



Student Progression Plan

**Lake County Schools
2019-2020**

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An employee, student, parent, or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

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FORWARD

Florida K-20 Education System

Mission

The mission of Florida's K-20 education system is to increase the proficiency of all students within one seamless, efficient system, by providing them with the opportunity to expand their knowledge and skills through learning opportunities and research valued by students, parents, and communities, and to maintain and accountability system that measures student progress toward the following goals:

- Highest Student achievement
- Seamless articulation and maximum access
- Skilled workforce and economic development
- Quality efficient services

Lake County School Board

Mission

The mission of Lake County Schools is to provide every student with individual opportunities to excel.

Vision

A dynamic, progressive, and collaborative learning community embracing change and diversity where every student will graduate with the skills needed to succeed in post-secondary education and the work place.

Annual Publication

The District School Board will annually publish in the local newspaper and report in writing to the State Board of Education the following information on the prior school year:

1. The Provisions of the law relating to public school student progression and the District School Board's policies and procedures on the student retention and promotion.
2. By grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the Florida Standards English Language Arts Assessment.
3. By grade, the number and percentage of all students retained in grades 3 through 10.
4. Information on the total number of students who were promoted for good cause, by each category of good cause.
5. Any revisions to the District School Board's policy on student retention and promotion from the prior year.

Waiver of School Board Policy

When student circumstance warrants an exception to Lake County School Board Student Progression Plan policy, the principal of the student's school may request a policy waiver. Items that could lead to a policy waiver would involve issues of health, extreme family hardship, or unusual education need. All considerations for Student Progression Plan policy waivers may be discussed with the Office of Teaching, Learning and Leadership prior to submission to the Lake County School Board for approval.

I. ADMISSIONS, ENROLLMENTS, AND TRANSFERS

The following Lake County School Board policies apply to all students seeking admission into, enrollment in, and transfer into a Lake County Public School.

A. Age Requirement

1. Evidence of date of birth must be presented prior to school entry, (§1003.21(4), FS).
 - a. Presentation of a certificate of birth is the preferred evidence of date of birth.
 - b. If the birth certificate is not available, the next obtainable evidence, in order listed below, will be accepted:
 - 1) A duly attested transcript of the child's birth record filed, according to the law, with a public officer charged with the duty of recording births; or
 - 2) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; or
 - 3) An insurance policy on the child's life which has been in force for at least two years; or
 - 4) A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent; or
 - 5) A passport or certificate of arrival in the United States showing the child's age; or
 - 6) A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth; or
 - c. If none of the evidences in 1.a. and 1.b.1) through 1.b.6) can be produced, an affidavit of age sworn to by the parent and accompanied by a certificate of age signed by a public health officer or by a public school physician will be accepted.
 - d. If the documents in 1.a., 1.b., and 1.c. cannot be produced, then a certificate of age, provided by a licensed practicing physician designated by the School Board, will be accepted. The certificate shall state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
 - e. Homeless children and youth, as defined in the McKinney-Vento Homeless Assistance Act shall be given a temporary exemption from this section.
2. Pre-Kindergarten

Children with disabilities who have attained the age of three (3) years are eligible for admission to Lake County Public Schools Exceptional Student Education programs.
3. Voluntary Pre-Kindergarten (VPK) Student must turn the age of four (4) on or before September 1st of the school enrollment year.
4. Kindergarten
 - a. Enrolling from Within the State of Florida: Student must turn the age of five (5) on or before September 1st of the school enrollment year §1003.21 (4)(g).
 - b. Transferring from Out-of-State Public or Non-public School (§1003.21(2)(a), FS): Entry into a Lake County Public School kindergarten by out-of-state transfer students who do not meet regular Florida Kindergarten entrance age requirements for admission into Florida public schools shall be based on their previous state's age requirements and shall

be in accordance with Florida Administrative Rule 6A-1.0985 Florida Administrative Code (FAC) which states: Any student who transfers from an out-of-state public or non-public school shall be admitted upon presentation of the following data:

- 1) 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. Must provide at least two accepted forms of documentation from the following list:
 - a) Previous state's Driver's License
 - b) Previous state Voter's Registration Card
 - c) Previous state Vehicle Registration
 - d) Previous state Identification Card
 - e) Utility bill; or a lease/mortgage agreement; or an official state, federal, or court document evidencing legal ties to the previous state
- 2) An official letter or transcript from a proper school authority which shows records of attendance, academic information, and grade placement of the student;
 - a) Evidence of immunizations against communicable diseases as required in §1003.22, FS;
 - b) Evidence of date of birth in accordance with §1003.21, FS; and
 - c) Evidence of a medical examination completed within the last twelve (12) months in accordance with §1003.22, FS.

5. First Grade

- a. Enrolling from Within the State of Florida: Student must turn the age of six (6) on or before September 1st of the school enrollment year.
- b. Transferring from Out-of-State Public or Non-public School (§1003.21(2)(a), FS): Entry into a Lake County Public School first (1st) grade by out-of-state transfer students who do not meet regular Florida first (1st) grade entrance age requirements for admission into Florida public schools shall be based on their previous state's age requirements and shall be in accordance with Florida Administrative Rule 6A-1.0985 FAC which states: Any student who transfers from an out-of-state public or nonpublic school shall be admitted upon presentation of the following data:
 - 1) 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. Must provide at least two accepted forms of documentation from the following list:
 - a) Previous state's Driver's License
 - b) Previous state Voter's Registration Card
 - c) Previous state Vehicle Registration
 - d) Previous state Identification Card
 - e) Utility bill; or a lease/mortgage agreement; or an official state, federal, or court document evidencing legal ties to the previous state
 - 2) An official letter or transcript from a proper school authority which shows records of attendance, academic information, and grade placement of the student

- 3) Evidence of immunizations against communicable diseases as required in §1003.22, FS
- 4) Evidence of date of birth in accordance with §1003.21, FS; and
- 5) Evidence of a medical examination completed within the last twelve (12) months in accordance with §1003.22, FS.
- c. Student academic records must document the satisfactory completion of Kindergarten program requirements.
- d. Students not meeting the above requirements will be enrolled in Kindergarten.
6. Second through Fifth Grades
 - a. Enrolling from Within the State of Florida: Student academic record must document successful completion of and promotion from the previous grade level.
 - b. Transferring from Out-of-State Public or Non-public School (§1003.21(2)(a), FS): Entry into Lake County Public Schools grades 2 through 5 requires documented academic records indicating successful completion of and promotion from the previous grade level.
7. Middle Grades (Grades 6, 7, and 8)
 - a. Enrolling from Within the State of Florida: Student academic record must document successful completion of and promotion from an elementary school program.
 - b. Transferring from Out-of-State Public or Non-public School (§1003.21(2)(a), FS): Entry into Lake County Public Schools Middle Grades, grades 6 through 8, requires documented academic records indicating successful completion of and promotion from elementary school grades kindergarten through 5.
8. High School (Grades 9 through 12 [13])
 - a. Students entering a Lake County public high school must have successfully completed all Middle Grades promotion requirements and standards.
 - b. Students who have completed a high school program or its equivalent will not be enrolled in a Lake County public high school.
9. General education students enrolling in a Lake County high school who are 18 or 19 years of age **and** can complete high school requirements for graduation within that year may be enrolled; others will be referred to an alternative high school completion program.
10. Students who received a Certificate of Completion may return for a 5th year of high school during the school year immediately following the receipt of the Certificate of Completion in order to satisfy GPA, State testing, and/or course requirements for a standard high school diploma. The graduation and diploma dates will reflect the date the student satisfied the last requirement.
11. If the student has been enrolled in an Exceptional Student Education (ESE) program and has not reached his/her 22nd birthday, please refer to the Exceptional Student Education (ESE) section of this manual.
12. English Language Learner (ELL) Lake County School (LCS) ESOL Program Guide: [\[ESOL PROGRAM GUIDE\]](#)
13. Students participating in a certified Foreign Exchange Program may attend a Lake County Schools High School.

- a. Eligibility Requirements - Students must meet the following eligibility requirements:
 - i. Be at least fifteen (15) but not more than seventeen (17) years of age on the date of enrollment.
 - ii. Have sufficient knowledge of the English language to participate in high school classes.
 - iii. Have appropriate medical insurance coverage.
 - iv. Not have received a terminal degree equivalent to a high school diploma.
 - v. Enroll in 9th, 10th, or 11th grade.
 - vi. Obtain written approval of the principal.
- B. Social Security Numbers and Immigration Information (§1008.386, FS)
 1. Parents of students entering a Lake County School are not required to provide
 - a. Social Security Numbers OR
 - b. Immigration information, including U.S. State Department issued Visas or Green Cards.
 2. Schools must request Social Security numbers, but the parent/guardian is not required to provide the information. It is the decision of the parent/guardian whether or not to provide the social security number and/or immigration information.
 3. U.S. State Department issued Visas or Green Cards must not be requested or required.
- C. Legal Compulsory Attendance (§1003.21, FS)
 1. All children who have attained the age of six years or who will have attained the age of six years by February 1st of any school year, or who are older than six (6) years of age but who have not attained the age of sixteen (16) years, are required to attend school regularly during the entire school term.
 2. Students who attain the age of sixteen (16) years during the school year have a right to file a formal declaration of intent to terminate school enrollment. This declaration must be signed by the parent and filed with the Lake County School Board (§1002.20, FS).
 3. Students sixteen to eighteen (16–18) years-of-age who choose to withdraw from school will not be allowed to obtain a Florida learning permit or driver's license or, when one has already been issued, will lose their Florida driver's license.
- D. Sibling Classroom Assignment (§1003.06, FS)
 1. Parents may request the placement of multiple birth siblings (twins, triplets, or other siblings resulting from a multiple birth), same-age blended family siblings, and same-grade siblings in the same or separate classrooms in the same grade level.
 2. The parent must make written request no later than five days before the first day of each school year or five days after the first day of attendance during the school year if the students are enrolled in the school after the school year begins.
 3. The school must grant the parent request unless
 - a. The student's performance indicates otherwise OR
 - b. To do so would require the District to add another class to the student's grade level.
 4. A principal may change the student placement requested by the parent if the child's behavior is disruptive to the school.

5. The parent has the right to appeal the principal's decision according to School Board policy.
- E. School District/Attendance Zone Residency (School Board Policy 5.20+)
1. Attendance zone information and identification can be accessed through the following link: [\[ATTENDANCE ZONES\]](#)
 2. Proof of Residence: A parent/guardian enrolling a student(s) must present evidence that the student resides in the school's designated zone. A valid Florida Driver's License/ID with current physical address or a Florida Voter's registration Card with the current physical address and any two of the following documents would provide acceptable evidence of residency:
 - a. lease agreement with current physical address
 - b. rent receipt with current physical address
 - c. bill of sale or deed for house with current physical address
 - d. Homestead Exemption receipt with current physical address
 - e. utility deposit receipt with current physical address
 - f. utility bill with current physical address

NOTE: If none of the above can be produced, the school principal with guidance from the Office of Teaching, Learning and Leadership will make the residency determination.
 3. If the aforementioned documents are addressed to a person other than the legal parent/custodian/guardian of the student(s), such as a step-parent, other relative, friend, landlord, etc., there must be acceptable evidence from the addressee indicating that the family and student are living there. In addition to the evidence required in number 2 above, there must be a notarized statement from the addressee (relative, friend, landlord etc.) indicating how long the parent/guardian/caretaker and the child have maintained their residence at that location and that the student is currently living at the domicile. A valid Florida Driver's License/ID with current physical address or a Florida Voter's registration Card with the current physical address and any one of the following documents would provide acceptable evidence of residency of addressee:
 - a. lease agreement with current physical address
 - b. rent receipt with current physical address
 - c. bill of sale or deed for house with current physical address
 - d. Homestead Exemption receipt with current physical address,
 - e. utility deposit receipt with current physical address
 - f. utility bill with current physical address

NOTE: If none of the above can be produced, the school principal with guidance from the Office of Teaching, Learning and Leadership will make the residency determination.
 4. A student's citizenship or immigration status must not be considered, inquired about, or investigated in the admissions process (§1008.386, FS).
 5. Proof of residency is not required of students identified as homeless and/or unaccompanied youth under the federal McKinney-Vento Act. For students/families identified as homeless

and/or unaccompanied youth, the federal McKinney-Vento Act enrollment criteria supersede all other enrollment policies, regulations, laws, and statutes.

6. No student shall be permitted to transfer, enroll, or be admitted to a Lake County School when he/ she has been expelled from another school district. This prohibition shall be effective for the period of time in which the student was expelled from the out-of-county school district per School Board Policy 5.20+.
7. Per School Board Policy 5.20+, a student may attend any school within the district if there is capacity. The parent must apply during the established open window and will be required to provide transportation if the school is out of the residency zone.

F. Educational Choice

Lake County has developed a controlled open enrollment plan that allows not only Lake County parents, but parents from any school district in the state, to enroll their child in and transport their child to any public school that has not reached capacity. Lake County Schools accepts applications during an established window the prior school year. For further information, visit the district's Education Choice website: [\[EDUCATIONAL CHOICE\]](#)

G. Hope Scholarship

Per 1002.40, a student enrolled in a Florida public school in kindergarten through grade 12 who has been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, assault, or battery; threat or intimidation; or fighting at school has the opportunity to transfer to another public school with capacity or enroll in an approved private school under the Hope Scholarship. For further information, contact the Choice, Charter and Community Education office.

H. Florida High School Athletic Association (FHSAA):

1. Middle Grades

- a. All Lake County School District public Middle Grades shall be members of the Lake County Public Middle Grades Activities Association (LCPMSAA) and
- b. All Lake County School District public Middle Grades shall be governed by the rules and regulations adopted by the LCPMSAA, Lake County Schools, and Florida High School Athletics Association, Inc. (FHSAA).

2. High School

- a. All Lake County School District public high schools shall be members of the Florida High School Athletics Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA and Lake County Schools.
- b. Students who participate in athletics shall meet eligibility requirements established by FHSAA.
- c. Lake County School Board Policy 5.20+ shall continue to govern student assignments, conditions and requirements.

I. Military Children (§1000.36, FS)

1. The average military student faces transition challenges more than twice during high school and most military children will attend six to nine different school systems from kindergarten

to 12th grade (K-12). Enrollment and placement of children of active duty military families is under the guidelines of the Interstate Compact on Educational Opportunity for Military Children. The compact seeks to make transition easier for the children of military families so they are afforded the same opportunities for educational success as other children, and are not penalized or delayed in achieving their educational goals.

If the parent is not present to enroll the dependent military student, a special power of attorney, relative to the guardianship of a child of a military family, executed under applicable law is sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

The compact requires immediate enrollment and if school records are incomplete, shall have 30 days within the enrollment date to provide needed records. Students transferring from an out-of-state school must provide the following data: (i) Official documentation that the parent(s) or guardian(s) were resident(s) of the state in which the child was previously enrolled in school; (ii) An official letter or transcript from the proper school authority which shows record of attendance, academic information, and grade placement of the student; (iii) Documented evidence of immunization against communicable diseases; and (iv) Evidence of date of birth.

Pending receipt of official education records, the student's receiving school must accept the unofficial education records. The compact provides that a transferring student must be allowed to continue in the academic program in which the student was enrolled at his or her former school, (e.g., English as a second language, exceptional student education, gifted, honors, advanced placement (AP), and career and technical courses).

2. For students considered a dependent of a member of the United States Armed Forces and entering a public school in grade 12 from out-of-state or from a foreign country, exit or end-of-course exams required for graduation from the sending state; national norm-referenced achievement tests from the sending state; or alternative testing from the sending state; or concordant scores on the ACT or SAT shall be accepted in lieu of or Florida Standards English Language Arts Assessment for testing requirements for Lake County Schools high school graduation.
3. If a military student transfers at the beginning of or during his or her senior year and is not eligible to graduate from a Lake County Schools high school after all alternatives have been considered, the receiving and sending schools must ensure that the student receives a high school diploma from the sending school, if the student meets the graduation requirements of the sending school agency.

For more information on resources for military families, please refer to the following link: <http://sss.usf.edu/resources/topic/familycommunity/index.html>

J Education for Homeless Children and Youth: Educational Support Services for Homeless Children and Youth

The McKinney-Vento Homeless Assistance Act (McKinney-Vento), as amended by the Every Student Succeeds Act (ESSA), authorized under "No Child Left Behind," requires Local Educational

Agencies (LEAs) to provide homeless children and youth the same free, appropriate public education as students not living in a homeless situation.

1. School Board of Lake County enacts the *McKinney-Vento Homeless Assistance Act* through School Board Policy 5.15 [\[LCSB POLICY MCKINNEY-VENTO HOMELESS ASSISTANCE ACT\]](#)

2. Definition of “Homeless Children and Youths”

Section 725 of the McKinney-Vento Homeless Education Assistance Improvement Act, as amended by the Every Student Succeeds Act (ESSA), defines a homeless individual as one who lacks a fixed, regular, and adequate nighttime residence. Children or youth living in any of the following situations as homeless:

- a. Using the McKinney-Vento definition for the identification of homeless students, children and youth in the following situations may be considered homeless:
 - 1) Living in emergency or transitional shelter or abandoned in hospital.
 - 2) Sharing housing of other persons due to loss of housing, economic hardship, or a similar reason; doubled-up.
 - 3) Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting.
 - 4) Living in motel or hotel, tents, a temporary park, campground, or other temporary housing.
 - 5) Primary nighttime residence is unknown.
- b. Children in the following circumstances may also be considered homeless and the School-based Homeless Liaison should consult with the District Homeless Liaison in making a determination:
 - 1) An unaccompanied youth (youth not in the physical custody of a parent or legal guardian);
 - 2) Lack a fixed, regular, and adequate nighttime residence;
 - 3) Abandoned in hospitals;
 - 4) Primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - 5) Migratory children who qualify as homeless because they live in circumstances described in section a) or b) above.
- c. Certified Homeless Youth

A minor who is a homeless child or youth, including an unaccompanied youth, and who has been certified as homeless or unaccompanied by:

- 1) A school district homeless liaison; OR
- 2) The director of an emergency shelter program funded by the United States Department of Housing and Urban Development, or the director’s designee; OR
- 3) The director of a runaway or homeless youth basic center or transitional living program funded by the United States Department of Health and Human Services, or the director’s designee.

3. Enrollment of Students Classified as Homeless

- a. The McKinney-Vento Act requires schools to immediately enroll* children and youth experiencing homelessness and/or identified as unaccompanied youth, even in the absence of normally required enrollment documentation including:
 - 1) Academic records
 - 2) Immunizations and/or immunization records
 - 3) Medical records
 - 4) Proof of residency
 - 5) Proof of age
 - 6) Proof of guardianship
 - 7) Other records

*“Immediately enroll” will mean without delay. Therefore, the student must begin attending classes and participating fully in school activities the same or no later than the following day.

- b. The parent, custodian, or person enrolling the student must be given a 30-day temporary exemption for evidence of date of birth, school-entry health examination [\[SCHOOL PHYSICAL\]](#) and immunization against communicable disease [\[IMMUNIZATIONS\]](#)—and school and District personnel will assist with procuring necessary documentation.
- c. The school Homeless Liaison will communicate with Student Services when a student identified as homeless and/or unaccompanied youth is unable to provide immunization or physical documentation within the 30-day temporary extension. The student cannot be denied an education if obtaining the records takes longer than 30 days.
- d. The school of enrollment will make the best immediate academic placement possible, based on available information and results of available school-based assessment/screening instruments, while awaiting school records, special education documents, medical records, and/or other needed information.
- e. The statute expressly prohibits a school or LEA from segregating or stigmatizing a homeless/unaccompanied child or youth on the basis of identified homeless status.
 - 1) Children/youth identified as homeless/unaccompanied youth may not be segregated in separate schools or programs within a school, based wholly or in part on the homeless/unaccompanied child/youth status.
 - 2) Children/youth identified as homeless/unaccompanied youth must be educated as part of a school’s regular academic program.
 - a) Services must be provided to homeless children and youth through programs and mechanisms that integrate homeless children and youth with non-homeless counterparts.
 - b) Services provided must expand upon or improve services provided as part of the regular school program.

4. Free or Reduced Lunch Program

Students identified and classified as homeless, according to McKinney-Vento criteria, qualify for the Free Meal Program immediately upon enrollment.

5. School Assignment

- a. Children and youth experiencing homelessness have the right to continue in the school of origin (the school attended when permanently housed or the school in which last enrolled), if that is the parent's or youth's choice and is feasible, for the duration of the academic year.
- b. Children and youth experiencing homelessness have the right to enroll and attend classes in either the school of origin or the school in the attendance zone where the family or youth is residing even while the school and parent or youth seek to resolve a dispute over the selected school.
- c. Children and youth experiencing homelessness have the right to dispute school selection/assignment and would do so through contacting the District Homeless Liaison.

6. Transportation Services to Homeless Students

- a. Parents and guardians of children and youth experiencing homelessness have the right to receive transportation to and from the school of origin, when it is determined to be in the student's best interest.
- b. Children and youth experiencing homelessness have the right to receive transportation to and from school and school programs, comparable to that of housed students.
- c. Where applicable, the District Transportation Director will collaborate with neighboring districts to address inter-district transportation issues for children and youth experiencing homelessness.

7. Comparable Services to Homeless Students

Children and youth experiencing homelessness have the right to receive the same special programs and services, if needed, as provided to all other students served in such programs. In addition to the above, the following educational services and programs are provided to students attending Title I schools and are available to children and youth experiencing homelessness regardless of the Title I status of the school of enrollment:

- a. Public preschool
- b. Exceptional Student Education
- c. Limited English Proficiency
- d. Vocational Education
- e. Gifted and Talented
- f. Before-and after-school
- g. Supplemental educational services/tutoring
- h. Other programs to help students succeed.

8. Please see the link to the LCS McKinney-Vento School Enrollment Toolkit:

[\[MCKINNEY-VENTO SCHOOL ENROLLMENT TOOLKIT\]](#)

K. Foster Care

1. Children in foster care frequently change schools – when they first enter foster care, when they move from one foster care living arrangement to another, or when they return home. Students in foster care experience: school suspensions and expulsions at higher rates than their peers not in foster care, lower standardized test scores in reading and math, high levels of grade retention and drop-out, and far lower high school and college graduation rates. Signed into law in 2015, the *Every Student Succeeds Act (ESSA)*, contains key protections for students in foster care in order to promote school stability and success. Under this new federal law, state education agencies must assure that students in foster care remain in their school of origin, unless it is not in their best interest.

2. Who is in Foster Care?

According to the US DOE, children in “foster care” are those who are in state care/custody. These are children/youth that the Department of Children and Families (DCF) has placed in:

- Foster family homes
- Foster homes of relatives
- Emergency shelters residential facilities child care institutions
- Group homes
- Pre-adoptive homes.

Additionally, children who are “awaiting foster care placement” are entitled to the same considerations and provisions.

3. Under the ESSA, **school districts must immediately enroll students in Foster Care** in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency.
4. Students in Foster Care **have a right to remain in their school of origin**, if deemed to be in the student’s best interest. The decision regarding what is in the student’s best interest will be determined during an ESSA meeting or phone conference, to be facilitated by Kids Central, Inc. in collaboration with LCS personnel. Decisions about school of attendance and transportation options for the student are decided at the ESSA meeting.

