

PROCEDURE FOR PITT COUNTY SCHOOLS' PROMOTION STANDARDS
Effective 2008-2009 School Year)

K-8 students must be in attendance at least 160 school days AND meet the following criteria to be promoted to the next grade:

Grades K – 2

- **Demonstrate grade level proficiency in Reading and Mathematics as evidenced by the Pitt County Schools' Reading and Mathematics assessment**

Grades 3 – 8

- Demonstrate Grade level proficiency in Reading and Mathematics by scoring Level III on the End-of-Grade test.
- Pass the following with a grade of at least 70:
 - English/Language Arts (including Reading and Writing)
 - Mathematics
 - Science
 - Social Studies

GRADES 9 – 12 (Beginning with the Freshman Class of 2004-2005)

9-12 students will not receive course credit if they exceed seven (7) absences in a course. They must meet the following criteria to be promoted:

- Score at least 70 on each End-of-Course Test.
- Meet attendance requirements.

Minimum Standard for Promotion to Grade 10:

- Earn 6 units of credit – must include English I.
- Pass the NC Computer Skills Test.

Minimum Standard for Promotion to Grade 11:

- Earn 13 units of credit – must include English II.
- Pass the NC Competency Test.

Minimum Standard for Promotion to Grade 12:

- Earn 20 units of credit – must include English III.

Minimum High School Graduation Requirements*
(Freshman class of 2004-05 and following)

- Earn 28 units of credit that must include:
 - 4 units English (I, II, III and IV)
 - 3 units Math (must include Algebra I)
 - 3 units Science (Biology, Physical Science and Earth/Environmental Science)
 - 3 units Social Studies (World History, Civics and Economics, US History)
 - 1 unit Health and Physical Education
 - 14 units Electives
- Pass the NC Competency Test.
- Pass the NC Computer Skills Test.
- Score at least 70 on each End-of-Course Test.

Freshman Class of 2006-2007 and following

- Successfully complete a Graduation Project
- Earn 28 units of credit that must include:
 - 4 units English (I, II, III, and IV)
 - 3 units of Math (must include Algebra I)
 - 3 units of Science (Biology, Physical Science and Earth/Environmental Science)
 - 3 units Social Studies (World History, Civics and Economics and US History)
 - 1 unit Health and Physical Education
 - 14 units of Electives
- Students must score at a proficient level on End-of-Course tests for English I, Biology, Algebra I, Civics and Economics and US History

Freshman Class of 2009-2010

- Successfully complete a Graduation Project
- Earn 28 units of credit that must include:
 - 4 units English (I, II, III, and IV)
 - 4 units of Math (Algebra I, Geometry, Algebra II, and a 4th math course to be aligned with the student's post high school plans)
 - 3 units of Science (Biology, Physical Science and Earth/Environmental Science)
 - 3 units Social Studies (World History, Civics and Economics and US History)
 - 1 unit Health and Physical Education
 - 1 unit of Art Education
 - 4 units of Concentration
 - 8 units of Elective Credits (Excludes Concentration)
- Students score at a proficient level on End-of-Course tests for English I, Biology, Algebra I, Civics and Economics and US History

*** SEE EXHIBIT 9.616 for specific course of study graduation requirements.**

Interventions

School Level Promotion Committees may require that students participate in focused interventions including, but not limited to:

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| • alternative learning models | • modified instructional programs |
| • special homework | • parental involvement |
| • smaller classes | • Saturday school |
| • tutorial sessions | • extended school day |

Grades K-2

Students must be evaluated using Pitt County Schools Reading and Mathematics assessments. Appropriate intervention plans must be developed for any skills that are not mastered.

Grades 3 – 8

For students scoring **BELOW** Level III on the End-of-Grade Test (EOG):

- Participate in interventions over a minimum of four days
- Take the test a second time.
- Students who score below level III on the second test will have their work evaluated by the school-based promotion/ retention committee which includes the principal, teacher and a teacher from the next grade level to determine the best placement for the student.
- **The principal may consider promotion of the student if the teacher can verify that the student is performing at grade level.**

Pitt County Policy recognizes the right of a principal to make the final decision on grading and classifying students. **Parents and teachers cannot appeal a local retention decision to the Non-Promotion Central Appeals Committee.**

Parents or teachers **may** request an appeal from the Non Promotion Central Appeals Committee for students who were not promoted only because they **failed to meet the Level III** test standard.

Non-Promotion Central Appeals Committee Review

- The teacher or parent may request a review by this Committee to make a recommendation to the principal regarding promotion if the student has met Pitt County Promotion Standards and is not promoted due to the test standard.
- Committee composition may include teachers and principals from other schools, central office staff, the parent (as a non-voting member) and, in the case of students with disabilities, special education personnel.
- **The appeals committee cannot overturn a principal's decision.** The purpose of the committee is to ensure that the school followed proper procedure. Teachers and administrators from other schools independently evaluate the student's course work and make a recommendation to the principal regarding the student's chances for success in the next grade level.
- **Appeals will be heard during the 3rd week in July.**

Grades 9 – 12

For students who do not pass the first test

Option 1
OR

- Retest

For students who pass the High School Exit Exam the second time

Option 1
OR

- Attend intervention for a period of time, develop a summary of work, and base the decision on the class
- Take the EOG Test

For Beginning Freshman Class of 2006-2007 – the following applies for High School Exit Standards EOC Courses: English I, Algebra I, Biology, Civics and Economics and US History for students not passing the End-of-Course the first time.

