

Section IV

PROMOTIONAL PRACTICES PROCEDURES

FACTORS TO BE CONSIDERED FOR STUDENT PROGRESS FOR GRADES 9-12

1. It is the responsibility of the teacher at the beginning of each marking period to explain:
 - the criteria used and weight (percentage) given to each in determining student grades
 - the procedure in appealing grades.

These grading policy statements are to be distributed to students in written form.

At each marking period the teacher shall also be responsible for an explanation and interpretation to the students of their marks. With some students this should be done on an individual basis.

It is the responsibility of the building administrator to insure that each student is informed of the grade promotion procedure and that each year students review their individual status.

2. There will be four marking periods. Interim reports will be mailed at the district's expense to parents/guardians to inform of student's progress at 15 and 25 weeks for full year courses and the 15 week mark for semester courses. Each school, department, academy, team or teacher will inform parents of student progress by report cards, which will be mailed at District expense.

Good communication between parents/guardians and teachers is a necessary tool for improving student achievement and reporting student deficiencies (such as a failing average, drop in average of 15 points or more, incomplete labs or homework, etc.). Notes, email, phone calls, or written reports are some examples of how student deficiencies may be reported to parents/guardians.

3. The report card will reflect a period grade for each marking period. The sum of the period grades divided by the number of marking periods will determine the average grade.
4.
 - A. Promotional grades are based on 100% of a student's four marking period average. The minimum passing grade for students in grades 9-12 is a 65. Students should be strongly encouraged, however, to strive for mastery of the course content at their highest level of capability.
 - B. The New York State examinations will continue to be required for all students to fulfill the State competency requirement only.

5. The 9-12 report cards will have a minimum grade of 50 for the first **two** marking periods with the exception of semester courses where students will receive a minimum of 50 in the first marking period of each semester.
6. Passing State Regents examinations in a specific subject, with the exception of English Language Arts is an automatic pass. If the student passes the Regents, students should be given a 65% as the final course grade. If the Regents is failed, promotion will be based on the final class average. School credit will be awarded if the final average is 65% or greater.
7. A mark of "I" (incomplete) is available for students who, through no fault of their own, are unable to complete the marking period requirements of their courses. A mark of incomplete may be given at the discretion of the teacher for (1) extended illness, (2) personal/family situation, or (3) any circumstance which the teacher believes is appropriate.

It is the responsibility of the student to arrange with his/her teacher, a plan of action to resolve the incomplete grade. The time requirements of such a plan are to be determined by the teacher and school counselor with approval of the appropriate administrator.

A mark of incomplete must be changed to a numerical grade (no lower than 50 in the first three marking periods of a full year course or no lower than 50 in first two marking periods of a semester course) or withdrawal grade by no later than the end of the next marking period.

8. Students and parents will be notified at the beginning of each school year of the following process used to appeal a marking period grade. A grade appeal will only be considered if initiated within five school days of the issued report card grade.

It is the responsibility of the student/parent to identify specific concerns and evidence (graded items used to determine the marking period grade) that a report card grade is inaccurate. The first step is for the student to meet with the teacher and his/her counselor, and present his/her request and evidence of support. If agreement cannot be reached, the student will then be given the option to submit the request, using a standardized form, to the building administrator responsible for grade appeal reviews.

The administrator shall schedule a review conference with the student, his/her parent(s), teacher(s) and counselor and render a judgment which shall be recorded on a standardized form.

9. A student may repeat Regents examinations to raise his/her Regents examination mark(s). (Individual teacher-prepared course final examinations cannot be retaken.) The higher score will be recorded on his/her permanent record. The Home School Principal may permit pupils, for whom regular attendance at summer school is not possible or appropriate, because of exceptional circumstances, to sit for Regents examinations.
10. The Regents Assessment requirements for graduation must be met by all students. The state mandated Academic Intervention Service plan is a priority when scheduling students.

11. Parent notice forms will be mailed to parents of students who are in danger of not meeting Regents Assessment requirements, and to students in those cohorts who have met Regents Assessment requirements but had previously received a deficient notice in one or more areas. Deficiency notices using a standardized form and reporting format, must also include a plan for remedial instruction that identifies the specific course, program or resource to be used and the month of the next Regents Assessment.

12. All full time students, as defined by the district, are eligible to be placed on the honor roll (90+ average) or merit roll (85-89 average).

13. Course prerequisites must be Board approved and applied district wide. Content teams of administrators and teachers shall be the source for determining prerequisites and for seeking Board approval.

Only District approved courses or like courses from other school districts, as determined by the building principal, and the Syracuse City School District approved standardized measurement tools can be used as prerequisites.

Parents/guardians may request and approve waiver of a prerequisite only after they indicate through signature on a standardized form, that they have been advised by the student's counselor or building administrator, as to the rationale for the prerequisite(s) and have judged their son/daughter to be prepared for the course in question, without having met the prerequisites. However, waiver shall not be granted involving failure of a prerequisite course.

14. The passing grade is 65 for students who take the Regents comprehensive examination in a Foreign Language after at least three years of study. However, students who take the examination after fewer than three years of study must achieve a score of at least 85 AND successfully complete a special project as determined by the school principal.