L. Teenage Parent Program (§10003.54, FS)

1. Any pregnant or parenting student presently enrolled in Lake County Schools may enroll in the TPP (Teenage Parent Program) for specialized services. These services include parent education, health education, health-related services, and daycare. In order to participate in this program, the student must:
 - a. Be enrolled in their home high school; and
 - b. Complete the process for TPP enrollment with their school guidance counselor and the Teen Parent Resource Teacher; and
 - c. Attend school regularly; and
 - d. Adhere to program policies and rules as agreed upon by the student upon enrollment.

2. Arrangements for all program services are made through one of the District Teen Parent Resource Teachers.
3. Please visit the website for more information: [TEEN PARENT PROGRAM](#)

M. Educational Guardianship

When an enrolling student resides* with an adult who is not the parent, court appointed legal guardian, or court appointed legal custodian, and living arrangements were made as a result of parental, legal guardian, or legal custodian choice for educational access purposes, specifically excluding high school sports residency eligibility, the following must be provided to the school of enrollment:

* "Resides" is defined as primary (more than half) nighttime residence.

- a. A notarized statement of educational guardianship, signed by the enrolling adult, stating that the student resides with the adult enrolling the student. This will satisfy initial enrollment educational guardianship and residency requirements.
- b. A notarized statement of educational and medical guardianship, signed by the student's parent **and** the enrolling adult, designating and authorizing the enrolling adult to make educational and medical decisions for the student. This document must be provided to the school within 30-days of the enrollment date.
- c. Students in these situations **may be** considered homeless and/or unaccompanied youth under federal law. The school Homeless Liaison will make identification and classification decisions and secure appropriate services for such students.

N. Expelled and Suspended Students (Prevention Programs & Alternative Education Department)

1. Expulsion: [CODE OF STUDENT CONDUCT](#) Removal of the right and obligation of a student to attend a public school and participate in school activities.
2. Reciprocal Discipline: The School Board of Lake County, FL, will uphold and enforce disciplinary proceedings from other public school districts. Any student, who has been expelled from another school district, shall not be permitted to transfer, enroll, or be admitted to a School Board of Lake County, FL, school. This prohibition shall be in effect for the period of time which the student was expelled from the out-of-county school district. If a student was expelled with services/ alternatively placed in another district, Lake County Schools will enforce said expulsion or alternative placement. An official document must be presented that details the length of placement or expulsion, conditions for return and other critical information regarding the placement or expulsion. [§1006.07(1)(b), FS]
3. Suspension: [CODE OF STUDENT CONDUCT](#) Temporary removal of student from regular school program for a period not to exceed ten school days per suspension.
4. Alternative Disciplinary Placement: [CODE OF STUDENT CONDUCT](#). The voluntary separation of a student from his/her regular school or traditional educational setting and benefits attached to such placement to a separate alternative school or disciplinary setting with continued educational services.
5. Felony Placement (Due to Off Campus Felony Charges) [CODE OF STUDENT CONDUCT](#)

O. Immunizations (§1003.22, FS)

Students seeking admission into Lake County public schools must meet the following immunization requirements prior to enrollment:

1. Certificate of Immunizations: A certificate of immunization (month/day/year) against communicable diseases, including those required by Florida Statute, or a valid certificate of medical or religious exemption must be presented prior to admission into a Lake County public school. Per FL Statute §1003.22(4), such certification shall be made on the Department of Health form 680 (formerly known as the blue card) and become a part of each student's permanent record.
2. The Lake County School Board shall refuse admittance or temporarily exclude from attendance any student not in compliance with the immunization requirements for school attendance. This requirement shall apply to any student not listed in 5, 6, or 7 of this section or specifically excluded via federal or state mandates.
3. Schools shall refer students out of compliance to the county health department for required immunizations or to obtain proper immunization documentation.
4. Foreign Transfer Students: Health records of students transferring into a Lake County school from a foreign school are accepted but must include evidence of immunizations as required by Florida Statute.
5. Military Children: A lack of evidence of immunizations must not delay enrollment. The Interstate Compact on Educational Opportunity for Military Children (§1000.36, FS) requires schools to facilitate timely enrollment of children of military families.
 - a) Students must be given a 30-day temporary extension from the date of enrollment to obtain any required immunizations.
 - b) For a series of immunizations, the initial vaccinations must be obtained within 30 days of the date of enrollment.
6. Homeless and/or Unaccompanied Youth: a lack of evidence of immunizations must not delay school enrollment. The federal McKinney-Vento Act requires schools to immediately enroll students identified as homeless and/or unaccompanied youth

Please see the link to the LCS McKinney-Vento School Enrollment Toolkit:

[\[HOMELESS TOOLKIT\]](#)

7. Students in Foster Care: A lack of evidence of immunizations must not delay enrollment. Foster parents must be given a 30 day temporary extension from the date of enrollment to obtain a required health documentation.

P. School Entry Health Examinations – School Physicals

1. Health Certificate (Physical)
Pre-K or Kindergarten: Provide a certificate of physical health completed within the twelve (12) months prior to Pre-K or Kindergarten registration.
2. Transfer Students: Students transferring into a Lake County school from out-of-state or out-of-country may enroll with a current (less than 12 months old) health certificate.

3. **Military Children:** A lack of evidence of a health certificate (physical) or a health certificate that is more than 12 months old must not delay enrollment. The Interstate Compact on Educational Opportunity for Military Children (§1000.36, FS) requires schools to facilitate timely enrollment of children of military families. Students must be given a 30 day temporary extension from the date of enrollment to obtain a required health certificate (physical).
4. **Homeless and/or Unaccompanied Youth:** A lack of evidence of a health certificate (physical) or health certificate that is more than 12 months old must not delay school enrollment. The federal McKinney-Vento Act requires schools to immediately enroll students identified as homeless and/or unaccompanied youth. [\[HOMELESS TOOLKIT\]](#)
5. **Students in Foster Care:** A lack of evidence of a current physical must not delay enrollment. Foster parents must be given a 30 day temporary extension from the date of enrollment to obtain a required health certificate (physical).

Q. School-based Health Screenings

The Florida Department of Health in Lake County administers the following health screenings, at no cost to families, for students in grade levels as listed in the *School Health Screening Schedule* chart:

School Health Screening Schedule				
Grade	Growth & Development (BMI)	Vision	Hearing	Scoliosis
Kindergarten		X	X	
1 st grade	X	X	X	
3 rd grade	X	X		
6 th grade	X	X	X	X

1. Parents of students in each of the grade levels identified in the *School Health Screening Schedule* chart will receive a letter at the beginning of the school year regarding health screenings that will be conducted by the Florida Department of Health in Lake County at the school during the regular school day.
2. Parents electing to decline participation in the health screenings will write a letter to the school principal listing the child's name and the declined screening.
3. The school principal must receive the letter to decline participation in the health screenings within 10 days following the student's school entry date.

R. Transfer Students From Public and Private Institutions

1. Entrance Requirements for Transfer Students

a. Students Transferring from Within the State of Florida

Students who transfer into a Lake County School from a school within the state of Florida will:

- 1) Meet age and residency requirements [\[ADMISSION REQUIREMENTS\]](#); AND
- 2) Comply with Florida School Immunization Requirements [\[IMMUNIZATIONS\]](#); AND
- 3) Comply with School Entry Health Examinations (Physicals) requirements for enrollment [\[SCHOOL PHYSICAL\]](#); AND
- 4) Provide an official letter or transcript from proper school authority which shows record of attendance; AND
- 5) Provide academic information; AND
- 6) Provide last grade placement of the student.

b. Students Transferring from Out-of-State (§1003.21, FS)

A student transferring into a Lake County School from an out-of-state public or private school must:

- 1) Meet age and residency requirements previously listed [\[ADMISSIONS REQUIREMENTS\]](#) OR
- 2) Any student who transfers from an out-of-state, public or nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be transferred from another state if the student meets age requirements for public schools within the state from which he/she is transferring and 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 is provided; AND
- 3) Comply with Florida School Immunization Requirements [\[IMMUNIZATIONS\]](#); AND
- 4) Comply with School Entry Health Examinations (Physicals) requirements for enrollment [\[SCHOOL PHYSICAL\]](#); AND
- 5) Provide an official letter or transcript from proper school authority which shows record of attendance; AND
- 6) Provide academic information; AND
- 7) Provide last grade placement of the student.

c. Students Transferring from Out-of-Country

A student transferring into a Lake County School from an out-of-country, public or private school must:

- 1) Meet age and residency requirements previously listed [\[ADMISSIONS REQUIREMENTS\]](#) OR
- 2) Meet age requirements for the schools within the country from which he/she is transferring and provide official documentation that the parent or guardian was a legal resident of the country in which the child was previously enrolled in school; AND
- 3) Comply with Florida School Immunization Requirements [\[IMMUNIZATIONS\]](#); AND

- 4) Comply with School Entry Health Examinations (Physical) enrollment requirements [\[SCHOOL PHYSICAL\]](#); AND
 - 5) Provide an official letter or transcript from proper school authority which shows record of attendance; AND
 - 6) Provide academic transcript and information; AND
 - 7) Provide student's last grade placement.
2. Academic/Grade Placement of Transfer Students
- a. Students Transferring from Within the State of Florida
A student transferring into a Lake County school from any public or private school within Lake County is placed in a comparable grade level, and all records from the previous educational program are accepted.
 - b. Students Transferring from Out-of-State
A student transferring into a Lake County school from any public or private school in the United States is placed in a comparable grade level and all records from the previous educational program are accepted.
 - c. Students Transferring from Out-of-Country
A student transferring into a Lake County school from any school outside the United States is placed in an appropriate grade level after all records from the previous educational program are reviewed by the receiving school principal and/or the Lake County Schools Student Services Director.
 - d. Students Transferring with Inadequate or Incomplete Records
A student transferring from a Lake County private school or a public or private school outside the Lake County School District, including foreign schools, with inadequate or incomplete records is placed based upon the information available, including any or all of the following:
 - 1) Student age;
 - 2) A review of all existing school records or transcripts;
 - 3) Transcripts, if applicable, from a school or agency qualified to issue grades and credits (grade placement will be made on the basis of credits earned.)
AND/OR a review of the previous educational program, including, but not limited to, time spent in a program and curriculum requirements of the program;
 - 4) Interview of the student and the parent/guardian by the principal or designee;
 - 5) Performance on end-of-course exam(s) or an alternative assessment, to be determined by the principal, demonstrating mastery of grade level or individual subject area objectives;
 - 6) Classroom performance during a probationary period to be established by the principal;

- 7) Elementary and middle school students: the receiving school principal, in cooperation with the student's teacher(s), may establish a temporary grade placement and grading policy, pending receipt of sending school academic records.
3. Academic Screening for Students with No Records
 - a. School personnel will determine academic achievement levels through school administered evaluations to complete academic screening for students with no academic records.
 - b. The screening should take place as soon after enrollment as possible.
 4. Out-of-State or Out-of-Country High School Transfer Students (§1003.433, FS):
 - a. Students entering a Florida public high school at the 11th or 12th grade from out-of-state or a foreign country shall not be required to spend additional time in a Florida public school to meet the high school course requirements of the school district, state, or country from which he or she is transferring.
 - b. Those students not proficient in English should receive immediate and intensive instruction in English language acquisition.
 - c. In order to receive a standard high school diploma, the student must
 - 1) earn the minimum 2.0 grade point average; AND
 - 2) Pass all state required assessments, as applicable.
 - S. Transfer of Home Education Students into Public School
 1. Grade Level Placement: Home school students transferring to a public school will be placed in the appropriate grade level based on a review, completed by the principal or his/her designee, of academic files and annual evaluations completed while in home education. Schools may seek consultation through the Home Education office at Student Services.
 2. School of Attendance: Home school students may enroll in any course or program offered by the school that the student is zoned to attend.
 3. School Admissions Documentation: Students from a home education program enrolling or participating in a public school course or program must provide original entry documents. [\[ADMISSIONS REQUIREMENTS\]](#)
 4. Bus Transportation: Students enrolling in public school courses and/or full or partial day programs may access regularly scheduled school bus transportation.
 5. Special Transportation: Special transportation will not be provided to home education students attending public school programs or courses part-time.
 6. High School: Home education students will need to provide an official transcript of courses taken through schools such as Florida Virtual School. When an official transcript is not available, then the State Uniform Transfer of High School Credits process will be used.
 - T. State Uniform Transfer of Students in Middle Grades and High School 6A-1.09941 FAC)

The uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools from schools outside the State of Florida, or without an official transcript or from home education shall be as follows:

1. Credits and grades on official transcripts shall be accepted at face value and subject to validation, if required by the receiving school. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period as outlined in subsection 3 of this section.
2. If a student transfers into a Florida high school from out of country, out of state, a private school, or a home school, and that student's transcript shows credit received in Algebra 1, then:
 - a. The transfer student will not take Florida's Algebra 1 EOC if:
 - 1) the student passed the Algebra 1 EOC in a previous Florida school.
 - 2) the student provides proof of passing a Florida Department of Education approved statewide, standardized Algebra 1 EOC or mathematics assessment required by the state from which the student has transferred.
 - 3) the student has a qualifying concordant score.
 - b. The transfer student will take the Algebra I EOC if the student did not meet one of the conditions in section a above. In order to earn a Florida standard high school diploma, the student must pass the Algebra I EOC and or Florida Standards English Language Arts Assessment (FSA ELA) or earn scores on a standardized test that are concordant with a passing score. FSA/ELA concordant scores can be substituted at any time.
3. For students without a complete transcript, validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and if successful with an average of C or higher, credit will be given on a pass/fail basis for courses that precede the course on the sequential flow charts found in the District Curriculum Guide. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection 5 of this section.
4. For students with an unofficial transcript which shows grades earned through a home education program, those grades will be converted to Pass/ Fail with credits earned in the courses specified. This process must be used in conjunction with the Uniform Transfer of Credits.
5. Alternative Validation Procedure: If validation based on performance as described in 2 (above) is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:
 - a. Portfolio evaluation by the Superintendent or designee; or
 - b. Written recommendation by a Florida certified teacher selected by the parent and approved by the principal; or
 - c. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools; or
 - d. Demonstrated proficiencies on nationally-normed standardized subject area assessments*; or
 - e. Demonstrated achievement on, Florida Standards Assessment in English Language Arts if a student in in grades 10 and 11, and EOC exam(s) for course(s) as required in order to receive course credit.

*Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in this section, if required.

U. Late Enrolling Students

1. Students who have not been enrolled in any other school during the current year will be given a reasonable opportunity to make up work regardless of the number of days missed.
2. It will be the responsibility of the student and parents to make arrangements with teachers to make up missed work.
3. Make-up work will be completed by the student outside regular class time except when the teacher has sufficient class time to spend on this make-up work. Teachers may arrange for students to come in before school or after school to receive special assistance in completing make-up assignments.
4. For students who do not have grades for the previous marking period(s): the receiving school principal, in cooperation with the student's teacher(s), may establish transfer grades pending receipt of the sending school's academic records.

For elementary, the principal and teacher(s) may use the grades the student earned in the first grading period that was completed in Lake County and then duplicate those for the marking period in which the student missed and then provide a rationale by adding a comment to Skyward, such as "This grade is a duplication of grades earned in my class due to lack of transfer records. Final approval will be given by the school administrator."

For Middle and High, students who do not have grades from the previous marking period, the teacher will enter an "X" in the Gradebook for the missing term. This procedure will allow the calculation of the credit and GPA.

V. Student Withdrawals Prior to the End of the Year

1. Students withdrawing two or more weeks prior to the end of the school year must enroll in another school to finish the grade-level requirements for promotion.
2. Students who are required to leave school during the last two weeks of the year must show evidence that the withdrawal is mandatory and must successfully complete class work assigned by the school in order to pass the course.
3. Principals are authorized to make appropriate arrangements for the administration of any tests or examinations as appropriate.
4. Principals may waive these requirements when unusual and extenuating circumstances exist.

W. Virtual Options

Lake County Public Schools offers eligible students full and part-time virtual school options each school year. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment.

1. Available programs
 - a. Lake County Virtual School (LCVS) Elementary: full-time or part-time, available to eligible students in K – 5. The courses are taught by certified Lake County teachers and/ or certified curriculum provider teachers.

- b. Lake County Virtual School Secondary: full-time or part-time, available to eligible students in grades 6 – 12. The courses are taught by certified Lake County teachers and/or certified curriculum provider teachers.
 - c. Partner District Virtual Instruction (DVIP): Lake County Public Schools may maintain agreements with other districts in Florida to provide online learning. Students may be enrolled in this program if requested.
 - d. Lake County Virtual School VIP: Lake County Schools may maintain agreements with Florida approved providers of K-12 curriculum to supply virtual instruction. These are supplied by the approved vendor.
2. Eligibility and Enrollment: please visit the link below for specific requirements of each program. Attendance of official Virtual School Orientation is required. There are specific enrollment guidelines that must be met before students can be enrolled as a Full Time virtual students. Please visit the link below.
3. Attendance and Testing
- a. All students in LCVS are required to meet all attendance guidelines per state statute and school board policy.
 - b. Attendance is taken based on student login data, lessons, assignments, projects, assessments completed, email and phone logs; and student participation in discussion boards, blogs and live lessons.
 - c. Students are expected to maintain adequate pace in all courses. The expected pace will be provided to all students at the beginning of each course. This will be monitored by the teacher, virtual school administrator, certified school counselor and program specialist. Students who do not maintain adequate pace will be considered for withdrawal from Lake County Virtual and may be referred to Student Services for appropriate interventions.
 - d. Full Time virtual students must participate in all State or District required tests (LSA's, EOC's, FSA's, etc.).

For more information please go to the following link: [LAKE COUNTY VIRTUAL SCHOOL](#)

X. Changes to Grades and Report Cards

Grades shall be a measure of a student's progress and achievement in mastering his/ her grade level standards and reported to parents in report cards posted every 9 weeks.

- 1. The grading system for students is set forth in this document, the Student Progression Plan, and conforms to Florida Statutes.
- 2. The teacher shall have the primary responsibility for assigning grades to indicate a student's progress in class, in accordance with this document and subject to the school principal's review.
- 3. Grades may be changed due to a variety of reasons, including but not limited to, missing work that was made up, an exam taken after the exam day, remediation, a redo or an incomplete grade.
 - a. When the teacher deems that a grade needs to be changed and it cannot be changed by the individual teacher's online gradebook, then a grade change form must be completed and submitted.

- b. A grade change form can only be submitted after it has been signed by the teacher and the school principal.
- 4. For grade changes to high school courses: due to the integrity needed to ensure the transcript is a true reflection of courses taken and grades earned, please see the High School Progression Plan section.

II. STATE AND DISTRICT ASSESSMENTS

A. Lake County Schools Assessments [\[TESTING\]](#):

1. Each student must participate in statewide assessments as required by Florida Statute.
2. Each student not meeting specific academic performance criteria, as determined by the District School Board, in reading for each grade level or who scores below Level 3 in reading or mathematics on the Florida Standards Assessments may be provided additional diagnostic evaluation to determine the nature of the difficulty, the areas of academic need, and strategies for appropriate intervention and instruction.
3. The District School Board will report individual statewide assessment test results to each student's parent/guardian.
4. The school in which a student is enrolled shares assessment and academic screening scores with students and their families.

B. State and District Assessments Administered in Lake County Schools:

State Tests	Students/Courses	Type	Purpose/Required Use
ACCESS for ELLs 2.0	ELL Students	Diagnostic	Measures English language acquisition of ELLs
Alternate ACCESS for ELLs	ELL Students in Access Points Courses	Diagnostic	Measures English language acquisition of ELLs with significant cognitive disabilities
Florida Assessments for Instruction in Reading (FAIR-FS)	Students in grades 6-12 who score level 1 on FSA ELA	Diagnostic/Progress Monitoring	Provides general estimate of students' reading ability/monitors students' progress toward meeting grade-level skills in reading
Florida Kindergarten Readiness Screener (FLKRS)	Kindergarten	Diagnostic/Progress Monitoring	Determines readiness for kindergarten; used to calculate VPK Provider Kindergarten Readiness Rates
Florida Standards Assessments (FSA) English Language Arts (ELA), Math & End Of Course (EOC) exams	ELA: Grades 3-10 Math: Grades 3-8 EOC: Algebra 1 & Geometry	Summative	Purpose: Measures student achievement of Florida's academic standards (Florida Standards, Next Generation Sunshine State Standards) Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; scholar designation; federal reporting; Credit Acceleration Program (CAP); school improvement plans; school, district, state, and federal reporting, and progress monitoring in accordance with student progress plan
Florida Standards Alternate Assessment (FSAA)	ELA: Grades 3-10 Math: Grades 3-8 EOC: Algebra 1, Geometry, Civics, U.S. History & Biology 1	Summative	
NGSSS EOC Assessments	Civics, U.S. History & Biology 1	Summative	
Statewide Science Assessment	Grades 5 & 8	Summative	
The National Assessment of Educational Progress (NAEP)	Varies: Schools and students are picked randomly, students chosen will receive parent notification	Evaluative	Measures student performance for comparison among state and national populations over time
PSAT/NMSQT	Grade 10	Summative	Informs course placement

District Tests	Students/Courses	Type	Purpose/Required Use
Lake Standards Assessments (LSA) Quarterlies & Midyear	ELA: Grades 6-10 Math: Grades 6-8 End of Course Exams: Algebra 1, Geometry, Biology 1, U.S. History & Civics	Progress Monitoring	Evaluates where students are in progress towards mastery of the Florida State Standards/used to drive instruction, program evaluation and progress monitor.
PSAT 8/9	Grades 8 & 9	Summative	The PSAT 8/9 is the first test in the SAT Suite of Assessments/tightly aligned with the SAT and PSAT/NMSQT. It establishes a baseline for college and career readiness.
PSAT/NMSQT	Grade 11	Summative	Informs course placement and National Merit Scholarship Qualifying Test.
SAT	Grade 11	Summative	Used to assess academic readiness for college
Postsecondary Education Readiness Test (PERT)	Students who qualify for Dual Enrollment & Students seeking an Algebra 1 concordant score	Diagnostic	Aligned with the Postsecondary Readiness Competencies identified by Florida faculty as necessary for success in entry-level college credit coursework/used to drive instruction and as a concordant score for the Algebra 1 EOC
NNAT 2	Grade 1	Ability Test	A nonverbal, culturally neutral assessment of general ability that is ideal for use with a diverse student population/used for identifying gifted and talented students
i-Ready Math and Reading	Grades K-5	Progress Monitoring	A research-based program aligned to the Florida Standards that provides a monitoring of students' progress towards mastery of mathematical and reading skills and concepts. It is a computer-adaptive assessment that assesses all domains for each grade, K-5. The district will use the diagnostic, for Progress Monitoring purposes.
Advanced Placement (AP) Exams	AP Course	Summative	Exams offered by the College Board and are taken each May by students. The tests are the culmination of year-long Advanced Placement courses.
Career & Technical Exams (CTE)	CTE Course	Summative	Exams offered after CTE courses which can lead to industry certifications.

