

SANTA ROSA COUNTY DISTRICT SCHOOLS

STUDENT  
PROGRESSION  
PLAN

**2017-2018**

SCHOOL BOARD OF SANTA ROSA COUNTY

TIM WYROSDICK  
SUPERINTENDENT OF SCHOOLS

# 1.0

## LEGAL BASIS OF THE PLAN and OVERVIEW

### STATE STATUTE 1008.25 STUDENT PROGRESSION 2003 EDITION

- (1) Each district school board shall establish a comprehensive program for student progression which shall be based upon an evaluation of each student's performance including how well he/she masters the performance standards approved by the state board.
- (2) The district program for student progression shall be based upon local goals and objectives that are compatible with the state's plan for education. Pertinent factors considered by the teachers before recommending that a student progress from one grade to another shall be prescribed by the District School Board in its rules.
- (3) Each district comprehensive program for student progression shall reflect an effort to identify students at each grade level in Grades 9 through 12 who have attained a Grade Point Average (GPA) lower than required for graduation. The program shall further include provisions for assisting such students to achieve the appropriate cumulative Grade Point Average (GPA) required for graduation pursuant to s.1003.43, F.S.

### FOREWORD

The Santa Rosa County School District is dedicated to the total and continuous development of each student. The purpose of the instructional program in Santa Rosa County District Schools is to provide appropriate instruction and selected services to enable the students to perform academically at their expected level or higher. In recognition of the wide range of students' abilities, motivation, interests, and development, this **STUDENT PROGRESSION PLAN** for Santa Rosa County District Schools establishes procedures that are to be implemented to provide each student with the opportunity to succeed in school.

The Santa Rosa County District Schools have adopted student performance standards for all courses for which a student may receive credit for graduation. The Santa Rosa County District School Board has adopted the Florida Sunshine State Standards. Appropriate instruction in these standards shall be incorporated into the course of study. The Santa Rosa County District Schools shall assist schools and teachers in the implementation of research-based reading activities.

Every student shall participate in the district's standardized testing program unless otherwise exempt under criteria established by the Commissioner of Education.

The progression of students through Santa Rosa County District Schools is based upon an evaluation of each student's achievement in terms of appropriate instructional goals. Decisions regarding pupil promotion, retention, and placement are primarily the responsibility of the individual school's professional staff within the provisions of Florida law; however, the final decision in regard to grade placement is the responsibility of the Principal. Procedures are to be established to provide ample opportunities for the student, the parent, and other interested patrons to understand the promotion and placement requirements of the district and to achieve cooperation and acceptance of the requirements. This **PLAN** and procedures of implementation contained in this **PLAN** are to reflect clearly that promotion in Santa Rosa County District Schools is based on student achievement and is not an automatic process.

All student records are confidential. When a parent, eligible student, or any other person authorized by the parent or eligible student, requests the right to review or inspect the education records of the student, that person shall have access only to that information which relates to the specified student when records contain information on more than one child.

Refer to the Student Records Handbook for further information.

## **UNLAWFUL DISCRIMINATION PROHIBITED**

1. No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
2. The school board shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his or her job with reasonable accommodations.
3. The Superintendent shall develop complaint procedures aligned with School Board Policy 2.80, to be followed by anyone alleging unlawful discrimination.
4. The school board shall admit students to district schools and programs without regard to race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

## **INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN**

Florida is a participating state in this ICEOMC, therefore, Santa Rosa County District Schools adhere as much as possible to the guidelines of the compact. The purpose of the compact is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents by:

- facilitating timely enrollment;
  - facilitating student placement;
  - facilitating qualification and eligibility for enrollment in educational programs, extracurricular athletics and social activities;
  - facilitating on-time graduation;
  - providing for adoption and enforcement of administrative rules implementing the compact;
  - providing for the uniform collection and sharing of information between states;
  - promoting coordination between the compact and other compacts affecting military children; and
  - promoting flexibility and cooperation between the educational system, parents, and students.
- **APPLICABILITY:**

The compact applies to active duty armed forces personnel, personnel or veterans who are medically discharged or retired for a period of one year, and personnel who die on active duty or as a result of injuries sustained on active duty for a period of one year after death. Local education agencies (LEA) must abide by compact terms. The terms of the compact are binding only on member states.
  - **RECORDS, ENROLLMENT AND ELIGIBILITY:**

The compact requires a student's former school to issue temporary transcripts in the event that it cannot furnish official transcripts timely. Pending receipt of official transcripts, the student's receiving school must accept the temporary transcripts for enrollment and placement purposes. Compact states must give the student 30 days to obtain required immunizations. Students must be allowed to continue their enrollment at the grade level they were enrolled in at the former school. Likewise, a student who has completed a grade level in the former state must be allowed to enroll in the next highest grade level in the receiving state, regardless of age. The compact requires an LEA to honor temporary guardianships executed to enroll the child in school due to a student's parent being deployed out of state or country. Further, it prohibits an LEA from charging tuition to a student who is placed in the care of a person who lives outside of the LEA's jurisdiction. Such students must be allowed to remain at the original school. LEAs must also allow a transitioning military child to participate in extracurricular activities, regardless of when the child enrolled in the school.

- **PLACEMENT AND ATTENDANCE:**

The compact provides that a transferring student must be allowed to continue in the academic program in which the student was enrolled at his or her former school, including, but not limited to, English as a second language, exceptional student education, gifted, honors, International Baccalaureate, Advanced Placement, and career and technical courses. Program placement must occur based upon prior participation or educational assessments conducted at the student's former school.

When a parent who has been deployed out of the state or country is home on leave, an LEA must allow the student additional excused absences to visit with the parent.

- **GRADUATION:**

To enable transitioning military students to graduate from high school on time, the compact requires states and LEAs to waive courses required for graduation if similar coursework was previously completed or provide alternative means for such students to satisfy coursework requirements. States must also accept exit exams, end-of-course exams, or other testing required for graduation in the student's former state. For military students who transfer before or during their senior year and who are not eligible to graduate from the receiving state, the current and former LEAs must arrange for the student to receive a diploma from the student's former LEA.

## **STATEWIDE ASSESSMENT PROGRAM**

The primary purpose of the statewide assessment program is to provide information needed to improve the public schools by maximizing the learning gains of all students and to inform parents of the education progress of their public school children.

The program is designed to:

- assess the annual learning gains of each student toward achieving the Florida State Standards.
- provide data for making decisions regarding school accountability and recognition.
- identify the educational strengths and needs of students and the readiness of students to be promoted to the next grade level or to graduate from high school with a standard high school diploma.
- assess how well educational goals and performance standards are met at the school, district, and state levels.
- provide information to aid in the evaluation and development of educational programs and policies.

The Commissioner shall design and implement a statewide program of education assessments that provides information for the improvement of the operation and management of the public schools. Pursuant to the statewide assessment programs, the Commissioner shall:

- submit to the state board a list of student skills and competencies to which the goals for education include reading, writing, science and mathematics; and
- develop and implement a uniform system of indicators to describe the performance of public school students and the characteristics of the public school districts and the public schools.

