

7.0

ADULT EDUCATION PROGRAMS

STUDENT PROGRESSION PLAN

TABLE OF CONTENTS

7.100 ADMISSIONS

- 7.101 Definition of an Adult Student**
- 7.102 Age Requirement**
- 7.103 Residency Requirement for Adults**
- 7.104 Registration and Fees**
- 7.105 Accommodations for Homeless Students**
- 7.106 Notification of Alternate Placement and Expulsion**

7.200 PROGRAMS OF STUDY

- 7.201 Adult Basic Education**
- 7.202 Adult General Education**
 - 7.2021 Course Content**
 - 7.2022 Open Entry**
 - 7.2023 Attendance and Withdrawal Procedures**
- 7.203 Equal Access**
- 7.204 Section 504 Accommodation Plan/Services**
- 7.205 Students with Disabilities**
- 7.206 Co-enrolled High School Students**

7.300 TRANSFER OF CREDIT

- 7.301 Awarding of Transferred Credit**
 - 7.3011 Official Transcript**
 - 7.3012 State and Regionally Accredited Schools**
 - 7.3013 Out-of-State Schools**
 - 7.3014 Private Schools**
 - 7.3015 Non-Accredited Schools**
 - 7.3016 Technical Credits**

7.400 DIPLOMA OPTIONS

- 7.401 Standard Diploma for Adult High School Students**
- 7.402 Course Credit Restrictions**
 - 7.4021 Credit Restrictions**
- 7.403 Grade Point Average**
 - 7.4031 Grading System**
 - 7.4032 GPA Requirements for Ninth Grade Students Entering Prior to 1996-1997**
 - 7.4033 GPA Requirements for Ninth Grade Students Entering After 1996-1997**
- 7.404 Standard Diploma Options for High School-Age Students**
 - 7.4041 Standard 24-credit High School Diploma**
 - 7.4042 Transition of High School Assessments by Year**
 - 7.4043 Additional Accelerated Graduation Options**
- 7.405 State of Florida High School Diploma (GED)**
- 7.406 Certificate of Completion**
- 7.407 Limitation On Receiving Diploma**
- 7.408 Dropout Prevention Programs**
 - 7.4081 Student Participation**
 - 7.4082 Student Membership Data**
 - 7.4083 Students Failing to Make Adequate Academic Progress**

7.500 ATTENDANCE, ABSENCES AND TARDINESS

7.501 Attendance

7.502 Absences

7.5021 Habitual Truants

7.503 Excused Absences

7.5031 Absence – Prior Arrangements

7.5032 Hospital/Homebound

7.5033 Verification For Illness

7.504 Unexcused Absences

7.5041 Unexcused Absence and Assignments

7.5042 Intent to Terminate School Enrollment

7.505 Tardiness

7.5051 Excused Tardies

7.5052 Unexcused Tardies

7.600 FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

7.100 ADMISSIONS

7.101 Definition of an Adult Student

According to Florida Statute, section 1004.02, an adult student is a student who is beyond the compulsory school age and who has legally left elementary or secondary school.

7.102 Age Requirement

Students entering an adult program in Santa Rosa County must be a minimum of sixteen years old, unless special approval is granted by the school board. In order to be admitted to Florida schools, a student must provide the following data: date of birth, evidence of immunization against communicable diseases, evidence of a medical examination completed within the last twelve months, and evidence of Santa Rosa County residence.

7.103 Residency Requirements for Adults

Students entering an adult program must show proof of Florida residency status for tuition purposes. Districts must use the criteria identified in section 1009.21 of Florida Statute to determine student residency for payment of fees. To receive the in-state tuition rate a person or, if that person is a dependent child, his or her parent or parents must have established and maintained legal residence in the state of Florida for at least 12 consecutive months immediately prior to his or her initial enrollment.