Assessment Graduation Requirements										
School Year Entered 9 th Grade	ELA				Algebra 1					
	FSA Gr 10 ELA	FSAA Gr 10 ELA	Concordant		FSA ALG 1 EOC	FSAA ALG 1 EOC	Comparative			
			SAT	ACT			SAT Math	ACT Math	PSAT/NMSQT Math	PERT Math
2016-2017	350	598	430 EBRW or 24 Reading	19 Reading or 18 Reading & English Scores Averaged*	497	797	420	16	430	97
2017-2018										
2018-2019	350	598	480 EBRW	18 Reading & English Averaged*	497	797	420	16	430	NA
2019-2020										

*May use combo of Reading and English sub scores from different test attempts

End-of-Course Exam Passing Scores for Scholar Diploma		
EOC*	EOC taken before Spring 2016 (as a first time test taker)	EOC taken after Spring 2016 (as a first time test taker)
FSA Algebra 1	489	497
FSA Geometry	492	499
Biology 1	395	395
US History	397	397

*Students can fulfill the Scholar Diploma Designation Biology and U.S. History EOC requirement if they take the respective AP course and earn the minimum score to earn a college credit on the AP exam.

Lake Sumter State College Dual Enrollment Qualifying Scores			
Test	Reading	English/Writing	Math
ACT	19	17	19
SAT	24	25	24
PERT	106	103	114

University of Florida Dual Enrollment Qualifying Scores	
Test	Composite Score
ACT	22
SAT	1100
PSAT 10 or PSAT/NMSQT	1130

C. Progress Monitoring

Students not meeting grade level expectations receive increasing intense instruction/intervention services to support student academic achievement. Students will receive an MTSS intervention plan that identifies instruction/intervention supports through a Problem-Solving/Response to Instruction/Intervention process as part of a Multi-Tiered System of Supports. Through the process, ongoing progress monitoring provides data to determine the student's progress and attainment of academic or behavior skills.

The following table provides a list of some of the progress monitoring instruments available for use in Lake County Schools.

NOTE: The following is not a comprehensive list. Please consult school personnel for school-specific progress monitoring instruments.

	SCHOOL-BASED PROGRESS MONITORING ASSESSMENTS	K	1	2	3	4	5		6	7	8		9	10	11	12
1.	LSA (Lake Standards Assessments) English Language Arts								X	X	X		X	X		
2.	LSA (Lake Standards Assessments) Mathematics								X	X	X					
3.	LSA (Lake Standards Assessments) Science						X				X					
3.	LSA (Lake Standards Assessments) Algebra 1, Biology 1, U.S. History, Geometry & Civics	By Course														
4.	FAIR (Florida Assessment for Instruction in Reading) – Levels 1 on FSA								X	X	X		X	X	X	X
5.	i-Ready Math	X	X	X	X	X	X									
6.	i-Ready Reading	X	X	X	X	X	X									

NOTE: Progress Monitoring instruments will vary by school and may include, but are not limited to, additional monitoring instruments not listed in the *Progress Monitoring Instruments Available for Use in Schools* table.

1. Lake Standards Assessments (LSA): District wide, standards-based formative assessments given Quarter 1, 3 and midyear of grade or course; in reading, math, social studies and science.
2. i-Ready – A research-based program aligned to the Florida Standards that provides a monitoring of students' progress towards mastery of mathematical and reading skills and concepts. It is a computer-adaptive assessment that assesses all domains for each grade, K-5. The district will use the diagnostic, for Progress Monitoring purposes. Data is generated through i-Ready and is available for school staff on demand.

III. ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)/ ENGLISH LANGUAGE LEARNERS (ELL)

ELL students shall have equal access to education programs which include both intensive English language instruction and the basic subject matter areas of math, science, social studies and computer literacy which is understandable to the ELL student given his/ her level of English language proficiency and equal and comparable in amount, scope, sequence and quality of instruction provided to English proficient students.

1. ELL students must consistently be provided with all strategies, accommodations, and/ or modification to curriculum, instruction and assessments **in all subject areas** in order to make it comprehensible to the student at his/ her level of English language proficiency.
2. ELL students will receive grades based on their progress in acquiring English language skills and progress towards completion of the district's student progression plan. It is important for all English Language Learners to be given grades that reflect the work they are capable of completing for their English language proficiency level without penalty.
3. ELL students may not be given a failing grade if curriculum, instructional strategies, materials, and assessments have not been accommodated and/ or modified (if necessary) to meet their language needs and documentation of such strategies, accommodations, and/ or modifications (if necessary) are not available.

For more information on this program, and the ESOL Program Guide, please visit the LCS Internet at Federal Programs Department, ESOL/ ELL Support link:

[\[ESOL PROGRAM GUIDE\]](#)

IV. PHYSICAL EDUCATION POLICY §1003.455, FS

- A. Lake County Schools provide physical education programs that stress the benefits of physical fitness and healthy, active lifestyles and encourage all students in pre-kindergarten through grade 12 to participate in physical education.
- B. Students may access one-on-one counseling concerning the benefits of physical education from their physical education teacher, guidance counselor, or other appropriate personnel.
- C. The Lake County Schools physical education programs shall consist of physical activities of at least a moderate intensity level and for duration, subject to student capabilities, sufficient to provide significant health benefits to students.
- D. All Lake County Schools physical education classes will be based on current Florida Standards.
- E. The physical education policy for students in Kindergarten through grade 12 includes the following:

- 1. Waivers:

- a. Kindergarten through grade 12 students with disabilities and/or a doctor's note to be excused from physical education:
 - 1) Medical waivers will not excuse students from satisfying state and/or district physical education requirements. The physical education teacher would adapt any physical education course taken by a student with disabilities based on the student's needs and limitations.
 - 2) The student may take one of the appropriate adaptive physical education courses listed in the Course Code Directory if the student has an active IEP.
- b. Students in grades K-8 are eligible to waive the physical education requirement if they meet either of the following criteria:
 - 1) The student is enrolled or required to enroll in a remedial course.
 - 2) The student's parent indicates in writing to the school:
 - a) a request that the student enroll in another course from among those courses offered as options by the school district; or
 - b) that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

NOTE: A new written request from the student's parent is required for each year a student is eligible and requests to waive physical education.

- 2. Elementary: Elementary students in grades kindergarten through grade 5 and students in grade 6 who are enrolled in a school containing one or more elementary grades shall be provided 150 minutes of physical education each week.
 - a. On any day where physical education is taught, there must be at least 30 consecutive minutes per day.
 - b. The physical education will be taught by any instructional personnel, regardless of certification, designated by the school principal.

3. Middle: Middle grades students are required to complete the equivalent of one class period per day of physical education for one semester of each year enrolled in grades 6-8.
4. High School:
 - a. Students must complete the Health Opportunities through Physical Education (HOPE) requirements. The course combines the health and PE standards and will include the District Human Growth and Development requirements.
 - b. Students opting to satisfy the HOPE requirement through course substitutions should refer to the district Program Guide on the link provided below.
[\[HIGH SCHOOL PROGRAM GUIDE\]](#)
- F. Beginning in school year 2017-2018, each elementary school shall provide, in addition to the 150 minutes of physical education, at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through grade 5 so that there are at least 20 consecutive minutes of free-play recess per day. The removal of recess shall not be used as a consequence, per F.S. 1003.455(6). This requirement does not apply to charter schools.

V. ELEMENTARY SCHOOL STUDENT PROGRESSION PLAN

A. Introduction

1. The Elementary Student Progression Plan ensures a consistent program for students of the District to progress continuously from one level of the curriculum to the next based on state and local guidelines.
2. Lake County elementary schools are schools that primarily serve students in kindergarten through grade 5.
3. The Lake County school system assures that all students, to the extent of their individual physical, mental and emotional capacities, will receive instruction in and achieve mastery of the basic skills in reading, writing, mathematics, science, and social studies.
4. All elementary academic subjects have district approved course outlines, provided to teachers, which include the Florida State Board of Education curriculum frameworks and current Florida Standards and define the performance standards to be measured by teacher administered assessments and the Florida Standards Assessments and Statewide Science Assessment for grade 5.
5. Schools will have a system to ensure parent-teacher conferences/communications are conducted at least twice yearly.
6. Through a Multi-Tiered System of Supports (MTSS), multiple tiers of increasingly intensive interventions are implemented to support student achievement. School-based Problem Solving Teams meet regularly throughout the school year to review school-wide and grade/course level data, identify trends and develop action plans to improve academic and behavioral systems. Through this universal data analysis, students who are performing at levels which are significantly discrepant from their peers are identified as needing supplemental interventions and supports delivered individually or in small groups at increasing levels of intensity. Specific interventions will be matched to identify student needs through the four step problem-solving process, utilizing data from various screening, progress monitoring, and diagnostic assessments. The students' response to the implemented intervention will be progress monitored on a regular basis as determined by the Intervention Protocol established by the Problem Solving Team (PST). Course offerings may be altered or modified in accordance with the school's Progress Monitoring Plan (PMP). For more information refer to Lake County Schools MTSS web page:

[\[MTSS RTL-PBS SUPPORT\]](#)

B. Curriculum Frameworks

1. The State Board of Education has established Florida Standards and curriculum frameworks in the basic elementary subject areas.
2. Student mastery of the basic skills will be in accordance with the criteria established by current Florida Standards and curriculum frameworks and through basic programs in English Language Arts, mathematics, science, social studies, computer education, physical education, health, environmental education, economics, and the fine arts.

3. Instructional offerings and techniques in all subject areas shall include strategies promoting the development of critical thinking and problem-solving skills.
4. Individual student course offerings may be altered or modified, in accordance with the school Progress Monitoring Plan (PMP), to address academic needs in reading, writing, and mathematics.
5. Academically Challenging Curriculum to Enhance Learning (ACCEL) options, educational options that provide academically challenging curriculum or accelerated instruction, are available to eligible public school students in kindergarten through grade 12. (§1002.3105(5), FS)

C. Program of Study in Elementary School

1. General Curriculum Requirements

For grades K-5, the following shall be taught:

- English Language Arts (includes English, reading and writing process, critical thinking, speaking and listening, information and media literacy)
- Mathematics
- Science
- Social studies, (grades 4 & 5 to include economics, geography, government, history)
- Computer education (where available)
- Media (where available)
- Music
- Character education
- STEAM and/or Art

For details regarding Physical Education see Section IV.

2. Health Related Education: Students will receive health related instruction in the School Board approved Health Education Program.
3. Prevention Education: Students will receive instruction in substance abuse prevention and violence prevention following District adopted program/curriculum.
4. School principal will certify instruction of district/state elementary curriculum in all areas.

D. Virtual Education Programs/Lake County Virtual School

Students will follow the same promotion guidelines as a traditional Lake County elementary school student. Mastery-based learning is implemented, and three curriculum options are available. Please visit the link below for more information. [LAKE COUNTY VIRTUAL SCHOOL](#)

E. Evaluation of Student Achievement and Progress (§1008.25, FS)

1. Each student must participate in the statewide assessment tests required by Florida Statute.
2. Each student must participate in the progress monitoring assessments required by both the district and the school of enrollment.

Each student not meeting specific levels of performance as determined by the district School Board in reading, writing, science, and mathematics for each grade level, or not meeting specific levels of performance as determined by the Commissioner of Education on statewide assessments at selected grade levels, may receive additional diagnostic assessments to assist in identifying specific areas of academic need. These needs, the root causes for their existence, and potential interventions to close the achievement gap, are identified through a four step problem-solving process. Multiple tiers of increasingly intensive instruction and interventions which are matched to student needs are subsequently implemented to support student success. Intervention fidelity and student progress within the interventions are monitored closely to assist Problem Solving Teams in determining the students' response to the instruction and interventions developed, as well as to determine next steps necessary to increase student achievement. For more information refer to Lake County Schools-MTSS web page: [\[MTSS RTL-PBS SUPPORT\]](#)

3. The District School Board will annually report, on the student report card, to the parent/guardian of each student the student's progress toward achieving state and district reading, writing, science, and mathematics expectations for achievement excluding science grades in kindergarten through second.
4. The evaluation of each student's progress will be based upon the student's classroom work, observations, tests, District and state assessments, and other relevant information.
6. Schools shall provide for frequent monitoring of student progress in meeting desired performance levels.
7. The District School Board shall assist schools and teachers in implementing research-based reading activities proven successful in teaching reading to low-performing students.

F. Grading Policies K-5 (§1003.33, FS)

1. Each classroom teacher is assigned the initial and primary authority and responsibility to maintain attendance records and to assess academic performance for each student enrolled in the teacher's class.
 - a. All earned grades (individual grades and 9-weeks grades) will be recorded, after teacher discretion is used (refer to 4 below) on whether to provide student with opportunities to increase grade.
 - b. Teachers may issue an "I" for "Incomplete". The Incomplete may only be initiated and issued by a teacher due to circumstances that include, but are not limited to: illness of student, serious illness of caretaker, entering school late in the grading period, competency-based learning (content attempted but not yet mastered) and other reasons as deemed appropriate by the teacher and school administration. When an Incomplete is issued during the 1st, 2nd or 3rd 9 weeks, it is the student's responsibility to have all assignments completed and submitted to the classroom teacher before the end of the grading period that immediately follows. When an Incomplete is issued during the 4th 9 weeks, it is the student's responsibility to have all assignments completed and submitted to the classroom teacher by the beginning of the following school year. If the student does not submit all work to the teacher before the end of the specified grading period, the student record reflects the actual grade earned during the grading period where the Incomplete was issued.

- c. Teachers must maintain consistent grading practices for all students. (See ESE section of this document for additional guidance regarding grading of students with disabilities.) The teacher will record students' grades in Skyward.

2. Academic reporting, recorded on report cards, will consist of the following:

Kindergarten, 1 st and 2 nd Grades	ELA and Mathematics
3 rd Grade	ELA, Mathematics, and Science
4 th and 5 th Grades	ELA, Mathematics, Science and Social Studies

* English Language Arts will include Writing.

NOTE: All K-12 educational instruction is based on Florida Standards, §1003.41, FS. As such, all content areas for any grade level must be taught, and grades recorded on report cards, within the academic year for that grade and may be embedded within the reading instruction. Grades for enrichment experiences (i.e., music, physical education, media, computer) in grades K-5 are not reported/recorded.

3. Report card grades – nine weeks grades, using the following numeric equivalents, will be recorded in the class record file(s) for each subject as follows for grades K - 5:

Numerical Grade	Letter Grade	Rating
90-100	A	Outstanding progress
80-89	B	Above average progress
70-79	C	Average progress
60-69	D	Lowest progress
0-59	F	Failure
	I	Incomplete

4. Teachers may assign grades from the following academic indicators for students in grades K through 5:

- Class participation
- Demonstrations
- Drawings (maps, charts, etc.)
- Panel discussions
- Extra credit work
- Long term assignments
- Retaking tests
- Assignment resubmissions
- Remediation of content
- Projects (home or school)
- Performances
- Tests
- Self-evaluation
- School Assignments
- Reports
- Writing assignments
- Dropping lowest grade

Note: Accelerated Reader is used for motivational purposes only and will not be graded. The mid-year LSA is used for progress monitoring purposes only and will not be graded.

5. Schools are encouraged to assist students with improving grades by allowing redos of assignments, tests, projects, etc.
6. A clear, understandable, and consistent method of recording and assigning grades shall be maintained by teachers throughout a school year.

7. Daily grades will be based on current Florida grade level standards, with a minimum of nine grades per grading period, one per week.
8. No single assignment may be weighted more than 30% of the total grade per grading period.
9. Progress reports indicating student performance shall be available to parents at the midpoint of each grading period.
10. When a student's performance is failing or drops one letter grade, the teacher shall communicate such information to the student and contact the student's parent(s)/guardian(s).
11. The evaluation of conduct and behavior shall be recorded and reported on the report card each grading period and shall be separate from academic grades.
12. Attendance, including absences and tardiness, shall be recorded and reported on the report card each grading period and shall be separate from academic grades.
13. Report cards shall be available at the end of each grading period as scheduled by the School Board at the beginning of each school year or by a school's individual needs as approved by the School Board.
14. Yearly grades will be determined by averaging the four nine week grading periods and the average will be recorded in the class record file.
15. The final report card for the school year shall contain a statement indicating end-of-the-year status of performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion (§1003.33(2), FS).
15. Any parent/guardian request for review, modification to, or appeal of a teacher's student assessments and evaluations shall be conducted pursuant to the following procedures:
 - a. The student's parent(s)/legal guardian(s) shall arrange a conference at the proper time and place with the individual teacher, whose assessment or evaluation is in question, to discuss the matter.
 - b. If dissatisfied with the outcome of the teacher conference, the parent(s)/legal guardian(s) may appeal to the teacher's principal to conduct a second review of the teacher's student assessment or evaluation.
 - 1) The principal shall, upon request, arrange for a conference, at a proper time and place, with the following parties: the principal, the teacher, the parent(s)/guardian(s), and the student.
 - 2) The principal's findings following such conference shall be final.
16. Any general education student failing to show expected progress toward mastery of the required Florida Standards in reading, writing, science and mathematics will receive tiered support, matched to identified student needs as a result of data analysis within the four step problem solving process. Student progress as a result of the instruction/interventions are monitored closely to assist Problem Solving Teams in determining the students' response to the instruction and interventions developed, as well as to determine next steps necessary to increase student achievement.

G. Promotion, Grades K, 1, 2, 4, and 5 (Appendix A)

1. Student promotion in Lake County's public schools is based on an evaluation of each student's achievement.
2. The following shall be considered when recommending promotion:
 - a. Grade level appropriate mastery of Florida Standards in reading, writing, science, social studies, and mathematics as documented in report card grades
 - b. State assessments in English Language Arts, Mathematics, and Science
 - c. Alternative assessment results
3. The primary responsibility for determining student performance level and ability to function academically, socially, and emotionally at the next level lies with the classroom teacher.
4. The school principal, in consultation with the student's teacher(s) and parent(s), shall make the final determination in all promotion considerations.

H. Promotion, Grade 3 (Appendix A)

1. Students in 3rd grade must score at Level 2 or above on the Florida Standards English Language Arts Assessment to promote to the next grade, unless promoted under "Good Cause Exemption".
2. Third grade students who missed both the regular Florida Standards Assessment administration and make-up administration or who score a level 1 on the Florida Standards Assessment will need to prove through portfolio or alternative assessments that they meet the standards to move to the fourth grade. The alternative assessment used for this purpose will be administered to all eligible students in the spring following the Florida Standards Assessment administration.
 - a. If the same alternative assessment is given in another state, then those scores for the student can be used.
 - b. A parent must receive prior approval from the school if they choose to have a licensed institution (tutoring center) with certified staff administer the state alternative assessment to the student. This administration will be at the parent's expense.

I. Alternative Promotion Consideration (Grades K-2 and 4-5) (§1008.25, FS)

1. No student may be assigned to the next grade level based solely on age or other factors that constitute social promotion.
2. In order to alternatively promote a student not meeting academic promotion requirements, a committee of school-based professionals who understand the student's status must determine that one or more of the following criteria apply:
 - a. Previous retentions
 - b. English Language Learner (ELL) students with less than two years in an English for Speakers of Other Language (ESOL) Program who score at achievement Level 1 on the Florida Standards English Language Arts Assessment.
 - c. Students identified as having a disability under section IDEA or Section 504.
 - d. Severe health issues.
 - e. Evidence demonstrating adequate student achievement.

- f. Florida Standards Assessments in English Language Arts and Mathematics scores at Level 2 or above.
 - g. Student performance on appropriate alternative assessment(s).
- 3. The school principal, in consultation with the teacher(s), shall make the final determination in all alternative promotion considerations as stated above in number 2.
- J. Placement Due to Good Cause (3rd Grade Mandatory Retentions) (§1008.25, FS):
 - 1. No student may be assigned to the next grade level based solely on age or other factors that constitute social promotion.
 - 2. A grade 3 student who has not met requirements for promotion may be assigned to the next grade level if “Good Cause” is shown. “Good Cause” exemptions shall be limited to the following grade 3 students:
 - a. Grade 3 Limited English Proficient Students who have had less than two (2) years of instruction in an English for Speakers of Other Languages (ESOL) Program, OR
 - b. Grade 3 students with disabilities whose Individual Educational Plan (IEP) indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education Rule, OR
 - c. Grade 3 students who demonstrate an acceptable level of performance on a state-approved alternate reading assessment, OR
 - d. Grade 3 students who demonstrate mastery through a student portfolio, pursuant to Rule 6A-1.094221 FAC:
 - 1) The portfolio option, if selected, must meet assessment criteria from standards aligned materials.
 - 2) The portfolio must be an accurate picture of the student’s ability and only include student work that has been independently produced in the classroom from state approved standards aligned materials.
 - 3) The portfolio must include evidence that the standards assessed by the grade 3 statewide English Language Arts assessment have been met. Evidence is to include multiple choice items and passages that are approximately 60 percent literary text and 40 percent informational text that are between 100-700 words with an average of 500 words. Such evidence could be selected from the Florida’s Item Bank and Test Platform, chapter or unit tests from the district’s/school’s adopted core reading curriculum that are aligned with English Language Arts Florida Standards or teacher-prepared assessments that have been vetted and approved by the Curriculum Department.
 - 4) The portfolio must be an organized collection of assessment evidence of the student’s mastery of the English Language Arts Florida Standards. For each standard, there must be at least three examples of mastery as demonstrated by a grade of 70 percent or above on each example.
 - 5) The portfolio must be signed by the teacher and the principal and be an accurate assessment of the required reading skills.

Note: 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 the portfolio assessment process.

- e. Grade 3 students with disabilities who take the Florida Standards English Language Arts Assessments, and whose IEP or 504 Plan states that the student has received intensive remediation in reading for more than two years but who still has a deficiency in reading **and** was previously retained in Kindergarten, grade 1, grade 2, or grade 3, OR
 - f. Grade 3 students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading **and** who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years.
 - g. A student may not be retained more than once in grade 3 even if the number of years in reading intervention and previous retentions have not been met.
- 3. Any student without a score from the Florida Standards English Language Arts Assessment will need to demonstrate mastery of the standards by meeting one of the Good Cause Exemptions above as specified by the district.
 - 4. Grade 3 students promoted to grade 4 for “Good Cause” exemptions 2. a), b), e), and f) must be provided supplemental/intensive reading instruction/interventions. Specific interventions will be matched to identified student needs through the four-step problem-solving process, utilizing data from various screening, progress monitoring, and/or diagnostic assessments. The student’s progress will be systematically monitored to determine the student’s response to the instruction/interventions provided.
 - 5. Grade 3 students with demonstrated mastery of grade-level competencies through alternative assessment or portfolio review per sections 2. c) and 2. d) should not require progress monitoring and, therefore, should not require intensive reading instruction.
 - a. For Portfolio completion, students may attend Third Grade Intensive Summer Reading Camp if needed.
 - b. The Portfolio shall be district approved based on state criteria.
 - 6. Both the school principal and the District Superintendent must approve, in writing, “Good Cause” promotions.
 - 7. ESOL/ELL: Lake County Schools current ESOL Program Guide found at:
[\[ESOL PROGRAM GUIDE\]](#)
- K. Mid-Year Promotion for Retained Third Grade Students (§1008.25(7)(b)4, FS)
- 1. Mid-year promotions of retained third grade students should occur during the first semester of that academic year.
 - a. To be eligible for mid-year promotion on or before November 1, in any given school year, a student must have all of the following:
 - 1) Three (3) examples of each benchmark successfully completed on the third grade level (70% or above on each example) [§1008.25(7)(b), FS].
 - 2) Demonstrated mastery of reading skills consistent with the year and month of promotion for fourth grade as presented in the scope and sequence of the district’s core reading program [Rule 6A-1.094222, FAC].