There shall be a student achievement testing program as part of the statewide assessment program, to be administered annually in Grades 3–10 to measure English Language Arts (reading and writing), science, and mathematics. The testing program must include:

- a standard statewide assessment program that measures and reports student proficiency levels in English Language Arts (ELA) (reading and writing), mathematics and science.
- a test of writing in Grades 4-10 in which students are required to produce writings which are then scored by appropriate methods and combined with the ELA reading score.
- a score designated for each subject area tested. The school district shall provide appropriate remedial instruction to students who score below these levels.

- a Grade 10 assessment test for students who enroll in Grade 9 in the fall of 1999 and thereafter. Such students must earn a passing score on the Grade 10 assessment test in reading and writing, to qualify for a regular high school diploma. The State Board of Education (SBOE) shall designate a passing score for each part of the Grade 10 assessment test.
- participation in the statewide testing program is mandatory for all students, including students in the Department of Juvenile Justice programs. If a student does not participate in the assessment, the district must notify the student's parent and provide the parent with information on the implication for non-participation. If modifications are made in the student's instruction to provide accommodations that would not be permitted on statewide assessment tests, the district must notify the student's parent of the instructional modification implications. In such cases, the parent must provide signed consent for a student to receive instructional modifications not permitted on statewide assessment and must acknowledge in writing that he or she understands the implications of such accommodations. The SBOE shall adopt rules for test accommodations and modification of such procedures for students in exceptional education programs and who have limited English proficiency. Accommodations that negate the validity of statewide assessment are not allowable.
- State End-of-Course (EOC) assessments and semester exams are weighted in the final grad. Any student who does not participate in a State EOC assessment or semester exam will earn a grade of zero (0) on the assessment.
- those students seeking an adult high school diploma must meet the same testing requirements that a regular high school student must meet.
- the school district must provide instruction to prepare students to demonstrate proficiency in the skills and competencies necessary for successful grade-to-grade progression and high school graduation.

It is Florida's intent to participate in the measurement of national education goals. The Commissioner of Education shall direct school districts to participate in the administration of the National Assessment of Educational Progress, or a similar national assessment program, both for the national sample and for any state-by-state comparison programs which may be initiated.

The state as a whole shall work toward the goal that all students must make annual learning gains sufficient to acquire the knowledge, skills, and competencies needed to master state standards; successfully compete at the highest levels nationally and internationally; and be prepared to make well-reasoned, thoughtful, and healthy lifelong decisions.

## **FISCAL TRANSPARENCY**

The average amount of money expended per student in Santa Rosa County is \$7,540.75. For more information regarding the district and individual school's financial reports please go to our district website at [www.santarosa.k12.fl.us](http://www.santarosa.k12.fl.us).

## **2.0**

# **Academically Challenging Curriculum to Enhance Learning (ACCEL) Student Progression Plan**

### **TABLE OF CONTENTS**

#### **2.100 MID-YEAR PROMOTION PROCEDURES WITH ELIGIBILITY REQUIREMENTS**

**2.101 Elementary School**

**2.102 Middle School**

**2.103 High School**

#### **2.200 FULL YEAR PROMOTION PROCEDURES WITH ELIGIBILITY REQUIREMENTS**

**2.201 Elementary School**

**2.202 Middle School**

**2.203 High School**

#### **2.300 SUBJECT MATTER ACCELERATION PROCEDURES AND ELIGIBILITY REQUIREMENTS**

**2.301 Elementary School**

**2.302 Middle School**

**2.303 High School**

**2.304 Parent Requests for Acceleration Options- All Levels**

#### **2.400 EARLY GRADUATION**

## **2.100 MID-YEAR PROMOTION PROCEDURES WITH ELIGIBILITY REQUIREMENTS**

Definition - Promotion of a student from one grade to a higher grade at the end of the first semester as indicated by the school board approved school calendar.

### **2.101 Elementary School**

**For retained 3rd grade to 4th grade promotions, see Section 4.3235.**

- A. The following procedure must be followed to consider a student for mid-year promotion to the next higher grade level:
  - 1. The parent/guardian must make a written request for their child to be considered for mid-year promotion by December 1.
  - 2. The parent/guardian must provide a portfolio of assessment results, transcripts, and other evidence to justify the mid-year promotion.
  - 3. The parent/guardian must meet with the Principal to review the request and the student's eligibility for promotion.
- B. Eligibility: The following minimum requirements to be considered eligible for mid-year promotion must be met. Any exception to the eligibility requirements must be discussed with the Grade Level Director.
  - 1. Assessment Results: Level 4 on the state standardized assessment instrument in ELA and Math for Grades 3-5, evidence of superior performance on current year assessments in ELA and Math for Grades K-2.
  - 2. Grade Point Average (GPA) of all courses: 90 (Grades 3-5) or Above Grade Level Performance on current year assessments (K-2) for the current year.
  - 3. Attendance: 90% attendance rate for the current year.
  - 4. Behavior: No "N"s or "U"s (Needs Improvement or Unsatisfactory) in conduct for the current or previous year.
  - 5. Teacher Recommendation: A positive recommendation from the student's current and previous grade level teachers.
  - 6. Guidance Counselor Recommendation: A positive recommendation from the student's current guidance counselor.

### **2.102 Middle School**

- A. The following procedure must be followed to consider a student for mid-year promotion to the next higher grade level:
  - 1. The parent/guardian must make a written request for their child to be considered for mid-year promotion by December 1.
  - 2. The parent/guardian must provide a portfolio of assessment results, transcripts, and other evidence to justify the mid-year promotion.
  - 3. The parent/guardian must meet with the Principal to review the request and the student's eligibility for promotion.
  - 4. If the request is granted based upon eligibility at the parent's request, the parent/guardian and student must agree to a performance contract prior to the promotion being granted.
- B. Eligibility: The following minimum requirements to be considered eligible for mid-year promotion must be met. Any exception to the eligibility requirements must be discussed with the Grade Level Director.
  - 1. Assessment Results: Mid-Level 3 on the state standardized assessment instrument in ELA and Math (previous year).
  - 2. Grade average in the course(s) requesting acceleration in: 85% for the current and previous years. Students who are in an advanced course of the content the request is being made for will be awarded five (5) extra percentage points.

3. Attendance: 90% attendance rate for the current and previous years.
  4. For each grade level, the parent requesting promotion of the student must show proficiency by taking the courses(s) and earning a passing grade or by showing proficiency by passing with a minimum of 85% on each of the core content area End-of-Course (EOC) exams.
  5. Behavior: No "N"s or "U"s (Needs Improvement or Unsatisfactory) in conduct for the current or previous year.
  6. Teacher Recommendation: A positive recommendation from all of the student's current and previous grade level teachers.
  7. Guidance Counselor Recommendation: A positive recommendation from the student's current and previous year's guidance counselor.
  8. The student meeting all the above requirements will be ranked with the students who are eligible to take the requested course and will be afforded the opportunity to be enrolled if their ranking is within the number of student stations available.
- C. In the event that a student is promoted to a grade level that prohibits him/her from obtaining all of the Middle School Promotion Requirements (see Section 5.3051), a letter will be placed in the student's cumulative file indicating the reason due to the Academically Challenging Curriculum to Enhance Learning (ACCEL) options as granted by Florida State Statute.

