

Program Guide 2020 - 2021



Florida PASS Program
www.floridapass.org

a how-to guide for the
Florida PASS Program...



ABSTRACT

This guide provides essential information on how PASS can be implemented considering requirements that maintain program integrity while highlighting points of flexibility that help meet the needs of MEP students across a wide range of circumstances.



Program Implementation Guide

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What is PASS?

PASS (Portable Assisted Study Sequence) is a nationally recognized program that offers migrant secondary students the opportunity to earn credits and enhance academic skills.

With PASS, a student works semi-independently with the assistance of a mentor/instructor who meets or is in contact with the student on a regular basis. The curriculum consists of learner-centric materials developed specifically for PASS, which include current teaching strategies to address all learning styles. Students can also undertake courses at their own pace.

Funding for the Florida PASS program is provided by the Florida Department of Education with federal Title 1 Part C funds so every PASS course is provided free of charge to Florida districts and students.

PASS courses are aligned with courses in the regular secondary school curriculum including those courses that currently have EOC exams. A student can use a PASS course for credit recovery, credit accrual or skill enhancement.

Each course contains five study units. Students may write in the textbooks. Teachers and students can access textbooks online. Each unit includes the necessary materials such as calculators for Geometry or novels for English. At the end of the unit, the student takes a pre-test and a unit test. PASS reports the final course grade, the average of the five unit tests, to the school district for credit. If a student completes only Part A or Part B of a course, he/she receives one semester (1/2) credit. If he/she completes both Part A and Part B, the full year of credit is awarded.

Credit Recovery, Skill Building!



PASS Provides credit recovery to migrant high school students.

PASS offers elective credit such as Career Research or Your Health. PASS also has courses for remediation and skill building.

Which Migrant Students Benefit from PASS?

At the high school level, the ideal candidate for a PASS course reads at least at the sixth grade level with good comprehension, demonstrates the ability to work independently or with minimal supervision, and needs course credits due to one of the following:

- ◆ had an interrupted academic year;
- ◆ is over age for their grade;
- ◆ has fewer credits than their age level peers;
- ◆ has partially completed coursework from previous schools;
- ◆ can benefit from a non-traditional educational setting;
- ◆ has low math or reading skills;
- ◆ has English language deficiencies;
- ◆ failed a course and can't repeat in time for graduation using traditional credit recovery; or
- ◆ is returning to school after a leave due to migratory lifestyle.

These students may be the best candidates for credit recovery from the Florida PASS Program.

Interrupted school year

Many of Florida's migrant students enroll in secondary school after the first week of school or leave school to travel with their families before the end of the school year. As a result, students may miss critical information given during the first weeks of school or may miss final exams. Consequently, they may fail or not earn credits.

Over age for grade

For many students, "over age for grade" means that they were held back in third or fourth grade to supplement

The Florida Class Size Amendment and Late School Enrollment



Many of Florida's migrant families travel with the agricultural seasons, and it is not uncommon for migrant families to arrive in Florida during October, November, or even as late as January.

At the same time, many Florida high schools fill their core classes to the maximum number, 25, at the beginning of the school year, leaving no space for late-arriving migrant students.

One solution that has been successfully implemented for migrant students is to take a comparable Florida PASS course so as not to fall behind. Regardless of PASS enrollment, student FTEs are retained by the district.

reading skills. Unfortunately, the majority of these students never catch up to their same-age peers. When they arrive in high school, they may continue to fall behind in critical math, science, or English classes.

Insufficient credits

There are many reasons why a student may have insufficient credits for graduation. Students who are good candidates for PASS usually demonstrate the willingness to work independently or with only limited instruction in return for the opportunity to work at their own pace.

Partially completed coursework

Occasionally, students may arrive late in the school year with transfer credits that they cannot complete in their new school due to lack of space in a class or due to limited course offerings. In this case, the Florida PASS program provides the student a way to complete those credits.

Non-traditional Setting

Some students may perform better in a non-traditional school setting. You can implement PASS in a manner that best meets the needs of the student.

Low math or reading skills

Students with low math or reading skills tend to struggle with academic material at the high school level. An advantage of PASS courses is that materials are generally written at a level about two years below the intended student's grade level, making them easier to understand.

English as a Second Language (ESL)

While many students acquire conversational English in only a couple of years at school, academic English takes a much longer time to master. For this reason, the

Deferred Action for Childhood Arrivals



Deferred Action for Childhood Arrivals (DACA) allows undocumented individuals meeting certain criteria to request consideration to remain in the United States. Deferred action lasts for a period of 2 years, subject to renewal, and individuals may be eligible for employment authorization. One of the criteria is that you are "... currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or ...". This requirement for DACA grants new importance to any program that can help an undocumented student complete high school!

Florida PASS program offers courses in Spanish as well as English (see “PASS Course Guide”).

However, not all migrant students are good candidates for PASS courses...

In general, most migrant students work for approximately 15 to 20 hours per unit for a total time commitment of about 75 to 100 hours per course. Any student who is unable or unwilling to commit that amount of time with minimal supervision may struggle to complete the course and may end up dropping the course. During the summer, many migrant students work alongside their parents in order to help support their families and are unable to attend instruction that is more intensive during summer PASS programs.

Even a struggling migrant student can be successful with PASS given the right amount of support. The Florida PASS program provides an increasing amount of academic support through its website and teachers; however, the regular motivational and academic support of a local facilitator is invaluable.

Flexibility of PASS Courses

The flexibility of PASS courses makes them an attractive option for credit accrual or skill acquisition and reinforcement. The semi-independent, learner-centered study and self-contained, portable materials are adaptable for many students and teaching situations.

Districts can use PASS in many ways:

- ◆ For a single student working independently in the school setting;
- ◆ For a single student working independently while traveling with his or her family;
- ◆ For a small group of students working together in a before or after school tutoring program; or
- ◆ For a larger group of students working together in a summer program.

In all cases, Migrant Program personnel should assist and monitor PASS students.

Since PASS courses are workbook-based and all materials needed for completion are provided to the student upon enrollment in a course, students can take courses with them if they travel to different school districts within the state of Florida or outside of Florida.