- 3) Evidence of mastery as demonstrated by an acceptable level of performance on a state-approved alternative reading assessment.
- b. To be eligible for mid-year promotion after November 1, a student must demonstrate mastery of reading skills consistent with the year and month of promotion to fourth grade as presented in the scope and sequence of the District's core reading program [Rule 6A-1.094222, FAC]. Successful completion of portfolio elements that meet state criteria:
 - 1) To promote a student mid-year using a student portfolio, there must be evidence of the student's mastery of third grade State Standards for English Language Arts and beginning mastery of the Benchmarks for fourth grade.
 - 2) The student portfolio must meet the following requirements:
 - a. Must meet assessment criteria from standards aligned materials.
 - b. Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom from state approved standards aligned materials.
 - c. Include evidence that the standards assessed by grade 3 statewide English Language Arts Assessment have been met. Evidence is to include multiple choice items and passages that are approximately 60 percent literary text and 40 percent informational text that are between 100-700 words with an average of 500 words. Such evidence would be selected from the Florida's Item Bank and Test Platform or Florida Standards aligned materials that meet state criteria.
 - d. Must be an organized collection of assessment evidence of the student's mastery of the English Language Arts Florida Standards. For each standard, there must be at least three examples of mastery as demonstrated by a grade of 70 percent or above on each example.
 - e. Must be signed by the teacher and the principal and be an accurate assessment of the required reading skills.

ESOL/ELL: Lake County Schools ESOL Program Guide [\[ESOL PROGRAM GUIDE\]](#)

2. The school principal, in consultation with the teacher(s), shall make the final determination in all mid-year promotion considerations.
- L. Retention (§1008.25, FS)
1. Students in grade 3 must score a level 2 or higher on the Florida Standards English Language Arts Assessment to be promoted.
 - Grade 3 students who are retained due to not meeting grade 3 promotion requirements on the statewide reading assessment may participate in the school district's summer reading camp and be provided a minimum of 90 minutes of daily, uninterrupted, scientifically research-based reading instruction which includes phonemic awareness, phonics, fluency, vocabulary, and comprehension. This 90-minute reading block must include integration for science and social studies content.
 2. A student may be retained between grades K-5 if minimum promotion criteria are not met.

3. Students who continue to score at Level 1 on the statewide reading assessment test in grade 3 must be retained, unless there is “Good Cause” and receive intensive instruction that takes into account the student’s learning style and that differs from the previous year’s instructional program.
4. Students who are retained, and students needing remediation or intensive instructional support, will be referred to the school’s Problem-Solving/Response to Intervention team.
5. Students needing remediation or intensive instructional/behavioral support will be matched to strategic and intensive instruction/interventions based on screening, progress monitoring, and diagnostic assessments. Interventions will be designed based on the four-step problem solving model as part of a Multi-Tiered System of Supports.
6. A first time retained 3rd grade student must be placed with a Highly Effective teacher. A 3rd grade student who has been retained two or more years must be placed with a highly effective teacher in an intensive acceleration classroom.
7. The Problem Solving Team will review student records to determine if promotion criteria have been met and will make promotion or retention recommendations to the principal.
8. The principal will consider the Problem Solving Team recommendations in determining student promotion and/or retention.
9. When student academic deficiencies in reading, writing, science and/or math are identified, progress monitoring will be developed that may structure a student’s curriculum with emphasis on those deficiency areas and may eliminate enrichment instruction.

ESOL/ELL: Lake County Schools ESOL Program Guide [\[ESOL PROGRAM GUIDE\]](#)

10. The school principal, in consultation with the teacher(s), shall make the final determination in all retention considerations.

M. Retention Prevention

Refer to the Lake County Schools Comprehensive Reading Plan which can be accessed at the Florida Department of Education *Just Read, Florida!* Website: [\[JUST READ, FLORIDA!\]](#)

N. Remediation Programs

Refer to the Lake County Schools Comprehensive Reading Plan which can be accessed at the Florida Department of Education *Just Read, Florida!* Website: [\[JUST READ, FLORIDA!\]](#)

O. Academic Acceleration/Academically Challenging Curriculum to Enhance Learning (ACCEL) (§1002.3105(5), FS)

Option for academically challenging curriculum and/or accelerated instruction, which may include whole-grade promotion; mid-year promotion; and/or subject-matter acceleration for eligible public school students grades Kindergarten through 12.

1. A parent/guardian may request ACCEL or academic acceleration consideration their child.
2. A principal may initiate ACCEL or academic acceleration for a student.
3. A school-based ACCEL Team meeting must be scheduled to review the parent/guardian or principal request, student eligibility, and data. The team meeting could include the following professionals: principal, (receiving and sending principals only if a school change would result in the acceleration from elementary to Middle Grades or Middle Grades to

high school), school counselor, teacher(s), school psychologist, social worker, ESE District office program specialist (only if the student is in an ESE program, including gifted), and the parent(s)/guardian(s). Other professionals may be included, dependent on student needs.

4. Eligibility and Requirements to be considered include, at a minimum:
 - a. Student performance on a District determined: assessment; or statewide assessment; or standardized assessment
 - b. Student grade point average
 - c. Student attendance and conduct records
 - d. Recommendations from one or more of the student's teachers in core-curricula courses
 - e. School counselor recommendation
5. Evidence demonstrating student mastery of the grade level skills appropriate to the year and month of acceleration must exist and may include formal evaluation, passing scores on exit or end-of-course exams, or other documentation of high skill levels appropriate to the month and year of acceleration.
 - a. If student scores in both reading and math are commensurate with the desired advanced grade and month level, the student would be considered for whole-grade acceleration.
 - b. If student scores in either reading or math are commensurate with the desired advanced grade and month level, the student would be considered for subject acceleration.
6. The student's principal, in conjunction with the ACCEL team members, will document student information on the Consideration of Academic Acceleration Form which addresses academic and social-emotional development and make the final determination as to whether or not to accelerate a student.

The Consideration of Academic Acceleration Form can be found here: [Acceleration Form](#)

VI. MIDDLE GRADES STUDENT PROGRESSION PLAN

A. Introduction

1. The Middle Grades Student Progression Plan ensures a uniform program for Lake County School District students to progress continuously from one level of the curriculum to the next based on state and local guidelines.
2. Lake County public Middle Grades are schools that primarily serve students in grades 6 through 8.
3. The Lake County school system assures that all students, to the extent of their individual physical, mental and emotional capacities, will receive instruction in and achieve mastery of the basic skills in reading, writing, English Language Arts, mathematics, science, and social studies.
4. All Middle Grades academic subjects have district approved course outlines, provided to teachers, which include the Florida State Board of Education curriculum frameworks and current Florida Standards. These outlines define performance standards to be measured by teacher administered assessments, the Florida Standards Assessments and Statewide Science Assessment
5. Schools will have a system to ensure parent-teacher conferences/communications are conducted at least twice yearly.
6. All students and families will have an opportunity to work with school personnel to develop an educational career plan that meets the student's interests, aptitudes, and life goals as well as state requirements for graduation and, when appropriate, the requirements for a Florida Bright Future's Scholarship.
7. Through a Multi-Tiered System of Supports (MTSS), multiple tiers of increasingly intensive interventions are implemented to support student achievement. School-based Problem Solving Teams meet regularly throughout the school year to review school-wide and grade/course level data, identify trends and develop action plans to improve academic and behavioral systems. Through this universal data analysis, students who are performing at levels which are significantly discrepant from their peers are identified as needing supplemental interventions and supports delivered individually or in small groups at increasing levels of intensity. Specific interventions will be matched to identify student needs through the four step problem-solving process, utilizing data from various screening, progress monitoring, and diagnostic assessments. The students' response to the implemented intervention will be progress monitored on a regular basis as determined by the Intervention Protocol established by the Problem Solving Team (PST). Course offerings may be altered or modified in accordance with the school's Progress Monitoring Plan (PMP). For more information refer to Lake County Schools MTSS web page [\[MTSS RTL-PBS SUPPORT\]](#).

B. Curriculum Frameworks

1. The State Board of Education has established Florida Standards and curriculum frameworks in the basic Middle Grades subject areas.

2. Lake County School District has developed scope and sequence and curriculum blueprints for some courses, and teachers will use state course descriptions for the remaining courses.
 3. Student mastery of the subject area basic skills will be in accordance with the criteria established by current Florida Standards and curriculum frameworks and through basic programs in mathematics, science, English Language Arts, social studies, electives, reading, foreign language (where offered), fine arts (where offered), and physical education and health.
 4. Instructional techniques in all subject areas shall include strategies and techniques to promote student development of critical thinking skills and problem-solving skills in all areas as measured by all Florida Standards Assessments.
 5. Individual student course offerings may be altered or modified to address academic needs in reading, writing, and mathematics in student progress monitoring as part of a Multi-Tiered System of Supports.
 6. An alternative education program is provided at all Middle Grades to meet student needs.
 7. Academically Challenging Curriculum to Enhance Learning (ACCEL) options, educational options that provide academically challenging curriculum or accelerated instruction, are available to eligible public school students in kindergarten through grade 12.
- C. Program of Study in Middle Grades
1. General Requirements, Middle Grades 6, 7, and 8
 Students entering Middle Grades in Lake County Schools shall receive instruction in grades 6 through 8 in the following basic subjects required for promotion:
 - a. Three Middle Grades or higher courses in English with an emphasis on literature, composition, and technical text.
 - b. Three Middle Grades or higher courses in mathematics
 Each Middle Grades must offer at least one high school-level mathematics course for which students may earn high school credit.
 - 1) Algebra I: A Middle Grades student taking the high school Algebra I course for high school credit must pass the course to earn the high school credit and must also pass the statewide, standardized End Of Course (EOC) assessment to earn a standard high school diploma. Results from the Algebra 1 EOC will count as 30% of the final course grade.
 - 2) Geometry: a Middle Grades student taking the high school Geometry courses for high school credit must take the statewide, standardized EOC assessment and the results of the EOC assessment must constitute 30% of the student's final course grade. Students must pass the course but are not required to pass the EOC assessment to earn high school credit.
 - 3) Students with disabilities may be eligible for a waiver of EOC's. This is determined by the IEP team.
 - c. Three Middle Grades or higher courses in science.

- d. Three Middle Grades or higher courses in social studies, one semester of which must include the study of state and federal government and civics education.
 - 1) Each student's performance on the statewide, standardized EOC assessment in civics education must constitute 30 percent of the student's final course grade. To be promoted to grade 9, the student does not need to pass the EOC exam but does need to pass the course. If the student passes the EOC and not the course, the student will have to retake the course and pass it in order to be promoted to high school.
 - 2) A middle grade student who transfers into the state's public school system from out of country, out of state, a private school, or a home education program after the beginning of the second term of grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education.
 - e. Students in grades 6 through 8 shall be provided instruction in accordance with the District Physical Education Policy.
 - f. Students in grades 6 through 8 shall be provided opportunities for experiences in areas such as art, music, foreign languages, technology, Career-Technical education, etc.
 - g. Middle grade students will receive instruction in the District approved substance abuse prevention curriculum and health related instruction through district approved programs.
2. High School Credit Earned in Middle Grades
- a. A student taking any course designated in the Course Code Directory as a grade 9 through grade 12 course will have a high school educational plan with an academic sequence which may include Honors, Advanced Placement (AP), Dual Enrollment, and Virtual coursework.
 - b. For high school graduation requirements, one full high school credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards, except as otherwise provided through the Credit Acceleration Program (CAP) under §1003.4295(3), FS.
 - c. Middle Grades students taking any course designated in the Course Code Directory as a grade 9 through grade 12 course will receive high school credit and meet Middle Grades subject area requirements upon receiving a passing course grade and meeting requirements related to statewide, standardized EOC assessments.
 - 1) Students enrolled in Algebra 1 must take and pass the statewide, standardized EOC assessment which constitutes 30 percent of the student's final course grade.
 - 2) Students enrolled in Geometry, Biology 1, or U.S. History must take the statewide, standardized EOC assessment, and the results of the EOC assessment must constitute 30 percent of the student's final course grade. Students must pass the course but are not required to pass the EOC assessment to earn high school credit.

A student will receive credit for the course if he/she passes the statewide EOC with a Level 3 or above even if he/she does not pass the course.

- d. A Middle Grades student who takes and passes any course designated in the Course Code Directory as a grade 9 through grade 12 course online through Lake County Virtual School or Florida Virtual School will satisfy the graduation requirement for the online course.
- e. Middle grades students enrolled in high school a course with an associated statewide EOC must take the EOC assessment, which constitutes 30 percent of the student's final course grade. The course and grade will become a part of the middle grades student's high school transcript and will be counted as a high school credit when determining high school grade point average and class ranking.
- f. A student in the middle grades who takes any high school course for high school credit and earns a grade of C, D, or F, or the equivalent of a grade of C, D, or F, may replace the grade with a grade of C or higher, or the equivalent of a grade of C or higher, earned subsequently in the same or comparable course while in middle grades or high school.
- g. At the end of each semester, parents/guardians of middle grades students taking courses designated in the Course Code Directory as grade 9 through grade 12 coursework, and who have a cumulative grade point average less than 0.5 above the required graduation level 2.0, shall be notified on the student report card that the student is at risk of not meeting the graduation requirement with "at risk" being defined as having a grade point average below 2.5.
- h. Middle grades students enrolled in a registered Career and Professional Academy (CAP) course may earn both a high school credit as well as the opportunity to earn an adult-level, national industry certification exam.
- i. The school principal will certify instruction of District/state middle grades curriculum in all areas.

D. Lake County Virtual School (LCVS)

Students will follow the same promotion guidelines as a traditional Lake County middle school student. Online mastery-based learning is implemented, and three curriculum options are available. Please visit the link for more information. [LAKE COUNTY VIRTUAL SCHOOL](#)

Online Courses

Students have the option of excelling in middle school by taking academic and elective courses through LCVS or other online programs. They may either take these courses in addition to their courses at their zoned school or may take them at home instead of at their zoned school. In the latter case, the zoned school will work with the district to provide options to the student so that the courses taken at the school will complement those taken online at home.

E. Evaluation of Student Achievement and Progress

1. Each student must participate in the statewide assessments required by Florida Statute.

2. Each student must participate in assessments required by the District and those required by the school of enrollment.
3. Each student not meeting specific levels of performance as determined by the district School Board in reading, writing, science, social studies and mathematics for each grade level, or not meeting specific levels of performance as determined by the Commissioner of Education on statewide assessments at selected grade levels, may receive additional diagnostic assessments to assist in identifying specific areas of academic need. These needs, the root causes for their existence, and potential interventions to close the achievement gap, are identified through a four step problem-solving process. Multiple tiers of increasingly intensive instruction and interventions which are matched to student needs are subsequently implemented to support student success. Intervention fidelity and student progress within the interventions are monitored closely to assist Problem Solving Teams in determining the students' response to the instruction and interventions developed, as well as to determine next steps necessary to increase student achievement. For more information refer to Lake County Schools MTSS web page:

[\[MTSS RTL-PBS SUPPORT\]](#).

4. The evaluation of each student's progress will be based upon the student's classroom work, observations, tests, District and state assessments, and other relevant information.
5. The District School Board will annually report, in writing, to the parent/guardian of each student the student's progress toward achieving state and District academic expectations for achievement.
6. Schools shall provide for frequent monitoring of student progress in meeting desired performance levels: academic achievement; attendance; grades; credits; office discipline referrals; suspensions; course failure; etc.
7. The District School Board shall assist schools and teachers in implementing research-based reading instruction proven successful in teaching reading to low-performing students.

F. Grading Policies Grades 6, 7, and 8

1. Each classroom teacher for grades 6 through 8 is assigned the initial and primary authority and responsibility to maintain attendance records and to assess academic performance for each student enrolled in the teacher's class.
 - a. All earned grades (Individual grades and 9-weeks grades) will be recorded after teacher discretion is used (refer to 4 below) whether to provide student with opportunities to increase grade.
 - b. Teachers may issue an "I" for "Incomplete". The Incomplete may only be initiated and issued by a teacher due to circumstances that include, but are not limited to: illness of student, serious illness of caretaker, entering school late in the grading period, competency-based learning (content attempted but not yet mastered) and other reasons as deemed appropriate by the teacher and school administration. When an Incomplete is issued during the 1st, 2nd, or 3rd 9 weeks, it is the student's responsibility to have all assignments completed and submitted to the classroom teacher before the end of the grading period that immediately follows. When an Incomplete is issued during the 4th 9 weeks, it is the student's responsibility to have all assignments

completed and submitted to the classroom teacher before the beginning of the following school year. If the student does not submit all work to the teacher before the end of the specified grading period, the student record reflects the actual grade earned during the grading period where the Incomplete was issued. As state EOC's are required to be averaged as 30% of a student's final grade, students taking a course associated with a statewide EOC will receive an NG (No Grade) for the course if the EOC is not taken. The student will have four opportunities a year to take the EOC; summer, fall, winter and spring.

- c. Teachers must maintain consistent grading practices for all students. (See ESE section of this document for additional guidance regarding grading students with disabilities.). The teacher will record students' grades in Skyward.

2. Academic and elective reporting, recorded on report cards, will consist of the following:

6-8 grades	ELA, Mathematics, Science, Social Studies, plus one more elective subjects
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*English Language Arts will include Reading and Writing.

NOTE: All K-12 educational instruction is based on Florida Standards, §1003.41, F.S. As such, all content areas for any grade level must be taught, and grades recorded on report cards, within the academic year for that grade and may be embedded within the reading instruction.

3. For each grading period, numerical grades, with the following letter equivalents, will be given in each subject and recorded in the class record file(s) and on the student's permanent record:

Numerical Grade	Letter Grade	Rating
90-100	A	Outstanding progress
80-89	B	Above average progress
70-79	C	Average progress
60-69	D	Lowest progress
0-59	F	Failure
	I	Incomplete

NOTE: Schools are encouraged to assist students with failing grades by permitting practices such as those listed in 4a below.

4. Teachers may assign grades from the following academic indicators for students in grades 6 through 8:

- Class participation
- Demonstrations
- Drawings (maps, charts, etc.)
- Panel discussions
- Extra Credit Work
- Long term assignments
- Retaking tests
- Assignment resubmissions
- Remediation of content
- Projects (home or school)
- Performances
- Tests
- Self-evaluation
- School assignments
- Reports
- Writing assignments
- Dropping lowest grade

Note: The mid-year LSA is used for progress monitoring purposes only and will not be graded.

a. Long Term Assignments

- Any assignment for which at least two weeks notification is given for completion.
 - A student who is absent on the due date of a long-term assignment, such as a book report or a research paper, shall submit the assignment on the first day the student returns to school. Work submitted after the date of return will result in a grade reduction of no more than ten percent (10%) for each day.
 - A student who leaves school during the day on which a long-term assignment is due shall submit the assignment before leaving school in order to receive full credit for the assignment.
5. Schools are encouraged to assist students with improving grades by allowing redos of assignments, tests, projects, etc.
6. A clear, understandable, and consistent method of recording and assigning grades shall be maintained by teachers throughout a school year.
7. Daily grades will be based on current Florida grade level standards, with a minimum of nine grades per grading period, one per week.
8. No single assignment may be weighted more than 30% of the total grade per grading period.
9. Teachers shall post progress reports for all students and parents at the mid-point of each grading period according to the District calendar.
10. When a student's performance shows an appreciable downward change or failure to meet the minimum standards of performance commensurate with the student's ability, the teacher will document communication of such information to the student and to the parent(s)/guardian(s).
11. For students taking high school courses in middle grades, parents will be notified each semester when a student's GPA falls below a 2.5. This notification will be identified on the student's report cards. There will also be information that will offer these parents

and their student assistance in procedures and programs to improve their academic performance.

12. Students may be required to participate in activities outside of the school day, which may include nights and weekends. Some of these performances beyond the school day may also be used to obtain a grade for the student in that course. An alternative assignment must be offered if the student is unable to attend.
13. Report cards shall be posted at the end of each grading period as scheduled by the School Board at the beginning of each school year or according to a school's individual needs, as approved by the School Board.
14. Year-long course final grades shall be tabulated by averaging the two semester grades. Where applicable, the final grade calculation will include the EOC exam requirement (which include Civics, Algebra 1, Biology, Geometry and U.S. History) and count as 30% of the final grade. No credit will be issued for courses with an EOC until the EOC is taken and 30% of that score is applied and calculated into the student's final average for the course.
15. The final report card for the school year shall contain a statement indicating end-of-the-year status of performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion (§1003.33(2), FS).
16. Any general education student failing to show expected progress toward mastery of the required Florida Standards in reading, writing, science and mathematics receives tiered support, matched to identify student needs as a result of data analysis within the four step problem solving process. Student progress as a result of the instruction/interventions are monitored closely to assist Problem Solving Teams in determining the students' response to the instruction and interventions developed, as well as to determine next steps necessary to increase student achievement.
17. Final grades recorded on teacher records and in the student academic history may only be changed at a future time:
 - a. To correct errors and/or
 - b. Under extraordinary circumstances regarding the health and welfare of the student as determined by the school principal.
 - c. See Changes to Grades and Report Cards [\(Grading and Report Card Changes\)](#)
17. Any parent/guardian request for review, modification to, or appeal of a teacher's student assessment or evaluation, shall be conducted pursuant to the following procedures:
 - a. The student's parent(s)/legal guardian(s) shall arrange for a conference at the proper time and place with the individual teacher, whose assessment or evaluation is in question, to discuss the matter.
 - b. If dissatisfied with the outcome of the teacher conference, the parent(s)/legal guardian(s) may appeal to the teacher's principal to conduct a second review of the teacher's student assessment or evaluation.

- 1) The principal shall, upon request, arrange a conference, at a proper time and place, with the following parties: the principal, the teacher, the student's parent(s)/legal guardian(s), and the student.
- 2) The principal's findings from this conference shall be final.

G. Promotion (Appendix B)

1. Student promotion in Lake County's public schools is based on an evaluation of each student's achievement.
2. Students in grade 6, grade 7, or grade 8 who are not enrolled in schools with a middle grades configuration are subject to the promotion requirements of this section.
3. The following shall be considered when recommending promotion:
 - a. For students in the 6th and 7th grades, requirements to promote to 7th and 8th grades respectively:
 - 1) Must successfully complete four (4) core academic courses (English, mathematics, science, and social studies).
 - b. For students in the 8th grade, requirements to promote to 9th grade:
 - 1) Must complete three middle grades (or higher) courses of English Language Arts, math, science and social studies, including Civics. For students who fail a required course, course recovery options are available.

H. Alternative Promotion Consideration

1. No student may be assigned to the next grade level based solely on age or other factors that constitute social promotion.
2. In order to alternatively promote a student not meeting academic promotion requirements, a committee of school-based professionals who understand the student's status must determine that one or more of the following criteria apply:
 - a. Number of previous retentions with careful attention to students who have been retained. English Language Learner (ELL) students with less than two years in an English for Speakers of Other Language (ESOL) Program who score at achievement Level 1 on the Florida Standards English Language Arts Assessment. See the LCS ESOL Program Guide: [\[ESOL Program Guide\]](#) and LCS Progression Plan Appendix A.
 - b. Students identified as having a disability under section IDEA or Section 504.
 - c. Severe health issues.
 - d. Evidence demonstrating adequate student achievement.
 - e. Scores on the Florida State Standards Assessments in English Language Arts and Mathematics at Level 2 or above.
 - f. Student performance on appropriate alternative assessment(s).
3. The school principal, in consultation with the teacher(s), shall make the final determination in all alternative promotion considerations.

