

VIRGIN ISLANDS BOARD OF EDUCATION

SECONDARY LEVEL (GRADES 7-12)

**PROMOTION AND RETENTION OF STUDENTS,
GRADING SYSTEM
and
GRADUATION REQUIREMENTS**

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January 23,2003**

VIRGIN ISLANDS BOARD OF EDUCATION

PROMOTION AND RETENTION OF STUDENTS
GRADING SYSYTEM AND GRADUATION
REQUIREMENTS
SECONDARY LEVEL (GRADES 7-12)

PERTINENT LAW AND INFORMATION

Virgin Islands Code Title 17 Section 21, authorizes the Virgin Islands Board of Education to prescribe general regulations and orders and in general to do anything necessary for the proper establishment, maintenance and operation of the public schools of the Virgin Islands.

Virgin Islands Code Title 3 Section 912, states that each regulation adopted, to be effective, must be within the scope of authority conferred and in accordance with standards prescribed by other provisions of law. Title 17, Section 21, confers the authority and jurisdiction on the Virgin Islands Board of Education to prescribe these rules and regulations as herby set forth.

In compliance with Virgin Islands Code Title 3 Section 933, an original and two duplicates of these regulations are filed with the Lieutenant Governor for publication in the Virgin Islands Rules and Regulations.

The promotional policies of the Public Schools of the Virgin Islands were developed on the premise that students shall be engaged in instruction for a minimum of 180 days as mandated in the Virgin Islands Code Title 17 Section 61. A school calendar reflective of a minimum of 180 days of instruction is mandatory for promotion of students from one grade to the other.

The promotional policies of the Public Schools of the Virgin Islands are based as closely as possible on the philosophy of education of the Virgin Islands Department of Education. Since the philosophy of Education is democratic, the promotional polices must serve democratic purposes.

1.0 GENERAL INFORMATION

- 1.1 It is generally assumed that each student will progress yearly from one course in a sequence to the next course in the sequence based upon semester performance, aptitude and contribution to the class.
- 1.2 A student will repeat a required course when he/she has received a “D” or an F” on the first attempt, except if his/her failure is due to unexcused absences. In this case, the student must repeat the course. An unexcused absence or tardiness is absence or tardiness for which the reason given may be unacceptable to the principals and teachers. A student who is failing a course for reasons other than tardiness and/or absence shall be notified before the end of the first marking period. A comprehensive plan of assistance shall be developed for the student which must include a minimum of three days of after school assistance by the teacher. This assistance plan must be reviewed and approved by the Department Chairperson, guidance counselor and the student’s parents. The plan shall become part of the student’s record.
- 1.21 A student ‘s grades will be affected by unexcused by tardiness and absence in the following manner:
 - a. Five instances of unexcused tardiness equal one unexcused absence
 - b. For each unexcused absence per marking period, the student’s average will be reduced by one point
 - c. Twenty or more unexcused absences for the year results in a failing grade for the course

Determination of unexcused tardiness is left to the discretion of the teachers, determination of unexcused absence is left to the discretion of principals. The teacher must be prompt in reporting absences to the administration. Should a principal deem such action warranted. The case of a student who receives a failing grade for a course shall be reviewed by the teacher, counselor, and principal. All pertinent data will be considered before a course of action is recommended. One such course of action could be to waive the policy if attendance improves and academic performance is satisfactory.

- 1.22 This means that no student will be assigned to a given course the third time except as mentioned above.
- 1.23 When a student fails a required course twice, except for unexcused absences, his case automatically calls for special consideration. His counselor will bring his case study folder containing all pertinent data before the administration and

Promotional Policies 1.23 Continued

recommend a course of action. One such course of action could be to waive the requirement and accept another course in lieu of it.

The student will not receive credit for the waived course; however, promotion will not be jeopardized by not having taken a waived course.