7.104 Registration and Fees

Florida law requires that **students entering an adult program** in Santa Rosa County complete the designated registration forms and pay the appropriate fee for the program they are entering. Students enrolled in an adult general education program must be assessed a standard block tuition rate of \$30 per term in-state tuition and \$120 per term out-of-state tuition and fee (subject to change based on legislative decisions). Terms are defined as fall, spring, or summer semester enrollment.

7.105 Accommodations for Homeless Students

Appropriate exceptions and accommodations will be made to minimize the barriers related to student assignment for students identified as eligible for services through the 1) Department of Children and Families or 2) under Section 722(d)(2) of the Stewart B. McKinney Bruce Vento Homeless Assistance Amendments Act of 1990 and related Florida Statutes. The Superintendent shall recommend and the board adopt a Homeless Education Program Manual.

7.106 Notification of Alternate Placement and Expulsion

Any student enrolling in any Santa Rosa County School shall, at the time of enrollment, indicate on the enrollment form any previous school expulsion, or alternative placement in lieu of expulsion, arrests resulting in a charge where the student was adjudicated guilty or where adjudication was withheld, or any juvenile justice actions.

If a student requesting admission, has been given **alternative placement** in lieu of expulsion, from any non-District school, the Director of High Schools should be contacted to determine appropriate placement within the District, prior to enrollment of the student in a Santa Rosa District School.

7.200 PROGRAMS OF STUDY

7.201 Adult Basic Education

Adult Basic Education is a basic skills program for students **with academic skills** below the 9th Grade level which includes reading, mathematics, language arts, English for new Americans or as a second language, and remediation courses. The purpose of the program is to prepare students to improve skills in order to earn a high school diploma or a GED or enter a technical program. These students will be assessed tuition (see 7.104).

7.202 Adult General Education

7.2021 Course Content

The Adult General Education program offers courses for adults at or above the 9th Grade level including review courses in preparation for the GED® General Education Development tests and courses for high school credit which will enable students to earn a high school diploma. Such courses shall be of sufficient length and content to permit students to attain a level of competence which is at least equivalent to that required of students in District public high schools.

7.2022 Open Entry

The Adult General Education program shall provide the opportunity for adults to enroll during open enrollment windows throughout the year and shall include the planning and adjusting of courses to meet granting of credit on the basis of individual and small group needs.

7.2023 Attendance and Withdrawal Procedures

Attendance and Withdrawal Policy for Adult Education (Day and Evening Classes)

- Enrollment Threshold – Students enrolled in adult education programs must meet the minimum hours of instructional activity (including placement and intake) in a program before they can be counted for enrollment completion.
- Withdrawal Procedure – Students enrolled in adult education programs who miss six consecutive classes will be withdrawn from the class. The reported withdrawal date will be the day after the last date of attendance.

7.203 Equal Access

No student shall be denied the opportunity to participate in any subject, course, or program on the basis of race, color, religion, sex, sexual preference, age, national or ethnic origin, political beliefs, marital status, handicapping conditions if otherwise qualified, or social or family background or use of a language other than English.

7.204 Section 504 Accommodation Plan/Services

Students determined eligible for Section 504 services can receive general education accommodations through a Section 504 Accommodation Plan. This plan will be developed by a Section 504 committee and will be maintained to meet the student's individual needs, as long as the student continues to meet Section 504 eligibility criteria. All students with 504 Plans will participate in state and District assessments. Students must be afforded appropriate accommodations, as indicated in their 504 Plan, in accordance with allowable test accommodations as stated in the test administration manual. Contact the ESE Section 504 contact for further information on Section 504 procedures.

7.205 Students With Disabilities

All ESE students shall participate in state and District assessments. Students must be afforded appropriate accommodations for assessment in accordance with allowable test accommodations as stated in the test administration manual.

7.206 Co-enrolled High School Students

Co-enrolled high school students are exempt from the tuition fee for adult general education high school classes. These students may take up to two (2) *courses* with permission from their high school guidance counselor. These courses must be taken for credit recovery or dropout prevention and may only be core curriculum courses as defined by the state. Co-enrolled students must not have a pattern of excessive absenteeism or habitual truancy or a history of disruptive behavior in school.