Student Eligibility Requirements

In order to be eligible for the Florida PASS Program, a student must have been identified as eligible for migrant services upon entering or while attending middle school or high school. However, even if students' migrant status has expired, they can still enroll in the Florida PASS Program as long as their migrant status did not lapse prior to high school.

For example, if Maria's period of eligibility ended during the second half of her freshman year, she would still be eligible for PASS courses throughout the remainder of her high school career. However, if Pierre's eligibility expired during his eighth grade year, he would not be eligible for PASS courses in high school.

Most migrant students who are eligible for PASS courses must also be in need of credits for grade promotion or high school graduation. This usually means that students already took and failed a given semester of a core class. However, there are exceptions to this general rule:

- ◆ Due to the Florida Class Size Amendment, some students who enroll after the beginning of the school year may not be enrolled in a core class because there is no space available. In that event, a student may be enrolled in a Florida PASS course under the daily supervision of a highly qualified facilitating teacher. *In order to ensure that such a student receives adequate guidance and instruction, we recommend that the student be scheduled for a study hall, student assistant course, or similar alternative with the facilitating teacher. Students taking a course for the first time through PASS may need more support than students who are repeating the course.*
- ◆ If a student is in need of remediation for a given skill, he or she may be enrolled in a PASS course. For example, if a student passed Algebra 1 with a D in school, but has very low math skills and would be hard-pressed to pass the next level math course, the student may be enrolled in a summer PASS course that repeats Algebra 1 in order to better prepare him or her for the following year. In that case, if the student earns a better grade on the PASS course, the new grade will replace the lower grade on his transcript.

How PASS works

1. Enroll the student in the course.

Migrant Education Program staff or school guidance counselors determine the specific academic needs of the student and choose the appropriate PASS courses based on individual needs. Students are enrolled in Florida Program PASS courses by designated migrant personnel who log onto the program via www.floridapass.org. Once a student's online registration is complete, he or she can be enrolled in the appropriate course by clicking the "Enroll" option and then selecting the desired course. Specify where materials should be sent and the name of the facilitating teacher who will monitor and test the student's progress. The course materials will soon arrive at the student's school. It's that easy.

2. When course materials arrive, help the student proceed in the PASS course.

Each semester course contains five units of material. While each course is different, students could complete a unit in three weeks. Going through the Introduction, Table of Contents and Appendix of the first unit with the student can be very helpful. Each unit has a glossary that the student should use. Issue one unit at a time to the student. This method has proven effective with most students. Most courses contain a pretest (and an answer key) which allows students and/or instructors to determine areas of weakness. The student can study those areas before attempting the end-of-unit test.

In addition to the five workbook units and pretests/posttests that make up each course, students will also receive the supplies necessary for successful completion of the course. For example, for Algebra 1 and 2, students will receive a trigonometric calculator, spiral notebook, pencils, and a highlighter. Geometry students will also receive a ruler, compass, protractor, graphing paper, and tracing paper. English courses ship with a paperback copy of any novels that are required for course completion.

While a student's written work in the workbook is not graded or counted towards his or her final grade in the course, it is strongly recommended that students complete a majority of the recommended practice problems or review questions before attempting the posttest for each unit. A Mentor Manual with an answer key for these workbook questions is included in the course packet.

It may also help to agree upon regular meeting times with the student in order to check work and answer questions. Do not permit the student to continue if he/she has not mastered the assignment given; if some questions are beyond the expertise of the mentor, alternative answer sources are available. Contact the Florida PASS office for specific suggestions for course support.

Teachers should meet regularly with student as they proceed through the course. When a student demonstrates readiness, local staff should administer the test. Once completed, teachers send the unit test to the Florida PASS office for evaluation by a trained staff member.

3. *When all five unit tests are completed, the Florida PASS Program office will average the five test scores and determine the student's final grade.*

The passing grade for a Florida PASS course is 60%. However, if the final course grade is less than 60%, the student may retake low-scoring unit tests until the final course grade meets the minimum score requirement. In this case, the PASS office will delay communication of the student's course grade to his school until notified that the student considers his coursework complete.

There is no set time limit for student completion of Florida PASS coursework.

A score of "F" is never assigned to students in Florida PASS courses. If students do not achieve an average score of at least 60% in a given course, the course is considered incomplete. If the student retakes the low-scoring tests and achieves 60% or above, credit is then given.

Once a student's passing course grade is determined, the Florida PASS program will communicate it to the registrar of the student's school for entry into the student's permanent school record. It is strongly suggested that the facilitating teacher or contact person follow up with the student's school registrar to ensure accurate and timely addition of student grades.

***Course Grades
Assigned as
Follows:***

60 – 69%	D
70 – 79%	C
80 – 89%	B
90 – 100%	A

Administration Requirements

A representative of the MEP program should be responsible for:

- ◆ overall coordination;
- ◆ selection and training of mentor/instructors;
- ◆ recruitment of students;
- ◆ maintaining a mentor/instructor relationship with students;
- ◆ testing;
- ◆ record keeping; and
- ◆ serving as a liaison with a student's home base school.

While it is desirable to have full-time Migrant Education Program (MEP) personnel available on-site to fulfill these functions, it is possible for non-MEP personnel to provide sufficient support to migrant students. They can learn how to enroll a student and help him/her through the course. Contact the Florida PASS office for assistance.

Test Administration

When a student is comfortable with the information presented in a PASS course unit and has successfully completed the unit pretest, he or she is ready to take the unit test.

When taking a unit test, students must be supervised by a teacher or trained migrant staff member. The following procedures maintain test integrity:

- ◆ PASS ships each test with a preprinted, pre-affixed name and barcode label that is specific to the individual student. Alternatively, students may opt to take unit tests online (see "Online Computer Testing," page 24).
- ◆ Facilitating teachers store unit tests securely and separately from other course materials until students are ready to take them.
- ◆ During unit tests, facilitating teachers supervise students under normal testing conditions. IEP and ELL accommodations are the only accommodations allowed for testing.