- 1.3 When a student fails an elective course, he/she may elect to repeat the course in an attempt to make a better grade.
- 1.4 When a student repeats a course, required or elective the higher of the two grades will be used to determine the average.
- 1.5 No student will be required to repeat all subjects of grade level because of having failed a specific subject. Grade level status will be determined in other ways.
 - 1.51 Students will be required to repeat or make up any courses required for graduation.
 - 1.52 In determining the average for the promotion of repeating students, only the original grade level courses shall be used for computation.
- 1.6 A student in the junior high school who has excelled above grade level in all subject areas may be accelerated upon the recommendation of the teachers, guidance counselors, and principals with the approval of the insular superintendent. When the acceleration will place the student in another school, the guidance counselor and principal of the receiving school shall provide input the final determination. Parental consent is required prior to the acceleration of the student.

Upon the recommendation of his/her teacher or counselor, and the approval of the principal in consultation with the subject area supervisor, a senior high school student may receive course credit if he/she passes an approved examination with grade of 90% or better.

- 1.7 A grade is a composite of several factors, not one alone. Some of these are as follows:
 - 1.71 Quality of achievement as judged by the teacher relative to the requirements of standards set by the syllabus for the course.
 - 1.72 Quality of achievement as judged against local norms including local community norms and those of given class composition.

Promotional Policies Continued

- 1.73 Performance of work, both qualitatively and quantitatively, as judged relative to the student's intellectual aptitude, both with respect potential and restricting limitations
- 1.74 General effort on the part of the student relative to his/her capabilities to perform
- 1.75 Judgment of the teacher relative to the student's aptitude, participation and contribution

2.0 GRADE STATUS AND QUALIFICATION

2.1 SEVENTH GRADE

- 2.11 A student will be classified as a seventh-grader if he/she has been promoted from the sixth grade.

2.2 EIGHT GRADE

- 2.21 Any student who passes all the schedule seventh grade courses with a minimum grade of 70 will be classified as an eighth grader.
- 2.22 Seventh Grade Courses

Required Academics	Required Nonacademic	Additional
English	Physical Education and Health	Art
Mathematics	Computer Science*	Intro. To
Geography		Business and Typing
Science		Music including
Developmental Reading /		Steel Orchestra
Writing*		Spanish
		Arts and Crafts
		Agriculture
		Principles of Tech
		Hotel & Tourism
		Quadrille Dance

- 2.221 If a student has failed any of the additional courses, he/she is not eligible to elect the subject failed on the eight grade level

*Developmental Reading/Writing and Computer Science can be taken in either seventh or eighth grade

Promotional Policies Continued

2.222 Failures of Required Subjects

English

If as a seventh grader, the student has failed English, during his eighth grade year, he will take eight grade English and be scheduled into either (1) a remedial English course, or (2) a make-up seventh grade English course, which will be scheduled instead of one of his eighth grade electives.

Mathematics

If as a seventh grader, the student fails Math, he/she must repeat seventh grade Math as an eighth grader.

This prohibits the student from taking Mathematics 7 and Mathematics 8 concurrently.

Social Studies

If as a seventh grader the student failed the seventh grade geography course, he/she must repeat the course. The student may take eighth grade V.I. History during his/her eighth grade year.

Science

If as a seventh grader the student fails Science, he/she must repeat seventh grade Science as an eighth grader.

Developmental Reading/Writing 1

If as a seventh grader the student fails Developmental Reading/ Writing, he/she must repeat the course as an eighth grader.

Computer Science

If as a seventh grader the student fails Computer Science, he/she must repeat the course as an eighth grader.

Physical Education and Health

For a student who has failed Physical Education and Health on the seventh grade level, the Physical Education instructor will recommend whether the student will repeat the course with seventh graders or will progress to the eight-grade section.

2.3 NINTH GRADE

Any student who has passed all his/her scheduled seventh and eighth grade courses with an overall average of at least 70 will be classified as a ninth grader.

