



*“Expanding the Mind,
Building the Body,
Shaping the Character”*

Pupil Progression Plan 2011/2012

Revised: October 14, 2011

SECTION 1.0

ELEMENTARY SCHOOL (GRADES 3-5)
PUPIL PROGRESSION PLAN

1.1 OVERVIEW

The Pupil Progression Plan is designed to conform to the philosophy and goals of Saddlebrook Preparatory. Thus, the plan recognizes the unique characteristics and needs of students. It addresses a number of options including promotion possibilities and assistance.

1.1.1 Requirements For Curriculum, Instruction, and Assessment

- a) The curriculum, instruction, and assessment system of Saddlebrook Prep is aligned with the Florida State Education Goals and Standards and the Sunshine State Standards (curriculum frameworks). Saddlebrook Prep will offer courses of study and instruction that reflect the 2007 and 2008 Sunshine State Standards in grades 3-12 language arts, mathematics, science, social studies, foreign languages, health, and physical education, and the arts. Instruction will address the skills and competencies that a student must learn in order to graduate from high school.
- b) Each school will offer instruction, which is based on State Board of Education approved Sunshine State Standards (statements describing a skill or competency students are expected to learn) and Saddlebrook Prep Curriculum Guide documentation.
- c) Saddlebrook Prep will offer instruction for limited English proficient students which complies with the 1990 LULAC/META Consent Decree and in compliance with the LEP Plan.

1.1.2 Student Placement: Promotion, Retention, Administrative Placement

- a) Student promotion in grades 3-5 is based on results of locally determined assessment and, where appropriate, statewide assessment.
- b) The grade placement of any student transferring from another state or private school will be determined by the Headmaster of the receiving school. Level of English language proficiency may not be the sole criteria for placement of limited English proficient students.
- c) Under most circumstances, a student may be retained in elementary school (grades 3-5) only once. However, on the recommendation of the Headmaster, a student may be retained in elementary school (grades 3-5) a second time if after remediation, the student continues to meet less than minimum proficiency standards.

- d) No student may be retained solely due to English language proficiency. Parents or guardians of each student will be notified in writing annually of the progress of the student towards achieving the identified district levels of performance in reading, writing, and mathematics and the student's results on each statewide assessment test.
- e) Any student who does not meet the identified school levels of performance in reading, writing, and mathematics or who does not meet the identified levels of performance on statewide assessment must be provided remediation following diagnostic assessments to identify the nature of the student's difficulty and areas of academic need. Based upon the results of the diagnostic assessments an individual academic improvement plan shall be developed in consultation with a parent or guardian. This plan is designed to assist the student in meeting the expectations of proficiency.
- f) Any student who appears to be having difficulty meeting promotion requirements should be evaluated carefully by the professional staff. No student may be retained based solely on his/her level of English language proficiency.
- g) School personnel should utilize available resources to gain parent understanding and cooperation regarding a student's grade placement; the final decision as to grade placement, however, is the responsibility of the Headmaster.

1.2 TRANSFERS

1.2.1 Transfers from Out-of-State Schools

- a) Any student who transfers from an out-of-state school must meet age requirements for admission to Saddlebrook Prep. Any student who does not meet such requirements must:
 - i. Have met age requirements for public schools within the state or country from which the student is transferring.
 - ii. Have academic credit that is acceptable under the rules of Saddlebrook Prep.
 - iii. Provide required data as indicated below:
 - 1. Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state or

country in which the child was previously enrolled in school.

2. Official school records which show attendance, academic information, and grade placement.
3. Evidence of immunization.
4. Evidence of date of birth.
5. Evidence of medical examination completed within the last twelve months.

b) When a student transfers from another district or state and there is evidence of multiple retentions and/or a drastic discrepancy between chronological age and grade level, the school should evaluate the appropriateness of the current grade placement. The school may review all student educational records, confer with the parents, and use appropriate subject area tests when available to determine the appropriate educational placement. Based on district educational guidelines related to promotion and retention, the Headmaster may administratively place a student to an appropriate grade level or educational setting.

1.2.2 Transfers from Home Education Programs K-5 and Private Schools

When a student who meets legal age requirements transfers from a home education program or private school, the Headmaster is responsible for appropriate placement. Placement in the same grade as that recommended by the former school is not automatic. A four to six week screening period will be allowed from the time of enrollment, in order to assist with placement adjustments. An administrative placement decision may be made in consultation with the teacher (s), other appropriate staff, and parents/guardians. Serious consideration is to be given to screening results.

1.3 PROMOTION

Promotion from one level to the next is based upon each student's progress toward the accomplishment of high standards that are both challenging and achievable.

The student's growth toward the accomplishment of school levels of performance in reading, writing, and mathematics shall be a primary consideration in promotion/retention decisions.

1.4 RETENTION DECISIONS

1.4.1 Academic Performance

- a) The student's growth toward the accomplishment of school levels of performance in reading, writing, and mathematics shall be a primary consideration in promotion/retention decisions.