## **2.103 High School**

- A. Promotion at the high school level will be based exclusively on the number of credits earned by the student in accordance with Section 6.301.
- B. Mid-year promotions will be considered and will occur at the conclusion of each semester and at the end of the summer break.

## **2.200 FULL YEAR PROMOTION PROCEDURES WITH ELIGIBILITY REQUIREMENTS**

**Definition - Promotion of a student occurring at the end of the school year from one grade to a grade higher than normal matriculation allows.**

## **2.201 Elementary School**

Also refer to Section 4.319.

- A. The following procedure must be followed to consider a student for full year promotion to the next higher grade level:
  1. The parent/guardian must make a written request for their child to be considered for full year promotion by May 1.
  2. The parent/guardian must provide a portfolio of assessment results, transcripts, and other evidence to justify the full year promotion.
  3. The parent/guardian must meet with the Principal to review the request and the student's eligibility for promotion.
- B. Eligibility: The following minimum requirements to be considered eligible for mid-year promotion must be met. Any exception to the eligibility requirements must be discussed with the Grade Level Director.
  1. Assessment Results: Level 5 on the state standardized assessment instrument in ELA and Math for Grades 3-5, or evidence of overall superior performance on current year assessments in ELA and Math for Grades K-2.
  2. Numeric Grade Point Average of all courses: 95 (3-5) or Superior (K-2) for the current and previous two (2) years.
  3. Attendance: 90% attendance rate for the current and previous two (2) years.



4. Behavior: No "N"s or "U"s (Needs Improvement or Unsatisfactory) in conduct for the current or previous year.
5. Teacher Recommendation: A positive recommendation from the student's current and previous grade level teachers.
6. Guidance Counselor Recommendation: A positive recommendation from the student's current guidance counselor.

## **2.202 Middle School**

- A. Procedures: The following procedure must be followed to consider a student for full year promotion to the next higher grade level:
  1. The parent/guardian must make a written request for their child to be considered for full year promotion by May 1.
  2. The parent/guardian must provide a portfolio of assessment results, transcripts, and other evidence to justify the promotion.
  3. The parent/guardian must meet with the Principal to review the request and the student's eligibility for promotion.
  4. If the request is granted based upon eligibility at the parent's request, the parent/guardian and student must agree to a performance contract prior to the promotion being granted.
- B. Eligibility: The following minimum requirements to be considered eligible for full year promotion must be met. Any exception to the eligibility requirements must be discussed with the Grade Level Director.
  1. Assessment Results: Mid-Level 3 on the state standardized assessment instrument in ELA and Math (previous year).
  2. Grade Average in the course(s) requesting acceleration in: 85% for the current and previous years. Students who are in an advanced course of the content the request is being made for will be awarded five (5) extra percentage points.
  3. Attendance: 90% attendance rate for the current and previous years.
  4. For each grade level the parent requests promotion of, the student must show proficiency by taking the courses(s) and earning a passing grade or by showing proficiency by passing with a minimum of 85% on each of the core content area End-of-Course (EOC) exams.
  5. Behavior: No "N"s or "U"s (Needs Improvement or Unsatisfactory) in conduct for the current or previous year.
  6. Teacher Recommendation: A positive recommendation from all of the student's current and previous grade level teachers.
  7. Guidance Counselor Recommendation: A positive recommendation from the student's current and previous year's guidance counselor.
  8. The student meeting all the above requirements will be ranked with the students who are eligible to take the requested course and will be afforded the opportunity to be enrolled if their ranking is within the number of student stations available.
- C. In the event that a student is promoted to a grade level that prohibits him/her from obtaining all of the middle school promotion requirements (see Section 5.3051), a letter will be placed in the student's cumulative file indicating the reason due to the Academically Challenging Curriculum to Enhance Learning (ACCEL) options as granted by Florida State Statute.

## **2.203 High School**

- A. Promotion at the high school level will be based exclusively on the number of credits earned by the student in accordance with Section 6.301.
- B. Full year promotions will be considered and will occur at the conclusion of each semester and at the end of the summer break.

## **2.300 SUBJECT MATTER ACCELERATION PROCEDURES AND ELIGIBILITY REQUIREMENTS**

### **2.301 Elementary School**

- A. Procedures: The following procedure must be followed to consider a student for subject matter acceleration, on campus or virtual, to the next high grade level:
  - 1. The parent/guardian must make a written request for their child to be considered for subject matter acceleration.
  - 2. The parent/guardian must meet with the Principal to review the request and the student's eligibility for acceleration.
  - 3. If the request is granted based upon eligibility at the parent's request, the parent/guardian and student must agree to a performance contract prior to the promotion being granted.
- B. Eligibility: The following minimum requirements to be considered eligible for subject matter acceleration must be met. Any exception to the eligibility requirements must be discussed with the Grade Level Director.
  - 1. Assessment Results: Level 4 on the state standardized assessment instrument) or evidence of overall superior performance on current year assessments in Reading and Math for Grades K-2.
  - 2. Grade Point Average (GPA) of all courses: 3.50 or superior for the current and previous year.
  - 3. Attendance: 90% attendance rate for the current and previous two (2) years.
  - 4. Behavior: No "N"s or "U"s (Needs Improvement or Unsatisfactory) in conduct for the current or previous year.
  - 5. Teacher Recommendation: A positive recommendation from all of the student's current grade level teachers.

### **2.302 Middle School**

- A. Procedures: The following procedure must be followed to consider a student for subject matter acceleration, on campus or virtual, to the next high grade level:
  - 1. The parent/guardian must make a written request for their child to be considered for subject matter acceleration prior to the end of the first nine (9) weeks.
  - 2. The parent/guardian must meet with the Principal to review the request and the student's eligibility for acceleration.
  - 3. If the request is granted based upon eligibility at the parent's request, the parent/guardian and student must agree to a performance contract prior to the promotion being granted.
- B. Eligibility: The following minimum requirements to be considered eligible for subject matter acceleration must be met. Any exception to the eligibility requirements must be discussed with the Grade Level Director.
  - 1. Assessment results: Mid-Level 3 or higher on the state standardized assessment in ELA and Math (previous year).
  - 2. Grade average for the course(s) requesting acceleration in 85% for the current year. Students who are in an advanced content course of the same content requesting acceleration in will be awarded five (5) additional percentage points.
  - 3. Attendance: 90% attendance rate for the current year.

4. Behavior: No "N"s or "U"s (Needs Improvement or Unsatisfactory) in conduct for the current or previous year.
5. Teacher Recommendation: A positive recommendation from all of the student's current and previous grade level teachers.
6. End-of-Course (EOC) exam: 85% or higher is required on the End-of-Course (EOC) exam for the course(s) requesting acceleration.
7. The student meeting all the above requirements will be ranked with the students who are eligible to take the requested course and will be afforded the opportunity to be enrolled if their ranking is within the number of student stations available.