7.300 Transfer of Credit

7.301 Awarding of Transferred Credit

7.3011 Official Transcript

Transferred credit shall be based on an **official transcript** authenticated by proper school authority.

7.3012 State and Regionally Accredited Schools

Credit from **state and regionally accredited schools** or institutions shall be accepted at face value; however, credits may be subject to validation if deemed necessary.

7.3013 Out-of-State Schools

Credit from **out-of-state schools** shall be evaluated in terms the requirements of the school District and/or state by which the credit was awarded.

7.3014 Private Schools

Credit from **private schools** shall be accepted at face value if the school is listed in the *Florida Education Directory* and is accredited by one of the agencies listed in that document.

7.3015 Non-Accredited Schools

Credit from **non-accredited** public or private schools shall be evaluated by the Principal or designee. End of Course exams, administered by the receiving school may be used to determine credit to be awarded in specific courses.

7.3016 Technical Credits

Elective **technical credits** may be earned toward a high school diploma through post-secondary adult technical programs

7.400 DIPLOMA OPTIONS

7.401 Standard Diploma For Adult High School Students

Santa Rosa Adult School offers adult students the opportunity to complete their high school diploma in a competency-based, open enrollment/open exit format. Adult school students must be at least 16 years old and not enrolled in a traditional secondary high school program. ~~Santa Rosa Adult School students who need to take high school classes must score at least a 9.0 on the Reading, Language and Total Math portions of the TABE.~~ Potential SRAS students will have their TABE scores evaluated to determine if remediation in Adult Basic Education is necessary prior to beginning adult high school coursework. Students work within guidelines of a course pacing guide developed by the instructor. A minimum of one course must be successfully completed through Santa Rosa Adult School for a student to receive a SRAS diploma. Other credits required for graduation may be transferred from other accredited institutions. These students will be assessed tuition (see 7.104).

A. Number of Credits Required: 24 (see specific subject area credits below)

B. ~~Passing the FCAT~~ Students must meet testing requirements based on current Florida state statute

~~1. Students shall be allowed to meet the testing requirements for high school graduation that were in effect when they were 9th graders.~~

~~2. Students who enter 9th Grade in the 1999-2000 school year and thereafter must earn a passing score on FCAT or earn concordant ACT/SAT scores (according to state guidelines) established by the state in order to receive a high school diploma. Students who entered high school prior to Fall 1999 may use passing scores from the HSCT for graduation.~~

C. Subject Area Credits Required:

| Course | # of Credits | |
|----------------|----------------|---------------------------------------------------------------------------------------|
| English | 4 | |
| Math* | 3 4 | (4 math credits required for students entering high school in 2007-08 and thereafter) |
| Science | 3 | |
| Social Studies | 3 | must include Amer. Govt. and Economics |

~~Practical or Performing~~ Performing/Qualifying Practical Art 1 (1 credit required in a Fine or Art Performing/ Qualifying Practical Art required for students entering high school in 2007-08 and thereafter)

Life Management HOPE 1/2 1
Electives 9 1/2 8

D. Minimum GPA 2.0

* Algebra I or Equivalent Options

1. Credit cannot be granted for more than one of the options listed below:

- a. Algebra IA & IB (2 credits)
- b. Applied Math I & II (2 credits)
- c. Integrated Math I & II (2 credits)

2. Any Level III math course will satisfy the Algebra I requirement.

3. The following Level II math courses will satisfy the Algebra I requirement:

- a. Algebra II
- b. Integrated Math III

7.402 COURSE CREDIT RESTRICTIONS

7.4021 Credit Restrictions

No student shall be granted credit towards high school graduation for enrollment in the following courses or programs:

- A. More than a total of nine elective credits in **remedial programs** as provided for in *Section 236.0841, FS* and Compensatory or Remedial Programs as provided in *s. 236.088 and 1003.43 F.S.*
- B. More than one-half credit in **Exploratory Vocational Courses** as defined in *Section s.1000.21, F.S.*
- C. More than three credits in **Practical Arts Home Economics** as defined in *s.1000.21, F.S.*
- D. **Level I courses** may not be used towards high school graduation unless the student's assessment indicates that it is appropriate. Written assessment of the need must be included in the student's Individual Education Plan (IEP) or in the student's performance plan, signed by the Principal, the guidance counselor, and the parent or guardian of the student, or the student if the student is 18 years of age or older.