1.5 REQUIRED PROGRAM OF STUDY

The required program of study for elementary school grades at Saddlebrook Prep reflects state and local requirements for elementary education and addresses the Sunshine State Standards. The following areas of study are required for each grade 3-5:

Art, health, substance abuse prevention, reading/language arts (communications/literature), mathematics, physical education, media, science, social studies, developmental guidance, and personal/social development.

1.6 REPORTING STUDENT PROGRESS – ELEMENTARY SCHOOL

- 1.6.1** Report forms are to provide students with an objective assessment of their scholastic achievement, work habits, and social growth and behavior. All elementary schools shall use a standard report form appropriate for the school level. Only those curriculum areas listed shall be assessed. No other curriculum areas should be added. Students are to receive marks in all areas each report period if enrolled for more than 20 days.
- 1.6.2** Report Forms are to be scanned quarterly for all students. Parents should monitor Renweb to keep up to date on the child's grades.
- 1.6.3** **Parents must be notified any time the student is in danger of failing.**
- 1.6.4** Students and parents are to be advised of the grading criteria and promotion standards at the beginning of the school year or upon enrollment and continuously during the year.
- 1.6.5** If the Headmaster feels it is necessary to change a student's grade in any subject at the end of a quarter, the Headmaster shall consult with the teacher who issued the original report form grade, give the reasons in writing for the necessary change to the teacher, and place a copy of the reasons in the student's cumulative folder. If a change of a grade is made, it shall be recorded as the Headmaster's grade and not the

teacher's grade. Students and their parents shall be notified of all such changes.

- 1.6.6** Grades in work habits and social growth/behavior are to reflect the student's progress independent of academic achievement. Standards for marking in these areas are to be explained to the students. Social growth/behavior implies the degree to which a student relates to others and to himself in socially acceptable ways.
- 1.6.7** A portfolio will be kept for each student. A portfolio is a collection of student work that exhibits the student's efforts, progress, and achievements in all areas determined by the teacher. The collection may include student participation in selecting contents.

SECTION 2.0

MIDDLE SCHOOL (GRADES 6-8)
PUPIL PROGRESSION PLAN

2.1 OVERVIEW

The Pupil Progression Plan is designed to conform to the philosophy and goals of Saddlebrook Preparatory. Thus, the plan recognizes the unique characteristics and needs of students.

2.1.1 Requirements for Curriculum, Instruction, and Assessment

- a) The curriculum, instruction, and assessment system of Saddlebrook Prep is aligned with the Florida State Education Goals and Standards, the Sunshine State Standards curriculum frameworks, and the National Study of School Evaluation (2004). Courses of study and instruction will be offered in each school which reflect the most current Sunshine States Standards in Pre-K-12 language Arts, Mathematics, Science, Social Studies, foreign languages, health and physical education, and the arts. Instruction will address the skills and competencies that a student must learn in order to graduate from high school.
- b) Instruction will be based on the Student Performance Standards of Excellence for Florida Schools in Mathematics, Science, Social Studies, and Writing when such standards are authorized by law, developed by the Florida Commissioner of Education, and the National Study of School Evaluation.
- c) Saddlebrook Prep will offer instruction for limited English proficient students.

2.1.2 Promotion, Retention, and Placement

- a) Student promotion in grades 6-8 is based on an evaluation of each student's individual educational needs.
- b) Under most circumstances, a student may be retained only once in grades 6-8; however, on the recommendation of the Headmaster, a student may be retained a second time in grades 6-8.

- c) School personnel should utilize available resources to achieve parent understanding and cooperation regarding a student's grade placement; the final decision as to grade placement, however, is the responsibility of the Headmaster.
- d) The grade placement of any student transferring from another state, country, or private school will be determined by the Headmaster.
- e) A student in grade 8 who is enrolled in a course listed in the 9-12 section of the Course Code Directory shall receive graduation credit if they receive an A in the course for both semesters. In instances where a student's placement in a particular class or program is in the best interest of the student but is not allowed by Pupil Progression Plan policies, the Headmaster may make an exception. If such exception is approved, it shall be so documented in the student's cumulative record.

2.1.3 Student Right For Instruction

- a) The rights of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, handicap, religion, national origin, pregnancy, parenthood, marriage, or for any other reason not related to his/her individual capabilities.
- b) The English for Speakers of Other Languages (ESOL) program is designed to meet the communication, academic, and social needs of Limited English Proficient students by providing them with English language skills and curriculum content comprehension necessary for them to function effectively and actively participate in the regular school program.
- c) If a student believes that he/she has been unfairly denied access to a program he/she may notify the Headmaster orally or in writing.

This should describe the problem and give all the facts. The student should tell what would be the best solution to the problem. The Headmaster should make a decision within three (3) school days.

2.2 PROMOTION AND PLACEMENT IN THE MIDDLE SCHOOL (6-8)

Student promotion is based upon an evaluation of each student's achievement. Retention is based on the judgment of a team of educators consisting of the student's teachers and Headmaster concluding that a student will benefit from repeating the currently assigned grade.

