must be approved by the principal.

Students With Disabilities Following Access Points:

Elementary students who are following the access points shall be promoted throughout the elementary grades based upon consideration of the following factors:

- Successful completion of IEP goals and objectives

- Chronological age
- Grades earned in all subjects
- Demonstrated mastery of the access points as appropriate to the student's exceptionality and grade level.
- The exceptional student education teacher and school principal, or designee, shall consider all of the factors when determining if promotion or retention is appropriate. Retention shall be limited to no more than two times at the elementary level.

STUDENT PROGRESSION REQUIREMENTS IN GRADES 6-12

Enrollment in Courses

Students with disabilities in grades 6-8 who are following the state standards must be enrolled in standard education courses ~~and/or in those exceptional student education courses that parallel the standards program requirements.~~ They are graded according to either the criteria established in the student progression plan for standard education courses or criteria listed on the IEP ~~for those exceptional student education courses.~~

Students with disabilities in grades 6-8 who are following the access points and are enrolled in regular and/or exceptional student education courses follow the criteria for those courses.

Consideration should be given to the following factors when enrolling students with disabilities in required and elective courses:

- Current level of functioning as indicated by the current IEP
- Ability to master the regular standards or access points
- Selected diploma option as indicated in the current IEP
- Ability to meet all criteria for the diploma option selected
- Need for special support services

Academic Grades for Student with Disabilities ~~E~~nrolled in Standard Education Courses and/or Vocational Education

- Standard Education Courses
 - Students with disabilities enrolled in basic and/or vocational education courses, whether instructed by a regular, vocational, or ESE teachers, must master the standards established for the course as adopted by the district in order to receive credit for the course. Letter grades received for these courses shall be based upon grading guidelines established for standard education as outlined in

the Student Progression Plan, and the evaluation criteria indicated on the student's IEP. The determination of the specific grade a student receives must be based upon the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

- Vocational Education Courses (Career and Technical)
 - Modifications to vocational course curriculum frameworks or student performance standards may be made.
- Accommodations in instruction for both regular and vocational courses will be specified in the student's IEP

Academic Grades for Students with Disabilities Enrolled in Access Point Courses in Grades 6-8.

Students with disabilities in grades 6-8 enrolled in Access Point courses must master the objectives appropriate to the level of performance. Exceptional student in grades 9-12 enrolled in Access Point courses must master the standards established for the course as adopted by the district in order to receive credit for the course. Letter grades received for these courses shall be based upon the ~~criteria~~criteria indicated in the Student Progression Plan.

Change of Instructional Setting When Needed

Setting 1 - Regular Course Taught by Regular Education Teacher

If the student with disabilities is receiving instruction in a regular education course taught by a regular education teacher, and it is determined that the student with disabilities is unable to meet the established performance standards of the course, consideration shall be given to re-scheduling the student, into the same course taught by an exceptional education teacher, if available. The IEP shall reflect any change in part-time/full-time status and any change in the instructional program.

Setting 2 – Regular Education Course Taught by ESE Teacher

If the student with disabilities is receiving instruction in a regular education course taught by an exceptional student teacher and is not demonstrating mastery of the performance standards for the course, consideration shall be given to re-scheduling the student into an exceptional student education course. Re-scheduling students who are in 9-12 into exceptional student education courses may have an impact upon the student's ability to meet the requirements for a standard diploma. Therefore, an IEP meeting shall be held with the student's parent or guardian.

Setting 3 – Access Course Taught by ESE Teacher

If a student with disabilities in grades 9-12 is enrolled in an exceptional student education course and it has been documented that the performance standards for the regular course are appropriate to that student's needs and/or ability, then consideration shall be given to re-scheduling that student in a more appropriate regular or vocational course within the same subject area discipline.