## **2.303 High School**

### **A. Honors Courses, Advanced Placement**

1. Assessment Results: Scoring proficient on the state standardized assessment instrument Algebra I EOC exam, Biology EOC exam, Geometry EOC exam, U.S. History, and Algebra II EOC exam, as indicated in each school's Curriculum Guide.
2. GPA: As indicated in each school's Curriculum Guide.
3. Attendance: None.
4. Conduct: None.
5. Teacher recommendations: Previous year content teacher.
6. Guidance Counselor recommendation: Assigned counselor if applicable.

### **B. Dual Enrollment and Early Admissions**

1. Assessment Results: Passing scores on FSA ELA, Civics EOC exam, Algebra I EOC exam, Biology EOC exam, Geometry EOC exam, U.S. History EOC exam, and Algebra II EOC exam. College ready scores in Math, Reading, and English on the PERT test, ACT, or SAT as indicated in the articulation agreement between the Santa Rosa County School Board and the post-secondary institution.
2. GPA: As indicated in the articulation agreement between the Santa Rosa County School Board and the post-secondary institution.
3. Guidance Counselor recommendation: Assigned counselor if applicable.
4. Other provisions: All as indicated in Section 6.6045 and Section 6.6046.

### **C. Virtual Instruction at a Higher Grade Level**

1. Assessment Results: None.
2. GPA: None.
3. Attendance: None.
4. Conduct: None.
5. Teacher recommendations: None, but pre-requisite courses should be considered.
6. Guidance Counselor recommendation: Guidance Counselor approval necessary.

## **2.304 Parent Requests for Acceleration Options - All Levels**

### **A. Procedures: The following procedure must be followed to consider a student for subject-matter acceleration when the eligibility requirements are not met:**

1. The parent/guardian must make a written request for their child to be considered for subject-matter acceleration.

2. The parent/guardian must meet with the Principal to review the request and the student's eligibility for acceleration.
3. The parent/guardian must provide a portfolio of assessment results, transcripts, and other evidence to justify the Acceleration Option.
4. If the request is granted based upon eligibility at the parent's request, the parent/guardian and student must agree to a performance contract prior to the promotion being granted.

#### **2.400 EARLY GRADUATION**

**Definition: Graduation from high school in less than eight (8) semesters.**

- A. Upon earning 24 credits as required the Santa Rosa County School District with a minimum 2.0 GPA, and passing all the required state assessments, a student will be eligible to graduate from high school, regardless of the number of semesters of attendance.
- B. Graduation ceremonies will be scheduled at the conclusion of the second semester each year. Early graduates may take part in these ceremonies as scheduled. Students alternatively placed/expelled during the second semester in which their graduation ceremony is scheduled will be prohibited from participating in the graduation ceremony at the school from which the student was alternatively placed/expelled.

## **3.0 PRE-KINDERGARTEN STUDENT PROGRESSION PLAN**

### **TABLE OF CONTENTS**

#### **3.100 ADMISSIONS**

- 3.101 Pre-Kindergarten Programs
- 3.102 Admission: Criteria
- 3.103 Admission: Age
- 3.104 Admission: Data
  - 3.1041 Evidence of Birth
  - 3.1042 Evidence of Immunization
  - 3.1043 Evidence of Medical Exam
  - 3.1044 Homeless Assistance
- 3.105 Admission: Transfer Students

#### **3.200 PROGRAM OF STUDY**

- 3.201 Curriculum
- 3.202 Experiences and Activities
- 3.203 Exceptional Student Education (ESE)
- 3.204 Exceptional Student Education (ESE): IEP
- 3.205 ESE/Head Start: Progress Report
- 3.206 Equal Access

#### **3.300 PLACEMENT**

- 3.301 Placement of Head Start/Early Head Start
- 3.302 Voluntary Pre-Kindergarten
- 3.303 Exceptional Student Education (ESE)
- 3.304 Dual-Enrolled Placement

#### **3.400 INTEGRATED SERVICES FOR HEAD START AND EARLY HEAD START/VPK/ESE**

- 3.401 Health
- 3.402 Safety
- 3.403 Nutrition
- 3.404 Social Emotional Development/ESE
- 3.405 Parent Involvement
- 3.406 Education

#### **3.500 SCREENING/ASSESSMENT**

- 3.501 Assessment Instruments: Early Head Start/Head Start/VPK
- 3.502 Assessment Instruments: ESE

#### **3.600 COMPLETION**

- 3.601 Head Start: Transition to Kindergarten
- 3.602 ESE: Transition to Kindergarten
- 3.603 ESE: Special Considerations
- 3.604 ESE: McKay Scholarship/Transfer

#### **3.700 ESE ATTENDANCE**

- 3.701 Attendance
- 3.702 Tardiness

### **3.100 ADMISSION**

#### **3.101 Pre-Kindergarten Programs**

Pre-Kindergarten Programs in Santa Rosa County District Schools include Early Head Start/Head Start, Voluntary Pre-Kindergarten (VPK) and Pre-K Exceptional Student Education (ESE) ages 3-5. These programs serve children from two (2) to age five (5).

#### **3.102 Admission: Criteria**

Students entering Pre-Kindergarten under the Santa Rosa County District Schools must meet criteria designated for each program. Early Head Start and Head Start applicants must apply and meet the eligibility criteria which include age, residence and income as defined by the Federal Income Guidelines. The Head Start and Early Head Start Programs are allowed to serve 10% of our funded enrollment as over-income families. It is however, the program's goal to serve students and families most in need of the services. At least 10% of our funded enrollment must have a documented disability as defined by an Individualized Educational Plan (IEP) or Individualized Family Support Plan (IFSP). Early Head Start and Head Start Eligibility criteria points are calculated and entered into the ChildPlus Database for a ranked waiting list. As vacancies occur throughout the academic school year they will be filled from the ranked waiting list.

#### **3.103 Admission: Age**

Students entering Pre-Kindergarten must meet the age requirements of the specific program.

#### **3.104 Admission: Data**

In order to be admitted to a Florida school, a student must provide the following data:

##### **3.1041 Evidence of Birth**

Provide evidence of date of birth in accordance with s.1003.21, F.S.

##### **3.1042 Evidence of Immunization**

Provide evidence of immunization against communicable diseases as required by s.1003.22, F.S. Immunization records are entered into ChildPlus for Monitoring.

##### **3.1043 Evidence of Medical Exam**

Provide evidence of a medical examination completed within the last twelve months from the date of entry into school in accordance with s.1003.22, F.S. Physical Exams/Well Baby checkups are entered into ChildPlus for monitoring.

##### **3.1044 Homeless Assistance**

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 under s. 722(d), (2) of The Federal McKinney-Vento Homeless Assistance Act and related Florida Statutes.

#### **3.105 Admission: Transfer Students**

ESE Students transferring from an out-of-state school must meet the entrance criteria for Santa Rosa County District Schools' Pre-Kindergarten Programs or have a current Individual Family Support Plan (IFSP) or Individual Education Plan (IEP) for an Exceptional Student Education Program.