In determining if a student should repeat a grade the primary criterion will be whether or not retention will increase the probability of the student completing high school. No limited English proficient student will be retained based solely upon the level of English language proficiency.

2.3 MIDDLE SCHOOL COURSE REQUIREMENTS (6-8)

- 2.3.1 Three years in mathematics.
- 2.3.2 Three years in communications, which shall be defined to include experience in reading, writing, and speech.
- 2.3.3 Three years in comprehensive science.
- 2.3.4 Three years in social studies, which shall include the study of the United States and world geography.
- 2.3.5 Physical education shall be regularly scheduled each year as determined by academy athletic staff.
- 2.3.6 Regularly scheduled comprehensive health education (such education shall include, but not be limited to, substance abuse prevention, acquired immune deficiency syndrome and communicable disease prevention, human growth and development, and personal health and hygiene).

2.4 REQUIRED PROGRAM OF STUDY – MIDDLE SCHOOL (6-8)

Required Academic Courses

Grade

6	Mathematics, language arts, science, social studies, PE/fitness
7	Mathematics, language arts, science, social studies, PE/fitness
8	Mathematics, language arts, science, social studies, PE/fitness

*NOTE: Reading will be offered at each grade level either as a course or by integrating within the core curriculum.

2.5 REPORTING STUDENT PROGRESS – MIDDLE SCHOOL (6-8)

2.5.1 Report Cards

- a) The primary means of reporting student progress is the report card.

- b) A standard report card appropriate for the school level, middle or senior high, will be used to report progress.
- c) Report cards are to be issued for all students, 6-8, and scanned to parents each quarter.
- d) The academic progress for limited English proficient students will be officially reviewed in accordance with the school's report card schedule.

2.5.2 Grades and Grading

- a) Students are to be advised of the grading criteria employed in the school and in each class prior to the beginning of the grading period. Students and parents are also to be advised of standards and promotion and graduation as applied to the student's placement.
- b) Parents should monitor Renweb to keep up on the student's academic program
- c) Each teacher shall establish a grading system whereby unexcused absences shall result in no opportunity for credit for the day including no make-up tests, homework, and other assignments for that day. For students in the in-school suspension program, the student will be allowed the opportunity of completing assignments for credit. Students assigned out of school suspension will receive no credit for the work completed in class during the suspension. Each teacher shall submit a written description of his/her grading system to the Headmaster and students at the beginning of the course.
- d) The following scale will be used to determine report grades for each quarter:
 - A = 90-100
 - B = 80-89
 - C = 70-79
 - D = 60-69
 - F = 0-59
- e) Report card grades are to provide the student and/or the student's parents with an objective evaluation of scholastic achievement and conduct.
- f) If a student has not been enrolled in a program for sufficient time for the teacher to evaluate the student's performance, an appropriate notation should be made on the report card.

- g) Grades in conduct are to reflect the student's progress independent of academic achievement. Standards for grading in these areas are to be explained to the students. Conduct implies the degree to which a student relates to others and to himself in socially acceptable ways.
- h) If the Headmaster of the school feels it is necessary to change a student's grades in any subject at the end of a quarter, the Headmaster shall consult with the teacher who issued the original grade; give the reasons in writing for the necessary change to the teacher; and place a copy of the reasons in the pupil's cumulative folder. If a change in grade is made, it shall be recorded as the Headmaster's grade and not the teacher's grade. Students and their parents shall be notified of all such changes.

2.6 HONOR ROLL STUDENT SELECTION – MIDDLE SCHOOL (6-8)

Each semester, using:

- 4.0 = A
- 3.0 = B
- 2.0 = C
- 1.0 = D
- 0 = F

Grades will be averaged. Those students averaging a 3.2 (rounded to nearest tenth) ó 3.99 will be on the Honor Roll. Those students averaging 4.0 will be on the Headmaster's Honor Roll.

2.7 HOME EDUCATION

When a student transfers from a home education program, the Headmaster shall be responsible for making an appropriate grade placement of the student based on at least the following variables:

- (1) Age and maturity
- (2) Academic skills a abilities
- (3) Previous record in public and private schools
- (4) Evidence of work achievements while in home education

In no instance shall the placement be automatic, based solely on the recommendation of the home educator. A passing grade in basic subject areas is sufficient documentation of mastery of standards.

SECTION 3.0

SENIOR HIGH SCHOOL (GRADES 9-12)
PUPIL PROGRESSION PLAN

3.1 OVERVIEW

The Pupil Progression Plan is designed to conform to the philosophy and goals of Saddlebrook Preparatory. Thus the plan recognizes the unique characteristics and needs of students. It addresses a number of options including promotion possibilities, summer school assistance, and special assignment opportunities.

3.1.1 Requirements for Instruction

- a) Instruction will be offered which complies with the State Board of Education adopted Student Performance Standards in reading, writing, mathematics, science, computer literacy, history, government, geography, and economics.
- b) Instruction will be offered which is based on the Student Performance Standards of Excellence for Florida Schools and the National Study of School Evaluation in Mathematics, Science, Social Studies, and Writing. Such instruction will be aimed at those students who demonstrate progress toward academic excellence in the areas of mathematics, science, social studies, and writing.