PASS Courses Aligned to Florida Curriculum Standards

Education specialists and certified teachers who are experienced in their academic areas develop the curriculum for each PASS course at the national level. All courses are reviewed and updated on an ongoing basis in order to conform to state standards for curriculum.

- ◆ Students do not need to complete testing in a single session. If a student runs out of time (during a class period, for example) and has not finished the test, the facilitating teacher can collect and store the test until the student can resume.

Once a student completes a test, the facilitating teacher mails it in the pre-addressed envelope back to the Florida PASS Program office, where its barcode is scanned and it is marked as “received.” Certified teachers score the test and record the grade on the student’s PASS record. The PASS office maintains tests on file for several years, but does not return them to students or teachers.

Mentor/Instructor Requirements and Training

The Florida PASS Program requires all facilitating teachers to be certified in their subject area and knowledgeable in the PASS course to be facilitated or that they work with such a person. The PASS office has teachers who can provide support to both local mentors and students.

Facilitating teachers must also attend a short training from an experienced PASS teacher. They will be trained on program requirements, the Florida PASS website, and online testing. Once completed, facilitating teachers may supervise student progress, proctor unit tests, and forward them to the Florida PASS Office for grading and score maintenance.

If additional student support is necessary, students can access tutoring assistance from a facilitating teacher at the Florida PASS office by calling the office and scheduling an individual phone tutoring session.

The Florida PASS Program is committed to providing students with adequate tutoring support in their pursuit of academic credit recovery. Each year, the PASS Program hires a number of certified teachers during the summer months to enable students to succeed in math, science, English, and social studies PASS courses. Contact the Florida PASS Program office if you are interested in participating in this program within your school district.

Mentor/Instructor Interactions with Students

First Meeting

During the first meeting with a new PASS student, the facilitating teacher should review the following:

- ◆ Overview of the course material and content of the five units of the course.

- ◆ While students should be encouraged to work at their own pace, it may be helpful to work out a rough schedule for completion of each unit.
- ◆ The instructor should demonstrate good study skills by reviewing the first lesson of the first unit with the student and utilizing text highlighting and/or Post-It © notes to flag important information. If a student has previously taken a comparable district course, the unit pretests may be taken before beginning the workbook to help direct study. A student should always take the pretest before attempting the final unit test to check the student’s readiness.
- ◆ PASS unit tests must be supervised!
- ◆ While there is no deadline for course completion, students should be aware that PASS courses automatically become inactive if one year passes without submitting any unit tests.
- ◆ Ideally, a student will complete one unit every three to four weeks.
- ◆ The final course grade is determined by averaging a student’s grades for the five unit tests. If the final course grade is less than 60% (minimum for course completion), the student may retake low-scoring unit tests until the final course grade meets the minimum score requirement.

Instructional Meetings

Ideally, a facilitating teacher will meet with PASS students a minimum of once per week to review the material covered and respond to any questions. At that time, students can share their progress. Teachers are encouraged to share the “Mentor Manuals” that are shipped with each PASS course with the students.

Record-Keeping Requirements

Facilitating PASS teachers are responsible for keeping all PASS unit test materials in a secure location (for example, a locked file cabinet). In addition, PASS teachers should keep records of student progress in PASS courses by documenting the dates that students complete each unit posttest and the date the tests are forwarded to the PASS office for grading. (If a student opts for online testing, this requirement is not necessary.)

While it is not a requirement that unit tests be photocopied prior to mailing, it is strongly recommended that tests completed prior to a senior’s graduation or transfer to another district should be photocopied and stored securely. Tests may be lost in the mail, and it is prudent to take precautions against such a mishap.

There is no need for teachers to keep track of student scores; all unit tests will be recorded on a permanent record and backed up to a server at the Florida Pass Program

office. Teachers are strongly encouraged to review their PASS student data each semester and correct any errors that may exist so that PASS student records are accurate.

Student and Teacher Surveys

At the end of each PASS course, students and teachers alike should complete a short, one-page survey about the course. The National PASS Center and the Florida PASS program review this data. This input influences decisions regarding curriculum development and revision. The Florida PASS Program welcomes comments and suggestions for course improvements.

At-Home or On-the-Road Study

Because many migrant students travel out-of-state during the summer with their families to pursue agricultural work opportunities, the PASS Program allows students to enroll in courses and work independently with only minimal supervision and/or assistance from MEP personnel. Florida PASS program teachers can provide remote academic support to PASS students.

Students can work independently through each unit's workbook and practice skills. They can try the pretests alone also. However, unit assessment posttests must be administered under the supervision of a facilitating teacher. Therefore, students can wait until either they return from travels to their home school to schedule unit tests, or if there are migrant personnel available who can test the student at his or her summer destination, migrant offices may coordinate and test the student at the destination site.

In the event that a student will be traveling during the summer or transferring to an out-of-state school and is unable to complete PASS course tests under the supervision of the original facilitating teacher, contact the Florida PASS Program office to arrange for alternative testing at the student's destination.

This way, students will not lose credit for partial work completed and can finish PASS courses under the supervision of qualified personnel in the destination state.

Students who transfer outside of Florida's state educational system but are enrolled in PASS courses are entitled to support in those courses. The Florida PASS Program office can arrange for PASS support in the student's destination state.

If a student transfers to a non-PASS Program state, please contact the Florida PASS Program office.

The Summer PASS Program

Students finish many of the PASS courses completed in Florida during the summer. The PASS Program is ideally suited to a summer credit recovery or skills enhancement program.

Highly qualified facilitating teachers (MEP personnel or district personnel) are generally hired for summer programs for up to 30 hours per week to supervise migrant students with PASS courses. In some districts, transportation for students to and from school-based PASS programs may also be available, depending on MEP and/or district funding.

Most summer PASS programs generally run for four to six weeks. During that time, it is possible for motivated students to complete more than one PASS course. While daily attendance is not mandatory during the summer program, experience shows that those students who attend regularly during the summer are able to complete more PASS courses for credit recovery than students who attend only occasionally and work primarily from home.

MOVING?