PROMOTION AND RETENTION AT THE SECONDARY AND MIDDLE SCHOOL LEVEL

Students with disabilities who are following regular state student performance standards shall be promoted based upon the requirements as outlined in the Student Progression Plan and the IEP. Students with disabilities who are following access points are promoted based upon a mastery of the objectives on the ~~IEEEP~~ and appropriate access points.

The time required to complete the secondary program (grades 9-12) will depend upon the time necessary for the student with disabilities to earn the required number of credits for the selected diploma option and to demonstrate mastery of the required regular or access points.

Promotion is based upon the student's ability to earn the required number of credits for each grade level. Students may be served until their twenty-second (22) birthday, or upon graduation with a regular diploma.

GRADUATION REQUIREMENTS

A student with disabilities may exit high school with one of the following diplomas:

- Standard Diploma
- Special Diploma (for student entering 9th grade prior to the 2014-2015 school year)

If a student with disabilities does not fulfill criteria for a diploma on the standard 24 credit Diploma Option, he/she may exit high school with a Certificate of Completion.

The selection of a diploma option must take place at an IEP conference during the eighth grade year or the year of the student's fourteenth birthday, whichever comes first. Since the selection of a diploma option will have a significant impact upon the student's high school curriculum, parents must be involved in the decision making process. Parents must be informed about course/credit requirements and access point requirements for each diploma option. The diploma option selected at the IEP conference must be noted on the IEP. Parents must be notified in writing of the diploma option prior to the administration of the state grade level and course specific state assessments required for graduation.

TYPES OF DIPLOMAS

Standard Diploma

~~Eligibility—All students with disabilities may be given the opportunity to meet the requirements for a stand diploma. If a student with disabilities is seeking a standard diploma, it must be indicated on the current IEP.~~

~~Requirements—The standard diploma will be awarded to any student who has satisfactorily completed the high school program and has met all local and state requirements for graduation. The standard diploma will be awarded to students who have:~~

- ~~• Successfully completed the required credits for grades 9-12 as outlined in the Student Progression Plan.~~
- ~~• Attained a cumulative grade point average of 2.0 on a 4.0 scale for required courses for graduation.~~
- ~~• Taken the required state assessments for graduation.~~
- ~~• The IEP committee can determine that the required state assessments cannot accurately measure the students abilities and waivers can be applied for through the Department of Education (s.1003.43(11)(b), F.S.)~~

TYPES OF DIPLOMAS

Standard Diploma

Eligibility – All students with disabilities may be given the opportunity to meet the requirements for a standard diploma. If a student with disabilities is seeking a standard diploma, it must be indicated on the current IEP.

Requirements – The standard diploma will be awarded to any student who has satisfactorily completed the high school program and has met all local and state requirements for graduation. The standard diploma will be awarded to students who have:

- Successfully completed the required credits for grades 9-12 as outlined in the Student Progression Plan.
- Attained a cumulative grade point average of 2.0 on a 4.0 scale for required courses for graduation.
- Taken the required state assessments for graduation.
- The IEP committee can determine that the required state assessments cannot accurately measure the students abilities and waivers can be applied for through the Department of Education (s.1003.43(11)(b), F.S.)

ACCESS Program of Study
Standard Diploma
Liberty County High School

Subject	Course Name	Course Code	Credits
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~~ACCESS Program of Study~~
~~Standard Diploma~~
~~Liberty County High School~~