3.1.2 Promotion, Retention, and Placement

- a) Student performance in grades 9-12 is based on an evaluation of each student's individual educational needs.
- b) The time required to complete senior high school will depend upon the time necessary to earn the required credits.
- c) Parents are encouraged to monitor Renweb to keep up with academic grades. Notification should include progress reports as well as letters, documented phone calls and parent conferences. This shall also apply to conduct.
- d) School personnel should utilize available resources to achieve parent understanding and cooperation regarding a student's grade placement; the final decision as to grade placement, however, is the responsibility of the Headmaster.
- e) Any student who appears to be having difficulty meeting promotion requirements should be evaluated carefully by the professional staff.

No student shall be retained based solely on his/her level of English language proficiency.

- c) The grade placement of any student transferring from another state, country, or private school will be determined by the Headmaster (or designee) of the receiving school.
- d) In instances where a student's placement in a particular class or program is in the best interest of the student but is not allowed by Pupil Progression Plan policies, the Headmaster may make an exception. If such exception is approved, it shall be so documented in the student's cumulative student record.

3.1.3 Student Rights for Instruction

- a) The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, color, religion, national or ethnic origin, disability, handicapping condition, pregnancy, parenthood, marriage, political beliefs, social and family background, or for any other reason not related to his/her individual capabilities.
- b) The English for Speakers of Other Languages (ESOL) program is designed to meet the communicative, academic, and social needs of limited English proficient students by providing them with English language skills and curriculum content adapted appropriately for them to function effectively and actively participate in the regular school program.
- c) Any student who believes that he/she has been denied participation in or access to an educational program or activity, or has otherwise been discriminated against due to age, sex, race, color, religion, national or ethnic origin, marriage, political beliefs, social and family background, or for any other reason not related to his/her individual capabilities, may file a grievance.

Step 1: A student should first take the complaint to the person(s) involved and try to solve the problem informally. If this does not work, then he/she may go on the next step. In cases which involve alleged harassment, including sexual harassment, the student may begin the process at the second step.

Step 2: The student (or parents) must give the Headmaster a written and signed grievance. A copy of the grievance is to be given to any other person involved. This should describe the problem and give all the facts. The student should tell what would be the best solution to the problem. The Headmaster should make a decision within three (3) school days.

No student, parent, or employee shall be subject to adverse action.

3.2 HIGH SCHOOL GRADUATION

3.2.1 Graduation Requirements

A total of **24 credits** are required in the following areas:

English: 4 credits with concentration in composition and literature.

Mathematics: 3 credits

1 credit Algebra I

1 credit Algebra II

1 credit Geometry

*Students are encouraged to take additional math courses.

Science: 3 credits.

1 credit physical science

1 credit biology

1 credit chemistry

*2 credits must be earned in courses with laboratory components.)

Social: 1 credit in World History

Studies: 1 credit in American History

½ credit in American Government

½ credit in Economics

Physical

Education: ½ credit in Personal Fitness

Required credits 13 ½

Electives 10 ½

Total Credits 24

3.3 HIGH SCHOOL COURSES, PROGRAMS, AND COURSE MODIFICATIONS

Saddlebrook Prep approved courses and programs are to be the means for granting credits.

- A course taken by a student below grade nine may be used to satisfy a high school graduation requirement if the course taken has a 9-12 course number if a grade of A is earned in both semesters.

3.4 DUAL ENROLLMENT

Students may earn high school and college credit simultaneously by taking dual enrollment courses as specified by the Headmaster.

Dual enrollment credits may affect a student's application status and the number of credit hours available in the lower division program of some colleges and universities.

3.5 FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

3.5.1 Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program consists of the three awards listed below. Each award has its own academic eligibility requirements, award amounts and funding length. A student may receive funding for only one award. The highest award earned by the student will be selected. In addition to meeting specific program eligibility requirements, students must also meet general eligibility requirements for receipt of state aid.

3.5.2 Florida Academic Scholars Award (2012 graduates)

- Be a Florida resident and a U.S. citizen or eligible non-citizen, as determined by the student's postsecondary institution.
- Apply for a scholarship from the program by high school graduation.
- Earn a standard Florida high school diploma or its equivalent.
- Be accepted by and enroll in an eligible Florida public or independent postsecondary education institution within 3 years of high school graduation. If a student enlists directly into the military after graduation, the three-year period begins on the date the student is separated from active duty.
- Not have been found guilty of, or plead nolo contendere to, a felony charge, unless the student has been granted clemency by the Governor and Cabinet sitting as the Executive Office of Clemency.
- Be enrolled for at least 6 semester credit hours (or the equivalent in quarter or clock hours).

A student must reimburse the postsecondary institution for the cost of course(s) dropped or withdrawn after the initial drop/add period. Non-refunded hours may affect the student's renewal eligibility.

a) Award Level

i. Public and Private Institutions:

✓ All students will receive the specified (cost per credit hour) award amounts established by the Florida Legislature in the General Appropriations Act.