Promotional Policies Continued

2.31 Eight Grade Courses

Required Courses	Required Nonacademic	Additional
English Mathematics V.I. History Science	Physical Education and Health Industrial Arts or Home Economics or Any Vocational Education Class	(See seventh grade courses)

2.32 If a student has failed one of his/her courses, except English, he/she may be promoted with a deficit and must take a non-credit remedial course in the ninth grade or attend summer school for a fifth marking period grade.

2.33 If the student has failed two or more required academic subjects and does not correct his /her deficiencies during summer school, he/she will be retained in the eighth grade.

2.34 If as an eighth grader the student has failed English, he/she must, upon the recommendation of his/her teacher, attend summer school and be scheduled into an eighth grade English course.

If the student passes the course, his/her grade will be averaged with his/her other ninth grade English marks. If this yields a passing grade, he/she will be considered to have met the eighth grade English requirements.

2.4 TENTH GRADE

2.41 A student will be considered as a tenth grader if he/she has earned a total of six Carnegie units of work as ninth grader with an overall average of 70 or better from the required and elective ninth grade courses except that:

2.411 If the student failed one of the ninth grade required subjects, he/she will be called a tenth grader with a deficiency

For purpose of the above statement, the required ninth grade subjects are:

English 9, Algebra 1, Virgin Islands/Caribbean History, Science, Spanish 1* or French 1*, Developmental Reading/Writing*, Physical Education * (two years required), Home Economics or Industrial Arts or Hotel and Tourism or Restaurant Management or Quadrille Dancing

*These courses may be taken at any grade level

Promotional Policies Continued

2.412 If the student fails any of the courses under 2.411, he/she should repeat the course during his/her tenth grade year or pass the course during summer school.

2.42 Any student who has earned fewer than 5 Carnegie units from grade nine will remain classified as ninth grader.

2.43 Any student who earned fewer than 12 Carnegie but more than 5 will be classified as a tenth grader provided he/she has an overall average of 70 or better.

2.5 ELEVENTH GRADE

2.51 A student will be classified as an eleventh grader if he/she has accumulated a total of 11 Carnegie units with an overall average of 70 or better.

2.511 If he/she has not passed one of the required ninth grade or tenth grade courses, the student will be classified as an eleventh grader with a deficiency.

For purpose of the above statement, the required tenth grade courses are as follows:

English 10

A tenth grade science course

A tenth grade mathematics course

Physical Education and Health * (two years required)

Spanish 1 or French 1 *

Computer Science*

* These courses may be taken at any grade level

2.52 If the student fails any of the required tenth grade courses listed under 2.511 above, he/she should repeat the course during summer school or his/her eleventh grade year

2.53 Any student who earned fewer than eighteen Carnegie units but more than 11 will be classified as an eleventh grader, provided he/she has an overall average of 70 or better.

Promotional Policies Continued

2.6 TWELFTH GRADE

2.61 A student will be classified as a twelfth grader if he/she has accumulated a total of 18 Carnegie units an overall average of 70 or better.

2.611 If the student has not passed one of the required ninth grade courses, or one of the tenth grade courses or one of the eleventh grade courses, he/she will be called a twelfth grader with deficiency.

For purposes of the above statement, the required eleventh grade courses are as follows:

- English 11
- United States History
- Physical Education and Health* (two years required)
- Speech*
- An eleventh grade science course
- An eleventh grade mathematics course

* These courses can be taken on any grade level.

2.62 If the student fails any of the eleventh grade required courses listed under 2.61 above, he/she must repeat the course during summer school or in his/her twelfth grade year.

2.63 Any student who has earned fewer than 21 Carnegie units but more than 18 will be classified as a twelfth grader provided he/she has an overall average of 70 or better.

2.7 GRADUATION FORM TWELFTH GRADE

The student will be eligible for a high school graduation diploma if he/she has met the following requirements:

2.71 Total unit requirements- 24 Grades 9-12

The student must have earned a minimum of 24 Carnegie units, 20 of which are specific required courses and the others for electives, with overall average of 70 or better.