Students who move can still access many Florida PASS resources, including online tutorials and online testing. Florida PASS will even try to identify local resources such as academic support to aid the student while away. Contact PASS for more details.

Online Testing

The Florida PASS Program offers online testing for most courses (see the Florida PASS Course Catalog for more specific information).

As a result, a student in selected courses can take tests online in the school environment with the following advantages:

- ◆ Since written tests are mailed to the Florida PASS office, the possibility of tests being lost in transit is eliminated;
- ◆ Student test scores and end-of-course grades can be received in a more timely manner; and

- ◆ Less cost in terms of postage and less personnel time for grading since the objective response sections of computer-based tests are instantly graded.

Even with online testing, students may still have as much time as they need to complete tests. If they run out of time before they are ready to submit the test for grading, they may choose to save their test and return to it later to finish. In addition, they may still have access to scratch paper, calculators, and any IEP or ELL accommodations that they would normally have during testing.

If students are not comfortable using computers, this is probably not the best testing choice. Each Florida PASS course still ships with hard copy tests if students choose to utilize that method.

Online Textbooks

The Florida PASS Program offers several online, interactive textbooks. These textbooks provide the same content as the printed ones, but are available for students on their phones, tablets, etc. Students can easily go back and forth between the online and printed textbooks as circumstance and desire drive them. Online textbooks include a pretest at the end of each unit. Online video tutorials, if available, are embedded in the lessons. Many lessons have additional audio and video enhancements. Students and teachers can access the online textbooks from the floridapass.org website. Teachers can access a list of currently available online textbooks to preview. Teachers and students can rate and comment on the online textbooks, providing valuable feedback to help drive improvements. Whether or not an online version of a textbook exists, students and teachers can always access textbooks online as PDF documents. To learn more about accessing our online textbooks, please consult a current edition of the Florida PASS Online Guide.

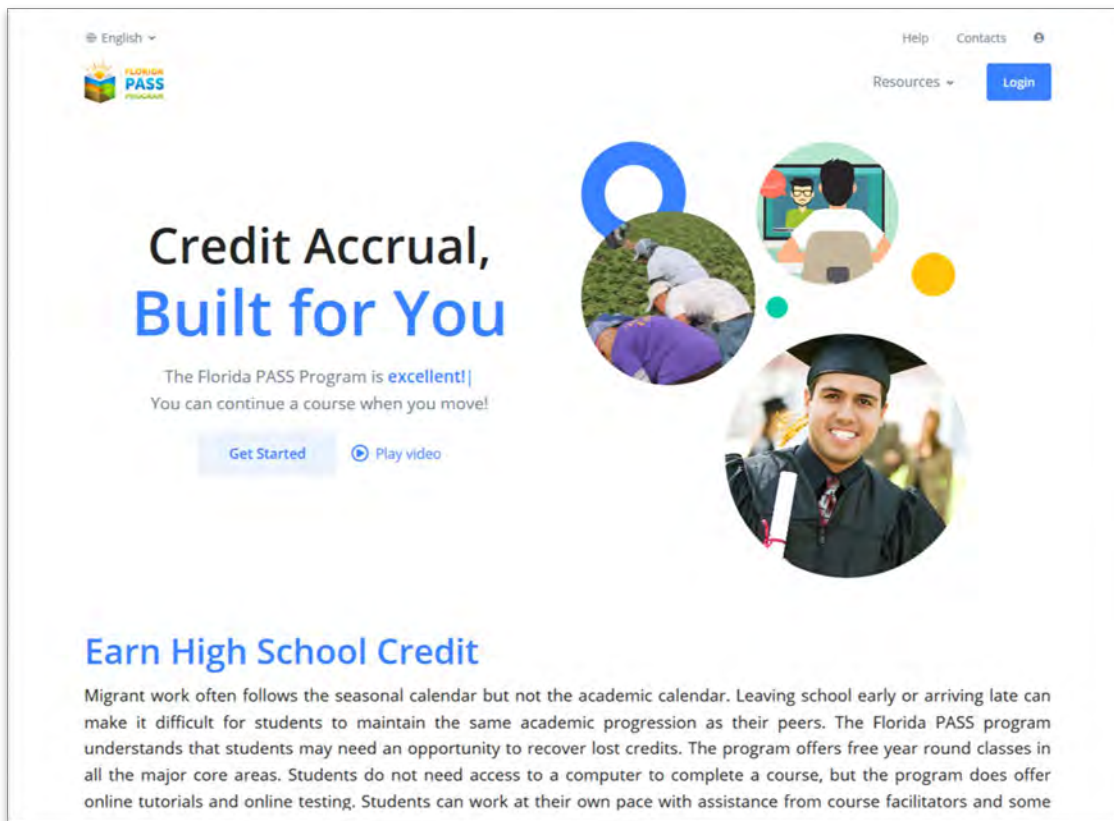
Online Courses

In an effort to provide even greater support and flexibility, the Florida PASS Program has begun to roll out fully online courses using the Canvas LMS platform. This will bring together many resources to deliver a rich online learning experience. Canvas will support online versions of the textbooks, online activities, quizzes, discussions, video lessons, video conferencing, messaging, and more. Local teachers can use this platform to teach PASS courses; in addition, PASS program teachers can teach these courses by themselves or in coordination with a local teacher. These online courses will provide new features to teachers and students without removing current ones. Students will always have the

option to access PASS materials offline. For more information or training, please contact us.

The Florida PASS website

The Florida PASS Program has an interactive website: www.floridapass.org. This website serves a number of purposes. It informs users about the program, but it also allows registered migrant teachers to log on to enroll students in courses, verify student progress, review students' unit test grades, and enable students to take unit tests online. The PASS website provides video tutorials for several courses, and continues to add video tutorials for additional PASS courses. PASS students may now log on to the site to view tutorials, to take pending unit tests, to check their own progress, and to access online textbooks.