Prorated award amounts for the **2011-2012** academic school year are the following:

- \$101 per semester hour excluding institutional fees (4 years)
- \$62 per semester hour (2 years)
- \$70 per semester hour (Florida 4 year colleges).

b) Required Grade Point Average (GPA)

- ✓ 3.5 weighted GPA (based on the Statewide Florida Bright Futures Scholarship Weighting System) using the 16 hours of college preparatory courses credits listed below.
- ✓ May use 2 additional credits for courses listed below and/or AP or Fine Arts courses to raise the GPA.

c) Required Credits ó Must include 16 credits of college preparatory academic courses.

- ✓ 4 English (3 with substantial writing)
- ✓ 4 Mathematics (Algebra I and above)
- ✓ 3 Natural Science (2 with substantial lab)
- ✓ 3 Social Science (any)
- ✓ 2 Foreign Language (sequential in same language)
- ✓ 16 total credits

d) Community Service

- ✓ 100 hours as approved by the district or private school

e) Required Test Scores

- ✓ 1270 SAT or 28 ACT (Best composite scores)

f) Other Ways to Qualify

- ✓ National Merit or Achievement Scholars and Finalists
- ✓ National Hispanic Scholars

- ✓ IB Diploma recipient
- ✓ Students who have completed the IB curriculum with a 1270 SAT or 28 ACT.
- ✓ Students who have attended a home education program according to F.S. 1002.41, during grades 11 and 12 with a 1270 SAT or 28 ACT and a 3.5 weighted GPA in the above 15 required credits.
- ✓ Early admissions with best composite score of 1270 SAT or 28 ACT and a 3.5 weighted GPA in the curriculum courses completed.
- ✓ 3-year standard college preparatory program with best composite score of 1270 SAT or 28 ACT and 3.5 weighted GPA in the above required credits.

3.5.3 The Florida Medallion Scholars Award (2012 graduates)

- a) Award Level
 - i. Public and Private Institutions
 - ✓ All students will receive the specified (cost per credit hour) award amounts established by the Florida Legislature in the General Appropriations Act. Prorated award amounts for the **2011-2012** academic school year are estimated to be the following:
 - \$76 per semester hour (4 year) excluding institutional fees.
 - \$47 per semester hour (2 year) excluding institutional fees
 - \$52 per semester hour (Florida baccalaureate program)
- b) Required Grade Point Average (GPA)
 - ✓ 3.0 weighted GPA (based on the Statewide Florida Bright Futures Scholarship Weighting System) using the 16 college preparatory credits listed below:
- c) May use up to 3 additional credits from courses in the academic areas listed below and/or AP or IB Fine Arts courses to raise the GPA.

Required Credits

- ✓ English (3 with substantial writing)
 - ✓ Mathematics (Algebra I and above)
 - ✓ Natural Science (2 with substantial lab)
 - ✓ Social Science (any)
 - ✓ Foreign Language (in same language)
 - ✓ 16 total credits
- d) Community Service

- ✓ 75 Hours
- e) Required Test Scores
 - ✓ 970 SAT or 20 ACT (Best composite scores)
- f) Other Ways to Qualify
 - ✓ National Merit or Achievement Scholars and Finalists and National Hispanic Scholars who have not completed 75 hours of community service.
 - ✓ Students who have completed the IB Curriculum with a 970 SAT or 20 ACT.
 - ✓ Students who have attended a home education program according to F.S.1002.41, registered with the district during grades 11 and 12 with best composite score of 1070 SAT or 23 ACT.
 - ✓ 3-year standard college preparatory program with best composite score of 970 SAT or 20 ACT and 3.0 weighted GPA in the above 16 required credits.

3.5.4 The Florida Gold Seal Vocational Scholars Award

- a) Award Level
 - i. Public and Private Institutions:
 - ✓ All students will receive the specified (cost per credit hour) award amounts established by the Florida Legislature in the General Appropriations Act. Prorated award amounts for the **2011-2012** academic school year are estimated to be the following:
 - \$94 per semester hour (4 year) excluding institutional fees.
 - \$58 per semester hour (2 year) excluding institutional fees.
 - \$64 per semester hour (Florida colleges baccalaureate degree)
- b) Required Grade Point Average (GPA)
 - ✓ 3.0 weighted GPA using the core 16 credits required for graduation excluding electives for a 4 year diploma.
 - ✓ 3.5 un-weighted GPA in a minimum of 3 credits from the same vocational program.
- c) Required Credits ó Must be the 16 core credits required for high school graduation.
 - ✓ 4 English
 - ✓ 4 Mathematics
 - ✓ 3 Natural Science (with substantial lab)

- ✓ 3 Social Science (American History, World History, American Government, and Economics).
- ✓ 1 fine or practical art OR ½ credit in each.
- ✓ 1 physical education (to include integration of healthy)
- ✓ Total of 16 credits
- ✓ Plus a minimum of 3 Career and Technical Education credits in one vocational program taken over at least 2 academic years.