7.403 Grade Point Average (GPA)

7.4031 Grading System

Santa Rosa County high school students will receive grades based on the following scales:

Effective July 1, 2001

- A = 90-100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

7.4032 Students Entering Prior to 1996-1997

Students entering high school prior to the 1996-97 school year, shall have two options to meet the required minimum GPA for high school graduation:

- A. The student must have a 1.5 GPA on a 4.0 scale or its equivalent in those courses taken prior to the 1996-97 school year and earn a 2.0 or above on a 4.0 scale for courses that apply to the

24 credits required for high school graduation which are taken during and after the 1996-97 school year.

- B. The student must have an overall cumulative GPA of 2.0 or above on a 4.0 scale. This would require the inclusion of all high school courses taken in the student's education program, except for those courses to which a forgiveness policy has been applied.

7.4033 Students Entering After 1996-1997

Students entering the 9th Grade in the 1996-97 school year and thereafter, a cumulative GPA of 2.0 or above on a 4.0 scale or its equivalent in the courses required for graduation as specified, *s.1003.43, F.S.* is necessary to graduate from high school.

7.404 Standard Diploma Options for High School-Age Students

Santa Rosa Adult School, through the program at Santa Rosa High School, offers a standard high school diploma for students 16-21 years old. The SRHS program is a drop-out prevention program designed to help meet the needs of at-risk students. Students enrolled in Santa Rosa Adult School programs may be administratively placed in the level of their peer group prior to the FTE count. Santa Rosa High School students participate in a competency-based, ~~open enrollment/open exit~~ program and work within the guidelines of course pacing guides developed by the instructors. SRHS students must be at least 16 years old and not enrolled in any other secondary high school program. All SRHS students must complete a Senior Project and attend required workshops to meet graduation requirements. A minimum of two credits must be earned through Santa Rosa High School for a student to receive a SRHS diploma. Other credits required for graduation may be transferred from other accredited institutions. **Please** Refer to the high school section (6.0) of the student progression plan for further requirements and information.

7.4041 Standard 24 Credit High School Diploma

| | |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English | 4 credits |
| Math | 4 credits (including Algebra I) (3 math credits required for students entering high school before the 2007-2008 school year) |
| Science | 3 credits |
| Social Studies | 3 credits must include American Government and Economics |
| Fine/Performing/ Art or | |
| Qualifying Practical Art | 1 credit |
| HOPE | 1 credit (Health/Life Management — ½ credit & Personal Fitness — ½ credit are both required for students entering high school before 2007-08 instead of HOPE) |
| Electives | 8 credits (for students entering high school in 2007-08 and thereafter) (9 elective credits for students entering high school before 2007-08) |
| Total | 24 credits |

Students must pass required testing as set forth in Florida state statute ~~both sections of the FCAT (or earn concordant ACT/SAT scores according to state guidelines) and/or End of Course Exams (EOC) as indicated below~~ (subject to change) and have a minimum 2.0 GPA.

| High School Graduation Minimum Assessment Requirements by 9th grade entry year | | | | | |
|--------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------|
| 9th grader in: | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
| | Gr. 10 FCAT 2.0 Reading- Passing score 300 | Gr. 10 FCAT 2.0 Reading-Level 3 Algebra I EOC 30% of Course | Gr. 10 FCAT Reading- Level 3 Algebra I EOC | Gr. 10 FCAT Reading- Level 3 Algebra I EOC Level 3 | Gr. 10 FCAT Reading- Level 3 Algebra I EOC |

| | | | | | |
|--|------------------------------------------|-------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Gr. 10 FCAT Math-Passing Score 300 | Grade | Level 3 Geometry EOC 30% of Course Grade* Biology EOC 30% of Course Grade | Geometry EOC Level 3 Biology EOC Level 3 US History EOC 30% of Course Grade | Level 3 Geometry EOC Level 3 30% of Course Grade Biology EOC Level 3 30% of Course Grade US History EOC 30% of Course Grade |
|--|------------------------------------------|-------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

*This requirement does not apply to students who complete the course prior to this year.