### **3.200 PROGRAM OF STUDY**

#### **3.201 Curriculum**

The program of study for Pre-Kindergarten is based on curricula that provides developmentally appropriate instruction and teaching strategies individualized for the age and needs of the student. Research-based curricula and developmentally appropriate resources provide opportunities for student learning in all areas of development. Parent involvement and diversity are key elements of the curricula.

#### **3.202 Experiences and Activities**

Santa Rosa County's Early Head Start/Head Start Programs and Voluntary Pre-Kindergarten Program provide students with developmentally appropriate activities and experiences that enhance their cognitive, physical, social

and emotional growth. Students develop concepts about themselves, others, and the world around them through observations, experimentation and discovery. Daily activities are planned to provide teacher-directed and child-initiated experiences in small, individual and large group settings.

Readiness goals for student learning are written to align with the Head Start Child Developmental Early Learning Framework, Florida Early Learning Standards and the Santa Rosa County District Schools' expectations. These goals are in the areas of approaches to learning, cognitive and general knowledge, language and literacy, physical health and development, and social and emotional development. Expectations for students are that they will be ready for Kindergarten and for a lifetime of learning.

### **3.203 Exceptional Student Education (ESE)**

Students, birth to 3 years of age requiring special adaptations to the regular program must be identified through Part C Early Steps and must be provided with an Individualized Family Support Plan (IFSP). The IFSP will direct the services required and the agency providing those services.

Student's ages 3-5 requiring special adaptations to the regular Pre-Kindergarten Program and qualifying for **Part B Exceptional Student Education (ESE)** Programs shall be admitted through an eligibility staffing and shall maintain a current **Individual Education Plan (IEP)**. An appropriate program of study will be included in each ESE student's IEP. Pre-Kindergarten ESE students must have an IEP developed by their third birthday as determined by Indicator 12 in the state performance plan.

An eligible exceptional student may qualify for services in one or more of the following programs:

- Autism Spectrum Disorder
- Deaf or Hard of Hearing
- Developmentally Delayed (Age: 0-5)
- Dual-Sensory Impaired
- Intellectual Disabilities
- Emotional/Behavioral Disabilities
- Established Conditions (Age: 0-2)
- Hospital/Homebound
- Language Impaired
- Occupational Therapy
- Orthopedically Impaired
- Other Health Impaired
- Physical Therapy
- Speech Impaired
- Traumatic Brain Injury
- Visually Impaired

See the Special Policies and Procedures Manual for specific eligibility requirements.

### **3.204 Exceptional Student Education (ESE): IEP**

The IEP/IFSP for each exceptional student must indicate the strengths and needs of the child, parent's concerns, goal and objectives that will meet these needs and a reporting time line. It will also establish the amount of time and services the child will receive. All programs will work toward meeting the state Student Performance Standard of School Readiness.

### **3.205 ESE/Head Start: Progress Report**

An exceptional student's progress toward IEP goals and objectives will be reported in accordance with the regular reporting of progress. Head Start student progress reports are issued to parents in October, January and May.

### **3.206 Equal Access**

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

### **3.300 PLACEMENT**

#### **3.301 Placement of Head Start/Early Head Start**

Placement of Head Start/Early Head Start students in the Pre-Kindergarten Program is selected by the eligibility ranked waiting list in ChildPlus.

#### **3.302 Voluntary Pre-Kindergarten**

Placement in the Voluntary Pre-Kindergarten (VPK) Program is determined by age and proof of residence defined by the State of Florida. School districts in the State of Florida are mandated to have a 300 instructional hour summer VPK Program.

#### **3.303 Exceptional Student Education (ESE)**

Placement of ESE students in Pre-Kindergarten Programs will be determined by the Individual Education Planning Team and in compliance with the IEP/IFSP providing services in the least restrictive environment with their non-disabled peers as determined by Indicator 6 in the state Performance Plan.

#### **3.304 Dual-Enrolled Placement**

Placement of ESE students in Head Start (dual-enrolled) is determined by eligibility and a point system ranking in ChildPlus.

### **3.400 INTEGRATED SERVICES FOR HEAD START AND EARLY HEAD START/VPK/ESE**

In a spirit of cooperation and mutual support, parents, teachers, staff, administrators and the community work together to create an appropriate, challenging, supportive environment where each and every child learns, grows and feels valued as an integral member of the school community. Working in a spirit of collaboration, the Santa Rosa County Early Head Start/Head Start Program faculty, staff, administration, parents and community strive to create a climate of support and collaboration in their efforts to:

- Identify and meet each child's needs.
- Identify and access appropriate resources.
- Respect individual differences.
- Build on strength.
- Celebrate successes.
- Value each child's unique contribution.

#### **3.401 Health**

The health and developmental services for the Head Start/Early Head Start/VPK/ESE programs strive to meet the following goals:

- Provide an ongoing resource of comprehensive health services including; medical, dental, social/emotional and nutrition for all Pre-Kindergarten students.
- Provide an environment to meet the diverse needs of our students and their families. Every effort is made to effectively utilize resources to accommodate students with disabilities or special needs.
- Promote preventive health services and early intervention.

#### **3.402 Safety**

Child health and safety measures are practiced daily in all of the Santa Rosa County District Pre-Kindergarten Programs. Every effort is made to assure a safe and healthy environment for the children, staff, and public by utilizing various methods, approaches, policies and procedures.

#### **3.403 Nutrition**

Nutrition plays an important role for both students and their families within Santa Rosa County District Schools' Pre-Kindergarten programs. The nutrition service area strives to assist families in meeting each student's nutritional needs and establish good eating habits that nurture healthy development while promoting life-long well-being. The district's contracted food service provider, Sodexo, provides all school meals. The nutritional staff of Sodexo works diligently to plan and prepare nutritious menus that meet current USDA guidelines, ensure food safety and



sanitation. Nutritious meals are served daily to students, school staff and any visiting parent/guardian. The nutritional staff and the Florida Extension Office provide nutrition education to students, teachers, staff and parents.

### **3.404 Social Emotional Development/ESE**

The goal of the Social/Emotional and ESE Services is to bring about a greater degree of social competence in children. Social competence includes the child's everyday effectiveness in dealing with both present environment and later responsibilities in school and life. Social competence takes into account the interrelatedness of cognitive and intellectual development, physical and mental health, nutritional needs, and other factors that enable a developmental approach to helping children achieve social competence.

The Early Head Start/Head Start Program of Santa Rosa County believes in a strong prevention program that educates staff, parents and children. It allows them to practice new skills and receive support and guidance from staff, and community agencies. Child-centered, developmentally appropriate, hands-on classroom activities are provided to promote healthy self-concepts that can become the basis for lifelong healthy habits.

Identification and referral procedures are a part of the program. Social/Emotional services are provided for all students.

### **3.405 Parent Involvement**

Parent and family engagement in Head Start and Early Head Start is about building relationships with families that support family well-being; supporting strong relationships between parents and their children; and nurturing ongoing learning and development for both parents and children. Parents immediately become involved in their child's Pre-K education at parent orientation/placement conference meetings held before school begins. Parent trainings, workshops and conferences are planned to assist families in gaining knowledge in the area of child development, self-sufficiency and personal growth.