I. Academic Recovery Promotion Plan (Appendix C)

1. Students with failed academics and not meeting the Middle Grades Minimum Promotion Criteria for 6th to 7th grade and 7th to 8th grade, may recover failed academics in one (1) of the following ways:
 - a. Before- or After-School Remediation (when offered)
 - b. Saturday Remediation (when offered)
 - c. Accredited Virtual School with Middle Grades counselor approval
 - d. In lieu of an elective the following school year
2. Students with failed academics and not meeting the Middle Grades Minimum Promotion Criteria for 8th to 9th grade, may recover failed academics in one (1) of the following ways:
 - a. Accredited Virtual School with Middle Grades **and** receiving high school counselor approvals
 - b. Successful completion of 8th grade academic requirements during the 1st semester of repeated 8th grade can result in mid-year promotion to 9th grade. If mid-year promotion is being considered, then both sending and receiving principals must work together to determine options for school of instruction.

J. Conditional Promotion to Grade 7 and/or Grade 8:

1. If a student fails one core course, the student must be conditionally promoted. The student must pass the failed course in a recovery program during the summer or the next school year.
2. If a student fails two core courses, the student may be conditionally promoted. The student must pass the failed courses in a recovery program during the summer or during the following school year.
3. If a student fails three core courses, the student will be retained at the same grade level or will be conditionally promoted, provided a feasible plan is implemented for the student to recover the failed courses in a recovery program during the summer and during the following school year.
4. If a student fails more than three core courses, the student will be retained.
5. A retained student should not repeat a course he/she has already passed. The student may enroll in the next sequential course.

K. Retention

1. Students in regular 6th, 7th or 8th grade academic programs who have not met promotion requirements will be subject to retention according to the District Middle Grades Promotion Plan and District Middle Grades Academic Recovery Promotion Plan.
2. School progress monitoring plans will address student academic deficiencies through remediation or intensive strategic instructional support as identified through the four-step Problem-Solving process as part of a Multi-Tiered System of Supports.
3. Middle Grades students who have not met promotion requirements may attend remediation programs for promotion as outlined in the Middle Grades Academic Recovery Promotion Plan.

L. Remediation

1. If a student scores Level 1 on the Florida Standards English Language Arts assessment, then the following year the student must enroll in a remedial course or a content area course in which remediation strategies are incorporated into course content delivery. Students' scores on the FSA should be used in conjunction with other performance measures when determining the need for placement in remedial courses.
2. If a student scores Level 1 or Level 2 on the Florida Standards Mathematics Assessment, then the following year the student may receive remediation, which may be integrated into the student's required mathematics courses. Students' scores on the FSA should be used in conjunction with other performance measures when determining the need for placement in remedial courses.
3. Reference Lake County Schools annual Comprehensive Reading Plan at Florida Department of Education *Just Read, Florida!* [\[JUST READ, FLORIDA!\]](#)

M. Academic Acceleration/Academically Challenging Curriculum to Enhance Learning (ACCEL)

Option for academically challenging curriculum and/or accelerated instruction, which, for eligible public school students grades Kindergarten through grade 12, may include:

- whole-grade promotion;
 - mid-year promotion; and/or
 - subject matter acceleration;
 - virtual instruction in higher grade level subjects
1. A parent/guardian may request ACCEL or academic acceleration consideration for their child.
 2. A principal may initiate ACCEL or academic acceleration for a student.
 3. An ACCEL Team meeting must be scheduled to review the parent/guardian or principal request, student eligibility, and data. The team meeting could include the following professionals: principal, (receiving and sending principals only if a school change would result in the acceleration from elementary to Middle Grades or Middle Grades to high school), school counselor, teacher(s), school psychologist, social worker, ESE District office program specialist (only if the student is in an ESE program, including gifted), and the parent(s)/guardian(s). Other professionals may be included, dependent on student needs.
 4. Eligibility and Requirements to be considered include, at a minimum:
 - a. Student performance on a District determined: assessment; or statewide assessment; or standardized assessment
 - b. Student grade point average
 - c. Student attendance and conduct records
 - d. Recommendations from one or more of the student's teachers in core-curricula courses
 - e. School counselor recommendation

- f. Additional ACCEL information LCS Academic Services Department
5. Evidence demonstrating student mastery of the grade level skills appropriate to the year and month of acceleration must exist and may include formal evaluation, passing scores on exit or end-of-course exams, or other documentation of high skill levels appropriate to the month and year of acceleration.
 - If student scores in both reading and math are commensurate with the desired advanced grade and month level, the student would be considered for whole-grade acceleration.
 - If student scores in either reading or math are commensurate with the desired advanced grade and month level, the student would be considered for subject acceleration.
 6. The Consideration of Academic Acceleration Form must be completed by the team and signed by all team members.
 7. The student's principal, in conjunction with the ACCEL team members and documented student information which addresses academic and social-emotional development, will make the final determination as to whether or not to accelerate a student.

The Consideration of Academic Acceleration Form can be found here:

[Academic Acceleration Form](#)

VII. HIGH SCHOOL STUDENT PROGRESSION PLAN

A. Introduction

1. The High School Student Progression Plan ensures a uniform program for Lake County School District students to progress continuously from one level of the curriculum to the next based on state and local guidelines.
2. Lake County public high schools are secondary schools that primarily serve students in grades 9 through 12. It is the Legislature's intent to provide secondary school redesign so that students promoted from high school have the necessary skills for success in the workplace and postsecondary education.
3. The Lake County High School Student Progression Plan provides for the diverse needs of the emerging adult through both academic and Career-Technical programs that will prepare students for post-secondary education, training, career plan, and employment.
4. Career aptitude and interest measures may be administered at various times during high school. The results of these measures are always available in local schools.
5. All students and families will have an opportunity to work with school personnel to develop an educational plan that meets the student's interests, aptitudes, and life goals as well as state requirements for graduation and, when appropriate, the requirements for a Florida Bright Future's Scholarship.
6. Curriculum and instruction are designed to provide high school students with academic, technical, social, and citizenship experiences to ensure their success as lifelong learners and productive members of society.
7. Through a Multi-Tiered System of Supports (MTSS), multiple tiers of increasingly intensive interventions are implemented to support student achievement. School-based Problem Solving Teams meet regularly throughout the school year to review school-wide and grade/course level data, identify trends and develop action plans to improve academic and behavioral systems. Through this universal data analysis, students who are performing at levels which are significantly discrepant from their peers are identified as needing supplemental interventions and supports delivered individually or in small groups at increasing levels of intensity. Specific interventions will be matched to identify student needs through the four step problem-solving process, utilizing data from various screening, progress monitoring, and diagnostic assessments. The students' response to the implemented intervention will be progress monitored on a regular basis as determined by the Intervention Protocol established by the Problem Solving Team (PST). Course offerings may be altered or modified in accordance with the school's Progress Monitoring Plan (PMP). For more information refer to Lake County Schools MTSS web page [\[MTSS RTL-PBS SUPPORT\]](#).

B. Curriculum Frameworks

1. The State Board of Education has established Florida Standards and core curriculum frameworks in the basic subject areas.
2. The school board of Lake County has a standard Program Guide for all high school courses. A complete file of all curriculum documents is available in the administrative

offices of all high schools, the District curriculum office, and each teacher will have the curriculum blueprints or state course descriptions which will provide the standards for the course(s) they teach.

3. Credit courses for high school graduation have specific outcomes and student performance standards as identified in the state course descriptions. The Florida Course Code Directory designates graduation subject-area requirements.
 4. A course must include 135 hours of instructional time for a credit to be granted, or 120 hours of bona fide instruction in a designated course of study that contains student performance standards for purposes of meeting high school graduation requirements in courses where block scheduling is used.
 5. According to Florida law, students must pass the statewide Florida Standards Assessment Grade 10 English Language Arts (FSA ELA) Assessment and the Florida Standards Assessment End of Course Exam for Algebra 1 (FSA ALG 1 EOC) in order to earn a standard high school diploma. Students who meet all requirements for graduation but do not pass the required assessments will receive a certificate of completion, which is not equivalent to a standard high school diploma. Passing scores for the statewide assessments are determined by the State Board of Education. A student can also meet assessment graduation requirements by receiving a score concordant with passing the statewide assessments. See Assessment Section, Page 23, for the State Board approved concordant scores.
 6. Student mastery of the basic skills will be in accordance with the criteria established by the current defined Florida Standards and curriculum frameworks.
 7. Individual student course offerings may be altered or modified to address needs in reading, writing, and mathematics in student progress monitoring as part of a Multi-Tiered System of Supports.
 8. Instructional techniques in all subject areas shall include strategies to promote student development of critical thinking skills and problem-solving skills.
 9. Academically Challenging Curriculum to Enhance Learning (ACCEL) options, educational options that provide academically challenging curriculum or accelerated instruction, are available to eligible public school students in kindergarten through grade 12.
- C. Program of Study in High School
1. Standard Graduation Requirements by 9th Grade Cohort Group: The following charts provide the minimal graduation requirements by entering 9th grade cohort group/year.

See ESE section regarding diploma options for students with disabilities.

Students Entering Grade Nine in the 2014-2015 School Year and Forward Academic Advisement Flyer—What Students and Parents Need to Know

What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit option
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 English Language Arts or a concordant score
- Algebra I end-of-course (EOC); the results constitute 30 percent of the final course grade* or a comparative score.

Refer to [Graduation Requirements for Florida's Statewide Assessments](#) for concordant and comparative scores.

Students must participate in the EOC assessments; the results constitute 30 percent of the final course grade*. These assessments are in the following subjects:

- Biology I
- U.S. History
- Geometry

*Special note: Thirty percent not applicable if not enrolled in the course but passed the EOC.

What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes an Advanced Placement (AP) examination, a College Level Examination Program (CLEP) or a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Biology I
- U.S. History
- Geometry
- Algebra I

What are the graduation requirements for students with disabilities?

Two options are available only to students with disabilities. Both require the 24 credits listed in the table, and both allow students to substitute a career and technical education (CTE) course with related content for one credit in ELA IV, mathematics, science and social studies (excluding Algebra I, Geometry, Biology I and U.S. History).

- Students with significant cognitive disabilities may earn credits via access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least 0.5 credit via paid employment.

What are the requirements for the 24-credit standard diploma option?

4 Credits English Language Arts (ELA)
<ul style="list-style-type: none"> ▪ ELA I, II, III, IV ▪ ELA honors, AP, AICE, IB and dual enrollment courses may satisfy this requirement.
4 Credits Mathematics
<ul style="list-style-type: none"> ▪ One of which must be Algebra I and one of which must be Geometry. ▪ Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry).
3 Credits Science
<ul style="list-style-type: none"> ▪ One of which must be Biology I, two of which must be equally rigorous science courses. ▪ Two of the three required credits must have a laboratory component. ▪ An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I). ▪ 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"> ▪ 1 credit in World History ▪ 1 credit in U.S. History ▪ 0.5 credit in U.S. Government ▪ 0.5 credit in Economics with Financial Literacy
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts [†]
1 Credit Physical Education [†]
<ul style="list-style-type: none"> ▪ To include the integration of health
[†] Special note: Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory .
8 Elective Credits
1 Online Course Within the 24 Credits
<ul style="list-style-type: none"> ▪ Students must meet the state assessment requirements (see left column). ▪ Students must earn a 2.0 grade point average on a 4.0 scale.

What are the requirements for standard diploma designations?

Diploma Designations
<p>Scholar Diploma Designation</p> <p>In addition to meeting the 24-credit standard high school diploma requirements, a student must meet the following requirements:</p> <ul style="list-style-type: none"> ▪ Earn 1 credit in Algebra II; ▪ 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. <p>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</p> <ul style="list-style-type: none"> ▪ Takes the respective AP, IB or AICE assessment; and ▪ Earns the minimum score to earn college credit. <p>Merit Diploma Designation</p> <ul style="list-style-type: none"> ▪ Meet the standard high school diploma requirements ▪ Attain one or more industry certifications from the list established (per section 1003.492, Florida Statutes [F.S.]).

Can a student who selects the 24-credit program graduate early?

Yes, a student who completes all of the 24-credit program requirements for a standard diploma may graduate in fewer than eight semesters.

What is the distinction between the 18-credit ACCEL option and the 24-credit option?

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (per s. 1003.4282(3)(a)-(e), F.S.).

Where is information on Bright Futures Scholarships located?

The Florida Bright Futures Scholarship Program rewards students for their academic achievements during high school by providing funding to attend a postsecondary institution in Florida. For more information, visit [Florida Bright Futures Scholarship Program](#).

What are the public postsecondary options?

State University System (SUS)
<p>Admission into Florida's public universities is competitive. Prospective students should complete a rigorous curriculum in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements (credit earned by industry certification does not count for SUS admission):</p> <ul style="list-style-type: none"> ▪ High school graduation with a standard diploma ▪ Admission test scores ▪ 16 Credits of approved college preparatory academic courses <ul style="list-style-type: none"> ○ 4 English (3 with substantial writing) ○ 4 Mathematics (Algebra I level and above) ○ 3 Natural Science (2 with substantial lab) ○ 3 Social Science ○ 2 World Language (sequential, in the same language) ▪ 2 Approved electives <p>State University System of Florida</p>
The Florida College System
<p>The 28-member Florida College System offers career-related certificates and Associate in Science degrees that prepare students to go directly into the workforce, as well as Associate of Arts degrees that prepare students to transfer to a bachelor's degree program. Many also offer baccalaureate degrees in high-demand fields. The Florida College System has an open-door policy enabling students who have earned a standard high school diploma, high school equivalency diploma or have demonstrated success in postsecondary coursework to be admitted to an associate degree program.</p> <p>Division of Florida Colleges</p>
Career and Technical Centers
<p>Florida also offers students 48 accredited career and technical centers throughout the state, which provide the education and certification necessary to work in a particular career or technical field. Programs are flexible for students and provide industry-specific education and training for a wide variety of occupations.</p> <p>Secondary Career and Technical Education Directors</p>

Where is information on financial aid located?

The Florida Department of Education Office of Student Financial Assistance administers a variety of postsecondary educational state-funded grants and scholarships. To learn more, visit [Office of Student Financial Assistance](#).

Revised July 2017

2. Diploma Designations: There are two designations which must meet state guidelines: Scholar Designation, which requires specific academic and rigorous courses and the passing of specific EOC's; and Merit Designation, in which a student attains one or more industry certification(s). Students will work collaboratively with their counselor and parents to determine if they are eligible for one or both of these options.
 - a. The designations are available to any current high school student who meets the requirements.
 - b. There is no deadline for a student to choose a designation.
 - c. A student is not required to work toward or earn a designation.
3. The Florida Seal of Biliteracy Program

This program is established to recognize a high school graduate who has attained a high level of competency in listening, speaking, reading, and writing in one or more foreign languages in addition to English by the award of a silver or gold seal on a standard high school diploma. Foreign language means a language other than English and includes American Sign Language, classical languages, and indigenous languages. If earned, the seal is placed on the student's diploma.

 - a. Silver Seal of Biliteracy
 - 1) Student must earn four (4) foreign language credits in the same foreign language with a 3.0 cumulative grade point average or higher on a 4.0 scale in those 4 foreign language credits;
 - 2) Student must earn a score or performance level on any of the approved examinations (please consult the student's school counselor);
 - 3) For languages not found on the approved examinations list, demonstrated language proficiency can be determined through a portfolio of language performance based on set guidelines (please consult the student's counselor).
 - b. Gold Seal of Biliteracy
 - 1) Student must earn four (4) foreign language credits in the same foreign language with a 3.0 cumulative grade point average or higher on a 4.0 scale in those 4 foreign language credits;
 - 2) Student must score a level 4 or higher on the Grade 10 English Language Arts (ELA) Florida Standards Assessment (FSA);
 - 3) Student must earn a score or performance level on any of the approved examinations (please consult the student's school counselor);
 - 4) For languages not found on the approved examinations list, demonstrated language proficiency can be determined through a portfolio of language performance based on set guidelines (please consult the student's counselor).
4. Standard High School Diploma: 24 credits are required and may be earned through equivalent, applied, integrated, or career education courses, including work-related internships approved by the State Board of Education and identified in the course code directory.

- 1) 4 credits in English/ Language Arts
- 2) 4 credits in Math, including Algebra 1 and Geometry (Students may opt to take Algebra 1 Honors or Geometry Honors to meet these requirements.)
- 3) 3 credits in Science, including Biology 1
- 4) 3 credits in Social Studies: World History, U.S. History, American Government and Economics
- 5) 1 credit in a Fine/ Performing Art, Practical Art or Speech and Debate
- 6) 1 credit in HOPE
- 7) 1 online course
- 8) 8 credits in elective courses
- a. Testing Requirements
 - 1) Passing score on the Grade 10 FSA ELA or a earning a concordant score (See Chart in Assessment Section, Page 24).
 - 2) Passing score on the Algebra 1 EOC or concordant score (See Chart in Assessment Section, Page 24).
- b. GPA Requirement: minimum 2.0
5. ACCEL 18 Credit Graduation Option
 - a. A high school graduation option whereby a student would graduate with 18 credits including the course requirements above with the exceptions of:
 - 1) 3 elective credits instead of 8,
 - 2) HOPE not required
 - 3) Online course not required
 - b. Acceleration through this option may also accomplished through the acquisition of credits earned at a faster pace.
 - c. No student can be denied the right to accelerate.
 - d. The ACCEL option is open to any student at any time (§1002.3105(5), FS).
6. Career and Technical Education Graduation Pathway Option
 - a. A high school graduation option whereby a student would graduate with a minimum of 18 credits to include:
 - 1) 4 credits in English/Language Arts
 - 2) 4 credits in Math, including Algebra 1 and Geometry
 - 3) 3 credits in Science, including Biology 1
 - 4) 3 credits in Social Studies: World History, U.S. History, American Government and Economics
 - 5) 2 credits in Career and Technical education that result in a program completion and industry certification
 - 6) 2 credits in work-based learning

(a) 2 credits of electives may be substituted for this requirement

7. Early Graduation Option

- a. A high school graduation option whereby an eligible student would graduate with a standard, 24-credit diploma with the requirements of such in fewer than eight semesters and includes:
 - 1) Students completing all graduation requirements at the conclusion of the 7th high school semester (i.e. the end of the first semester of the senior year – one semester early).
 - 2) Students completing all graduation requirements at the conclusion of 11th grade (i.e. two semesters early).
 - 3) In situations with students completing graduation requirements in a scenario not listed, please consult with Student Services.
 - b. The District will not prohibit an eligible student from graduating early.
 - c. A student who graduates early may continue to participate in school and social events, as well as graduation and graduation activities, as part of that year's graduation cohort.
 - d. A student who graduates early must comply with district school board rules and policies regarding access to the school facilities and grounds during normal operating hours.
 - e. A student who graduates early will be included in class ranking, honors, and award determinations for the graduation cohort.
 - f. An eligible student who graduates from high school early may receive an initial Bright Futures Scholarship award provided they meet the following;
 - Students graduating from high school mid-year may receive an initial Bright Futures Scholarship award during the spring term following the student's graduation, **as long as the student applies for the scholarship award no later than August 31 of the student's senior year**. For example, if a student plans to graduate midterm during the 2017-2018 school year, the student must apply for the scholarship award no later than August 31, 2017. (Students not applying for the scholarship award by the August 31 deadline will not be eligible to receive the initial Bright Futures Scholarship award for the spring term following the student's graduation.)
 - Students graduating from high school mid-year may receive an initial Bright Futures Scholarship award during the fall term following the student's graduation, as long as the student applies for the Bright Futures Scholarship award during the official application window of October 1 to August 31 of the student's graduation year. For example, even though a student graduates midterm during the 2017-2018 school year, the student still has until August 31 after the official graduation to apply.
7. Students in grades 6 through 12 and their parents will be provided information on standard 24-credit diploma designations, and the ACCEL 18 Credit and Early Graduation options, including respective curriculum requirements and a timeframe for achieving each graduation option. Schools must provide information through written communication.
- a. Selection of one of the graduation options may be completed or changed by the student at any time during grades 9 through 12 per F.S. 1002.3105(5).

- b. Selection of one of the graduation options is exclusively up to the student and parent, subject to the requirements in § 1003.429(2), F.S.
 - c. Prior to selection of an ACCEL 18 credit option or the Early Graduation Option, the student and the student's parent/guardian should meet with the student's school counselor to receive an explanation of the relative requirements, advantages, and disadvantages of each program option. Written consent from the student's parent for either option is required.
 - d. If the student and parent do not select one of the accelerated high school graduation options, the student will then follow the standard 24 credit diploma option.
 - e. Schools must have a system to annually review diploma options with students.
8. Grade level designation for high school students will be determined as follows:
- a. Following completion of one year designated as a 9th grader, the student will be designated as a 10th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 7 credits per school year.
 - b. Following completion of one year designated as a 10th grader, the student will be designated as a 11th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 7 credits per school year.
 - c. Following completion of one year designated as a 11th grader, the student must have completed 18-credits OR 21 credits at the end of the 1st semester of the student's fourth year enrolled at a high school in order to be classified as a 12th grader (senior) and take part in senior oriented events.
 - d. According to state statutes, students are assigned to a cohort class at the beginning of each year enrolled at a high school. This cohort status determines the graduation requirements that must be met by that student. Students will be regularly notified as to their "credits earned" status towards graduation. The student will need to acquire the appropriate number of credits based on the graduation option chosen in order to be on track to graduate in four years with their 9th grade cohort.
9. Students age 18 or 19 wishing to return to school after withdrawing may petition the school for placement. The principal and/or designee will review the reason for return given by the student and family. The principal, in consultation with their Regional Executive Director, will make the final determination based on the following requirements:
- a. The student has accumulated at least 17 credits;
 - b. The student has a probable chance of graduating within the academic year;
 - c. An agreement between the student and school concerning attendance, behavior and school performance is agreed upon.
 - d. For students with disabilities see ESE section.

10. Physical Education (H.O.P.E.)

- a. The required Health Opportunities through Physical Education (HOPE) course includes state required instruction in chemical abuse and health related topics.
- b. Human Growth & Development: The HOPE course combines the health and PE standards and includes both.
- c. District Human Growth & Development requirements
- d. Teen Dating Violence and Abuse prevention education

11. Substance Abuse Prevention

- a. Students in grade nine will receive instruction from the District-adopted substance abuse prevention program.
- b. High school substance abuse instruction and other health related topics are integrated into the core curriculum.

12. Graduation Plan/Transcript Audit/Bright Futures Eligibility/State University System Eligibility

- a. Each high school will conduct an annual transcript audit and graduation plan review with each student.
- b. Students will be able to access graduation, scholarship, and university eligibility progress via My Career Shines found at: [\[FLORIDA SHINES\]](#).

13. Elective Credits

- a. Students should choose electives to pursue a complete education program and to broaden experiential base.
- b. Students should consider post-graduation plans when selecting electives.

14. Substitutions

To access approved Lake County Schools course substitutions information, refer to the Lake County Program Guide provided in the link below.