7.4042 Transition of High School Assessments by Year

Students shall participate in all assessments for accountability purposes as required by Florida state statute, to include but not limited to Florida Comprehensive Assessment Test (FCAT) Sunshine State Standards Reading, Math, Science and Writing Assessment. The passing of the FCAT is required for graduation.

| Assessment Type | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| FCAT | Reading (9,10) Math (9,10) Science (11) Writing (10) Reading & Math Re-takes (fall, spring) | Science (11) Writing (10) Reading & Math Retakes (fall , spring) | Writing (10) Reading & Math Retakes (fall , spring) | Writing (10) Math Retakes (fall , spring) | Writing (10) |
| FCAT 2.0 | Reading (9-10) (FT) | Reading (9,10) (B) | Reading (9,10) (SS) Reading Retake(fall) | Reading (9,10) Reading Retake (fall) | Reading (9,10) Reading Retake (fall) |
| End-of-Course Exam (EOC) | Algebra 1 (FT) | Algebra 1 (B) Geometry (FT) Biology (FT) | Algebra 1 (SS) Geometry (B) Biology (B) US History (FT) | Algebra 1 Geometry (SS) Biology (SS) US History (B) Civics (FT) | Algebra 1 Geometry Biology US History (SS) Civics (B) |

Notes: Provision of end-of-course (EOC) assessments requires legislative action to allow use of EOCs instead of comprehensive assessments in high school.

Assessments in BOLD font indicate Computer Based Testing (CBT)

FT – Field test administration only; EOCs will be field tested in a sample of high schools only.

B – Baseline administration; a scale score will be reported; no developmental scale score or achievement levels will be available.

SS – Standards set; developmental scores, achievement levels, and passing scores will be reported for the first time.

7.4043 Additional Accelerated Graduation Options

See Section 6.402

7.405 STATE OF FLORIDA HIGH SCHOOL DIPLOMA (GED®)

The General Education Development GED® test will be administered monthly by Santa Rosa Adult School through December 2013. Students enrolled in SRAS ABE/GED® preparation classes receive a discounted test fee. All students must attend the GED® Orientation class and complete required paperwork before the actual test. Appropriate identification must be presented at this time. Beginning in January 2014, the GED® test and the enrollment process will change. Prospective test candidates will register and pay for the test by going on the website <http://www.gedcomputer.com>. Prospective students must meet for students meeting the following criteria:

A. Be at least 18 years of age at the time of application or apply for an underage waiver by contacting the Adult School Office.

~~B. Submit an application to Santa Rosa Adult School on a form adopted in State Board of Education Rule 6A-1.011.~~

~~C. Reside in the State of Florida at the time application is made.~~

~~D. Pay a fee at the time application is made for the entire battery of five (5) tests. Fees for retakes of sub-tests will vary depending on the sub-test(s). Recommended process:~~

~~1. Take the TABE test and score 9.0 or above.~~

~~2. Take the Official Practice Test and score 450 on each section.~~

~~3. Attend Orientation.~~

B.E. A candidate may take the GED® test a maximum of three (3) times during one contract year. After the second testing within the contract year, a candidate must sign a waiver before the GED® may be taken a third time.

C.F. Adult Education services shall be provided to students in the following priority order:

1. Students who are functioning at the 8th grade level and below.
2. Students who do not have a secondary school diploma or GED® diploma.
3. Students who need to strengthen basic skills before transitioning to a post-secondary educational program or the workplace.