ELA	Access English 1/2 Access English 3/4	7910111 7910112	4 Credits
Mathematics	Access Algebra 1A Access Algebra 1B Access Algebra 1 Access Geometry Access Liberal Arts Math	7912080 7912090 7912075 7912065 7912070	4 Credits *1 Credit must be Algebra 1 or Algebra 1A and 1B *1 Credit must be Geometry
Science	Access Biology Access Earth/Space Sci. Access Integrated Science 1 Access Chemistry	7920015 7920020 7920025 7920011	3 Credits *1 Credit must be Biology
Social Studies	Access World History Access U.S. History Access U.S. Government Access Economics w/Financial Literacy Access Economics	7921030 7921025 7921015 7921022 7921020	3 Credits *1 Credit in World History *1 Credit in U.S. history *.5 Credit in U.S. Government *.5 Credit in Economics w/Financial Literacy
Fine Arts and Performing Arts/Practical Arts	Access Visual/Performing Arts Access Drawing 1 Access Theater 1 Access 2D Studio Art	7967010 7967015 7967020 7967025	1 Credit
Physical Education w/Health Integrated	Access HOPE 9-12 Access Personal Fitness	7915015 7915020	1 Credit
Elective Credits	See Course Code Directory		8 Credits
Online Course	Varies		1 course

ACCESS Program of Study
Standard Diploma
Liberty County High School

Special Diploma

Only students entering 9th grade prior to the 2014-2015 school year may earn this diploma.

Eligibility – The following students with disabilities may be given the opportunity to seek a special diploma: Intellectually Disabled (InD), Emotional Behavioral Disordered, Specific

Learning Disabled, Dual Sensory Impaired, Orthopedically Impaired, Autism Spectrum Disorder, Language Impaired, Traumatic Brain Injured, Deaf/Hard of Hearing, Other Health Impaired.

If a student with disabilities is seeking a special diploma, it must be so indicated on the current IEP.

Requirements: - A total of twenty-four (24) credits, as specified in the Student Progression Plan must be earned for the student to receive a special diploma. Students must also master the access points. Mastery of the standards included in each Basic Skills Areas shall be determined and certified by the teacher in the area of the exceptionality.

If a student earns a special diploma, he/she may enroll in Adult Education and work toward earning a Standard Diploma or a General Education (GED) to facilitate access to postsecondary education.

**ACCESS Program of Study
Standard Diploma
Liberty County High School**

Independent and Supported Level

Language Arts	3 credits
Mathematics	3 credits
Science/Health	1 credit
Social Studies	1 credit
Performing Arts	1 credit
Physical Education	1 credit
Vocational	4 credits
Electives	10 credits
Total	24 credits

Note: Students transitioning from standard diploma to special diploma will have credits reviewed on a case-by-case basis for possible substitutions.

Special Diploma for Supported and Participatory Level

Basic Academics	8 credits
Vocation Courses	8 credits
Performing Art	½ credit
Physical Education	1 credit
Electives	6 ½ credits
Total	24 credits

Note: Requirements may be waived for students who have a physical, intellectual, or emotional handicap which would not allow them to successfully complete these courses. In such cases, elective courses may be substituted.

SPECIAL DIPLOMA AND CERTIFICATE OF COMPLETION OPTIONS

Special Diploma (for student entering 9th grade prior to the 2014-2015 school year.)

- Option 1
 - Credits earned in Grades 9-12 as specified in the Student Progression Plan.
 - Demonstrate mastery of the appropriate set of student performance standards, as specified in Rule 6A-1.0996, FAC
- Option 2
 - In order to be eligible to participate in Option 2, the student must first have earned 6 academic credits and 8 elective credits. The remaining credits may be earned through Option 2 Employability Competencies on the job site.
 - Student must master competencies specified in student's training plan.
 - Student must be successfully employed in the community for a minimum of one semester.

Certificate of Completion – Completes minimum number of credits on the 24 credit Standard Diploma Option but cannot obtain the required cumulative grade point average of 2.0 or pass the required state assessments or qualify for waivers.

Note: The awarding of a special diploma or certificate of completion does not prevent a student with disabilities from pursuing a standard diploma or GED or from receiving a free appropriate public education until the student reaches age 22.