[\[HIGH SCHOOL PROGRAM GUIDE\]](#)

15. Online Courses Taken Off Campus

- a. Students wanting to leave campus during the regular school day to take a virtual school course, while remaining enrolled in Lake County Public Schools, must have prior approval by the school principal and his/ her school counselor. The course must be appropriate to the student's academic plan and placed on the student's schedule.
- b. Students enrolled at the high school and taking coursework through any non-accredited online source will not be excused from taking coursework on campus.
- c. Credit will only be accepted from courses for grades 9 – 12.
- d. The course shall not duplicate a course which is being offered during the current semester in which the student is enrolled or be a course which has been satisfactorily completed.
- e. In order for the credit to be issued, the student must provide an official transcript from the online program which shows the course, grade and credit earned, once completed.
- f. Students taking courses online which require a statewide EOC must take the EOC at their high school and have the high school calculate the scores from the EOC as 30% of their final grade in the course.

16. Online Course Requirement (§1003.4282 (4), FS)

At least one course of the 24 credits required to graduate must be completed through on-line learning. Students may satisfy this graduation requirement in any of the following ways:

- a. Taking any grades 9 – 12 course on Lake Virtual School or Florida Virtual School.
- b. Taking any Credit Recovery grades 9 – 12 course to recover the exact same, previously attempted and failed course.
- c. Online learning through the high school Dual Enrollment program (LSSC).
- d. Completing a blended learning course.
- e. Completing a course in which the student earns a nationally recognized industry certification in an information technology career cluster that is identified on the Career and Professional Education Act (CAPE) Industry Certification Funding List (§1008.44, FS).
- f. For the purposes of this requirement, schools may not require students to take the on-line or blended learning course outside of the school day or in addition to the student's courses for a given semester.

17. Course Exclusions

Students may not be granted credit toward high school graduation for enrollment in the following programs or courses:

- a. More than nine elective credits in remedial programs.
- b. More than one credit in exploratory Career-Technical courses (Such courses are not currently offered in Lake County schools).
- c. More than three credits in practical arts and family and consumer sciences classes (such courses are not currently offered in Lake County schools).

18 Definition of "Credit" §1003.436(1)(a) F.S.

For the purposes of meeting high school graduation requirements:

Traditional Schedule: One (1) full credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards. Students not enrolled in or who have not completed a course who take and pass a statewide standardized assessment through CAP will earn course credit.

D. Virtual Education Programs/ Lake County Virtual School

Students will follow the same promotion guidelines as a traditional Lake County high school student. Mastery-based learning is implemented and three curriculum options are available. Please visit the link below for more information.

[LAKE COUNTY VIRTUAL SCHOOL](#)

E. Performance-Based Exit Option is available at some of the district high schools.

1. Students utilizing the Performance-Based Exit Option must meet all of the following eligibility criteria:
 - a. Student is at least 16 years of age;
 - b. Student is currently enrolled in a PK-12 program;
 - c. Student is enrolled in courses that meet high school graduation requirements;

- d. Student is earning and receiving credits;
 - e. Student is over age for grade, behind in credits, has a low grade point average, and is in jeopardy of not graduating with his/her cohort group;
 - f. Student's cohort group with which the student entered kindergarten is graduating or has graduated;
 - g. Student's reading level must be at 7th grade or higher at the time of selection (9th grade or higher at the time of High School Equivalency Testing), as documented by the Test of Adult Basic Education (TABE) reading component, or other test, to determine grade level proficiency.
2. To determine eligibility and steps needed for this option, a student should talk to his/ her school counselor.
 3. When a student passes the GED and statewide assessments, the student will then earn the State of Florida High School Diploma, available to the student through the Department of Education, as well as the Performance-Based Diploma given to the student by the district.
 4. When a student passes the GED but not the statewide assessments, the student will then earn the State of Florida High School Diploma only.

F. Academic Acceleration Programs

At the beginning of each school year, all parents of students in or entering high school shall be informed of the opportunity and benefits of academic acceleration programs through which a high school student can earn high school and, in some cases, college credit. These programs can serve to shorten the time necessary to complete requirements associated with earning a high school diploma and a post-secondary degree, as well as broaden the scope of curricular options and depth of study available. These programs include the following under §1003.4281 and §1003.4295:

1. Credit Acceleration Program (CAP): By passing the statewide, standardized EOC assessment for any of the course(s) listed below, students can CAP and thereby earn the high school course credit without the requirement of enrolling in or completing the course. Eligible courses include: Algebra I, Geometry, United States History and Biology I.
 *NOTE: NCAA does not accept courses through CAP.
2. Advanced Placement: The Advanced Placement (AP) Program is a cooperative educational endeavor of the College Board and Lake County Schools designed to serve students who want to pursue college level studies while still in high school.
 - a. Students enrolled in AP classes can earn high school credit and, with a satisfactory score of 3 or higher on the AP examination, college credit from participating colleges.
 - b. Students in AP Biology and/ or AP United States History who earn a score of 3 or higher on the AP exam to earn the college credit for the course(s) may qualify for the Scholar Diploma Designation. (See pages 49 – 57 for the specific requirements of this designation.)
 - c. A student may take an AP exam without having to be enrolled in the course. If the student earns a 3 or better on the AP exam, the student will then earn the course credit towards graduation as well as the college credit towards post-secondary work.

- d. AP Capstone, a new program from College Board, is being implemented at some high schools. This innovative college-level program is based on two new courses, AP Seminar and AP Research, which complement and enhance discipline specific AP courses.
 - 1) Students who earn scores of 3 or higher on the AP Seminar and AP Research exams and on four additional AP exams of their choosing will receive the AP Capstone Diploma. This signifies outstanding academic achievement and attainment of college-level academic and research skills.
 - 2) Students who earn scores of 3 or higher on the AP Seminar and AP Research exams only will receive the AP Seminar and Research Certificate.
- 3. College Level Examination Program (CLEP): Students are allowed to earn high school credit in courses required for high school graduation through the passage of a CLEP, a college-level exam in which the student can now earn college and high school credit without having to take the college course.
 - a. CLEP exams are available at Lake Sumter State College at a cost to students; however, course exams are limited.
 - b. If the student attains a passing score on the CLEP, then they will be awarded the high school credit for the course as well as earning the college credit for the course.
 - c. Industry Certification: A student earning an industry certification may articulate for postsecondary credit will realize a Return on Investment (ROI) for each certification with a statewide or local articulation agreement. A student who earns an industry certification for which there is a statewide college credit articulation agreement approved by the State Board of Education may be able to substitute the certification for one mathematics or science credit per §1003.4282(3)(b), FS. Substitution may occur for up to two mathematics credits and one science credit, except for Algebra 1, Geometry and Biology 1. Please contact the College and Career Readiness Department if this option is being considered. Table is included in Appendix H.
 - d. 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 science credits required for NCAA eligibility, Bright Futures or SUS admission.
 - e. Completion of a course in which the student earns a nationally recognized industry certification in an information technology career cluster that is identified on the Career and Professional Education Act (CAPE) Industry Certification Funding List (§1008.44, F.S.) will satisfy the online course requirement for the student.
- 4. Dual Enrollment through Lake-Sumter State College (LSSC) See information on the website [\[LSSC DUAL ENROLLMENT\]](#).
- 5. Dual Enrollment through University of Florida (UF). Online only. See information on the website.
- 6. Career Dual Enrollment through Lake Technical College (LTC) - this dual enrollment program is on a space available basis [\[LAKE TECH DUAL ENROLLMENT\]](#)
 - a. Student Eligibility Requirements

- 1) Be 16 years of age or older and in 11th or 12th grade per §1007.271(11), FS. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is also available.
 - 2) Have a viable career-technical goal.
 - 3) Have high school counselor recommendation.
 - 4) Have a minimum 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA ELA and Algebra 1 EOC, or equivalents tests, prior to dual enrollment.
 - 5) Have good attendance and discipline records.
 - 6) Have TABE scores within 2 grade levels of state mandated exit requirements for completion of the program.
 - 7) Career Dual Enrollment courses are weighted on a 6.0 scale, with the exception of Cosmetology.
- b. Textbooks
- 1) LTC loans textbooks to high school career dual enrollment students.
 - 2) Textbooks must be returned to the LTC instructor at the end of each semester.
 - 3) Students must purchase textbooks not returned to LTC.
- G. Evaluation of Student Achievement and Progress (§1008.25, FS)
1. Each student must participate in the statewide assessment tests required by Florida Statute.
 2. Each student must participate in the progress monitoring assessments required by both the District and the school of enrollment as part of a Multi-Tiered System of Supports.
 3. Each student not meeting specific levels of performance as determined by the district School Board in reading, writing, science, and mathematics for each grade level, or not meeting specific levels of performance as determined by the Commissioner of Education on statewide assessments at selected grade levels, may receive additional diagnostic assessments to assist in identifying specific areas of academic need. These needs, the root causes for their existence, and potential interventions to close the achievement gap, are identified through a four step problem-solving process. Multiple tiers of increasingly intensive instruction and interventions which are matched to student needs are subsequently implemented to support student success. Intervention fidelity and student progress within the interventions are monitored closely to assist Problem Solving Teams in determining the students' response to the instruction and interventions developed, as well as to determine next steps necessary to increase student achievement. For more information refer to Lake County Schools-MTSS web page: [\[MTSS RTL-PBS SUPPORT\]](#)
 4. The evaluation of each student's progress will be based upon the student's classroom work, observations, tests, District and state assessments, and other relevant information.
 5. The District School Board will annually report, in writing, to the parent/guardian of each student the student's progress toward achieving state and District reading, writing, science, and mathematics expectations for achievement.

6. Schools shall provide for frequent monitoring of student progress in meeting desired performance levels: academic achievement; attendance; grades; credits; office discipline referrals; suspensions; course failure; etc.
7. The District School Board shall assist schools and teachers in implementing research-based reading activities proven successful in teaching reading to low-performing students

H. Grading Policies for Grades 9, 10, 11, and 12

1. Each classroom teacher, grades 9-12, is assigned the initial and primary authority and responsibility to maintain attendance records and to assess academic performance for each student enrolled in the teacher's class.
 - a. All earned grades (individual and 9-weeks grades) will be recorded after teacher discretion is used (refer to number 5 on the following page).
 - b. Teachers may issue an "I" for "Incomplete". The Incomplete may only be initiated and issued by a teacher due to circumstances that include, but are not limited to: illness of student, serious illness of caretaker, late enrollment in school and in the current grading period, competency-based learning (content attempted but not yet mastered) and other reasons as deemed appropriate by the teacher and school administration. When an Incomplete is issued during the 1st, 2nd and 3rd 9 weeks, it is the student's responsibility to have all assignments completed and submitted to the classroom teacher before the end of the grading period that immediately follows. When an Incomplete is issued during the 4th 9 weeks, it is the student's responsibility to have all assignments completed and submitted to the classroom teacher by the beginning of the following school year. If the student does not submit all work to the teacher before the end of the specified grading period, the student record reflects the actual grade earned during the grading period where the Incomplete was issued. As state EOC's are required to be averaged as 30% of a student's final grade, students taking a course associated with a statewide EOC will receive an-NG (No Grade) for the course if the EOC is not taken. The student will have four opportunities a year to take the EOC; summer, fall, winter and spring.
 - c. Teachers must maintain consistent grading practices for all students (See ESE section of this document for additional guidance regarding grading students with disabilities). Academic grades recorded on report cards and permanent records. And the teacher will record students' grades in Skyward.
2. Numerical grades shall be given in each subject area, and shall be recorded in the teacher's class grade records and on the student's permanent record card in accordance with the following scale:

Numerical Grade	Letter Grade	Rating
90-100	A	Outstanding progress
80-89	B	Above average progress
70-79	C	Average progress
60-69	D	Lowest progress
0-59	F	Failure
	I	Incomplete

Teachers may assign grades from the following academic indicators in grades 9 through 12:

- Class participation
- Demonstrations
- Drawings (maps, charts, etc.)
- Panel discussions
- Extra credit work
- Long term assignments
- Retaking tests
- Assignment resubmissions
- Remediation of content
- Projects (home or school)
- Performances
- Tests
- Self-evaluation
- School Assignments
- Reports
- Writing assignments
- Dropping lowest grade

Note: The mid-year LSA is used for progress monitoring purposes only and will not be graded.

a. Long Term Assignments

- 1) Any assignment for which at least two weeks notification is given for completion.
- 2) A student who is absent on the due date of a long-term assignment, such as a book report or a research paper, shall submit the assignment on the first day the student returns to school. Work submitted after the date of return will result in a grade reduction of no more than 10 percent for each day not turned in.
- 3) A student who leaves school during the day on which a long-term assignment is due shall submit the assignment before leaving school to receive full credit for the assignment.
3. A clear and understandable method of recording grades shall be maintained by teachers throughout a course.
4. Schools are encouraged to assist students with improving grades by allowing redos of assignments, tests, projects, etc.
5. A clear, understandable, and consistent method of recording and assigning grades shall be maintained by teachers throughout a school year.
6. Daily grades will be based on current Florida grade level standards, with a minimum of nine grades per grading period, one per week.
7. No single assignment may be weighted more than 30% of the total grade per grading period.
8. Teachers shall post progress reports for all students and parents at the mid-point of each grading period according to the District calendar.
9. When a student's performance shows an appreciable downward change or failure to meet the minimum standards of performance commensurate with the student's ability, the teacher will document communication with the student and the parent(s)/guardian(s). (Mid-point parent notification will meet this requirement.)
10. Students may be required to participate in activities outside of the school day, which may include nights and weekends. Some of these performances beyond the school day may also

be used to obtain a grade for the student in that course. An alternative assignment must be offered if the student is unable to attend.

11. Parents will be notified each semester, via the student report card, when a student's GPA falls below 2.5.
12. Daily attendance, including absences and tardiness, shall be recorded and maintained by each teacher for all regularly scheduled classes and activities and shall be reported on the report card each grading period.
13. Report cards shall be posted at the end of each grading period according to the District calendar.
14. Per state statute §1008.22(3)(b)2, FS, teachers cannot give a final exam in addition to an EOC; however, they may administer a 2nd semester exam to be included in the 4th nine weeks grade for the student.
 - a. For state EOC's, the grading formula will be as follows:
Class grade = 70% EOC = 30%
 - b. State EOC's are administered in the following courses: Algebra 1, Geometry, Biology 1, and U.S. History.
 - c. No credit will be issued for courses with an EOC until the EOC is taken and the 30% of that score is applied and calculated into the student's final average for the course.
 - d. Even if a 2nd semester grade is not given, a grade MUST be placed in the 2nd semester bucket to allow for the calculation of the semester/ final grade. In the event an exam is not given, the average of the 3rd and 4th 9 weeks should be used to allow for an average to calculate appropriately.
15. The final report card for the school year shall contain a statement indicating end-of-the-year status of grade-level performance or nonperformance, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. (§1003.33(2), F.S.)
16. Final grades recorded on a teacher's gradebook and in the student academic history may only be changed at a future time:
 - a. To correct errors and/or
 - b. Under extraordinary circumstances regarding the health and welfare of the student as determined by the school principal.
 - c. See Changes to Grades and Report Cards: [\[Grading and Report Card Changes\]](#)
17. For all active students: when a grade update is complete, the new grade must then be recorded and reflected on the student's grade history.
 - a. If the update was a course that was taken again to improve the student's GPA and/ or earn credit, the Grade Forgiveness process must be used wherein both attempts at the course are recorded on Skyward and are clearly shown on the student's transcript.
 - b. If the update was a change to a teacher's original grade for any of the 9 weeks or exams, then the teacher must make the change on Skyward and notification of such change sent to the school administrator for confirmation. Examples of this could include late exams, assignments or projects turned in late, or make-up work from a student who was absent due to illness.

- c. When school personnel (teacher and/ or administrator) are updating a grade in the grade history, documentation must be provided and signatures of said school personnel obtained.
- d. Student Services will be available for consultation when clarity is needed.

18. For graduated/withdrawn students:

Certified School Counselors may make changes (per the guidelines above) to student transcripts until all of the graduates' information is picked up by Student Services. These changes could include completion of an online course after graduation, community service hours logged in after graduation, or updates to the student's diploma status on Skyward.

- a. After the graduates' information has arrived at Student Services and when errors are found in these and other historic documents, the Student Services Department will take responsibility for the research and possible correction of the transcript in collaboration with the IT department.
- b. Students who have earned a Certificate of Completion and may now be eligible for a high school diploma will be referred to Student Services for appropriate updates and documentation.

19. Any parent/guardian request for review, modification to, or appeal of a teacher's evaluations or assessments of a student's performance, shall be conducted pursuant to the following procedures:

- a. The student's parent(s)/legal guardian(s) shall arrange for a conference at the proper time and place with the individual teacher, whose evaluation or assessment is in question, to discuss the matter.
- b. If dissatisfied with the outcome of the teacher conference, the parent(s)/legal guardian(s) may appeal to the teacher's principal to conduct a second review of the teacher's student evaluation or assessment.
 - 1) The principal shall, upon request, arrange a conference, at a proper time and place, with the following parties: the principal, the teacher, the student's parent(s)/legal guardian(s), and the student.
 - 2) The principal's findings from this conference shall be final.

20. Any general education student failing to show expected progress toward mastery of the required Florida Standards in reading, writing, science and math receives tiered support, matched to identified student needs as a result of data analysis within the four step problem solving process. Student progress as a result of the instruction/interventions are monitored closely to assist Problem Solving Teams in determining the students' response to the instruction and interventions developed, as well as to determine next steps necessary to increase student achievement.

21. Grade Forgiveness (§1003.4282 (5), FS)

- a. The forgiveness policy authorization is for the purpose of assisting students in meeting secondary and post-secondary requirements and goals.

- 1) High School:
 - a) Forgiveness policies for required and elective courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course.
 - b) For further help on what constitutes an equivalent or comparable course, please consult Lake County Schools Grade Forgiveness Guidelines.
- 2) Middle Grades:
 - a) A student in the middle grades who takes any high school course for high school credit and earns a grade of "C," "D," or "F," or the equivalent of a grade of "C," "D," or "F," may replace the grade with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course.
 - b) Students taking high school courses while in Middle Grades may repeat the high school course for grade forgiveness.
- b. Both the initial and subsequent attempts and grades must remain on the student's transcript as an accurate reflection of the student's record of achievement.
- c. If the final course average, with the EOC assessment included as 30 percent of the final course grade, results in a course grade of "D" or "F," the grade forgiveness options include:
 - Retaking a semester of the course
 - Retaking the entire course
 - Retaking only the EOC assessment for that course
 - Retaking both the course and the EOC assessment to improve the final course grade.
- 1) If retaking the course, including the EOC assessment as 30 percent, or retaking the EOC assessment results in a final course average of "C" or above, then the new grade replaces the "D" or "F."
- 2) If it does not result in a "C" or above, then the original course average stands and is not replaced.
- 3) Only one credit is allowed per course, meaning only one grade per course should be included as part of the GPA.
- d. §1003.4282(5), FS: "In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any course grade not replaced according to a district school board forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation."
22. Credit Recovery: Credit Recovery courses are credit bearing courses with specific content requirements. Students enrolled in a Credit Recovery course must have previously attempted the corresponding course (and/or End-of-Course assessment) since the course requirements for Credit Recovery courses are exactly the same as the previously attempted corresponding course. Credit recovery programs are offered in all District high schools.

I. Grade Point Average (GPA)

1. The following four point system will be used:

Percentage Grade	Grade	Point Conversions
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
0-59	F	0
I		Incomplete

2. Course weighting will be computed using the following six (6) point system:

% Grades	Advanced Placement, AICE & Dual Enrollment	Pre-AP, Pre-AICE, & Honors Classes	
0-100	6	5	4
80-89	5	4	3
70-79	4	3	2
60-69	3	2	1

3. Weighted grades shall be applied to courses specifically listed or identified by the Florida Department of Education as rigorous pursuant to § 1009.531(3), F.S., or weighted by the District including Advanced Placement, Dual Enrollment, Honors, and Career Technical courses.
4. Grade points at the hundredth place will stand as the official grade point average.
5. GPA calculations will not be rounded.
6. All final course grades (for courses taken in middle or high school for high school credit) will be used for computing GPA.
7. Credits earned from pass-fail courses or pass-fail examinations will not be included when computing GPA.
8. Cumulative GPA will be computed at the end of each high school semester and recorded on student report cards.
9. All credit earning courses taken will be used when determining:
- GPA
 - Class rank
 - Graduation requirements
 - Bright Futures eligibility
 - Talented Twenty eligibility
 - Top Ten Percent
 - School-based honors recognition

10. At the end of each semester, parents of students with a cumulative GPA of less than .5 above the high school cumulative GPA required for graduation shall be notified on the student's semester report card that the student is At-Risk of not meeting their graduation GPA requirement. The notice shall contain an explanation of District policies in place to assist the student in meeting the GPA requirement (§1003.4282, FS). Counseling will be provided to the student on the options available to assist in improving their GPA:

- a. Grade forgiveness
- b. Summer school (if available)
- c. School-based tutoring
- d. After-school and Saturday classes (if available)
- e. Florida Virtual School
- f. Computerized performance-based credit recovery programs offered in all District high schools.

11. Academic Honors and Distinctions

Rank in class will be used to determine school-based academic honors and distinctions including valedictorian and salutatorian.

a. General policies for class ranking:

- 1) For purposes of class ranking, the District will exercise an exact weighted grading system by calculating and applying the weighted GPA, pursuant to § 1007.271, F.S., to the hundredths place and not rounded.
- 2) All students in programs to earn a standard high school diploma, including the 18 credit ACCEL or the Early Graduation Option, will be included in the graduation cohort class ranking.
- 3) All credit earning courses taken will be included in computing the GPA for class rank.
- 4) All students graduating during the academic school year, including mid-year and Early Graduation Option students, will be included in the graduation cohort class ranking.
- 5) Rank in class shall be used for purposes of college admissions, scholarships, financial aid, and identifying school-based honor graduates.
- 6) Rank in class shall only be given when requested and only for the above purposes.
- 7) Complete listing of students by rank will not be disseminated for any purpose.
- 8) Home Education students who transferred into a Lake County public high school must follow district guidelines pertaining to enrollment and transfer of high school credits.

b. School-based honors and recognition;

- 1) GPA policies will be followed in determining school-based honors such as valedictorian, salutatorian, academic honors, and/or other honors and programs.
- 2) Class rank, using the exact weighted GPA to the hundredths place, at the end of the fourth nine weeks of the academic year of high school graduation will be used to determine honors for all graduating students, including students selecting the Early Graduation Option or the 18 credit ACCEL option.