The screenshot shows the homepage of the Florida PASS website. At the top left, there is a language selector set to "English" and the Florida PASS Program logo. At the top right, there are links for "Help", "Contacts", and "Resources", along with a blue "Login" button. The main heading reads "Credit Accrual, Built for You". Below this, a sub-headline states "The Florida PASS Program is excellent! You can continue a course when you move!". There are two buttons: "Get Started" and "Play video". To the right of the text is a collage of three circular images: a student working in a field, a student at a computer, and a smiling graduate in a cap and gown. Below the collage is the section "Earn High School Credit" with a paragraph explaining that the program helps students recover lost credits through year-round classes and online resources.

Examples of PASS Flexibility

Preparing for College Unit

This unit helps students set higher education goals. Students receive guidance in preparing for SAT and ACT tests, choosing and applying to colleges, writing admission essays, and practicing for the college interview. It provides information on how to pay for college as well as sources for obtaining scholarships.

Each student may also choose to substitute the “Preparing for College” unit for Unit 5: Nonfiction in any PASS Language Arts 9-12 course. The unit may only be substituted once per student, and is particularly appropriate for 11th or 12th grade.

The Generic Novel Unit

Students have a choice of novels to read for the novel unit in English 1-4 courses. During online course registration, students can select from many popular, grade-level appropriate novels on the Florida PASS website in order to complete the novel requirement. Students’ generic novel choices are listed on the following pages, by grade level.

Don’t see a title you like? Select any appropriate novel to use with the generic novel option – just contact us to verify the book fits the level of the course.

List of Generic Novel Choices for English

Title	Author	Lexile	Grades
1984	George Orwell	1090	9 - 12
2001: A Space Odyssey	Arthur C. Clarke	1060	9 - 12
2010: Odyssey Two	Arthur C. Clarke	990	9 - 12
A Step from Heaven	An Na	670	9
A Walk to Remember	Nicholas Sparks	1010	9 - 12
Alligator Bayou	Donna Jo Napoli	430	9
Anthem of a Reluctant Prophet	Joanne Proulx	1040	9 - 12
Atlantis Found (A Dirk Pitt Adventure)	Clive Cussler	1010	9 - 12
Audrey, Wait!	Robin Benway	760	9
Babe: The Gallant Pig	Dick King-Smith	1040	9 - 12
Before We Were Free	Julia Alvarez	890	9
Black Boy	Richard Wright	1080	9 - 12
Bleachers	John Grisham	1280	11, 12
Breaking Through	Francisco Jimenez	750	9
Brian's Winter	Gary Paulsen	1140	11, 12
Brutal	Michael Harmon	620	9
Burro Genius: A Memoir	Victor Villasenor	1060	9 - 12
Catching Fire	Suzanne Collins	820	9
Clarice Bean Spells Trouble	Lauren Child	1040	9 - 12
Contact	Carl Sagan	1010	9 - 12
Crackback	John Coy	490	9
Cry, The Beloved Country	Alan Paton	860	9
Dairy Queen	Catherine Murdock	990	9 - 12

List of Generic Novel Choices for English

Title	Author	Lexile	Grades
Dark Water	Laura McNeal	1250	11, 12
Death Match	Lincoln Child	770	9
Dirk Gently's Holistic Detective Agency	Douglas Adams	1030	9 - 12
Dragon Tears	Dean Koontz	1060	9 - 12
Dragonsong	Anne McCaffrey	960	9 - 12
Dreamland	Alyson Noël	980	9 - 12
Ender's Game	Orson Scott Card	780	9
Eragon	Christopher Paolini	710	9
Everlost	Neal Shusterman	860	9
Facts of Life: Stories	Gary Soto	790	9
Fahrenheit 451	Ray Bradbury	890	9
Fear Nothing	Dean Koontz	1060	9 - 12
Feed	M. T. Anderson	770	9
Fever Crumb	Philip Reeve	1000	9 - 12
Firestarter	Stephen King	890	9
Forgotten Fire	Adam Bagdasarian	1050	9 - 12
Freak the Mighty	Rodman Philbrick	1000	9 - 12
Gingerbread	Rachel Cohn	960	9 - 12
Graceling	Kristin Cashore	730	9
Gym Candy	Carl Deuker	710	9
Hatchet	Gary Paulsen	1020	9 - 12
How the Garcia Girls Lost Their Accents	Julia Alvarez	950	9 - 12
How to Ride a Dragon's Storm	Cressida Cowell	1040	9 - 12
Hush	Jacqueline Woodson	640	9

List of Generic Novel Choices for English

Title	Author	Lexile	Grades
I Know Why the Caged Bird Sings	Maya Angelo	1070	9 - 12
If I Stay	Gayle Forman	830	9
In The Time Of The Butterflies	Julia Alvarez	910	9, 10
Inca Gold	Clive Cussler	1000	9 - 12
Insomnia	Stephen King	1020	9 - 12
Jubilee	Margaret Walker	1090	9 - 12
Jumped	Rita Williams-Garcia	600	9
King of the Screwups	K. L. Going	690	9
Life As We Knew It	Susan Beth Pfeffer	770	9
Life Expectancy	Dean Koontz	1000	9 - 12
Like Water for Chocolate	Laura Esquivel	1030	9 - 12
Lockdown	Walter Dean Myers	730	9
Looks	Madeleine George	1060	9 - 12
Macho!	Victor Villasenor	660	9
Marcelo in the Real World	Francisco X. Stork	700	9
Mexican WhiteBoy	Matt de la Pena	680	9
Mockingjay	Suzanne Collins	800	9
Monster	Walter Dean Myers	670	9
My Brother Louis Measures Worms	Barbara Robinson	1050	9 - 12
My Sister's Keeper	Jodi Picoult	840	9
Night	Elie Wiesel	590	9
Night Hoops	Carl Deuker	630	9
North of Beautiful	Justina Chen Headley	850	9
Nothing	Janne Teller	1000	9 - 12