d) Community Service

- ✓ 30 Hours

e) Required Test Scores

- ✓ CPT: (Reading ó 83, Sentence ó 83, Algebra ó 72) or
- ✓ SAT: (Verbal ó 440, Math ó 440) or
- ✓ ACT: (Reading ó 18, English ó 17, Math ó 19)

f) Other Ways to Qualify

- The other ways to qualify listed below must also include a 3.5 un-weighted GPA in a minimum of 3 vocational credits in one vocational program and minimum test scores as listed above.
 - ✓ GED with 3.0 weighted GPA using the core credits (excluding electives) required for your selected high school graduation option (standard, career, or college).
 - ✓ 3-year standard college preparatory program with 3.0 weighted GPA using the 16 core credits (excluding electives) required for your selected high school graduation option.

3.6 **HONORARY DIPLOMAS**

The Headmaster may recommend a student to the Chairman of the Board to be awarded an honorary high school diploma. This recommendation is appropriate when it is not feasible for the student to complete all graduation requirements, yet the Headmaster believes that the student has made significant contributions to the school and student body.

3.7 **HIGH SCHOOL HONOR STUDENTS**

3.7.1 Honor Students

Honor Students will be those who have earned 3.50 grade point average or above in grades 9 - 11 and first semester of the 12th grade on board approved courses.

3.7.2 Graduation Ceremonies

When honoring honor students during graduation, the following may be used:

- Seals on diplomas, cords and medallions, and highlighted names on program.
- Additional sashes to recognize other honor societies are optional.

3.8 HIGH SCHOOL GRADUATION CEREMONIES

Beginning with the class of 2000, students must satisfy Saddlebrook Preparatory graduation requirements by the graduation date in order to participate in the graduation ceremony. The following must be done by the school staff to allow students to participate in graduation ceremonies:

- The student is notified during the first month of school as to his/her credit standing in order that he/she can plan for graduation activities.
- A written graduation credit check **will** be completed and discussed with each student able to complete all required course work prior to the beginning of the next school year. A copy will be sent to the parents.
- For transfer students, the graduation credit check should be completed as soon as records are received and evaluated by the guidance counselor.

3.9 HIGH SCHOOL VALEDICTORIAN AND SALUTATORIAN

- 3.9.1** The valedictorian will be that student who has the highest grade point average (GPA) at the end of the first semester of his/her senior year.
- 3.9.2** The salutatorian will be that student who is second highest in GPA based on class rank GPA.
- 3.9.3** Membership Requirement:

In order to be considered for valedictorian or salutatorian:

- ✓ A student must have been awarded grades earned from Saddlebrook Prep a minimum of two (2) semesters, by the end of the first semester of their senior year,

AND

- ✓ Must be a member of the graduating class at the time of graduation,

AND

- ✓ Must receive a diploma from Saddlebrook Prep.

3.9.4 Computation of Grade Point Average (GPA)

GPA = 4 (# of A grades) + 3 (# of B grades) + 2 (# of C grades) + 1 (# of D grades) + 0 (# of F grades)] divided by the total number of semester grades.

- Identified courses will be weighted as specified in Appendix 7.5.

*Note: all calculations should be carried to five decimal places and rounded back to the fourth decimal place.

3.9.5 Tied Ranks

In the event of tied ranks for valedictorian and/or salutatorian, the Headmaster shall award co-valedictorian and/or co-salutatorian positions.

3.10 HIGH SCHOOL GRADE CLASSIFICATION (F.S.232.245)

Students entering 9th grade during 1999/2000 and after will be classified as follows:

- Freshman (fewer than 6 credits)
- Sophomore (6 credits)
- Junior (12 credits)
- Senior (18 credits)

Each student is to be provided information on his/her credit standing each year. See Appendix 7.11.

3.11 TRANSFER OF CREDITS

3.11.1 When students transfer into Saddlebrook Prep from another district or private school or from another country, an official transcript will be obtained and credits for graduation will be approved by the Headmaster (or designee) as follows:

- a) Credit from other accredited schools will be automatically approved;
- b) Credits from non-accredited schools, as well as foreign schools, will be evaluated on the basis of comparability to local courses in terms of course length and content; in some cases, communications

with the previous school will be necessary, and a translation of transcripts required.

- c) The Saddlebrook Prep grade weighting system will apply to all courses that are equivalent to or are identified in the State Course Code Directory.
- 3.11.2** The Headmaster (or designee) may evaluate transferred credits to the advantage of the student in cases where other schools award fractional credits not compatible with local course credit standards.
- 3.11.3** The requirements of Saddlebrook Prep shall not be retroactive for transfer students, provided the student has met all requirements of the school district, state, or country from which he/she is transferring.

3.12 TRANSFER OF HOME EDUCATION CREDITS

Credit previously awarded for home education programs must meet the requirements of home education legislation in the states in which they are conducted. For Florida residents, registration and compliance with regulations for Florida home Education Programs is required.