- 3) Schools may identify valedictorian and salutatorian, or may implement alternative academic recognition programs that would replace the identification of valedictorian and salutatorian, following district GPA policies.
 - 4) A school may choose to recognize a valedictorian and a salutatorian from each graduation program: standard 4-year, 24 credits; 18 credit ACCEL; and Early Graduation Option.
 - 5) In schools recognizing valedictorian and salutatorian, students must complete the Florida Academic Scholars Award curriculum requirements in order to be eligible for the valedictorian or salutatorian distinction.
 - 6) To be eligible for high school valedictorian or salutatorian, a student must be eligible for a Lake County Public High School Diploma and have previously attended a Lake County high school full time (four courses) for at least two semesters at any time prior to graduation. Part-time and Early Admission dual enrollment grade 12 students are considered eligible for valedictorian or salutatorian as long as the full time attendance for two semesters has been met.
 - 7) When ties occur, students will share honors as co-winners.
12. Student records must show an unweighted GPA of 2.0 on a 4.0 scale to graduate.
13. The final GPA, including all academic requirements for graduation, will be recorded in the space provided on the student's final high school transcript.
- J. Alternatives for Students Not Graduating Through Traditional Means
1. General Education Development (GED®) [\[LTC GED\]](#)
 To qualify for the Adult State of Florida Diploma (GED®) a candidate shall be at least 18 years of age on or before the date of the examination, except in extraordinary circumstances as determined by the Superintendent or designee.
 - a. Students 16 or 17 years of age and not meeting eligibility criteria may be given a waiver by the Superintendent, or designee, to take the GED® test when extraordinary circumstances exist.
 - 1) Extraordinary circumstances may be:
 - a) Student/family health conditions.
 - b) Family financial condition depends on a student's income from employment.
 - c) Student has been legally withdrawn from a secondary program for one month or more and has no intention of returning.
 - 2) To receive the underage waiver the student must:
 - a) Be legally withdrawn from a secondary program.
 - b) Enroll in GED® classes in Lake County.
 - c) Receive a teacher recommendation that the student is ready to test.
 - d) Meet one of the extraordinary circumstances.
 - e) Complete and pass all 4 sections of the GED® Ready tests and obtain GED® level TABE scores in all 3 subjects.

- b. Any candidate for the GED® test examination must have a valid government issued ID containing a photo, signature, and date of birth.
- c. All candidates for the GED® test receive educational counseling and are encouraged to participate in a pre-testing program. When pre-testing identifies skill deficiencies, students are encouraged to enroll in GED® preparatory classes.
- d. Candidates must achieve a minimum score of 145 on each of the 4 sections in order to earn an Adult State of Florida Diploma (GED®). All scores are set by the state. Once a student has earned an Adult State of Florida Diploma (GED®), the student may not enroll in a public high school nor earn a standard high school diploma.

2. Formal Intent to Terminate School Enrollment

- a. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond that date and may file a formal declaration of intent to terminate school enrollment with the District School Board.
- b. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the District School Board.
- c. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earnings potential and must be signed by the student and the student's parent/guardian.
- d. The School District must notify the student's parent/guardian of receipt of the student's declaration of intent to terminate school enrollment.
- e. The student's school counselor or other school personnel must conduct an exit interview and dropout survey, in a format prescribed by the Department of Education and pursuant to §1003.21(2)(c), Florida Statutes, with the student to determine the reason(s) for the student's decision to terminate school enrollment and actions that were and could be taken to keep the student in school.
- f. The student must be informed of opportunities to continue his or her education in a different environment, including, but not limited to, Performance-Based Exit Option, Adult Education, and GED test preparation.

K. Remediation

- 1. A school-wide system of progress monitoring will be implemented for all students not meeting proficiency, scoring Level 1 or Level 2 on the statewide reading, mathematics, and/or science assessment/s; or students scoring Level 1 or 2 on the Florida Standards Assessments in English Language Arts in grades 9 and 10.
- 2. Through engagement in a 4-step problem solving process within a multi-tiered system of supports, schools will identify students in need of supplemental support with regard to reading and mathematics. For these students, a Progress Monitoring Plan (PMP) will be designed to assist students in experiencing success aligned to state and district expectations for achievement.
- 3. Each student not meeting specific levels of performance as determined by the District School Board in reading, writing, science, and mathematics for each grade level, or not meeting specific levels, as determined by the Commissioner of Education, on statewide assessments

at selected grade levels may receive additional diagnostic assessments to assist in identifying specific areas of academic need. These needs, the root causes for their existence, and potential interventions to close the achievement gap are identified through a 4-step problem-solving process. Multiple tiers of increasingly intensive instruction and ~~f~~interventions which are matched to student needs are subsequently implemented to support student success. Intervention fidelity and student progress within the interventions are monitored closely to assist Problem Solving Teams in determining the students' response to the instruction and interventions developed, as well as to determine next steps necessary to increase student achievement. For more information refer to Lake County Schools MTSS web page.

4. The District School Board shall assist schools and teachers in implementing research-based reading activities that have been shown to be successful in teaching reading to under-performing students.
5. Schools must monitor the progress of those students scoring at Levels 1 and 2 on the Florida Standards English Language Arts Assessment a minimum of three (3) times per year to include baseline, midyear, and end-of-year assessments. (6A-6.053, FAC)
6. Placement of Level 2 readers in either an intensive reading course or a content area course in which reading strategies are delivered shall be determined by diagnosis of reading needs as measured by District approved diagnostic instrument(s).
7. Students' scores on the FSA should be used in conjunction with other performance measure when determining if placement in a remedial course is necessary.
 - a. Students who score Level 1 on the Florida Standards English Language Arts Assessments must enroll in a remedial course or a content area course the following year. The content area course must include remediation strategies that are incorporated into course content delivery.
 - a. Rule 6A-6.053, F.A.C., states that all students must be progress monitored three times per year. This includes a baseline, midyear and an end-of-the-year assessment.
8. Students who score a Level 1 or 2 on the Statewide Science Assessment (SSA) will follow the District Science Plan and enroll in Environmental Science as the first course and then Biology I as the second science course.
9. For each year in which a student scores at Level 1 or Level 2 on 8th grade Florida Standards Mathematics Assessment and/or the high school Algebra I EOC, the student may receive remediation the next year. The remediation courses are subject to approval by the Department of Education for inclusion in the Course Code Directory and can be through one of the following:
 - a. Integrated into the student's required mathematics class during the regular school day;
 - b. In another subject area course during the regular school day;
 - c. In a before- or after-school remediation program;
 - d. As part of a District approved computer-based program
10. High Schools will have the flexibility to schedule Algebra 1 EOC level 1 students into additional math classes to ensure they receive appropriate remediation.

11. Remedial instruction provided during high school is in addition to and may not be in lieu of English and mathematics credits required for graduation.
12. Remedial and Compensatory courses taken in grades 9-12 may only be counted as elective credit

L. Graduation

Graduation from a Lake County high school indicates that a student has satisfactorily completed the prescribed courses for the selected graduation/diploma option in accordance with the individual's ability to achieve, and that the student has satisfactorily passed any examinations or other requirements as prescribed by law, the State Board of Education, and the Lake County School Board.

1. Students who meet the requirements of the standard 24 credit, Early Graduation Option or 18 credit ACCEL:
 - a. Shall be awarded a standard diploma in a form prescribed by the State Board of Education Rule §1003.429(1) and (6), F.S.
 - b. Must meet all graduation credit requirements, testing requirements and the required 2.0 GPA in order to receive a standard high school diploma and maintain a minimum of 90% yearly attendance rate during their 12th grade year in order to qualify to participate in graduation exercises.
 - 1) Any 12th grade student with less than a 90% yearly attendance rating will be subject to an attendance review by a committee that will make the final decision.
2. Home Education students who transfer into a Lake County public high school must meet the requirements below in order to receive a standard high school diploma from a Lake County high school (including a Lake County Virtual School):
 - a. Students must demonstrate successful completion of a minimum of 24 credits, including
 - 1) 16 core curriculum credits (§1003.4282, FS)
 - 2) 8 elective credits (§1003.4282 FS)
 - b. Credit for courses completed through Florida Virtual School (FLVS) or Lake County Virtual School (LCVS) shall be granted as presented on the FLVS or LCVS transcript.
 - c. Credit for courses completed through a non-accredited program may receive Pass/Fail grades only, pending course evaluation and acceptance.
 - d. Students must be full-time enrolled (seven courses per semester) in a Lake County Schools' credit earning program (public high school, District Lake Virtual, and/or dual enrollment) during their last academic year prior to high school graduation and
 - e. Of the seven courses taken during the student's last academic year prior to high school graduation, the following must be included:
 - One (1) core English credit and
 - One (1) core mathematics credit and
 - One (1) core lab science credit or one (1) core social studies credit
 - UNLESS the student has already satisfied the total number of credits in any of those four academic areas.

- f. The student's GPA will be based **only** on courses completed at the Lake County high school of enrollment or in District School Board approved programs.
 - g. Students must meet the state assessment requirements by passing the Grade 10 Florida Standards English Language Arts Assessment and Algebra I EOCs or by earning a concordant score.
3. Students who do not meet the minimum course requirements:
 - a. Will be ineligible to receive a standard high school diploma from the Lake County public high school of enrollment and
 - b. Will be ineligible to participate in school-based recognition, honors programs or graduation exercises.
 4. Students who meet the Early Graduation Option:
 - a. May continue to participate in school activities and social events and may attend and participate in graduation events with the student's graduation 9th grade cohort, as if the student were still enrolled in high school. A student who graduates early will be included in class ranking, honors, and award determinations for the student's graduation cohort.
 - b. Must comply with district school board rules and policies regarding access to the school facilities and grounds during normal operating hours.
 5. Students who don't meet either the GPA requirement and/ or the testing requirement will receive a Certificate of Completion:
 - a. Are eligible to participate in the graduation ceremony under one of the circumstances listed below:
 - 1) The testing requirements have not been met and the 2.0 grade point average required to graduate has not been met.
 - 2) The 2.0 grade point average required to graduate has not been met but the testing requirements have been met.
 - 3) The testing requirements have not been met but the 2.0 grade point average requirement has been met.
 - b. May follow one of the options below in order to meet requirements necessary to receive a standard high school diploma:
 - 1) Accept the Certificate of Completion and terminate high school.
 - 2) Accept the Certificate of Completion and return to high school for a 13th year to complete requirements to earn a standard high school diploma. Accept the Certificate of Completion, then take the General Educational Development (GED) Examination with the objective of earning a Florida State High School Diploma.
 - 3) Accept a Certificate of Completion and continue to work towards passing states assessments.
 - 4) Accept the Certificate of Completion and take the Post-Secondary Readiness Test (PERT) to be admitted to remedial or credit earning courses at a state college for those students needing passing scores on state assessments. Students who are eligible for this option will have to earn passing scores on those assessments before they are allowed to earn an AA at the state college.

- c. When deficiencies are completed and/or statewide, standardized assessments have been passed, the student will be granted a standard high school diploma after verification has been made to ensure the completion of all graduation requirements at Student Services.
 - d. The credit(s) completion date or testing requirement completion date will be recorded on the student's transcript as the graduation date.
6. Students who have earned a Scholar Diploma Designation or Merit Diploma Designation will receive such designations on their diplomas upon graduation.
7. Students who are eligible for Graduation/Commencement Activities:
- a. May attend graduation activities if they are eligible for one of the following:
 - 1) Standard High School Diploma (4-year 24 credits, ACCEL 18 Credits or Early Graduation Option)
 - 2) Special Diploma (only available to students starting 9th grade in 2013-2014 or prior)
 - 3) Certificate of Completion
 - 4) Special Certificate of Completion (only available to students starting 9th grade in 2013-2014 or prior)
 - b. Per Lake County School Board must:
 - 1) Be in good academic standing, and
 - 2) Be in good behavioral standing, and
 - 3) Have paid any outstanding fees.
 - c. Must follow all policies in the Lake County Schools' Students Rights and Responsibilities in the Student Code of Conduct.
 - d. Must, on his/her own, secure all information regarding arrangements for any commencement activities such as cap and gown ordering, invitation and rehearsal/graduation ceremonies location.
8. Diploma Distribution
- Diplomas will be distributed during or following the scheduled commencement ceremonies held at the end of each school year.

M. Standardized Testing (Appendix E)

1. Students in grade 9 in the 2013-2014 school year or after and are pursuing a standard, four-year, 24 credit high school diploma or an accelerated diploma via the ACCEL 18 Credits or Early Graduation Option are required to pass the Grade 10 Florida Standards English Language Arts Assessment (FSA ELA) and the Algebra 1 End of Course Assessment (FSA ALG 1 EOC), or earn scores on a standardized test that are concordant with a passing score, FSA ELA concordant scores can be substituted at any time; however, if the student is in grade 10 he/she must participate in the Grade 10 Florida Standards English Language Arts Assessment regardless of having earned a concordant score.

For a full list of the required tests and test scores, please see Appendix E.

VIII. FLORIDA’S BRIGHT FUTURES SCHOLARSHIP PROGRAM

- A. To access the most current and accurate Bright Futures Scholarship information, including legislative updates, eligibility criteria, status, and award information, and to begin the Florida Financial Aid Application process, visit the Office of Student Financial Assistance website at [OSFA](#).
- B. The requirement to provide unofficial graduation transcripts for Bright Futures, and State University System evaluations will be fulfilled with district transcript submissions to the FDOE three times per year (at the beginning of the school year, the middle of the school year, and the end of the school year). Parents and students may view the unofficial evaluation report on My Career Shines, which has replaced Florida Virtual Campus at: [\[FLORIDA SHINES\]](#)

IX. PARTIAL WAIVER OF THE CHILD LABOR LAW

Students wishing to work during normal school hours, more than 30 hours per week, working past 11 pm, or requesting to work more than 4 hours without a break may apply for a Partial Waiver of the Child Labor Law. Pursuant to Section 450.095, F.S. “when it clearly appears to be in the best interest of the child, based upon a case-by-case review of the relevant facts, the Department, or school district designee if the minor is enrolled in the public school system, shall grant a waiver of any restriction imposed by the Child Labor Law, or by these rules.”

- A. An application may be made by the minor, his or her parent(s), guardians, or chaperone, or by the employers of the minor.
- B. When determined to be in the best interest of the minor, the school district designee/ school administrator shall issue a Partial Waiver which shall specify the restriction(s) waived, and shall be valid for a period specified on the Partial Waiver, not to exceed one (1) year.
- C. Employers shall keep a copy of any Partial Waiver granted in their file during the entire period of employment for which the Partial Waiver is applicable. The school district shall also keep a copy of the waiver to be kept in the student’s cumulative file.
- D. Interested students should request the application from their school counselor or principal, who can access and print the form from the link below. The student will then fill it out and bring back for required signatures. The decision to grant the Partial Waiver is made in the best interest of the student. [Partial Waiver form](#)

X. EXCEPTIONAL STUDENT EDUCATION

Introduction

The Exceptional Student Education (ESE) Department is committed to excellence in education for all students with disabilities and students who are gifted. Services for students with disabilities are provided for those eligible students from ages 3 through 21 as indicated on the Individual Educational Plan (IEP). The Student Progression Plan ensures a uniform method whereby the students of the District progress from one level to the next.

A. Exceptional Student Education

1. ESE Programs

The following ESE programs are offered in the school district:

ASD	Autism Spectrum Disorder
DD	Developmentally Delayed
DHH	Deaf or Hard-of-Hearing
DSI	Dual Sensory Impairment
EBD	Emotional/Behavioral Disability
Gifted	Gifted
H/H	Hospital/Homebound
InD	Intellectual Disability
LI	Language Impairment
OHI	Other Health Impairment
OI	Orthopedic Impairment
OT	Occupational Therapy (Related Services)
PT	Physical Therapy (Related Services)
SI	Speech Impairment
SLD	Specific Learning Disability
TBI	Traumatic Brain Injury
VI	Visual Impairment

2. Eligibility Criteria

The criteria for eligibility and the specific admission requirements are contained in the current year's Special Policies and Procedures document, which can be found on the District ESE Department [\[EXCEPTIONAL STUDENT EDUCATION\]](#). Each program is listed individually.

3. Transfer Students

Prior to enrolling in a Lake County school, a student must meet all admission requirements. A transferring exceptional student is one who was previously enrolled as an exceptional student in any other school or agency and who is enrolling in a Florida school district or in an educational program operated by the department through grants or contractual agreements.

An exceptional student who has a current IEP/EP and is transferring from one Florida public school district to another is placed in the appropriate program(s), consistent with the current IEP/EP. The IEP/EP may be reviewed and revised if determined necessary by the Lake County School District, according to the Manual for Admissions and Placement (MAP). A copy is located in the District ESE Department site: [\[EXCEPTIONAL STUDENT EDUCATION\]](#). An exceptional student who is transferring from out of the state of Florida is placed in a comparable program, based on verification of previous placement, until the IEP team can meet and determine if the student meets eligibility criteria in the state of Florida.

B. Program of Study in the ESE Programs

A variety of placement options for the provision of curriculum and instruction in the Least Restrictive Environment are available for students with disabilities as determined by an IEP team. The options include regular class, consultation, in class support, resource room, special class, special day school, and other appropriate options on the continuum of services.

1. State Standards

Students with disabilities must have access to the general education curriculum which includes the Florida Standards and Next Generation Sunshine State Standards (NGSSS). Instruction is provided in the placement identified in a student's Individual Education Plan (IEP). Accommodations must be provided as documented in the IEP to ensure equal access to the academic content standards and assessments. Documentation of this instruction will be included in the present level of performance of the IEP, general education and ESE teacher lesson plans, teacher grade books, portfolio, and/or school-wide plan. Elementary, middle, and high school students with significant cognitive disabilities, if determined by the IEP team, will be instructed in the Florida Standards Access Points curriculum and participate in the Florida Standards Alternate Assessment.

2. Transition Services

Transition Services needs for all students in an ESE program (excluding gifted) are addressed beginning at age 14. Beginning no later than age 16, postsecondary measurable

goals, as well as transition goals, are developed. Any changes to the initial postsecondary goals written must be approved by the parent/ guardian or the adult student.

3. Extended School Year Services (ESY)

Students may be eligible for ESY. Eligibility is determined by the IEP team based on a review of required data and considerations including:

- Anticipated regression and rate of recoupment
- Emerging skills
- Nature and severity of the disability
- Interfering behaviors
- Rate of progress and
- Other special circumstances, such as transition from school to work

These needs must be addressed at the annual IEP review.

4. Graduation

Beginning no later than age 14 or the 8th grade, whichever occurs first, the Individual Educational Plan (IEP) must reflect which type of diploma or certificate a student in an ESE program is attempting to earn.

Each year, beginning with the 9th grade, the student's progress toward graduation must be documented on the IEP. The IEP team must review the current selected diploma options to determine continued appropriateness. The certified school counselor will complete an annual credit check that aligns with the student's cohort group graduation requirements. Any changes to the current postsecondary goals must be approved by the parent/guardian or the adult student.

The Individuals with Disabilities Education Act (IDEA) requires that students with disabilities receive a written notice summarizing current academic achievement, functional performance, and recommendations for post-secondary goals upon graduation from high school. The Summary of Performance form and the Change in Placement/Change in Free and Appropriate Public Education (FAPE) Notice must be completed at an IEP meeting during the final term that the student is enrolled prior to anticipated graduation.

Students with disabilities are expected to complete end-of-course (EOC) exams. The IEP team may consider an EOC exam waiver as designated by State Board Rule, but the student must attempt an EOC one time before this can be used.

For students who entered 9th grade prior to the 2014-2015 school year who are currently working towards a special diploma, the IEP team may elect to change to a standard diploma at any time prior to graduation. All completed ESE core courses will be converted to elective credits. The student will have to take all general coursework required for a standard diploma, pass the Florida state assessment, and maintain a 2.0 or higher GPA.

Students who are in an ESE program may also meet the Florida state assessment requirement through concordant scores, or through the Florida state assessment waiver process. Once the diploma option is changed from special to standard, it cannot be reverted back to a special diploma.

For students on Access Points who entered 9th grade prior to the 2014-2015 school year, the IEP team may elect to change to a Standard Diploma Access Points. Students opting to make this change must meet all requirements for this diploma. See specific diploma requirements in this manual. Once the diploma option is changed from special to standard, it cannot be reverted back to a special diploma.

C. Reporting Student Progress

Progress for students with disabilities is reported as frequently and in the same manner as students without disabilities. Additionally, at the end of each grading period, students with disabilities receive an ESE Progress Report that reflects the student's progress on annual IEP goals.

D. Grading Policy

One of the purposes of grading is to convey to the student and to the parent an accurate picture of the student's achievement. Students with disabilities may require accommodations or modifications to the Next Generation Sunshine State Standards, Florida Standards, or Florida Standards Access Points. ESE teachers must address the benchmarks for all students with disabilities either through accommodations and/or modifications, depending on the needs of the student, as identified in the IEP. If a student is working below grade level in any subject there must be a statement describing the level in the Present Level section of the student's IEP.

Accommodations are adjustments made to the way skills and concepts are taught and assessed but do not affect the expected outcomes in relation to Florida Standards and Next Generation Sunshine State Standards. If a student with a disability participates in the general curriculum with accommodations to instruction and assessment, the teacher implements the accommodations and then grades the student according to the established learning criteria. By adjusting instruction and assessment using accommodations needed by the student, the grade can be calculated with assurance that it reflects what the student has had an opportunity to learn.

Modifications are changes to expected outcomes and curricular standards. The IEP team determines appropriate modifications to the curriculum and level of instruction. The level of instruction is below actual grade placement and should be clearly conveyed to the parent. Modifications to the curriculum are generally used in coordination with an assessment that is compatible with the modified expectations. Grading systems that should be used for students using curriculum modifications should reflect the student's expected level of performance based on modified state standards and the student's functional level.

A student's curriculum cannot be modified unless the IEP team determines that it is appropriate and the student's parent gives consent.

1. Elementary K-5

- a. Students receiving services in Exceptional Student Education are to be graded on acquisition of the Florida Standards and Next Generation Sunshine State Standards (NGSSS). Students who meet criteria for the Florida Standards Alternate Assessment are to be graded according to the Florida Access Points curriculum.
- b. Students who earn a grade of A or B in an Access Points course should be moved to the next level of complexity from concrete to abstract based on the scores obtained on the scale and rubric for each content area.
- c. If a student with a disability is functioning below grade level, the IEP team must define this clearly in the student's IEP present level of performance.
- d. In order for a grade of F to be assigned, the student's records must be reviewed by the student's teachers and the school administrator/designee prior to the end of the current grading period. The following must have occurred:
 - 1) Interim progress report was sent to parent
 - 2) Accommodations and/or modifications were appropriate to student needs and were implemented
 - 3) Measurable goals and objectives appropriate to level of performance were developed
 - 4) Behavior management plan was in place if behavior interfered with academic performance
 - 5) IEP addressed the student's needs

2. Middle Grades

- a. Students receiving services in Exceptional Student Education are to be graded on acquisition of the Florida Standards and Next Generation Sunshine State Standards (NGSSS). Students who meet criteria for the Florida Standards Alternate Assessment are to be graded according to the Florida Access Points curriculum.
- b. Students who earn a grade of A or B in an Access Points course should be moved to the next level of complexity from concrete to abstract based on the scores obtained on the scale and rubric for each content area.
- c. In order for a grade of F to be assigned, the student's records must be reviewed and evaluated by the student's teachers and the school administrator/designee prior to the end of the current grading period. The following must have occurred:
 - 1) Interim Progress report was sent to parent
 - 2) Implemented accommodations and/or modifications appropriate to student needs
 - 3) Goals and objectives appropriate to level of performance were developed

- 4) Behavior management plan was in place if behavior interfered with academic performance
- 5) IEP addressed the student's needs

3. High School

- a. Students receiving services in Exceptional Student Education are to be graded on acquisition of the Florida Standards and Next Generation Sunshine State Standards (NGSSS). Students who meet criteria for the Florida Standards Alternate Assessment are to be graded according to the Florida Access Points curriculum.

Students who earn a grade of A or B in an ESE course or an Access Points course should be moved to the next level of complexity from concrete to abstract based on the scores obtained on the scale and rubric for each content area.

