



GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF POLICY 3420

Promotion Guidelines and Procedures

STUDENTS WITH DISABILITIES

- 1) Meeting IEP goals in and of themselves are not sufficient to warrant promotion.
- 2) Review and assess a portfolio of work during the waiver meeting.
- 3) A detailed discussion of the nature of the disability should ensue during the waiver meeting.
- 4) Report card grades are considered.
- 5) EOG/EOC and all available standardized test data are considered.
- 6) A student's functional ability and growth are considered.
- 7) A student's potential to graduate from high school is considered (as opposed to attaining a certificate of attendance).

STUDENTS OF LIMITED ENGLISH PROFICIENCY (At Gateways 3, 5, and 8)

Students with limited English proficiency must meet the same standards as all students. However, in accordance with federal law, English language proficiency cannot be the factor that determines that a student has not met performance standards at each gateway.

If a student scores below "Advanced" in reading or writing on the North Carolina English language proficiency assessment, the student may be eligible for a waiver from the test standard for promotion through no more than two consecutive gateways.

ELEMENTARY AND MIDDLE SCHOOL ACCOUNTABILITY STANDARDS (At Gateways 3, 5 and 8)

In order to be promoted, students in grades k-2 must perform average or better on approved literacy and math assessments and meet teacher expectations of developmentally appropriate skills. In grades 3-8, students must pass all core subjects (language arts, math, science, social studies) and score Level III or above on the math and reading EOG tests. Students in grades 6-8 must also pass their exploratory classes. Students in grades 4 and 7 must demonstrate satisfactory progress in writing in grades 5 and 8.

WAIVER COMMITTEE

For students who do not meet promotion requirements in grades 3-8, a waiver committee consisting of central office personnel, the school principal, and teachers will review the student's profile including work samples, grades, and test scores. The committee will decide to either

promote or retain the student. The principal will inform the parents of the waiver committee's decision.

Parents may file a written appeal to the Board of Education if they do not agree with the waiver committee's decision. Until the appeal is heard, the parents must adhere to the decision of the waiver committee, including summer school attendance if deemed appropriate by the committee.

INTERVENTION

Students in grades 9-12 who fail EOC courses will be eligible for course recovery at the student's high school of record. Course recovery is made available on a first-come, first-serve basis, with preference given to seniors and juniors, in order to keep them on track for graduation. Only courses required for graduation will be offered through course recovery.

HIGH SCHOOL ACCOUNTABILITY STANDARDS

I. Local Requirements (In addition to state requirements)

English	1 unit of English Composition*
Electives	Additional electives to attain required 28 credits

Franklin County has specified that the units for graduation will consistently add up to four units less than a student's maximum potential. Under the block schedule, a student must earn 28 of 32 potential credits.

Beginning 2010-2011, students entering ninth grade must score Level III or above on the following End of Course Tests: Algebra I, Biology, English I, Civics and Economics, and US History. (Prior to 2010-2011, state board policies that were in existence would apply.)

** Students transferring to the Franklin County School system who are currently taking (or have already taken) English II are not required to take English Composition.*

II. State Graduation Requirements

1. Students entering ninth grade in the 2009-2010 school year must complete the Future-Ready Course Requirements or the Occupational Course of Study.
2. Students entering ninth grade prior to 2009-2010 must complete one of the courses of study: Career Prep, College Tech Prep, College/University Prep, or Occupational Course of Study.

III. EOC Retesting and Review Procedure

As outlined in the State Board of Education Policy HSP-N-000, the EOC intervention/remediation process consists of the following steps:

- 1) **Retest** : If a student does not score Level III on the Algebra I, Algebra II, Geometry, Physical Science, Biology, English I, Civics and Economics, and US History end-of-course tests, the student must be given a retest.
- 2) If the student does not score Level III on the retest, the student’s documentation is reviewed by the waiver committee to determine if the exit standard for that course has been met. The review committee should consist of teachers, principal and a central office staff member. An exceptional children’s (EC) teacher must be present if the student has an Individual Education Plan (IEP). An English as Second Language (ESL) teacher must be present if the student is identified as LEP. The review committee has the option of recommending that the student (1) retake the course, (2) be provided additional remediation, or (3), based on the documentation, has met the requirements for the exit standard associated with the course.
- 3) The principal reviews the recommendation by the committee and makes the final promotion decision.

IV. Exam Exemption

A final exam will be taken in each course. There are no exam exemptions for EOC or VOCATS courses. For all other courses, exam exemptions are available if the student meets the following guidelines concerning course grade average and attendance criteria:

Yearly Grade	Average Semester Attendance
70-76	Absent no more than ONE day
77-84	Absent no more than TWO days
85-92	Absent no more than THREE days
93-100	Absent no more than FOUR days

* A student meeting the above criteria has the option to take the exam if he or she desires.

Procedures for Administering Exam Exemption Policy

- 1) Three tardies or three early dismissals (or a combination of the two) to or from class constitute an absence for that particular class and is applied toward exam exemption(s). The absence applies *only* to academic exam exemption status, not to the permanent attendance record.

- 2) If a student checks out of school before one-half of a class period is over, then the student is absent for the period.
- 3) All students will have the option of taking a final exam even if they qualify for an exemption. If the exam grade is lower than the semester average, then the exam grade will not count. If the exam grade is higher than the semester average, then it will be computed as part of the semester grade for the course.
- 4) In order to earn the perfect attendance award, students who are exempt from exams are responsible for attending school on the day of the exam in order to be counted present. The only exceptions to attending school are school sponsored events such as field trips or athletic events.

V. Additional Guidelines

- 1) A Personalized Education Plan (PEP) will be developed for all students failing or at risk of failing.
- 2) Students will take a full course load - four classes under the block schedule- each semester. There are no exceptions unless approved by the principal.
- 3) A full-time student must take no less than two classes.
- 4) Auditing courses is not permitted. Courses are taken for credit, and students will earn a grade.
- 5) Classification of students is based on total number of courses passed without regard to particular course titles. Students are promoted if they have the designated number of credits at the end of the school year: Sophomore 6, Junior 12, Senior 20. Mid-year promotions for students retained in prior years will be evaluated on an individual basis.
- 6) Tenth grade English is divided into two parts: English Composition and English II. Both courses are part of the graduation requirements.
- 7) A student may take two English courses in the same year if one of them has previously been failed. Only a senior may take two English courses for first time credit.
- 8) No student may drop a subject after the first ten school days except in a hardship situation. Any exception must meet the approval of the principal, guidance counselor, teacher involved, and the parent of the student and with further approval by the

Superintendent or his designee. Students dropping a course after day 10 will receive WF (Withdraw Failing) to be recorded on their transcripts. Students will not be allowed to start a new class after such period of time. The principal will determine where to place the student during the dropped class period. Whenever appropriate, the student should stay in the class dropped in an effort to gain as much information as possible on the subject.

- 9) Attendance in a course must be in accordance with Policy Code 4400, High School (9-12), Course Credit.

VI. Graduation

- 1) Students who meet all requirements for graduation will receive diplomas.
- 2) Any exception to outlined graduation requirements because of hardship cases may be made only by the Franklin County Board of Education.

Legal References: G.S. 115C-36, -47, -81, -105.21, -105.21A (a), -105.21A (b); 16 N.C.A.C. 6E.0202; N.C. High School Athletics Association Handbook (1996-1997)

Cross References: Goals and Objectives of the Educational Program (policy 3000), School Improvement Plan (policy 3430), Extracurricular Activities and Student Organizations (policy 3620), Fiscal Management Standards (policy 8300)

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