2.72 The student must successfully complete the High School Competency Exam with a score of 70 or higher.

Promotional Policies 2.72 Continued

This exam is designed to test whether students can apply the basic skills they have learned. All students must pass this exam in order to receive a high school diploma. The exam can be taken while the students are in the eleventh grade. Students will have up to five opportunities to take the exam. Students who do not pass the exam will receive a certificate of completion. This exam will include writing assignment. Students will be required to read, plan and respond to a topic within a forty-five minute time frame. The topics fall into one of three categories- expository, narrative or persuasive.

2.73 SPECIFIC COURSE REQUIREMENTS (GRADES 9-12)

The student must earn a passing grade in the following specific area courses:

English	Four Years	4 units
Science including General Science & Biology	Three Years	3 units
Mathematics including Algebra & Geometry	Three Years	3 units
Social Studies (V.I/Caribbean/ U.S. History)	Two Years	2 units
Physical Education & Health	Two years	2 units
Spanish or French	Two Years	2 units
Speech	One Year	1 unit
Computer Science	One Year	1 unit
Developmental Reading/Writing	One Year	1 unit
Industrial Arts or Home Economics Or Pre Vocational Agriculture	One Year	1 unit
		<hr/> 20 units

Promotional Policies Continued

3.0 SPECIAL EDUCATION

- 3.1 In order for an exceptional student attending classes under Special Education to receive a high school diploma, the student shall meet the same graduation requirements in effects for non-disabled students at the time of graduation.
- 3.2 In order for an exceptional student attending classes under Special Education to receive a certificate of completion, the student shall meet the same graduation requirements in effect for non-disabled students at the time of graduation.
- 3.3 In conjunction with individual educational plan meeting of an exceptional student, at the of grade eight, a decision is made for the student to work toward a high school diploma or Special Education Diploma indicating completion of the (IEP) individualized education program. This decision, which can be revoked at a later time by the parent, shall be reflected in the written plan. No exceptional student shall be required to exit public education prior to the end of the school year in which the twenty first birthday occurs.
- 3.4 An exceptional student who do not meet the requirements for high school diploma, certificate of completion or a special education diploma shall be awarded a special education certificate of completion indicating their attendance in special education.

4.0 GRADING SYSTEM

4.1	Numerical Value	Letter Grade	Quality Points
	95-100	A	4.000
	90-94	A-	3.750
	87-89	B+	3.500
	83-86	B	3.000
	80-82	B-	2.500
	77-79	C+	2.000
	73-76	C	1.500
	70-72	C-	1.000

Promotional Policies Continued
 4.2 TABULATION OF AVERAGES

4.21A seventh to eighth grade student's final average for each course is obtained using following weights:

- 20 % 1st Marking Period
- 20 % 2nd Marking Period
- 10 % Exam
- 20% 3rd Marking Period
- 20% 4th Marking Period
- 10 % Exam

4.22 A ninth through twelfth grade student's final average for each is obtained using the following weights:

- 40 % 1st Marking Period
- 40 % 2nd Marking Period
- 20 % Exam

4.23 A student's final average for the year is obtained by multiplying the numerical grade for each course by the number of credits for each course, adding these products and then dividing this total by the number of credits for which the was registered.

Example

Courses	Credits	Numerical Grade	Grade Average Credits x Numerical Grade
Geometry	1	86	86
Biology	1	79	79
English 11	1	86	86
History	1	90	90
Electronic	3	80	240
			581

Student's average for the year $\frac{581}{7}$

4.24 A student's cumulative average is obtained by multiplying the numerical grade for each course of record by the number of credits assigned to each course. Find the total of these products and then dived by the total number of credits assigned.

Note In the event a course was repeated, the higher grade earned would be used as the grade of record.