- 3.12.1** Parent(s) shall provide to the school a detailed course description for each course, indicating instructional objectives, instructional materials, methods of student performance evaluation.
- 3.12.2** The Headmaster shall, in consultation with the Chairman of the Board, review the course description and determine that it matches a course listed in the State Course Code Directory, and that it is parallel in terms of curriculum frameworks and performance standards.
- 3.12.3** For each course, the student shall be required to take and pass the final examination given at the school from which the awarding of credit is sought, or, otherwise, demonstrate course competencies in courses not including an examination.
- 3.12.4** Home education students transferring to Saddlebrook Prep must earn a minimum of six credits during their last full academic year prior to graduation in order to receive a diploma from Saddlebrook Prep.
- 3.12.5** Validation of home education course credit by review of the course content, materials and process, and administration and evaluation of the final course examination or other indication of competency attainment in courses for which there is no examination, shall be determined at the discretion of the Headmaster.
- 3.12.6** Parent(s) shall provide evidence that each course eligible for one high school credit consisted of at least 150 hours of instruction.

3.13 CREDIT EARNING

Credit for high school graduation will be earned on a one-half credit system.

3.14 CORRESPONDENCE COURSE CREDITS

3.14.1 A student may earn up to a total of two high school credits through correspondence course programs approved in advance by the Headmaster. These courses shall not count in place of full time high school attendance requirements.

3.14.2 The courses must parallel the State Course Code Directory, Sunshine State Performance Standards.

3.15 CREDIT BANK PROGRAM

3.15.1 The Credit Bank Program is a way for freshmen, sophomores, juniors, and seniors to earn college credit while in high school. These credits will be banked until the student graduates from high school; then they can be applied to a program at Pasco Hernando Community College or another institution of higher learning.

3.15.2 Saddlebrook Prep's Headmaster shall make the final approval on all applications, giving consideration to the potential negative effects on the student's performance in high school. Freshmen may apply during their second semester if they have a 3.5 cumulative grade point average. A minimum of a 3.0 overall grade point average for sophomores, juniors, and seniors is required for participation in the program. Students must discuss course selections with a college counselor before registration. A credit bank form must be obtained from the counselor or from a high school counselor. This form must be signed by the high school Headmaster, the student, and parent, and returned to the college at the time for each registration.

3.15.3 The cost to the student will be the standard credit hour rate as determined by the college.

3.15.4 Credit Bank credits may affect a student's application status and the number of credit hours available in the lower division program of some colleges and universities.

3.16 HIGH SCHOOL REPORT CARDS

3.16.1 Saddlebrook Prep shall use a standard report card appropriate for the school level, elementary, middle, or senior high, as the primary means of reporting student progress.

3.16.2 Report cards are scanned to parents for all students, K-12, each quarter.

3.17 GRADES AND GRADING

3.17.1 Students are to be advised of the grading criteria employed in the school and in each class prior to the beginning of the grading period. Students and parents are also to be advised of the district-wide standards for promotion and graduation as applied to the student's grade placement.

3.17.2 The following scale will be used to determine report grades for each quarter):

Grade	Percent Range	GPA Value	Honors	AP
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0.0	0.0	0.0

3.17.3 To determine semester in non-weighted and weighted courses, quarter numerical grades will be averaged. A quarter or semester grade of F may be averaged with a higher numerical value, not to exceed 59, when circumstances concerning the educational welfare of the student warrants it in the professional judgment of the teacher. The administrator shall have the right to review and change the decision.

3.17.4 The computation for semester grades is as follows:

- 42.5% times Quarter 1 Percentage Grade, plus
- 42.5 % times Quarter 2 Percentage Grade, plus
- 15% times Semester Assessment Percentage Grade

- 3.17.5 Report card grades are to provide the student and/or the student's parents with an objective evaluation of the student's scholastic achievement and conduct.
- 3.17.6 Grades in conduct are to reflect the student's progress independent of academic achievement. Standards for grading in these areas are to be explained to the students. Conduct implies the degree to which a student relates to others and to self in socially acceptable ways.

3.17.7 Physical Education

The grading criteria for all middle and high schools will be divided into the following areas:

- 25% - skill development
- 25% - knowledge (tests)
- 50% - participation (full credit for dressing and participating, ½ credit for participation)

- 3.17.8 Students are to receive grades in all courses in which they are enrolled.
- 3.17.9 If the Headmaster feels it is necessary to change a student's grade in any teacher who issued the original grade; give the reasons in writing for the necessary change to the teacher; and place a copy of the reasons in the pupil's cumulative folder. If a change in grade is made, it shall be recorded as the Headmaster's grade and not the teacher's grade. Students and their parents shall be notified of all such changes.
- 3.17.10 The final grade earned during summer school for any course repeated for credit will replace the grade for that course in grade point calculations unless it is to the disadvantage to the student. However, all grades will still be documented in the cumulative record.
- 3.17.11 Grade Replacement: The final grade earned for any course repeated for credit will replace the grade for that course in grade point calculations unless it is to the disadvantage to the student. However, all grades will still be documented in the cumulative record. Students may not take a Dual Enrollment course for a second time for grade replacement.