List of Generic Novel Choices for English

Title	Author	Lexile	Grades
November Blues	Sharon M. Draper	770	9
Oathbreaker: A Prince Among Killers	S. R. Vaught, J. B. Redmond	1050	9 - 12
Oathbreaker: Assassin's Apprentice	J.B. Redmond, Susan Vaught, S.R. Vaught	1020	9 - 12
Odd Thomas	Dean Koontz	1040	9 - 12
Of Mice and Men	John Steinbeck	630	9
Parrot in the Oven: Mi Vida	Victor Martinez	1200	11, 12
Rain of Gold	Victor Villasenor	820	9
Reaching Out	Francisco Jimenez	910	9, 10
Reality Check	Peter Abrahams	690	9
Saving Zoe	Alyson Noel	1040	9 - 12
Shiver	Maggie Stiefvater	740	9
Shooter	Walter Dean Myers	690	9
Sold	Patricia McCormick	820	9
Someone to Love Me	Anne Schraff	700	9
Speak	Laurie Halse Anderson	690	9
Staying Fat for Sarah Byrnes	Chris Crutcher	920	9, 10
Stop Me If You've Heard This One Before	David Yoo	1060	9 - 12
Stormbreaker (Alex Rider Series #1)	Anthony Horowitz	670	9
Suckerpunch	David Hernandez	720	9
Taken	Edward Bloor	640	9
Taking Sides	Gary Soto	750	9
The Adventures of Tom Sawyer	Mark Twain	950	9 - 12
The Astonishing Life Of Octavian Nothing,	M.T. Anderson	1090	9 - 12

List of Generic Novel Choices for English

Title	Author	Lexile	Grades
Traitor to the Nation			
The Battle of Jericho	Sharon M. Draper	700	9
The Bell Jar	Sylvia Plath	1140	11, 12
The Book Thief	Markus Zusak	730	9
The Brief Wondrous Life of Oscar Wao	Junot Diaz	1010	9 - 12
The Catcher in the Rye	J. D. Salinger	790	9
The Circuit: Stories from the Life of a Migrant Child	Francisco Jimenez	880	9
The Compound	S. A. Bodeen	570	9
The Crying of Lot 49	Thomas Pynchon	1060	9 - 12
The Death of Artemio Cruz	Carlos Fuentes	1020	9 - 12
The Disreputable History of Frankie Landau-Banks	E. Lockhart	890	9
The Farming of Bones	Edwidge Danticat	960	9 - 12
The Haunting of Hill House	Shirley Jackson	990	9 - 12
The Hunger Games	Suzanne Collins	810	9
The Island	Gary Paulsen	1050	9 - 12
The Joy Luck Club	Amy Tan	930	9, 10
The Jungle	Upton Sinclair	1170	11, 12
The Killer Angels	Michael Shaara	610	9
The Last Song	Nicholas Sparks	790	9
The Last Thing I Remember	Andrew Klavan	690	9
The Love Curse of the Rumbaughs	Jack Gantos	1020	9 - 12
The Melting of Maggie Bean	Tricia Rayburn	1010	9 - 12
The Monstrumologist	Rick Yancey	990	9 - 12

List of Generic Novel Choices for English

Title	Author	Lexile	Grades
The Outsiders	S.E. Hinton	750	9
The Perfect Shot	Elaine Marie Alphin	990	9 - 12
The Princess and the Goblin	George MacDonald	1030	9 - 12
The Princess Bride	William Goldman	870	9
The Red Badge of Courage	Stephen Crane	660	9
The River	Gary Paulsen	960	9 - 12
The Secret Story of Sonia Rodriguez	Alan Lawrence Sitomer	800	9
The Things They Carried	Tim O'Brien	880	9
The Ultimate Hitchhiker's Guide to the Galaxy	Douglas Adams	1000	9 - 12
The War Of The Worlds	H.G. Wells	1170	11, 12
Things Fall Apart	Chinua Achebe	890	9
Thirteen Senses: A Memoir	Victor Villasenor	950	9 - 12
Truancy	Isamu Fukui	1000	9 - 12
Utterly Me, Clarice Bean	Lauren Child	900	9
Whale Talk	Chris Crutcher	1000	9 - 12
When You Reach Me	Rebecca Stead	750	9
Where Things Come Back	John Corey Whaley	960	9 - 12
White Teeth	Zadie Smith	960	9 - 12
Why We Broke Up	Daniel Handler	980	9 - 12
Willow: It's Hard to Keep a Secret When...	Julia Hoban	730	9
Wintergirls	Laurie Halse Anderson	730	9
Yo!	Julia Alvarez	880	9

Florida PASS courses fill the gap for many migrant students

Existing district services may not be meeting the identified needs of migrant students. Florida PASS can help!

MIGRANT FAMILY LIFESTYLE	SCHOOL PROGRAMS & RESOURCES	FLORIDA PASS PROGRAM
Disruption in school year (migrant students often miss the beginning and/or end of semesters)	School resources are allocated based on student enrollment in the first several weeks of a semester	PASS Program resources are available to students throughout the year, including summers
Lack of academic skills, including oral language and writing skills	Under-identification of migrant student needs, sometimes due to late entry and testing schedules	MEP personnel are experienced at recognizing the academic needs of migrant students
Students often work to generate family income	School policies are structured for non-mobile, stable mainstream students	PASS courses are structured for semi-independent student work, at school OR at home
Parent’s lack of time due to long work days, incomplete knowledge of school policies, and/or lack of English fluency	Parent involvement activities tend to focus on mainstream parents and “full-time” members of community	MEP personnel focus ONLY on migrant students and their families and are more able to meet migrant family needs
English may not be the first language	Lack of strategies for transitioning students to higher level skills	PASS facilitating teachers are able to give students more individualized tutoring; some PASS courses are available in Spanish
Undocumented students have limited opportunities after high school	Ineligible for Federal/state financial aid or many scholarships	MEP personnel are aware of limited opportunities and are more experienced with guiding undocumented students
Cultural barriers to inclusion	School policies are not conducive to supporting migrant family lifestyle	MEP acknowledges cultural barriers to inclusion and attempts to interface between families and schools

English Language Proficiency Levels and PASS

A key component of a migrant student’s success with Florida PASS courses involves his or her English language proficiency. With the right support, even non-English speaking/reading migrant students can successfully complete PASS courses.