Section VII
Forms

School Letterhead

**Parental Notification for Students in K-3 with Reading Deficiencies
[Florida Statutes 1008.25(5)(c) and 1002.20(11)]**

Date: _____ School: _____
Child: _____ Grade: _____

Dear Parent or Guardian:

One purpose of this letter is to notify you that your child has a reading problem and needs extra

help. The teacher's notes on the student's response to intervention specify what is currently being done to help your child and what additional services are being ~~provided.~~provided. If a student does not score at Level 2 or above on the third grade Florida Standards Assessment for reading, he or she is considered to have a substantial problem in reading and cannot be promoted to the fourth grade.

Please remember, if your child is not reading well enough to score Level 2 or higher on the Reading section of the FSA in the third grade, he or she must be retained unless he or she meets one of the good cause exemptions. Each promotion or retention decision is based on several factors, including the student's performance on the FSA, additional evaluations, portfolio reviews, and certain alternative assessments. These assessments will assist the parents and the school district in deciding if a child is reading at or above grade level and is ready for grade promotion. If your child is retained in the third grade and is able to demonstrate mastery of appropriate fourth grade reading skills, he or she may be eligible for mid-year promotion to fourth grade.

Mid-year promotion is only applicable to a 3rd grade student who meets **all** of the following criteria: was retained as a result of a reading deficiency, but is working on grade level or above in mathematics; has participated in intensive remediation for reading; did not qualify for a Good Cause Promotion; demonstrates through portfolio or standardized assessment that he/she has attained a proficient (successful and independent, reading at or above grade level) level of reading as defined in the Student Progression Plan; demonstrates the proficiency required to score at Level 3 on the grade 3 FSA Reading as determined by the State Board of Education as documented in a student portfolio, and/or an average or above average score on a norm-referenced reading assessment; and demonstrates achievement that provides a reasonable expectation that the student's progress is sufficient to master appropriate 4th Grade level reading skills.

If your child is retained in third grade for a reading problem, it is to give your child more time to learn to read before he or she must meet the more difficult reading demands of the fourth grade and beyond. Please contact your child's teacher if you have concerns about your child's reading progress.

Sincerely,

Principal
School Letterhead

Parental Notification for Retained Third Grade Students
[Florida Statute 1008.25(7)(b)3]

Date: _____ School: _____
Child: _____

Dear Parent or Guardian:

Florida's goal is that every student read at or above grade level. If a student is not learning at the rate that he or she should, the school district must give additional tests to find out how to

assist the student. This is to notify you that your child has not met the reading level required for promotion and has not met the requirements for one of the good cause exemptions, as provided by Florida law.

The student must continue to receive additional support and assistance until he or she is able to read on grade level. If the student's reading problem is not corrected by the end of the third grade, as demonstrated by scoring at Level 2 or higher in reading on the grade 3 FSA, the student must be retained in the third grade.

~~This is to notify you that your child has not met the reading level required for promotion and has not met the requirements for one of the good cause exemption, as provided by Florida law.~~

Each decision about a child's promotion or retention is based on several things, including the student's performance on the FSA, additional evaluations, portfolio reviews, and certain alternative assessments, including those during 3rd Grade Summer Reading Camp. Your child is being retained to give him or her more time to learn to read before he or she must meet the more difficult reading demands of the fourth grade and beyond.

Ask your child's teacher about additional services to help your child.

Sincerely,
Principal

**RECOMMENDATION FOR PROMOTION
FOR GOOD CAUSE TO FOURTH GRADE**

_____ did not meet all required state or district performance measures for his/her grade but is recommended for promotion to the fourth grade for the, _____ school year with documentation for good cause as indicated below:

_____ is an English Language Learner (ELL) student who has had less than two years of instruction

• in an English for Speakers of Other Languages program, based on the initial date of entry into a school in the United States.

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_____ is a student with disabilities, whose individual educational plan (IEP) indicates that participation in a statewide assessment is not appropriate, consistent with the requirements of State Board of Education Rule.

_____ is a student who demonstrates an acceptable level of performance of 45% or higher on the SAT 10 reading assessment approved by the State Board of Education.