Promotional Policies Continued

5.0 PLACEMENT OF TRANSFER STUDENTS

- 5.1 The receiving school has the right to evaluate a transferring student's record for grade placement
- 5.2 Grade placement should be based on the child's age, last grade level, transcript and the scores received on tests administered by the receiving school.

Approved _____
Date

Chairman
Virgin Islands Board of Education



APPROVED PROMOTIONAL POLICIES 9-12

Graduation Exit Plan

Each student entering (9) ninth grade, beginning school year 2013-2014, must complete a Graduation Exit Plan which is discussed and signed by parent/guardian and student at the end of the first semester on a yearly basis. Each ninth grader will meet with a guidance counselor to establish career objectives leading to a high school graduation exit plan. The counselor, student and the parent/guardian are expected to sign off on a plan by the end of the first semester. A discussion of plans should provide options, to include but not limited to: career pathways, dual credits, early admissions, credit recovery and approved online opportunities. This requirement will also apply to each grade level. The plan should be revisited each year until graduation. Annual revisions should be signed off by the counselor, student and parent/guardian after each revision. Information about the graduation exit plan shall be placed in the student handbook and the student's cumulative folder.

Curriculum and Course Offerings

The Department of Education must provide at each school site, a list to each ninth grade student outlining the availability of courses. Each ninth grader will be provided with a copy of curriculum courses and must have access and availability at his/her respective high school at the time of registration. Offerings will include the names of available academic, technical and online opportunities. Information about the curriculum and course offerings shall be placed in the student handbook.

Dropout Prevention & Intervention Program

In accordance with Virgin Islands Code, Title 17, Chapter 44, Section 821, there must be tangible efforts to address potential dropouts. The Department of Education will complete a dropout survey by the end of the 1st semester on a yearly basis. The survey should seek to identify students who are failing academically and who are disengaged from school activities. These students, who demonstrate excessive absenteeism, suspensions, failing courses, extreme drops in Grade Point Average (GPA) or are overage due to retention, should be targeted for wraparound services, which can be provided by the Department of Education, the Department of Human Services, the Department of Health, the Department of Public Safety, and any other agencies that provide assistance to young people in crisis.

2.73 SPECIFIC COURSE REQUIREMENTS (GRADES 9-12)

The student must earn a passing grade of 70 in the following specific courses:

*English**

4 courses

4 credits

1. All students are required to take four (4) courses in English.
2. Students are to be evaluated to

determine their proficiency in reading and writing.

3. Students may take as many as 4 elective remedial classes (Each class will be worth .5 credit.) when it is determined that they are deficient in reading or writing.

Science (including one credit of General Science and Biology)

3 courses

3 credits

Mathematics

4 courses

4 credits

1. All students are required to take four years of mathematics.

2. Students are to be evaluated to determine their proficiency in mathematics.

3. Students may take as many as 4 elective remedial classes (Each class will be worth .5 credit.) when it is determined that they are deficient in mathematics.

4. Qualified students may take Algebra 1 or Geometry at the junior high level so that they may take more advanced mathematics courses on the high school level.

Social Studies (V.I History, to include Caribbean History U.S. History/Civics, World History)*

3 courses

3 credits

**All social studies courses must have geography embedded in the course delivery. Civics must be stressed.*

Physical Education & Health (one credit of PE & one credit of Health in accordance with Virgin Islands Code, Title 17, Section 41)

2 courses

2 credits

Foreign Language (two years of the same language)

2 courses

2 credits

*Communications** 1 course 1 credit
(Oral and written communication must be stressed in this course.)

Digital Literacy (one synchronous -under the supervision of an instructor-course) 1 course 1 credit

Fine Arts or Career Cluster 1 course 1 credit

21 required credits
5 elective credits
26 credits for graduation

Approved by the 16th Virgin Islands Board of Education on the 2nd day of January 2013



Winona A. Hendricks, Chairperson



Oswin Sewer, Sr., Secretary