ELL Level	Description	Suggested ELL Support
Level 1 Beginning/ Pre-production	The student may know a few words or expressions in English but does not understand, speak, read, or write English with any degree of fluency.	If Spanish is the student’s native language, use a Spanish language PASS course if available.; provide explanations or paraphrasing in native language as necessary.
Level 2 Beginning/ Production	The student understands simple sentences in English but speaks only isolated words and expressions.	Translate and explain the majority of material in the course. If Spanish is the student’s native language, use a Spanish language PASS course if available.
Level 3 Intermediate	The student understands and speaks conversational and academic English with hesitancy.	Offer the English version of all courses along with the aid of dictionaries and translations where needed.
Level 4 Advanced Intermediate	The student understands and speaks conversational English without apparent difficulty, but has some difficulty with academic English.	Offer English PASS courses; provide bilingual dictionaries or translations as necessary.
Level 5 Advanced	The student understands and speaks conversational and academic English well but needs assistance in content areas.	Offer English PASS courses; provide bilingual dictionaries.

High School Pass Course Guide

See Florida PASS Course Catalog for course descriptions.

Course Number	Course Name
1001310	English 1A & 1B
1001340	English 2A & 2B
1001370	English 3A & 3B
1001400	English 4A & 4B
NA	Learning English through Literature*
1009320	Creative Writing
1200310	Algebra 1A & 1B
1206310	Geometry A & B
1200330	Algebra 2A & 2B
NA	Personal Finance†*
NA	Integrated Math Concepts†*
2000310	Biology A & B
2001340	Environmental Science A & B
2106310	U.S. Government†
2100310	U.S. History A & B
2103300	World Geography A & B
2109310	World History A & B
2102310	Economics
2102335	Economics with Financial Literacy
1700370	Critical Thinking & Study Skills
1700380	Career Research & Decision Making
0800300	Your Health/Life Management Skills†

† Spanish Text Available * Non-credit Course

Middle School Pass Course Guide

See Florida PASS Course Catalog for course descriptions.

Course Number	Course Name
1001010	M/J Language Arts 6A
1001040	M/J Language Arts 7A & 7B
1001070	M/J Language Arts 8A & 8B
1205010	M/J Math 6A & 6B
1205040	M/J Math 7A & 7B
1205070	M/J Math 8A & 8B
2100010	M/J U.S. History A & B

An extension of PASS for students in grades 6, 7, and 8, the Middle School PASS Program has a selection of Language Arts, Math, and U.S. History core courses.

Students may complete the courses semi-independently with the assistance of a facilitating teacher or through a traditional classroom model. Like PASS courses, these consist of five units, and each course is equivalent to one semester of study.

Top Ten Tips for a Successful PASS Program

- 1 Try to schedule at least two hours per week with the PASS student.
- 2 If students are below a sixth grade reading level, additional time may be required of a facilitating teacher for oral readings and discussion of material.
- 3 Upper level students (juniors and seniors) are, in general, very motivated to complete PASS courses for credit recovery. However, ALL students benefit from positive reinforcement for completed work!
- 4 If students fall behind their initial schedules, encourage them to persist. Sometimes, help with a pretest and/or pairing a student with a partner can make the difference for a student.
- 5 Avoid the temptation of assigning too much material between meetings.
- 6 Involve the student's family. A personal call to a parent can mean the difference between a student spending time away from school working with the family or working on the PASS course.
- 7 Make the PASS courses relevant to students. Take a few minutes to discuss how material might assist students in life after graduation.
- 8 Nurture student self-confidence. The first unit is critical; make sure students succeed on that first unit test by adequately preparing.
- 9 Provide grades promptly. Make sure you subscribe to student updates to get test results emailed to you. You can also look up student test results on the Florida PASS website.
- 10 Involve a student's regular teachers. This is particularly true of the Math and/or Science PASS courses.

Frequently Asked Questions about the PASS Program

Can students take more than one half-credit PASS course at a time?

PASS does not limit the number of courses a student may take at one time. However, if a student is taking a PASS course for the first time, it is wise to enroll him or her in only one course.

How much do PASS courses cost the district and/or the student?

There is no charge to the district or migrant student for PASS courses. With the exception of district-paid facilitating teacher salaries, the Florida Department of Education under Title 1 Part C funding pays for all of the cost associated with the courses.

Do students have to complete a course within a designated time frame?

As long as PASS migrant students attend a Florida public high school, there is no time limit for completion of courses.

As a facilitating teacher, how many hours per week should I schedule with a student who is taking a PASS course?

Ideally, students will meet with a facilitating teacher for a minimum of one hour per week during the school year to review progress and pose/answer questions about subject material. If a student enrolls in a summer PASS program, he or she will generally meet for 6-12 hours per week with a teacher.

How soon after a student completes a PASS course are credits transferred to a student's transcript?

In most cases, the student's school registrar will receive notice of the PASS credit within one to two weeks. However, upon special request, registrars could receive notice of a student's grade within 48 hours.

Can students take final unit tests home with them to complete?

No. While the PASS Program courses are geared for semi-independent student work, final unit evaluations must be completed in the presence of a trained facilitating teacher.

Will PASS return graded unit tests to my student or me after grading?

No. If a student scores poorly, comments are usually included with the test score. These note weaknesses from the test and can help the student study for the retake. The Florida PASS office keeps student tests for at least two years after administration.

If a student leaves for the summer, can he continue to work on a PASS course while he is gone?

Yes! This is one of the strengths of the PASS program. Students may take the course with them and study while away. However, the facilitating teacher must keep the unit tests and administer them to the student upon his/her return, or arrangements can be made for the student to take the tests under the supervision of out-of-state PASS office personnel.

If a student transfers to a new school out of state with no intention of returning, can she finish the PASS course in the destination state?

Yes, as long as the student is moving to a state that implements PASS (contact us to check). If this situation occurs, contact the Florida PASS Program to arrange for a transfer of materials and partial credits as well as the placement of the student with a qualified PASS facilitating teacher in the new state.

How do I register for a PASS program at my school?

Contact the Florida PASS Program office at the number listed on the inside front cover of this booklet. The PASS office will have you registered and trained to administer a PASS program in no time.