_____ is a student who demonstrates, through a student portfolio, that he/she is reading on grade level as evidenced by demonstration of mastery of the Florida Standards in reading equal to at least a Level 2 performance on Florida Standards Assessment.

_____ is a student with disabilities who participated in FSA and who had an individual education plan or a Section 504 plan that reflects that he/she had intensive remediation in reading for more than two years but still demonstrates a deficiency in reading and was previously retained in grades K, 1, 2, or 3.

_____ is a third-grade student who has received intensive remediation in reading for two or more years but still has deficiency in reading and was previously retained in K, grade 1, grade 2, or grade 3 for a total of two years. If promoted under this exemption, intensive reading instruction must include an altered instructional day based on an individualized plan that includes specialized diagnostic information and specific reading strategies.

The promotion of this student is appropriate and is based on the student's academic record.

TEACHER

DATE

I have reviewed and discussed this recommendation with the teacher and _____ approve or _____ disapprove promotion for good cause.

PRINCIPAL

DATE

ACCEPTED REJECTED

SUPERINTENDENT

DATE

**RECOMMENDATION FOR PROMOTION
FOR GOOD CAUSE TO ALL GRADES OTHER THAN FOURTH
Circle Grade Recommended: 1 2 3 5 6**

_____ did not meet all required state or district performance

measures for his/her grade but is recommended for promotion to the _____ grade for the _____ school year with documentation for good cause as indicated below.

_____ is an English Language Learner (ELL) student who has had less than two years of instruction in an English for Speaker of Other Languages (ESOL) program, based on the initial date of entry into a school in the United States.

_____ is a student with disabilities, whose individual educational plan (IEP) indicates that participation in a statewide assessment is not appropriate, consistent with the requirements of State Board of Education Rule.

_____ is a student who demonstrates an acceptable level of performance on a norm-referenced standardized reading assessment.

_____ is a student who demonstrates, through a student portfolio, that he/she is reading on grade level as evidenced by demonstration of mastery of the Florida Standards in reading equal to at least a Level 2 performance on FSA.

_____ is a student with disabilities who participated in FSA and who has an individual education plan or a Section 504 plan that reflects that he/she has had intensive remediation in reading for more than two years but still demonstrates a deficiency in reading and was previously retained.

_____ it is the recommendation of the Intervention Support Team that conditions exist which would cause this student to be more successful at the next grade and/or that retention would be more adverse than promotion.

The promotion of this student is appropriate and is based on the student's academic record.

TEACHER

DATE
*I have reviewed and discussed this recommendation with the teacher and _____ approve
_____ disapprove promotion for good cause.*

PRINCIPAL
ACCEPTED REJECTED

SUPERINTENDENT

DATE

School Letterhead

May ,

Third Grade Summer Reading Camp Invitation Letter

Dear Parent/Guardian,

Your child, _____ has been identified as a student that has not met state standards in the area of reading based on the results of the ELA Florida Standards Assessment released to districts on June 4th. These results identified students performing in the bottom 20% in the state. No other achievement data has been made available to the district at this time. Failure to demonstrate an acceptable level of achievement as demonstrated by this measure may result in the student not promoting to 4th grade.

In an effort to allow your student additional time to demonstrate the necessary reading skills required for success in grade 4 and beyond, he/she is invited to participate in the district provided Summer Reading Camp. This year's Summer Reading Camp will be held at WR Tolar School beginning June _____, and will end on July _____, 2015. Reading Camp will be held Monday – Thursday from 8:00 am –12:00 pm. If you wish for your child to stay until 3:30pm, you can register for the 21st Century Summer Program.

At the end of Summer Reading Camp, students will take the 3rd grade SAT 10 test. Any student who scores at or above the 45th national percentile can be promoted based on proficiency on that test. Portfolio assessment results will also be considered as a means of promotion as well as other good cause exemptions that specific students are eligible for. Students who do not meet that criterion will be retained in 3rd grade for the 2017-18 school year. Regular daily attendance is a crucial component. You are urged to make sure your child is on time and present every day.