Option 1 OR	Option 2 OR	Option 3 OR
<ul style="list-style-type: none"> Re-enroll in the course during the school year 	<ul style="list-style-type: none"> Retake the End-of-Course Test within three weeks of first administration 	<ul style="list-style-type: none"> Parents may request child be excused from second administration if the parent and child accept focused intervention

For Beginning Freshman Class of 2006-2007 – the following applies for High School Exit Standards EOC Courses: English I, Algebra I, Biology, Civics and Economics and US History for students not passing the End-of-Course the second time.

Option 1 OR	Option 2 OR	
<ul style="list-style-type: none"> Re-enroll in the course during the school year 	<ul style="list-style-type: none"> Attend focused intervention and take End-of-Course at its conclusion 	

Central Appeal Committee Review

For Beginning Freshman Class of 2006-2007 – the following applies for High School Exit Standards EOC Courses: English I, Algebra I, Biology, Civics and Economics and US History for students not passing the End-of-Course the third time.

- The teacher or parent may request a review by this committee to make a recommendation to the principal regarding promotion
- The principal may consider granting credit if the teacher can verify the student has demonstrated proficiency as defined in the performance level descriptors for Achievement Level III of the course
- The final authority rests with the principal

Other Considerations

For students who fail the course:

- Attend summer school and pass the course and the End-of-Course Test at the conclusion of summer school.
- Re-enroll in the course during the school year.

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Promotion Policy Waiver Procedures

Students with Disabilities

If a student participates in the State Standard Course of Study on grade level:

- Participate to the extent possible in the State Student Accountability Standards.
- Students with disabilities who participate in the promotion standards will be provided all interventions/remediation, benefits, resources and other opportunities available to students without disabilities.
- All services offered are in addition to the special education services provided to the student.
- Students who entered the 9th grade in or before 2005-2006 and do not pass the NC Competency Test shall receive a Graduation Certificate

If student participates in the State Standard Course of Study off grade level:

- School Level Promotion Committee (to include principal or a school district representative) must recommend a waiver of the promotion standards.
- Students enrolled in functional curriculum must demonstrate acceptable outcomes on alternative assessments.
- Students who entered the 9th grade in or before 2005-2006 and do not pass the NC Competency Test shall receive a Graduation Certificate
- Special needs students who successfully complete 28 course requirements and their IEP shall receive a Graduation Certificate.

Students of Limited English Proficiency

Refer to the memorandum titled *“Changes to Guidelines for Testing Students with Limited English Proficiency Effective 2000-2001” (February 16, 2001)* for test exemption limitations.

NOTE: In accord with federal law, it is a violation of the Regulation Implementing Title VI of the Civil Rights Act of 1964 if limited English proficient students are retained in a grade for failure to demonstrate basic skills in English.

For LEP students who are exempt from testing, an instructional portfolio containing documentation of the students' English language proficiency and progress in all academic

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Promotion Procedures Timeline

Promotion decisions should involve parents. All parent involvement efforts should be documented.

If parents do not attend conferences related to the possibility of non-promotion or course failure, students' privileges may be suspended until a conference is held.

. Teachers will notify parents and schedule conferences regarding students who may be in danger of being promoted. Parents may request a conference at any time to discuss their child's progress. Conferences shall be held during times when teachers are free of classroom responsibilities, such as: before/after class, during planning periods, on teacher workdays, or during times when teacher assistants can supervise students. Teachers will maintain parent conference records on designated school forms.

The principal shall:

- Monitor the promotion and non-promotion status of all students by collecting appropriate information and assuring communication with parents using the following timeline:

By the end of the first four weeks of school – Identify students in danger of non-promotion:

- K – 2** Students who do not exhibit proficiency on the Pitt County Reading and Mathematics Assessment
- 3 – 8** Students who did not score Level III on prior year's EOG

By the end of the first two weeks of school – Identify students in danger of non-promotion:

- 9 – 12** Students enrolling for a second time in a course with an End-of-Course test

The teacher shall:

- Develop an intervention plan that includes diagnosis of difficulties, intervention strategies and tactics for monitoring.
- Hold parent conference to discuss plan.
- Document parent conference.
- Provide report to principal as requested.
- Indicate on the report card if the student's grades are on below grade level work.

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- Conduct a parent conference and document communication with parents.
- Follow local school procedure for tracking and documenting contact and interventions.
- Notify parents of possibility of course failure on the report card.

ALL STUDENTS: by the last day of Summer Academy, Summer School, or Credit Recovery

- Make promotion decision and inform parent.