If a student completes Algebra 1, Geometry, Biology, or United States History with a Florida PASS course, does he still need to take the state EOC exam in that subject?

Yes, ALL students are required to pass the state EOC exams in Algebra 1, Geometry, Biology, or United States History (per the Florida Department of Education calendar of EOC administration) for graduation. This includes students who take any form of credit recovery for those classes as well as students who receive the credit in a regular classroom.



Florida PASS Program Forms

Copy the following forms as needed.

Please fax or mail to:
 Migrant Education Services Center
 408 Chipman Street
 Plant City, FL 33563
 Ph: 813-757-9331 Fax: 813-757-9332



**Florida PASS Program
 Assurances and Student Application**

FOR OFFICE USE ONLY:

Approved Not approved

Date: _____

Signature: _____

I certify that this student:

- ◆ Was identified as eligible for migrant services upon entering or while attending high school;
- ◆ Is in need of this course to fulfill promotion or graduation requirements.

 Contact person signature Date

 Facilitating teacher signature Date

 Student signature Date

Guidance certification:
I certify that this course has been selected to meet the student's graduation and/or promotion requirements.

 Guidance counselor's signature Date

Student Information

Name: _____ District Student ID #: _____ Date of Birth: _____

Gender: Male Female Race: Hispanic American Indian Asian Black White Other

Current School: _____ Current Grade: _____ QAD: _____

School District Name: _____

Contact Person: _____ Phone: _____

E-mail: _____

Mailing address: _____

Facilitating Teacher: _____ Phone: _____

E-mail: _____

Mailing address: _____

Please enroll the above student in the following course (list only one course).

PASS Course Title: _____ Course #: _____

Reason(s) for taking this course (select all that apply):

Graduating This Year	Promotion	Credit Accrual	Raise GPA	Repeat Course
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FLORIDA PASS PROGRAM STUDENT SURVEY

Your input is very valuable to us.
Please complete this survey about your experience taking this course and return it to your teacher.

Name of course evaluated: _____	Highly Agree	Agree	Disagree	Highly Disagree	Unsure
1. The lessons were easy to read.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The lessons were interesting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I have received sufficient help and support from the facilitating teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The lessons were challenging, but not beyond my abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The length of the lessons was fair and manageable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The directions and questions were easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I enjoyed the variety of course activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Participation in a PASS course allowed me to meet credit and graduation requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Did the tests cover the material in the lessons? If not, please explain.					
10. What suggestions do you have for improving this course?					

Reason for taking this course: (Select all that apply)	Graduating This Year <input type="checkbox"/>	Promotion <input type="checkbox"/>	Credit Accrual <input type="checkbox"/>	Raise GPA <input type="checkbox"/>	Repeat Course <input type="checkbox"/>
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Grade: _____ School: _____

District: _____ Date: _____

Teacher, please return the completed survey to the Florida PASS Office at:

Florida PASS Office, 408 Chipman St., Plant City, FL 33563 • 877-FLA-PASS / 813-757-9331 • Fax: 813-757-9332



FLORIDA PASS PROGRAM MENTOR SURVEY

Name: _____

Address: _____

Phone: _____

E-mail: _____

Name of course evaluated: _____

Date: _____

	Highly disagree	Disagree	Neutral	Agree	Highly agree	Don't know
1. Course meets high standards.	1	2	3	4	5	
2. Student can complete course as semi-independent work.	1	2	3	4	5	
3. The sequence of units and lessons is logical.	1	2	3	4	5	
4. Activities are appropriate and interesting.	1	2	3	4	5	
5. The lessons are challenging.	1	2	3	4	5	
6. The lessons are within a student's abilities.	1	2	3	4	5	
7. The length of the lessons is fair and manageable.	1	2	3	4	5	
8. The directions and questions are easy to understand.	1	2	3	4	5	
9. Overall I would rate the course as:	poor	fair	good	very good	excellent	

10. What changes would you recommend to improve the course? (Use back of sheet if needed.)

11. Please note page numbers of errors you have found and explain.

Please return the completed survey to the Florida PASS Office at:
Florida PASS Office, 408 Chipman St., Plant City, FL 33563 • 877-FLA-PASS / 813-757-9331 • Fax: 813-757-9332



Florida PASS Student of the Year

NOMINATION FORM

Directions: Please provide the following information for each student nominated

Student Name: _____

Address: _____

City: _____ State: FL Zip: _____

Phone: _____

School Currently Attending: _____ Grade: _____

Current School District: _____

School Attended During Summer (if appropriate): _____

Facilitating Teacher¹: _____

Address: _____

City: _____ State: FL Zip: _____

Phone: _____ School District: _____

Email: _____

Complete the student profile on the back of this sheet. In addition to the profile information, nominations must include the following:

- ◆ Copy of student's Certificate of Eligibility
- ◆ Student essay of 300-500 words about educational and career goals and how PASS has helped him/her.
- ◆ Student and parent signature, if applicable, where indicated on the back of this sheet

Please provide a clear photo of the nominee (head and shoulders with an uncluttered background) for printing in the Florida PASS publications and the Florida PASS website. **Completed applications and attachments must be submitted annually to the Florida PASS Program no later than February 1st.**

¹ Or other person nominating student.

Please return the completed application to the Florida PASS Office at:
Florida PASS Office, 408 Chipman St., Plant City, FL 33563 • 877-FLA-PASS / 813-757-9331 • Fax: 813-757-9332

STUDENT PROFILE

(to be completed by contact person or PASS mentor)

A. Family history of migration: (5 points)

Scoring Criteria

Student Profile: 15

Student Essay: 15

Total Possible Points: 30

B. How did PASS help the student? (5 points)

C. Tell why you feel the nominee is particularly deserving of this recognition. (5 points)

I agree to the use of my name, photograph and/or the information contained in this application by the Florida PASS Program for publication in PASS related materials including the Florida PASS website.

Student signature

Date

Parent signature if student is under 18 years old

(Attach additional sheets as needed)

Florida PASS Office
408 Chipman Street
Plant City, FL 33563
(877) 352-7277