### **3.406 Education**

The Santa Rosa County School District's Pre-Kindergarten Programs believe in a strong prevention program that nurtures and educates students and families. The program allows students and families to learn new skills and receive support and guidance from staff and community agencies. Students learn best through active learning experiences that have a purpose and are meaningful to them. Teachers assess and make observations to plan for and guide students based on their individual needs. Parent input is crucial in planning for student success. Classroom environments are nurturing where students learn how to get along with others, solve problems, and acquire the academic skills needed for school success.

## **3.500 SCREENING/ASSESSMENT**

### **3.501 Assessment Instruments: Early Head Start/Head Start/VPK**

Developmental screenings and assessment procedures are listed below:

- Teachers/Assistants will administer the Dial-4, which contains a Social/Emotional component, to Head Start and VPK students and the Ages and Stages Screener to Early Head Start students within the first 45 days of school. Screening data is used to determine strengths and needs of students.
- The Galileo Online System is used throughout the school year as an on-going assessment tool.
- The VPK Assessment will be administered to Pre-K Head Start and VPK students that will be entering Kindergarten in the following year to measure progress in early literacy and early math skills.
- Readiness Goals, assessment data, observations, portfolios, and anecdotal notes will be used to develop lessons and report each student's progress. Data is gathered and analyzed three (3) times per year.

### **3.502 Assessment Instruments: ESE**

Progress Monitoring of skills in the exceptional student education program shall be completed by the administration of the Brigance Diagnostic at least 3x per year. Florida Department of Education requires every child to be administered the Battelle Developmental Inventory upon entrance and exit from the program to determine overall program progress outcomes.

### **3.600 COMPLETION**

#### **3.601 Head Start: Transition to Kindergarten**

Students in Pre-Kindergarten who attain the age requirement for Kindergarten will automatically transition to the Kindergarten program.

#### **3.602 ESE: Transition to Kindergarten**

Recommendations regarding the transition of students in the ESE Pre-Kindergarten Program will be the responsibility of the IEP Team. Consideration for an additional year shall be for the purpose of continued development and will not be considered retention. Transition meetings will be held for all students transitioning from ESE Pre-K to Kindergarten.

#### **3.603 ESE: Special Considerations**

If an ESE Pre-Kindergarten student spends part of the day in a Kindergarten program, the placement does not constitute a year of Kindergarten attendance.

#### **3.604 ESE: McKay Scholarship/Transfer**

Pre-K students receiving district services through an IEP who are claimed for FTE funding in both October and February may be eligible for the McKay Scholarship in Kindergarten.

### **3.700 ESE: ATTENDANCE**

#### **3.701 Attendance**

When a student in Pre-K ESE has been absent repeatedly, the Principal or designee may ask the parent/guardian to provide verification for reason of absence. Students absent for more than 30 days will become inactive in the system and will need to re-register in order to attend.

#### **3.702 Tardiness**

When a Pre-K student is repeatedly tardy the Principal may refuse the child entry to the program for the day. Some students may have a shortened or customized schedule made by an IEP team.

**4.0**  
**ELEMENTARY SCHOOL (GRADES K-5)**  
**STUDENT PROGRESSION PLAN**

**TABLE OF CONTENTS**

**4.100 ADMISSION**

- 4.101 Age Requirement: Kindergarten
- 4.102 Age Requirement: First Grade
- 4.103 Transfer: Non-public Kindergarten
- 4.104 Transfer: Out-of-State
- 4.105 Entry Documentation Requirements
  - 4.1051 Evidence of Birth
  - 4.1052 Evidence of Immunization
  - 4.1053 Evidence of Medical Exam
  - 4.1054 Evidence of Residence
  - 4.1055 Homeless Assistance
  - 4.1056 Social Security Number
- 4.106 In State Transfer Documentation Requirements
- 4.107 Admission: Home Education
- 4.108 Interstate Compact on Educational Opportunity for Military Children
- 4.109 Enrollment: Expulsion/Charges
- 4.110 Irregular Attendance Placement Committee
- 4.111 Student Transfers
- 4.112 Exceptional Student Education (ESE): *John M. McKay Scholarships for Students with Disabilities Program*
- 4.113 School Choice
- 4.114 Students with Parents/Guardians Employed by the Santa Rosa County School District
- 4.115 Classroom Transfers

**4.200 PROGRAM OF STUDY**

- 4.201 Required Program of Study
  - 4.2011 Elementary Physical Education
- 4.202 MTSS (Multi-Tiered System of Supports)
- 4.203 Section 504 Accommodation Plans/Services
- 4.204 Exceptional Student Education (ESE): Eligibility
- 4.205 ESE: Mastery of Course Content
- 4.206 ESE: Allowable Accommodations
- 4.207 Gifted Education: Make-Up Work
- 4.208 Equal Access
- 4.209 English Language Learners
- 4.210 Elementary Reading Proficiency
  - 4.2101 Elementary Physical Education
  - 4.2102 Elementary Recess

**4.300 GRADE PLACEMENT, GRADES AND GRADING**

- 4.301 Criteria
- 4.302 Screening
- 4.303 Further Assessment
- 4.304 Determined by Principal
- 4.305 Out-of-State Students
- 4.306 First Grade
- 4.307 Transfer: Probationary Basis
- 4.308 Transfer: Final
- 4.309 Transfer: Home Education
  - 4.3091 Placement/Age
  - 4.3092 Placement Variable
  - 4.3093 Temporary Placement

- 4.310 Responsibility of Principal
- 4.311 Promotion: K-5 Students
- 4.312 Promotion: ESE Students
- 4.313 Schedule of Completion
- 4.314 Report Cards: Grading System
- 4.315 Report Cards: Reflect Level of Achievement
- 4.316 Report Cards: Issuing Schedule
- 4.317 ESE: Progress Reports
- 4.318 State Adopted Standards
- 4.319 Accelerated Grade Placement
- 4.320 Principal as Final Administrative Authority
- 4.321 Retained: Reassigned
- 4.322 Administrative Placement
- 4.323 Retention
  - 4.3231 Criteria for Retention
  - 4.3232 Adequate Progress
  - 4.3233 Mandatory Retention
  - 4.3234 Exemption from Mandatory Retention
  - 4.3235 Mid-Year Promotion
- 4.324 Supplemental Instruction/Summer School
  - 4.3241 ESE: Extended School Year (ESY) Services
- 4.325 Assessment and Reporting
  - 4.3251 Annual Report of Student Progress
  - 4.3252 Reading Deficiency
  - 4.3253 Progress
  - 4.3254 Statewide Assessment and Remediation
  - 4.3255 ESE: Assessment Exemption
  - 4.3256 Parent Notification: Unsatisfactory Progress
  - 4.3257 Below Grade Level Placement
  - 4.3258 Parent Notification: Failing