15. Guidelines for determining progress toward graduation

(The SCSD will determine high school enrollment status based on SED requirements for collecting and reporting student enrollment and achievement data by entry year cohort)

22 Units Required for Graduation

<u>Cohort Year 2 (10th Grade)</u>	<u>5.5 Units</u>
5.5 units including:	
1 unit	English
1 unit	Social Studies
.5 unit	Physical Education

<u>Cohort Year 3 (11th Grade)</u>	<u>11 Units</u>
11 units including:	
2 units	English
2 units	Social Studies
1 unit	Physical Education
1 unit	Math
1 unit	Science

Cohort Year 4 (12th Grade)	16.5 Units
16.5 units including:	
3 units	English
3 units	Social Studies
2 units	Mathematics
2 units	Science
1.5 units	Physical Education

Passed Regents Examinations (NYS Competency Requirements):
Comprehensive English Global History and Geography
Mathematics A (2001-2006 Cohort) United States History and Government
Integrated Algebra (2007)

16. Requirements for Graduation (For students who first enter grade nine in September 2001 or thereafter. See Attachment I for requirements for those students who entered grade nine prior to September 2001.) All students must satisfy the following minimum course, program, and competency requirements as specified in Attachment I:

A. Course Requirements: Minimum required of all students

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Art/Music	1 unit
Health	1 unit
Physical Education	2 units
Foreign Language	1 unit
Electives	3 units

Elective credit may be earned in addition to minimum requirements.

All students are required to earn a minimum of 22 units of credit.

B. **Diploma requirements based on June 2005 Board of Regents Action to phase in the 65 graduation standard on required regents exams.**

Entering Freshman Class	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
2005	Score 65 or above on 2 required Regents exams and score 55 or above on 3 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2006	Score 65 or above on 3 required Regents exams and score 55 or above on 2 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2007	Score 65 or above on 4 required Regents exams and score 55 or above on 1 required Regents exam. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2008		Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.

Note: The extension of the safety net for students with disabilities applies to students who enter Grade 9 through 2009. The safety net allows students who do not pass a required Regents exam to pass the corresponding Regents Competency Test to meet the local diploma requirements.

REQUIRED EXAMS

LOCAL DIPLOMA	REGENTS DIPLOMA	ADV. DESIGNATION
English Language Arts	English Language Arts	English Language Arts
Math A Exam/Algebra	Math A Exam/Algebra	Algebra/Math A Exam and Math B Exam
Regents Global History Exam	Regents Global History Exam	Regents Global History Exam
Regents U.S. History Exam	Regents U.S. History Exam	Regents U.S. History Exam
Regents Science Exam	Regents Science Exam	Regents Science Exam
		Regents Foreign Language Exam

C. Program Requirements

All Students must complete one of the following programs.
(See Attachment I for specific cohort requirements)

1. REGENTS DIPLOMA WITH ADVANCED DESIGNATION

An approved program must include:

English (Regents exam required)	4 units
Social Studies (Global History & Geography and United States History & Government Regents Exams required)	4 units
Science (1 Life Science and 1 Physical Science Regents exams required)	3 units
Mathematics (Mathematics A and Mathematics B Regents exams required)	3 units
Health	1 unit
Physical Education	2 units
Art/Music	1 unit
Foreign Language (Regents exam required)	3 units*

*One unit required for students with a five unit career and technical sequence or a five unit arts sequence (visual arts, music, dance, theatre).

2. REGENTS DIPLOMA (65% or higher on all required examinations)

An approved program must include:

English (Regents exam required)	4 units
Social Studies (Global History & Geography and United States History & Government Regents Exams required)	4 units
Science (1 Regents exam required)	3 units
Mathematics (Mathematics A Regents exam required)	3 units
Health	1 unit
Physical Education	2 units
Art/Music	1 unit
Foreign Language	1 unit

3. LOCAL DIPLOMA (55% or higher on all required examinations)

An approved program must include:

English (Regents exam required)	4 units
Social Studies (Global History & Geography and United States History & Government Regents Exams required)	4 units
Science (1 Regents exam required)	3 units
Mathematics (Mathematics A Regents exam required)	3 units
Health	1 unit
Physical Education	2 units
Art/Music	1 unit
Foreign Language	1 unit

4. REGENTS DIPLOMA WITH CAREER & TECHNICAL ENDORSEMENT or
FINE ARTS ENDORSEMENT

An approved program must include:

English (Regents Exam)	4 units
Social Studies (Global History & Geography and United States History & Government Regents Exams required)	4 units
Science (Regents Exam)	3 units
Mathematics (Mathematics A Regents exam required)	3 units
Health	1 unit
Physical Education	2 units
Art/Music	1 unit
Approved career and technical program	5 units or
Approved fine arts sequence	5 units

5. Any of the above diplomas may be awarded with honors. To earn honors, a student shall achieve an average of 90 percent in all Regents examinations.

D. Course Weighting for Determining Class Rank

College level courses offered in high school (AP, IBO, SUPA, OCC, ESF, etc.) will be weighted at one and one tenth (1.1) times regular high school courses for the purpose of determining cumulative grade point average for class rank, provided that all course requirements are completed including attempting any examination associated with the course. Students must attempt examinations associated with college level courses (AP, IBO) to have the course(s) so designated on their transcripts.

E. Students with Disabilities

Students with disabilities shall be provided with the opportunity to earn a high school diploma. This means that they shall have access to the required courses, electives, examinations and tests as specified in Commissioner's Regulations 100.5 and 100.6 (Attachment I). This access and opportunity may be provided in a variety of school settings, including programs operated within registered high schools and/or Boards of Cooperative Education Services (BOCES). Current regulations (for students who enter grade nine after September 1997 and prior to September 2005) allow students with disabilities to meet Regents competency requirements for a local diploma if they fail any of the five required Regents examinations by passing the Regents Competency Test (RCT) in the failed subject(s). Students who pass the RCT in US History and Government and/or Global Studies and/or Science (one time only) will have the converted RCT score(s) used to compute the final course average, and report cards and transcripts will indicate the assessment (Regents examination or RCT) passed to meet diploma requirements.

F. ESL

ESL students can substitute two ESL English courses for two of their regular English courses and no more than two.