



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 **only** 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

In order to be promoted, students in grades k-2 must perform average or better on approved literacy and math assessments and meet parent and teacher expectations of developmentally appropriate skills. In grades 3-8, students must pass all core subjects (language arts, math, science, social studies) and attain a Level III or better on math and reading EOG tests. Students in grades 6-8 must also pass their exploratory classes. Students in grade 8 must pass the computer skills test before graduating from high school (see policy 3420).

WAIVER COMMITTEE

For students who don't 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 then will make one of four choices: promotion, retention, summer intervention with promotion dependent on passing the EOG, and summer intervention with promotion not dependent on passing the EOG. 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.

SUMMER INTERVENTION

Students in grades 3-8 who fail to achieve Level III on the math and/or reading EOG will be required to attend summer intervention. After the first session of summer intervention, the first retest will be given. Students who fail to achieve at least Level III on the math and/or reading EOG will be required to attend a second session of summer intervention before a 2nd retest is given. At the conclusion of summer intervention, the decision recommended by the waiver committee will be implemented.

Students in grades 9-12 who fail EOC courses will be eligible for course recovery during the summer 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 enhance their status for graduation. Only courses required for graduation will be offered through course recovery.

HIGH SCHOOL ACCOUNTABILITY STANDARDS

I. Students entering ninth grade beginning 2000-2001 through 2005-2006

1. State Requirements

A course of study must be selected and pursued. A student must select one of the following courses of study: College Tech Prep, College/University Prep, and Occupational Course of Study. Students must meet the requirements of their selected standard course of study to receive a diploma. Students must also pass the performance component and the multiple choice component of the computer skills test.

2. Local Requirements (in addition to above)

English	1 unit of English Composition*
Electives	7 units

Additionally, 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.

* 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.

3. Demonstrate proficiency in reading and mathematics on the high school competency tests as defined by the following:

- Level III or above on the NC Eighth Grade End-of-Grade Reading Test and Math Test
- Competency can be demonstrated through one of the following approved alternatives:
 - 1) Level III or above on the English I or Algebra I EOC
 - 2) PSAT Score of 48 or above on the corresponding section
 - 3) SAT score of 480 or above on the corresponding section
 - 4) Score above 50% on a nationally normed test (i.e. CAT, Iowa, SAT9)

II. Students entering ninth grade beginning 2006-2007

- 1) Students must attain at or above one standard error (SEM) Level III or above on the following five End of Course tests: Algebra I, Biology, English I, Civics and Economics and US History.
- 2) Students are required to successfully complete a graduation project which is a performance-based component that can include service-based learning or work-based learning experiences. The project will be developed, monitored, and scored locally using state adopted rubrics.
- 3) Students must pass the North Carolina Online Test of Computer skills.

Students following the Occupational Course of Study are required to meet rigorous exit standards as outlined in State Board of Education Policy HSP-N-004 (16NCAV 6D.0503)

III. EOC Retesting and Review Policy

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

- 1) If a student passes the course and scores below the standard error (SEM) below achievement level III on an end-of-course test, the student can be given a retest no later than three weeks from the receipt of test results.
- 2) Any student who scores below the standard error (SEM) below achievement level III or above on the first retest, and any student who is excused from the first retest must have documentation (e.g., a portfolio) of the student's performance in the EOC course placed on file.
- 3) Following intervention, the second retest occurs.
- 4) The student's documentation is reviewed by a waiver committee to determine if the exit standard for that course has been met. The review committee should consist of teachers, principals and central office staff members from the district. An exceptional children's (EC) teacher must be present if the student has exceptional needs. 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.

- 5) The principal reviews the recommendation by the committee and makes the final promotion decision.

Exam Exemptions:

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 he or she so desires.

Procedures for Administering Exam Exemption Policy

- 1) Three tardies or three early dismissals (or a combination of the two) to or from class constitutes an absence for that particular class and is applied toward exam exemption(s).
- 2) If a student checks out of school before one-half of a class period is over, then that is counted as an absence for the period and is applied toward exam exemption(s).
- 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) 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 are school sponsored events such as field trips or athletic events. A student who is exempt from an exam, but chooses to be absent on the day of the exam **will not** qualify for a perfect attendance award.

Personalized Education Plan

A Personalized Education Plan (PEP) will be developed for all students failing or at risk of failing.

Additional Guidelines

- 1) Students will take a full course load - four classes under the block schedule- each semester. There are no exceptions unless approved by the principal.

- 2) A fulltime student must take no less than two classes.
- 3) Auditing courses is not permitted - courses are taken for credit, and students will earn a grade.
- 4) Classification of students is based on total number of courses passed without regard to particular course titles: Sophomore 6 (must include English I), Junior 12, Senior 20. (effective after Spring Semester 2006)
- 5) English composition is a prerequisite for English II.
- 6) 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.
- 7) Students transferring from another school system will be given weighted credit for a prior course only when Franklin County Schools offers a comparable course for weighted 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) or WP (Withdraw Passing) 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.

Graduation

- 1) Students who meet all requirements for graduation will receive diplomas.
- 2) Students who exit high school with a certificate may return to re-take the appropriate tests in order to earn their diploma.
- 3) 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)