Lunch and breakfast are provided at no cost. However, the district does not provide transportation. The 21st Century's program does provide one pickup/drop off area in the Rock Bluff area. In order to take advantage of this opportunity please sign up for 21st Century summer program.

Please complete and return the bottom portion of this letter. Do not hesitate to call the guidance counselor at your child's school if you have any other questions.

_____ I want my child to participate in Summer Reading Camp this year. I have discussed this with my child's teacher and do not need to meet with the school's Child Study Team.

_____ I am interested in my child attending Summer Reading Camp, but I'd like to meet to discuss his/her test scores and the plans for the summer program. Please call me at _____ to set up a time for this meeting.

_____ I understand that my child will be retained in 3rd grade for the 2015-16 school year if he/she does not attend and meet the required 45% NPR. I have decided that he/she will stay in 3rd grade and not come to Summer Reading Camp this year.

Parent Signature

Date

LIBERTY COUNTY HIGH SCHOOL 18-CREDIT ACCEL PROGRAM
(Academically Challenging Curriculum to Enhance Learning)
GRADUATION REQUIREMENTS and CONTRACT as of August 17, 2015

The student and parent/guardian must meet with the LCHS Guidance Counselor before signing this contract. Contracts must be signed every school year.

REQUIREMENTS:

- 18 credits in required courses listed below
- Passing scores on 10th grade FCAT 2.0 Reading/FSA assessment and Algebra 1 EOC (End of Course) assessment or state mandated assessments for 9th grade cohort (year student entered 9th grade)
- Take Biology, Geometry, and U.S. History EOC assessments along with Algebra 2 EOC, if applicable
- 2.0 unweighted cumulative GPA
- 18 Credits in:
 - 4 English/Language Arts
 - 4 Mathematics to include
 - Algebra 1 (Must pass EOC and EOC is 30% of yearlong course grade with no semester credits awarded if taken school year 2013-2014 or after)
 - Geometry (EOC is 30% of final course grade; yearlong course with no semester credits awarded)
 - 3 Science to include
 - Biology (EOC is 30% of final course grade; yearlong course with no semester credits awarded)
 - 3 Social Science to include
 - 1 World History
 - 1 U.S. History (EOC is 30% of final course grade; yearlong course with no semester credits awarded)
 - 1 semester of American Government and 1 semester of Economics
 - 1 Performing or Fine Art or its equivalent
 - 3 electives (online course not required)

NOTE: 18-Credit ACCEL Program minimum requirements do not meet Florida's Bright Futures Scholarship requirements unless specific electives taken. Refer to the complete Bright Futures eligibility criteria at <http://www.FloridaStudentFinancialAid.org/SSFAD/bf/> to access additional scholarship requirements.

**LIBERTY COUNTY HIGH SCHOOL 18-CREDIT ACCEL PROGRAM
(Academically Challenging Curriculum to Enhance Learning)
CONTRACT as of August 17, 2015**

Student: _____ DOB: _____

Date: _____ Year Entered 9th: _____ Administrator: _____

The student and parent/guardian must meet with the LCHS Guidance Counselor before signing this contract. Contracts must be signed every school year.

SPECIFIC CONDITIONS OF 18-CREDIT ACCEL PROGRAM:

1. A parent or guardian should accompany the student and sign a contract along with the student. If the student is 18 years or older and is still a dependent of the parent/guardian, a parent/guardian signature is required.
2. For students not meeting proficiency standards on the FCAT/FSA Reading and the Algebra 1 EOC (Level 3 or higher) or current mandated state assessments, all data will be reviewed by the problem solving team to determine continued participation in the ACCEL Program.
3. Contracts will be re-signed every school year if the student meets the qualifications to stay in the 18-credit ACCEL Program.
4. Students may not graduate before they have successfully completed the 18-credit ACCEL Program in high school.
5. Students who graduate and receive a standard diploma under 18-credit ACCEL Program requirements may not return for a fourth year.
6. Students who do not meet all graduation requirements for the 18-credit ACCEL Program may not be allowed to participate in graduation ceremonies for that school year. Graduation requirements include earning 18 credits in the specific areas listed on the contract, passing all required parts of the 10th grade FCAT/FSA Reading and End of Course Exams (or current mandated state assessments), earning the required cumulative grade point average and taking the required EOC assessments. These students may be allowed to participate in the next school year's graduation ceremonies if they have fulfilled all graduation requirements at that time.
7. Students on an 18-credit ACCEL Option will be designated as follows:
Year 1 - 9th Grade;
Year 2 - 10th Grade if earned at least 4 required credits
Year 3 - 12th Grade if earned at least 11 required credits and has a cumulative 2.0 GPA. Year 3 students will be allowed all senior privileges such as pictures in the senior section of the yearbook, prom, the senior trip, etc. However, if a student does not meet the 18-credit graduation requirements and comes back for a fourth year, these privileges will not be granted a second time.

Year 1: _____

Parent/Guardian	Student	Admin. Initial	Date
-----------------	---------	----------------	------

Year 2: _____

Parent/Guardian	Student	Admin. Initial	Date
-----------------	---------	----------------	------

Year 3: _____

Parent/Guardian	Student	Admin. Initial	Date
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Dual Enrollment Agreement/ Liberty County High School

Student Name: _____

We are pleased that your child is participating in the dual enrollment program offered through an agreement with the Liberty County School Board and Chipola College or Tallahassee Community College. Dual enrollment classes provide advanced instruction for students who demonstrate a readiness to engage in postsecondary level academic work. Your child meets the criteria for this program based on his/her current academic status.

The following guidelines, as stipulated in the Pupil Progression Plan, govern the dual enrollment program. Please review these guidelines and indicate your understanding in the space provided below.

1. In order to earn ½ credit or one credit in high school the student must be enrolled and pass acceptable course work for three college hours.
2. Grades earned at the college level will become part of the student’s high school transcript.
3. The student must maintain a minimum overall 3.0 GPA in all dual enrollment courses at Tallahassee Community College. The student must maintain a minimum overall 2.0 GPA if attending Chipola College.
4. If a student earns a D or F in a college course, they will not be allowed to dual enroll the following term.
5. Failure of a course could result in the student failing to graduate with their class.
6. If the student drops a college course after the withdrawal period, they will not receive credit for the course and will not be allowed to dual enroll the following term. If the student either withdraws or fails two courses they will be withdrawn from the program.
7. Seniors must be enrolled and attending one course at the high school each semester to participate in extracurricular activities to include graduation unless they are an Early Admit student.
8. All books must be returned to Liberty County High School at the end of the semester.

_____ I understand the above stated guidelines and approve my child’s participation in the dual _____ enrollment program.

_____ Parent/Guardian Signature

_____ Guidance Counselor

_____ Principal

_____ ~~Date Signed~~ _____ Date Signed

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**ACCESS Program of Study
Standard Diploma Checklist**

Subject	Course Name	Course Code	Course Name	Credit Earned
ELA 4 credits	Access English 1/2	7910111		
	Access English 3/4	7910112		
Mathematics 4 credits	Access Algebra 1A	7912080		
	Access Algebra 1B	7912090		
	Access Algebra 1	7912075		
	Access Geometry	7912065		
	Access Liberal Arts Math	7912070		
Science 3 credits	Access Biology	7920015		
	Access Earth/Space Sci.	7920020		
	Access Integrated Science 1	7920025		
		7920011		
	Access Chemistry			
Social Studies 3 credits	Access World History	7921030		
	Access U.S. History	7921025		
	Access U.S. Government	7921015		
	Access Economics w/Financial Literacy	7921022		
	Access Economics	7921020		
Fine Arts and Performing Arts/Practical Arts 1 credit	Access Visual/Performing Arts	7967010 7967015		
	Access Drawing 1	7967020		
	Access Theater 1	7967025		
	Access 2D Studio Art			
Physical Education w/Health Integrated 1 credit	Access HOPE 9-12	7915015		
	Access Personal Fitness	7915020		
Elective Credits 8	See Course Code Directory			
Online Course 1 credit	Varies			