D.G. Sixteen and seventeen year old applicants for the GED® examination must meet the following criteria in order to be eligible to take the GED® exam:

1. Take the TABE test and score 9.0 or above; take the Official Practice Test and score 450 or above on each section; and complete the Preparation Class with a minimum of 12 hours of class time.
- ~~2. Must be a resident of the State of Florida.~~
- ~~2.3.~~ Must have extenuating circumstances which prevent the applicant from pursuing a high school diploma through a traditional high school program.
- ~~3.4.~~ Upon completion of the above requirements, the student must submit three (3) letters of approval including one from the classroom instructor, one from the parent and one from the student stating extenuating circumstances for taking the GED® test.
- ~~4.5.~~ The test scores and letters must be submitted to the Principal of Santa Rosa Adult School for approval before attending the orientation or taking the GED® test.

7.406 Certificate of Completion

A student may receive a certificate of completion if he/she meets the following criteria:

- A. Meets the graduation requirement for the total number of credits earned; AND
- B. Meets the graduation requirements for the number of credits earned in the specific subject areas; AND
- C. Does not pass the ~~HSCT; or FCAT~~ required testing as set forth in Florida state statute. AND/OR
- D. Does not meet the GPA requirements for graduation.
- E. Any adult student who is entitled to a certificate of completion may, as an alternative at the student's option, elect to remain in school, up to one additional year, on a full-time or part-time basis, in a special program of instruction designed to remediate the student's identified

deficiencies. The student who elects this alternative to receive a certificate must enroll for such remediation during summer school or at the beginning of the regular school year immediately after becoming eligible.

7.407 Limitation on Receiving Diploma

A minimum of one course must be successfully completed through Santa Rosa Adult School for a student to receive a SRAS diploma. A minimum of two credits must be earned through SRHS for students attending the daytime high school program to receive a SRHS diploma. Other credits required for graduation may be transferred from other accredited institutions.

7.408 Dropout Prevention Programs

SRHS is a dropout prevention program for eligible students to earn high school credits and a regular high school diploma. The curriculum is an individualized, competency-based program and placement in this program is strictly voluntary. Voluntary participation means that the student is not assigned to the program without parental or adult student permission and may be re-assigned to a different program or school if the student's needs are not being met appropriately.

7.4081 Student Participation

Students participating in District dropout prevention programs as provided in the District's approved Comprehensive Dropout Prevention Guide and as prescribed in s.230.2316, FS, should be enrolled in courses listed in the basic or vocational sections of the *Florida Course Code Directory*.

7.4082 Student Membership Data

Schools are to report student membership data using the appropriate course numbers.

7.4083 Students Failing to Make Adequate Academic Progress

Students who fail to make adequate academic progress at SRHS are not realizing their full potential and may be recommended for an alternate placement. Various efforts are made to encourage students to improve their performance before a change of placement is considered; i.e., the student may be placed on an academic contract where they receive frequent counseling sessions and academic monitoring from the teachers, parent contact is made to obtain support from home, data is examined to determine if further progress monitoring is necessary, etc. After many options have been explored, the student may be recommended for placement in another program, such as the ABE/GED® program, adult high school, or the Learning Academy, if he/she continues to show a lack of interest/motivation towards completion of credits in the daytime high school program.

7.500 ATTENDANCE, ABSENCES AND TARDINESS

7.501 Attendance

Students have the right and responsibility to attend classes, be informed of school rules and policies regarding absenteeism and request make-up assignments immediately upon returning to school.

7.502 Absences

Any student who has been absent from school shall bring a note from one of his/ her parents/guardians stating the cause of absence. A Principal may choose to accept notification in person or by telephone in lieu of a note. Failure of proper notification within three (3) days shall result in an unexcused absence.

7.5021 Habitual Truant

Habitual truants are defined as students who have 15 days of unexcused absences within a 90 day period by a student who is less than eighteen years of age. Florida Statute requires a student who has become a habitual truant be reported to the juvenile justice system for which early intervention procedures have been required.