#### 4.400 COMPLETION

- 4.401 Mastery of Student Performance Standards

#### 4.500 ATTENDANCE, ABSENCES, AND TARDINESS

- 4.501 Attendance
- 4.502 Absences
- 4.503 Excused Absences
  - 4.5031 Arrangements for Excused Absences
  - 4.5032 Arrangements for Non-Listed Excused Absences
  - 4.5033 Hospital/Homebound
  - 4.5034 Repeated Absences
  - 4.5035 Student with More Than Nine (9) Absences
  - 4.5036 Head Lice
- 4.504 Unexcused Absences
  - 4.5041 Habitual Truancy/Truancy Procedures
- 4.505 Tardiness
- 4.506 Late to School Check-In or Early Check-Outs
  - 4.5061 Unexcused/Excused "Late to School Check-ins/Early Check-outs"
- 4.507 Retention Due to Excessive Absences of Any Kind
- 4.508 Administrative Withdrawal
- 4.509 Learnfare Program
- 4.510 Early Warning System for Attendance

#### 4.600 VIRTUAL SCHOOL

#### **4.100 ADMISSION**

Florida law requires that a child who will be six (6) years of age by February 1 of any school year must attend school regularly during the entire school term. Therefore, the child must begin school at the beginning of the school year. s.1003.21, F.S.

#### **4.101 Age Requirement: Kindergarten**

Children **entering Kindergarten** in Santa Rosa County District Schools for the first time must comply with s.1003.21, and (1)(a)2 F.S. regarding entry. A child must be five (5) years of age on or before September 1 of the school year.

#### **4.102 Age Requirement: First Grade**

Any child who has completed Kindergarten **AND** is six (6) years of age on or before September 1 will be admitted to **Grade 1** at any time during the school year.

#### **4.103 Transfer: Non-public Kindergarten**

Pupils **transferring from a non-public Kindergarten** to the Santa Rosa County schools must meet the Florida age requirement for entry to Kindergarten.

#### **4.104 Transfer: Out-of-State**

Pupils **transferring from out-of-state** to a Santa Rosa County District Kindergarten or first grade must meet the **age requirements** for public schools in the state from which they are transferring. Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school must be provided.

#### **4.105 State of Florida Initial Entry Documentation Requirements**

In order to be initially **admitted to Florida schools**, as a first time student enrollment or as an out-of-state transferring student having never attended a Florida public or private school, a student must provide the following data:

##### **4.1051 Evidence of Birth**

Provide evidence of date of birth in accordance with s.1003.21, F.S.

##### **4.1052 Evidence of Immunizations**

Provide evidence of immunization against communicable diseases as required by s.1003.22, F.S.

##### **4.1053 Evidence of Medical Exam (Also referred to as a Physical Exam or Florida Physical)**

Provide evidence of a medical examination completed within the last 12 months in accordance with s.1003.22, F.S.

**Out-of-State Transfers:** A temporary exemption for a period not to exceed 30 school days will be given to permit a student who transfers from out-of-state to attend class until his/her medical exam can be obtained or brought up to date. After 30 days, the student will be excluded from school until a medical exam (completed within the last 12 months) is presented to the school.

##### **4.1054 Evidence of Residence**

Provide evidence of residence at an address within the attendance area of the school to which admission is requested **or** a request for transfer approved by the school board.

##### **4.1055 Homeless Assistance**

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 s.722 (d) (2), *F.S.*, of The Federal McKinney-Vento Homeless Assistance Act and related Florida Statutes. Students identified as homeless shall be given a temporary exemption for 30 school days to comply with school entrance documentation requirements (i.e. birth certificate, immunizations, physical exam) (s. 1003.22 (2), *F.S.*). After 30 days, mandatory exclusion from school is required by law in Florida until acceptable immunization documentation is presented. Physical exam will also be required within the 30 day time line.

**4.1056 Social Security Number (s.1008.386, F.S.)**

Each district school shall request that each student enrolled in a public school in Florida provide his or her social security number. However, a student is not required to provide his or her social security number as a condition for enrollment.

**4.106 In-State Transfer Documentation Requirements:**

Students **transferring from** another public or private school in the State of Florida shall be given 30 days to provide the district with proper record of an up to date immunization and a record of medical exam (on file as an initial entry health exam; not required to have been completed within 12 months). Failure to provide proper documents will result in exclusion from school until records are presented. A new medical exam will be required if one is not received as part of the student record.

**4.107 Admission: Home School Education**

Elementary students enrolled with the district as home school education students are not eligible to participate in classes, activities or ESE Services, at the elementary school level. Contact the Director of ESE for disability or Section 504 questions.

**4.108 Interstate Compact on Educational Opportunity for Military Children – Florida Statute 1000.36**

See Section 1 of this document for details.

**4.109 Enrollment: Expulsion/Charges**

Any student enrolling in any Santa Rosa County District 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 Elementary Schools should be contacted to determine appropriate placement within the district prior to the enrollment of the student in a Santa Rosa County District School. A student with an active Individual Education Plan (IEP) who has been expelled from any non-district school and who is seeking to enroll in a Santa Rosa County District School or alternative placement shall be referred to the Director of Exceptional Student Education (ESE) for an immediate placement review.

**4.110 Irregular Attendance Placement Committee**

If a student requests admission to elementary school and the student has not been regularly enrolled in an education program, and does not have appropriate records regarding grades completed, the irregular attendance committee will hear the parent's request when there is a question regarding grade level placement.

The Irregular Attendance Placement Committee shall be comprised of the following members:

- A. The Director of Elementary Schools, Chairperson
- B. The Director of Middle Schools
- C. The Director of High Schools
- D. The Principal of the Elementary School
- E. The Director of Continuous Improvement

**4.111 Student Transfers**

See the Santa Rosa County District *School Choice Plan* regarding procedures for transfers.

**4.112 Exceptional Student Education (ESE): John M. McKay Scholarships for Students with Disabilities Program**

The John M. McKay Scholarships for Students with Disabilities Program is established to provide the option to attend a public school other than the one to which assigned, or to provide a scholarship to a private school of choice, for students with disabilities for whom:

- (a) An Individual Educational Plan (IEP) has been written in accordance with rules of the State Board of Education; or
- (b) A 504 Accommodation Plan has been issued under s. 504 of the Rehabilitation Act of 1973.

**NOTE:** Students with disabilities include K-12 students who are documented as having an intellectual disability; a speech impairment; a language impairment; a hearing impairment, including deafness; a visual impairment,

including blindness; a dual sensory impairment; an orthopedic impairment; another health impairment; an emotional or behavioral disability; a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia; a traumatic brain injury; a developmental delay; or autism spectrum disorder.

**Public School McKay Scholarship Option:**

Pursuant to Section 1002.39(5), F.S., a student meeting the McKay eligibility requirements may choose to attend another public school in the student's school district or in an adjacent school district. In this case, the district McKay Scholarship Representative (name and contact information found on the School Choice website) must be contacted to discuss available public school options. Public school availability is determined by the school district and is based upon the following:

- Program availability (determined by the student's IEP) at the requested school center.
- Ability of parent to provide transportation for their child to and from the school of choice if the scholarship is awarded. **(Transportation is the responsibility of the parent.)**

**4.113 School Choice**

School Choice options will be made available in accordance with the district's *School Choice Plan* developed to meet the requirements of the No Child Left Behind Act of 2001.