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**Academically Challenging Curriculum
to Enhance Learning (ACCEL)**

PERFORMANCE CONTRACT

(To be completed before each new ACCEL Option)

Student (legal name) _____ : DOB: _____

School: _____ School Year: _____ Grade: _____

Parent/Guardian: _____ Phone & _____

Email: _____

Select Option

Advanced Coursework in (name of course)

Not high school credit High School Credit

On Campus Virtual Other

Credit Acceleration Program (CAP) – Take End-of Course exam for high school credit in:

Algebra 1 Geometry Biology

Student Eligibility

Above average performance on most recent statewide assessment (Level 5)

Grade point average of 4.0 or higher

Attendance record reviewed and acceptable

Discipline record reviewed and acceptable

Recommendation of one or more of student's core curricula teachers

Name: _____ Subject _____

Name: _____ Subject _____

Recommendation of guidance counselor/AP

Guidance Counselor _____ or

Assistant Principal _____

Contractual Agreement

Parents/Guardians must seek approval of the ACCEL option through this contract before their child undertakes an accelerated option.

Parents/Guardians will be advised of student's progress in an ACCEL option at the mid-point of each 9 weeks.

Parents/Guardians understand that all high school credit courses taken will be calculated in the permanent cumulative grade point average for high school graduation and will appear on official transcripts.

Parents/Guardians are responsible for notifying guidance counselor of completion in a course if it is not taken at the school.

Parents/Guardians understand that once a student undertakes an ACCEL option, he/she is expected to complete it.

Parent/Guardian: _____ Date: _____

Student: _____ Date: _____

Principal/Designee _____ Date: _____

**Academically Challenging Curriculum
to Enhance Learning (ACCEL)
PERFORMANCE CONTRACT**

(To be completed before each new ACCEL Option)

Student (legal name): DOB:

School: School Year: Grade:

Parent/Guardian: Phone & Email:

Select Option

Advanced Coursework in (name of course)

Not high school credit High School Credit

On-Campus Virtual Other

Credit Acceleration Program (CAP) – Take End of Course exam for high school credit in:

Algebra I Geometry Biology

Student Eligibility

Above average performance on most recent statewide assessment (Level 4 or 5)

Grade point average of 3.5 or higher

Attendance record reviewed and acceptable

Discipline record reviewed and acceptable

Recommendation of one or more of student's core-curricula teachers

Name-Subject Name-Subject

Recommendation of guidance counselor/AP

Guidance Counselor or Assistant Principal

Contractual Agreement

Parents/Guardians must seek approval of the ACCEL option through this contract before their child undertakes an accelerated option:

Parents/Guardians will be advised of student's progress in an ACCEL option at the mid-point of each 9 weeks:

Parents/Guardians understand that all high school credit courses taken will be calculated in the permanent cumulative grade point average for high school graduation and will appear on official transcripts:

☐ Parents/Guardians are responsible for notifying guidance counselor of completion in a course if it is not taken at the school:

☐ Parents/Guardians understand that once a student undertakes an ACCEL option, he/she is expected to complete it.

Parent/Guardian Date

Student Date

Principal/Designee Date

Other ACCEL options of note available in high school:

→ Advanced Placement courses for high school credit and for college credit earned through AP exam scores

→ Dual Enrollment in college courses for both high school and college credit

→ Early Graduation if all criteria are met

→ Early Admission to college for senior year

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