3.18 GRADE POINT AVERAGES

3.18.1 Computation of Grade Point Average

- a) Interscholastic extracurricular activities are those organized student activities between or among schools which are carried on outside the curriculum or regular course of study in school.
- b) These activities may involve displays of talent which include, but are not limited to, sports, speech, debate, and fine arts interscholastic competitions or festivals.
- c) To be eligible to participate in interscholastic extracurricular student activities, a student entering the 9th grade during the 1997- 1998 school year and thereafter, must maintain a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by Florida Statute. In order to be eligible under this section, students who entered the 9th grade prior to the 1997-1998 school year must maintain a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by Florida Statute that are taken after July 1, 1997, or have an overall cumulative grade point average of 2.0 or above. Additionally, a student must maintain satisfactory conduct and, if a student is convicted of or is found to have committed a felony or delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities is contingent upon established and published Saddlebrook Prep policy.
- d) Class Rank GPA:
 - i. At the end of the seventh semester, the Class Rank GPA will be calculated by the following:
 - ✓ Including semester grades earned in all courses during the regular school day (including replacement grades).
 - ✓ Class Rank GPA will be carried out to five (5) decimal places and rounded to the fourth decimal place.
- e) Graduation GPA:
 - ✓ Students must have a cumulative weighted grade point average of 2.0 on a 4.0 scale.
 - ✓ The GPA computation will be based on all courses used by the student to complete graduation requirements. Semester grades will be averaged for the GPA calculations.

Note: All calculations should be rounded to the nearest tenth.

- ✓ Pass/Fail grades will not be included in GPA calculations
- ✓ Any grade for a course repeated for credit (regular school, summer school, or adult education) will replace the former grade in GPA calculation; however, all course outcomes will still be documented in the cumulative record and automated system.

f) Semester Assessment:

The purpose of giving the assessments are to provide instruction and experience in preparing for and taking comprehensive, cumulative assessments; to prepare students for post-secondary college course work; and to serve as a validation of mastery of the course content.

The design of the semester assessments should provide an overview of the major course content and facilitate connections within and among key concepts and processes of the course work and is not limited to any one method.

The semester assessments will be 15% of the semester grade. The computation of the semester assessment for weighted courses will be:

- First Quarter Percentage Grade times 42.5%
- Second Quarter Percentage Grade times 42.5%
- Semester Assessment Grade times 15%

3.18.2 Grade Point Average Concerns

At the end of each semester, the parent or guardian of each student in grades 9, 10, 11, and 12 who has a cumulative grade point average of less than 0.5 above the cumulative grade point average required for graduation, shall be notified that the student is at risk of not meeting the requirements for graduation. The notice shall contain an explanation of the policies the district has put in place to assist the student in meeting the grade point average requirement.

Special advising services/assistance will be provided to these students to help them achieve the GPA graduation requirement, including completion of summer school, adult education, and correspondence courses to replace failed or low grade courses. They will also be considered for participation in educational alternatives programs.

3.19 HONOR ROLL STUDENT SELECTION – SENIOR HIGH

3.19.1 Identification of students for honor roll will be determined as follows:

$$\text{GPA} = \frac{\text{Quality Points}}{\text{Total number of grades}}$$

3.19.2 Two levels of honor roll will exist:

- a) Headmasters Honor Roll ó 4.0 and above GPA
- b) Honor Roll ó 3.5 ó 3.99 GPA

3.20 DROP/ADD PROCEDURES FOR CONTINUING STUDENTS

3.20.1 A student may drop a semester course and add a semester course within two weeks of the beginning of the semester. One-half credit will be awarded for successfully completing the added course.

3.20.2 No drop/adds will be allowed after two weeks from the beginning of the school year when adding a semester course.

3.20.3 In a drop/add situation, the receiving teacher assigns the grade. The teacher of the dropped course will not assign a grade.

3.20.4 When a student drops a semester course and a first quarter grade has already been assigned, that grade will be transferred to the new course.

3.20.5 Exceptions to these rules may be made only by written request to the Headmaster.

3.21 ATTENDANCE REQUIREMENTS

3.21.1 Definitions

- a) Excused Absences:
 - i. Students serving in-school suspension will be entitled to complete make-up work while in the ISS program.
 - ii. Following an excused absence, a student will have two (2) school days to request make-up work. Teachers must provide appropriate assignments within one (1) week and allow the student a minimum of one (1) school day for each day of absence to complete the work.

- iii. Excused absences shall be determined by the Headmaster.
- iv. Unexcused absences shall be referred to the Headmaster for confirmation or appeal by the student.

3.21.2 High School Attendance

- a) School attendance is extremely important to success in school. Regular attendance is one of the most important factors in making good grades. It is also an important quality for success in the job market.
- b) All high school students enrolled in Saddlebrook Prep are obligated to attend classes regularly and punctually and to satisfy all course requirements.