Therefore, an assessment is to be made with the parents/guardians to ascertain unexcused absences upon the fifth absence of a student attending a school for which absences are recorded in accordance with paragraph 7.5022.

7.503 Excused Absences

Excused absences shall be granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, special emergencies, and pre-arranged absences approved by the Principal or designee.

7.5031 Absence – Prior Arrangements

A student who desires to be absent for reasons not given under **7e.503** may make a **prior arrangement** request to the school Principal by bringing a written request from his/her parent or guardian.

- A. Pre-arranged absence requests must be made at least two (2) days prior to the date of the absence except in the case of an emergency.
- B. Students shall make pre-arrangements for their school work to be done and due the day the student returns to school. Work done in the pre-arranged time allotted will be for full credit.

7.5032 Hospital/Homebound

Students with medically diagnosed physical or mental conditions which confine the student to home or hospital, and whose activities are restricted for a period of at least 15 school days, which need not run consecutively, may be eligible for homebound/ hospital services. Parents should contact the student's school to secure an application for these services.

In addition, if a student's excessive absenteeism is related to a physical or mental impairment, the student may be eligible for services under Section 504 of the Rehabilitation Act of 1973. Parents should contact the school to request a section 504 evaluation.

7.5033 Verification For Illness

When a student is **absent repeatedly** or for a prolonged period of time due to an **illness or injury**, the Principal or designee may require the parent/guardian to provide verification that the student is under the care of a physician for the condition. If the requested documentation is not provided, the absence will be unexcused.

7.504 Unexcused Absences

Unexcused absences shall result when a student is absent for shopping trips, vacations, pleasure trips, truancy (skipping class), suspension or dismissal from school, or other avoidable absences without pre-arrangement for an excused absence.

7.5041 Unexcused Absence and Assignments

Zeros will be given for class work and assignments missed during an unexcused absence and may not be made up for grading purposes. Unexcused absences from a class may result in failure for that class.

7.5042 Intent to Terminate School Enrollment

A student who chooses to terminate his/her education must officially withdraw and complete a "Declaration of Intent to Terminate School Enrollment" form, which will acknowledge that this action is likely to reduce the student's earning potential and which must be signed by the parent and student. The school must notify the student's parents of receipt of the student's enrollment **status**. The student must participate in an exit interview with the student's guidance counselor or other school personnel for determination of the reasons for the student's decision to terminate school enrollment and to discuss actions and opportunities to continue the student's education in a different environment. The student must complete a survey as a part of the exit interview that will provide data on student reasons for terminating enrollment and actions taken by schools to

keep the student enrolled. Such action, unless recognized by the school board as a hardship condition, will cause the student to lose his/her driving privilege.

7.505 Tardiness

A tardy is the absence of any student at the time attendance is taken provided the student is in attendance before the end of class. When a student reports to school late, or to a class late, the tardy must appropriately be identified as excused or unexcused. Elementary students are counted in attendance when they arrive at school. Middle and high school students are counted in attendance when they arrive at each assigned class.

7.5051 Excused Tardies

An **excused tardy** will be given when a student is late to school or a class due to sickness or injury, death in the family, medical or dental appointment with a note from the physician, school-sponsored activities, court date, or other reasons pre-approved by the school Principals.

7.5052 Unexcused Tardies

An **unexcused tardy** will be given any time a student is late to school or class due to, but not limited to, oversleeping, missing the school bus, shopping trips, pleasure trips or excessive number of tardies due to illness without a physician's note stipulating that the medical condition justifies the student's tardiness.

7.600 FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

Participation in the Florida Bright Futures Scholarship Program is defined by *s.1009.53, F.S.* The rules, policies, and procedures are followed as stated in the *Florida Bright Futures High School Guide* and the *Florida Bright Futures Post-secondary Guide* published by the Florida Department of Education. Details are also available at the Bright Futures website, <http://www.floridastudentfinancialaid.org/ssfad/bf/>.