- b. In order for a grade of F to be assigned, the student's records must be reviewed and evaluated by the student's teachers and with the school administrator/ designee prior to the end of the current grading period. The following must have occurred:
 - 1) Interim Progress report was sent to parent
 - 2) Accommodations and/or modifications were appropriate to student needs and were implemented
 - 3) Measurable goals and objectives appropriate to level of performance were developed
 - 4) Behavior management plan was in place if behavior interfered with academic performance
 - 5) IEP addressed the student's needs

E. Classroom Testing and State Assessment

A student with a disability is eligible to receive accommodations on Florida Standards Assessment (FSA) if the IEP team determines and documents that the student requires allowable accommodations during instruction and classroom assessments. The IEP team should determine which accommodations the student needs and they must be documented in the student's IEP. The accommodations are then used regularly in the classroom for daily academic work and assessments. In accordance with testing guidelines, these same accommodations—if proven successful in the classroom and if allowable—may be used during the administration of statewide assessments. Accommodations not allowable on state assessments can be provided for classroom instruction and assessments if parents give consent.

F. Alternate Assessment

Students with a disability should participate in the statewide assessment program by taking the FSA with or without accommodations unless the student meets criteria for participation in the Florida Standards Alternate Assessment (FSAA). An exemption from participation in a statewide assessment may be requested for an extraordinary circumstance or condition per Section 1008.212, Florida Statutes, or for medical complexity per s. 1008.22(9), F.S. All determinations regarding participation in the statewide assessment program must be documented in the student's IEP. The Checklist for Course and Assessment Participation must be completed annually

by the IEP team and parental consent is required for a student to take the FSAA and be instructed on the Access Points curriculum.

G. Promotion and Retention Criteria

Students in Exceptional Student Education programs are expected to meet standard promotion criteria unless otherwise determined by the IEP team. Additional considerations are included in the table below.

<p style="text-align: center;">Lake County Schools Student Promotion/Retention Plan</p> <p style="text-align: center;">Exceptional Student Education Elementary School</p>	
	<i>Elementary School Promotion/Retention Criteria Indicators</i>
	<p>Pre-K students who turn five on or before September 1st are eligible to attend kindergarten. However, an eligible prekindergarten child with a disability may receive instruction for one additional school year in a prekindergarten classroom in accordance with the child’s individual educational plan (IEP).</p> <p>The parent or guardian must be informed, in writing, of an additional year in the prekindergarten classroom (the additional year is not considered a “retention,” thus impacting the future consideration of a “good cause exemption”). If a parent disagrees with the IEP team recommendation for an additional year of instruction in a prekindergarten classroom, the team’s recommendation may not be used to deny a child admission to kindergarten.</p>
	<p>A student in an ESE program who has not met grade level standards may be considered for Alternative Promotion based on consideration of any one of the following criteria:</p> <ul style="list-style-type: none"> a. Number of retentions (one or more) b. Students identified as ELL c. Student identified as having a disability under Individuals with Disabilities Education Act (IDEA) or Section 504. d. Severe health issues. e. Evidence demonstrating adequate student achievement. f. Florida Standards Assessments in English Language Arts and Mathematics at level 2 or above. g. Student performance on appropriate alternative assessment(s).
	<p>Students in Exceptional Student Education programs who are in the third grade may be exempt from mandatory retention for good cause.</p> <p>See page/section regarding “Placement Due to Good Cause.”</p>

Lake County Schools Student Promotion/Retention Plan

Exceptional Student Education Middle Grades

Grade	<i>Middle Grades Promotion/Retention Criteria Indicators</i>
6-8	If a Middle Grades student who in in an ESE program has not met grade level standards, factor to be considered must include: general progress, attendance, mental and physical health, maturity, work habits and attitudes, types of disability, and ability of the student.

H. Requirements for Special Diploma for Student with Disabilities

The *Special Diploma Option* is only for students who entered grade 9 prior to the 2014-2015 school year and whose individual education plans (IEP), as of June 20, 2014, contained a statement of intent to receive a special diploma. These students may continue to work toward a special diploma.

1. The Special Diploma will be awarded if:
 - a. The student passes the required number of credits for the appropriate ESE curriculum.
 - b. The student successfully completes course requirements for graduation.
 - c. The student meets the 2.0 grade point average requirements.
2. Students with disabilities who receive a Special Diploma or a Certificate of Completion at the end of their senior year or students who have earned a GED credential may return to school to work on a standard diploma or IEP goals until their twenty-second birthday.
3. Students with disabilities earning a standard diploma (of any type) may return to school until their twenty-second birthday if receipt of the diploma is deferred. Once the diploma has been conferred, a student is no longer eligible to return to school.

Special Diploma Option I
Requirements for Students Entering 9th Grade 2012-2013 through 2013-2014

- 4 English/Language Arts (may include 2 Reading)
- 4 Mathematics
- 3 Science
- 3 Social Studies
- 1 HOPE
- 5 Career-Technical Education
- 4 Elective Credits

The credits may be a combination of general education courses, ESE courses, or Access Points courses as appropriate.

* Access Points courses are available **ONLY** to students assessed using the Florida Standards Alternate Assessment based on each student's Individual Education Plan (IEP).

NOTE: Graduation requirements are subject to change based on Florida Department of Education Revisions.

Options for course substitutions:

- a. Based on the Individuals with Disabilities Education Act 2004, self-determination is an educational requirement of an Individual Educational Plan (IEP). Self-determination may be taught as an elective course or integrated within an existing course. In lieu of a specific course, students will learn the skills to become self-reliant through teacher initiated and documented classroom activities.
 - b. Any of the ESE vocational 9-12 credit courses, regular vocational education courses or Self-Determination may be used to satisfy the Career-Technical credit requirements.
- I. Special Diploma Option II: The Special Diploma Option II is only for students who entered grade 9 prior to the 2014-2015 school year and whose individual education plan (IEP), as of June 20, 2014, contained a statement of intent to receive a special diploma. These students may continue to work toward a special diploma.

The Director of Exceptional Student Education/Designee and the parent or adult student, must approve this option. The student may follow this diploma option if they meet the requirements as follows:

- The student must be at least 17 years of age.
- The student has a GPA of at least 2.0 and has met the minimum credit requirements as follows:
 - 2 reading/language arts
 - 2 mathematics
 - 4 career and technical education

- The student has achieved all the annual goals that were specified on the IEP related to employment and community competencies.
- The student has mastered the academic, employment, community, and technology competencies specified in his/her training plan.
- The student is employed in a community-based job for the weekly number of hours as specified in the student's training plan. The student must be successfully employed for a minimum of eighteen (18) weeks and paid at least minimum wage in compliance with the requirements of the Fair Labor Standards Act.

Note: Students may choose to change from the Special Diploma Option to the Standard Diploma track, but if this change is made, these students may not go back to the Special Diploma.

J. Standard Diploma Options for Students with Disabilities

The majority of students in an ESE program will be pursuing a traditional standard high school diploma and must meet the promotion requirements based on the student's 9th grade cohort. Provisions shall be made for course accommodations as necessary to ensure exceptional students access to a standard diploma.

Students with disabilities earning a standard diploma (of any type) may return to school until their twenty-second birthday if receipt of the diploma is deferred. Once the diploma has been conferred, a student is no longer eligible to return to school.

Additional diploma options are available to students with disabilities. Requirements for these diploma options are outlined in the following table.

**Florida Standard Diploma 24 Credit Options for Students
with Disabilities Entering 9th Grade in 2014-15 & After**

<u>24 Credit Standard Diploma</u> (this option available to all students, including students with disabilities)	<u>24 Credit Standard Diploma via Academic and Employment</u> (available only to students with disabilities)	<u>24 Credit Standard Diploma via Access Points for Students with Significant Cognitive Disabilities</u> (available only to students with disabilities) *
4 Credits English Language Arts (ELA)		
<ul style="list-style-type: none"> ▪ ELA I, II III, IV ▪ ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement 	<ul style="list-style-type: none"> ▪ Must earn credits for all of the courses listed in the first column ▪ May substitute a CTE course with content related to English for English IV 	<ul style="list-style-type: none"> ▪ Must earn credits for all of the courses listed in the first column ▪ Access course codes used in place of general education courses ▪ May substitute a CTE course with content related to English for one of the Access English 3 / 4 credits or Access English 4.
4 Credits Mathematics		
<ul style="list-style-type: none"> ▪ One of which must be Algebra I and one of which must be Geometry 	<ul style="list-style-type: none"> ▪ Must earn credits for all of the courses listed in the first column ▪ May substitute a CTE course with content related to mathematics for one mathematics credit (except for Algebra I and Geometry) 	<ul style="list-style-type: none"> ▪ Must earn credits for all of the courses listed in the first column ▪ Access course codes used in place of general education courses ▪ May substitute a CTE course with content related to mathematics for one mathematics credit (except for Access Algebra I, Access Algebra 1A, Access Algebra 1B, and Access Geometry)
3 Credits Science		
<ul style="list-style-type: none"> ▪ One of which must be Biology I, two of which must be equally rigorous science courses. ▪ Two of the three required credits must have a laboratory component. 	<ul style="list-style-type: none"> ▪ Must earn credits for all of the courses listed in the first column ▪ May substitute a CTE course with content related to science for one science credit (except for Biology I) 	<ul style="list-style-type: none"> ▪ Must earn credits for all of the courses listed in the first column ▪ Two of the three required credits must have a laboratory component ▪ Two of the three required credits must have a laboratory component. ▪ Access course codes used in place of general education courses ▪ May substitute a CTE course with content related to science for one science credit (except for Access Biology I)

3 Credits Social Studies		
<ul style="list-style-type: none"> ▪ 1 credit in World History ▪ 1 credit in U.S. History ▪ .5 credit in U.S. Government ▪ .5 credit in Economics with Financial Literacy 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute a CTE course with content related to social studies for one social studies credit (except for U.S. History) 	<ul style="list-style-type: none"> ▪ Must earn credits for all of the courses listed in the first column ▪ Access course codes used in place of general education courses ▪ May substitute a CTE course with content related to social studies for one social studies credit (except for Access U.S. History)
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts**		
8 Elective Credits		
	<ul style="list-style-type: none"> ▪ Must include .5 credit in an employment based course ▪ May include ESE elective course(s) ▪ Must include 1 semester of paid employment ▪ Must complete an Employment Transition Plan per the IEP Team 	<ul style="list-style-type: none"> ▪ May include employment-based course(s)
1 Credit Physical Education to include the integration of health		
1 Online Course in any of the above areas		
Online course may be waived by IEP team if determined not appropriate		
Students must earn a 2.0 grade point average on a 4.0 scale and pass statewide assessments unless a waiver of assessment results is granted by the IEP team.		

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

**Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory and CTE Curriculum Frameworks on the Florida Department of Education website.

*** 18 credit option is allowed for Standard Diploma and Standard Diploma via Access Points for Students with significant cognitive disabilities only.

K. Diploma Deferment

Under 6A-1.09963. Graduation deferral is the ability for a student with a disability to delay receipt of a standard diploma. A student with a disability who meets the standard high school diploma requirements may defer the receipt of a standard high school diploma if the student:

1. Has an Individual Education Plan that prescribes special education, transition planning, transition services, or related services through age 21;

and

2. Is enrolled or will be enrolled in accelerated college credit instruction pursuant to 1007.27, F.S. industry certifications courses that lead to college credit, a collegiate high school program, courses necessary to satisfy the Scholar Designation requirements, or a structured work-study, internship, or pre-apprenticeship program.

APPENDICES

Appendix A

Grade	Method	Elementary Minimum Promotion Criteria	Performance
K to 1st	Standard Promotion Criteria	Report Card Grades (Grades reported to reflect Florida Standards mastery for all Kindergarten content areas)	Pass ELA and Math
	*Alternative Promotion Considerations	Committee recommendation, with the principal making the final determination, based on student performance in all grade level specific content area Florida Standards and a) Previous retentions b) English Language Learner (ELL) c) ESE Status d) 504 Status e) Progress Monitoring Status f) Health Status g) Alternative Assessment Scores	
1st to 2nd	Standard Promotion Criteria	Report Card Grades (Grades reported to reflect Florida Standards mastery for all 1 st grade content areas)	Pass ELA and Math
	*Alternative Promotion Considerations	Committee recommendation, with the principal making the final determination, based on student performance in all grade level specific content area Florida Standards and a) Previous retentions b) English Language Learner (ELL) c) ESE Status d) 504 Status e) Progress Monitoring Status f) Health Status g) Alternative Assessment Scores	
2nd to 3rd	Standard Promotion Criteria	Report Card Grades (Grades reported to reflect Florida Standards mastery for all 2 nd grade content areas)	Pass ELA and Math
	*Alternative Promotion Considerations	Committee recommendation, with the principal making the final determination, based on student performance in all grade level specific content area Florida Standards and a) Previous retentions b) English Language Learner (ELL) c) ESE Status d) 504 Status e) Progress Monitoring Status f) Health Status g) Alternative Assessment Scores	

3rd to 4th	Standard Promotion Criteria	Report Card Grades (Grades reported to reflect Florida Standards mastery for all 3 rd grade content areas) Florida Standards English Language Arts Assessment	Pass ELA Math and Science Level 2
	** "Good Cause Exemption"	Promotion under "Good Cause" Exemption limited to the following <u>and</u> both the District Superintendent and the school principal must approve the exemption in writing: a) Qualifying ELL Student b) Student Portfolio c) 2 or more years intensive reading remediation with continued reading deficiency <u>and</u> 2 previous retentions d) IEP or 504 reflecting 2+ years intensive reading remediation, previous retention, and continued demonstrated reading deficiency e) ESE student exempt from statewide assessment f) FDOE approved alternative reading assessment	
	*Alternative Promotion Considerations	Committee recommendation, with the principal making the final determination, based on student performance in all grade level specific content area Florida Standards and a) Previous retentions b) English Language Learner (ELL) c) ESE Status d) 504 Status e) Progress Monitoring Status f) Health Status g) Alternative Assessment Scores h) FSA L2 or higher in Math/ELA if a student has a failing grade in these content areas.	
4th to 5th	Standard Promotion Criteria	Report Card Grades (Grades reported to reflect Florida Standards mastery for all 4 th grade content areas)	Pass ELA, Math, Science and Social Studies
	*Alternative Promotion Considerations	Committee recommendation, with the principal making the final determination, based on student performance in all grade level specific content area Florida Standards and a) Previous retentions b) English Language Learner (ELL) c) ESE Status d) 504 Status e) Progress Monitoring Status f) Health Status g) Alternative Assessment Scores h) FSA L2 or higher in Math/ELA if a student has a failing grade in these content areas.	

5th to 6th	Standard Promotion Criteria	Report Card Grades (Grades reported to reflect Florida Standards mastery for all 5 th grade content areas)	Pass ELA, Math, Science, and Social Studies.
	*Alternative Promotion Considerations	Committee recommendation, with the principal making the final determination, based on student performance in all grade level specific content area Florida Standards and a) Previous retentions b) English Language Learner (ELL) c) ESE Status d) 504 Status e) Progress Monitoring Status f) Health Status g) Alternative Assessment Scores h) FSA L2 or higher in Math/ELA if a student has a failing grade in these content areas.	

Appendix B

Grade	<i>Middle Grades Minimum Promotion Criteria</i>
6th to 7th Grade and 7th Grade to 8th Grade	Successfully complete four (4) core academic courses (ELA, mathematics, science, and social studies).
8th Grade to 9th Grade	Must complete three middle grades (or higher) courses of English Language Arts, mathematics, science and social studies, including Civics and Career and Educational Planning. For students who fail a required course, course recovery options are available

Appendix C

Grade	<i>Middle Grades Academic Recovery Promotion Plan</i>
6th Grade to 7th Grade	<p>Failed academics may be recovered in the following ways:</p> <ol style="list-style-type: none"> 1. Before- or After-School Remediation (when offered) 2. Saturday Remediation (when offered) 3. Accredited Virtual School with Middle Grades counselor approval 4. In lieu of an elective the following school year
7th Grade to 8th Grade	<p>Failed academics may be recovered in the following ways:</p> <ol style="list-style-type: none"> 1. Before- or After-School Remediation (when offered) 2. Saturday Remediation (when offered) 3. Accredited Virtual School with Middle Grades counselor approval 4. In lieu of an elective the following school year
8th Grade to 9th Grade	<p>Failed academics may be recovered in the following ways:</p> <ol style="list-style-type: none"> 1. Accredited Virtual School with sending middle and receiving high school counselor approvals. 2. Successful completion of 8th grade academic requirements during the 1st semester of repeated 8th grade can result in mid-year promotion to 9th grade.

Appendix D

Assessment Graduation Requirements										
School Year Entered 9 th Grade	ELA				Algebra 1					
	FSA Gr 10 ELA	FSAA Gr 10 ELA	Concordant		FSA ALG 1 EOC	FSAA ALG 1 EOC	Comparative			
			SAT	ACT			SAT Math	ACT Math	PSAT/NMSQT Math	PERT Math
2016-2017	350	598	430 EBRW or 24 Reading	19 Reading or 18 Reading & English Scores Averaged*	497	797	420	16	430	97
2017-2018										
2018-2019	350	598	480 EBRW	18 Reading & English Averaged*	497	797	420	16	430	NA
2019-2020										

*FSAA tests are associated with ESE Students taking Access Courses

**Students who entered Grade 9 in 2013-2014 pass with a 349 on FSA ELA Grade 10

***May use combo of Reading and English subscores from different test attempts

End-of-Course Exam Passing Scores for Scholar Diploma		
EOC*	EOC taken before Spring 2016 (as a first-time test taker)	EOC taken after Spring 2016 (as a first-time test taker)
FSA Algebra 1	489	497
FSA Geometry	492	499
Biology 1	395	395
US History	397	397

* Students can fulfill the Scholar Diploma Designation Biology and U.S. History EOC requirement if they take the respective AP course and earn the minimum score to earn a college credit on the AP exam.

University of Florida Dual Enrollment Qualifying Scores	
Test	Composite Score
ACT	22
SAT	1100
PSAT 10 or PSAT/NMSQT	1130

Lake Sumter State College Dual Enrollment Qualifying Scores			
Test	Reading	English/Writing	Math
ACT	19	17	19
SAT	24	25	24
PERT	106	103	114

Appendix E

Florida Standards Assessments End of Course Exam Grade Conversions

FSA EOC Grade Conversions	
Achievement Level	Grade
1	65
2	75
3	85
4	95
5	100

Florida Standards Alternate Assessments End of Course Exam Grade Conversions

FSAA EOC Grade Conversions	
Achievement Level	Grade
1	70
2	80
3	90
4	100

***Per HB 7069 (2015) State mandated EOC's must be averaged as 30% of a student's final course grade.**

Appendix F

Grade	<i>High School Minimum Promotion Criteria</i>
9th grade to 10th grade	Following completion of one year designated as a 9th grader, the student will be designated as a 10th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 7 credits per school year
10th grade to 11th graded	Following completion of one year designated as a 10th grader, the student will be designated as a 11th grader in the student information system. This designation does not guarantee that the student has successfully completed the traditional 7 credits per school year
11th grade to 12th grade	Following completion of one year designated as a 11th grader, the student must have completed 18-credits OR 21 credits at the end of the 1st semester of the student's fourth year enrolled at a high school in order to be classified as a 12th grader (senior) and take part in senior oriented events.
Graduation	<p>2.0 cumulative Grade Point Average on 24 earned high school credits required for graduation.</p> <p><u>Standard Diploma 24 credits</u></p> <ul style="list-style-type: none"> • 4 English Language Arts • 4 Mathematics, including Algebra 1 and Geometry • 3 Social Studies <p>(One credit in U.S. History, one credit in World History, ½ credit in U.S. Government, and ½ credit in Economics which must include financial literacy).</p> <ul style="list-style-type: none"> • 3 Science, including Biology 1 • 1 HOPE (Health Opportunities through Physical Education) • 1 Performing Arts OR 1 Practical Arts Vocational OR ½ Practical Arts Vocational AND ½ Performing Arts • 8 Electives • One online coursed <p>Pass Statewide Assessments or earn ACT/SAT/ PERT Math concordant scores as required.</p>

*** NOTE: Individual schools may have criteria, which exceed minimum state/District promotion criteria as identified in their School Improvement Plan.**

Appendix G

District-Wide CTE Course Substitutions

Per Florida Statute 1003.4282 Industry Certification can substitute for up to 2 math courses and 1 science course if the Industry Certification has a **Statewide Articulation Agreement**. A student would need to earn three distinct industry certifications to earn the maximum three substitution credits (two in mathematics and one in science). However, the substitution DOES NOT apply to Algebra 1, Geometry or Biology.

- The Industry Certification Mathematics Waiver numbers are 1200998 and 1200999
- The Industry Certification Science Waiver number is 2000999

The following Industry Certifications apply to the course substitution rule:

- Microsoft Office MOS Bundle (MICRO0069)
- Certified Solidworks Associate (SOLID003)
- Autodesk Certified User Inventor (ADESK011)
- Agritechology Specialist Certification (FLFBR001)
- Animal Science Specialist Certification (FLFBR005)
- CompTIA Network + (COMPT006)
- CompTIA Security + (COOMPT008) – beginning 2018-2019
- Autodesk Certified User – AutoCAD (ADESK002)
- Certified Apprentice Drafter Architectural (AMDDA002)
- Autodesk Certified User Revit Architecture (ADESK008)
- ASE Auto Maintenance & Light Repair G1 (NIASE076)
- Certified Food Safety Manager NRFSP (NRFSP001)
- Certified Food Protection Manager ServSafe (NRAEF003)
- National ProStart Certificate of Achievement (NRAEF002)
- Child Development Associate (CPREC001)
- NCCER Electrical Level 1 (NCCER010) – 2017-18 and prior
- Quickbooks Certified User (INTUT001)
- Apple Certified Pro Final Cut Pro X (APPLE020)
- Adobe Certified Associate Dreamweaver CC (ADOBE010)
- MSSC Certified Production Technician CPT (MSSCN001)
- ArcGIS Desktop Entry (ESRIC001)
- Certified Horticulture Professional (FNGLA001) – beginning 2018-2019
- Agriculture Associate Certification (FLFBR007) – beginning 2017-2018
- Certified Internet Web (CIW) E-Commerce Specialist (PROSO003) – beginning 2018-2019
- Certified Internet Web (CIW) Javascript Specialist (PROSO017) – beginning 2018-2019

The following Industry Certifications apply to the online course requirement: (student must have passed the test after 2015-2016)

- CompTIA Network+ (COMPT006)
- CompTIA Security+ (COMPT008)
- CompTIA A+ (COMPT001)
- ArcGIS Desktop Entry (ESRIC001)
- Microsoft Office Specialist (MOS) Bundle Certification-3 of 6 (MICRO069)
- Microsoft Technology Associate – Security Fundamentals (MICRO077)
- Microsoft Technology Associate – Network Fundamentals (MICRO078)
- Microsoft Technology Associate -HTML5 Application Developer Fundamentals (MICRO080)
- Certified Internet Web (CIW) E-Commerce Specialist (PROSO003)
- Certified Internet Web (CIW) Internet Business Associate (PROSO016)
- Certified Internet Web (CIW) JavaScript Specialist (PROSO017)
- Certified Internet Web (CIW) Network Technology Associate (PROSO018)
- Certified Internet Web (CIW) Site Development Associate (PROSO020)
- Certified Internet Web (CIW) Web Foundations Associate (PROSO024)
- Certified Internet Web (CIW) Web Security Associate (PROSO025)

Industry Certification Assessments may be added or changed as new information becomes available.