**4.114 Students with Parents/Guardians Employed by the Santa Rosa County School District**

Students with parents/guardians employed by the Santa Rosa County School District are allowed to enroll in a district school within the school zoned feeder pattern of their assigned work location provided space is available. Parent/Guardians must provide verification of employment to receiving school upon request to transfer.

**4.115 Classroom Transfers**

**Parent Request for his/her child to be transferred from an out-of-field classroom teacher to an in-field classroom teacher.**

1. The parent may submit to the school Principal a letter detailing their request for transfer to an in-field teacher.
2. The Principal will approve or deny the request within two (2) weeks of receiving the request. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial.
3. If the denial is due to lack of staff or class-size considerations, the parent will be made aware of the district reassignment process.

**Parent Request for his/her child to be transferred to another classroom teacher.**

1. The Parent should request a conference with the current teacher to discuss concerns and to seek a resolution.
2. If the above is not successful, the parent should request a conference with the teacher and a school administrator to seek resolution.
3. If the above does not resolve the issues/concerns, the parent may submit to the school Principal a letter detailing their continued concerns and the specific remedy sought.
4. The Principal will approve or deny the schedule change request within two (2) weeks of receiving the request and this decision will be provided to the parent in writing.
5. Parents who wish to appeal this decision may appeal to the grade level director at the district level.

**4.200 PROGRAM OF STUDY**

**4.201 Required Program of Study**

Public School Student Progression; Reporting Requirements; Required Program of Study

**A. Intent -**

It is the intent of the Florida Legislature that each student's progression from one grade to another to be determined, in part, upon proficiency in reading, writing, science and mathematics; that district school board

policies facilitate such proficiency; and that each student and his or her parent be informed of that student's academic progress.

B. Comprehensive Core Program – (also referred to as MTSS (Multi-Tiered System of Supports)–Tier I Program)

The **program of study** for elementary school students in Santa Rosa County District Schools reflects state and local expectations for elementary education. The following areas of study are required for elementary education in each grade, K - 5:

- English Language Arts (ELA)
- Mathematics
- Science
- Social Studies: Florida History; Conservation of Natural Resources; American History; Free Enterprise, Consumer and Economic Education

The following programs of study are special area/elective course descriptions that are part of our district's overall programs of study. These may be implemented as scheduled classes or imbedded in other subject area instruction.

- Art (may include the fine arts and/or dramatic arts)
- Character Education (patriotism, flag education, responsibility, citizenship, kindness, respect, honesty, self-control, tolerance and cooperation)
- Computer Literacy, Problem Solving and Critical Thinking Skills
- Health (includes harmful effects of alcohol, tobacco and drug abuse; nutrition; human growth and development; and safety). The instructional time for K-3 students is 36 hours per year (average one (1) hour per week). For 4-5 students, 54 hours per year (average 1½ hours per week) of instruction are required. Every effort shall be made to integrate health education with other subject areas.
- Music
- Self and Career Education
- Safety
- Technology Education

**4.2011 Elementary Physical Education**

Per state statute (1003.455), the district will provide 150 minutes of physical education weekly. Schools on six (6) plus day schedules will average 150 minutes of physical education per week.

The Elementary Physical Education Program of Study will reflect the following outcomes:

- Schools will provide physical education activities of at least a moderate level of intensity for the duration sufficient to provide significant health benefit to all students, subject to their differing capabilities.
- Schools will require fitness education and assessment to help students understand; improve and maintain their physical well-being.
- Programs will provide students of all abilities and interests with a foundation of movement experiences that will lead to active, healthy lifestyles.
- Schools will ensure instruction in and promotion of healthy eating habits and good nutrition.
- Schools will deliver safety skills instruction for various physical activities and equipment.
- District policy will prohibit the use of physical activity and the withholding of physical activity as punishment.

**4.2012 Elementary Recess**

In addition to PE requirements, the district will provide at least 100 minutes each week of supervised, safe and unstructured free-play recess for students in Kindergarten through Grade 5. This will allot at least 20 minutes of free-play recess per day.



#### **4.202 MTSS (Multi-tiered System of Supports) – Tier II and Tier III Supports:**

Specific levels of performance in reading, writing, science and mathematics will be expected for each student at all grade levels. Various measures will be used to determine proficiency including the levels of performance on statewide assessments, as defined by the Commissioner of Education. If below level performance is documented, the student must receive remediation within an intensive program that is different from the previous year's program. Remediation will be provided for students based on assessment results from the previous year.

##### **Kindergarten**

Reading STAR Early Literacy – Equal to or less than 437

##### **Grade 1 (and Retained Kindergarteners)**

Mathematics Equal to or less than mid-level 2 on Discovery Education Mathematics Assessment D for grade K and based upon teacher observation and classroom data.

Reading Equal to or less than mid-level 2 on Discovery Education Reading Assessment D for grade K and based upon teacher observation and classroom data.

##### **Grade 2**

Mathematics Equal to or less than mid-level 2 on Discovery Education Mathematics Assessment D for grade 1 and based upon teacher observation and classroom data.

Reading Equal to or less than mid-level 2 on Discovery Education Reading Assessment D for grade 1 and based upon teacher observation and classroom data.

Science F in Elementary Science for Grade 1.

##### **Grade 3**

Mathematics Equal to or less than mid-level 2 on Discovery Education Mathematics Assessment D for grade 2 and based upon teacher observation and classroom data.

Reading Equal to or less than mid-level 2 on Discovery Education Reading Assessment D for grade 2 and based upon teacher observation and classroom data.

Science F in Elementary Science for Grade 2.

##### **Grade 4**

Mathematics Less than Level 3 on FSA Math for Grade 3.

English/  
Language Arts Less than Level 3 on FSA ELA for Grade 3.

Science F in Elementary Science for Grade 3.

##### **Grade 5**

Mathematics Less than Level 3 on FSA Math for Grade 4.

English/  
Language Arts Less than Level 3 on FSA ELA for Grade 4.

Science F in Elementary Science for Grade 4.

Additional diagnostic information and classroom performance may also be used as criteria to determine a need for remediation.

**Allocation for Resources** – District school boards shall allocate remedial and supplemental instructional resources to students, with priority given to students who are deficient in Language Arts by the end of 3<sup>rd</sup> grade and students who fail to meet performance levels required for promotion; consistent with the district school board's plan for student progression.

**Progress Monitoring Plans (PMPs)** – Students must demonstrate proficiency in reading, writing, science and mathematics at each grade level, as determined by state levels of proficiency on state assessments and local levels of proficiency on local assessments. Any student who does not meet the specified grade level performance in reading, writing, science and mathematics as defined by the Santa Rosa County School District Assessment Plan or statewide assessments at selected grade levels, must be provided additional diagnostic assessments to determine the nature of the student's difficulty and area(s) of academic need.

Those students identified as needing intensive remediation or struggling in the area(s) of academics, behavior, and/or attendance must be provided with a Progress Monitoring Plan (PMP) developed in consultation with the

student's parent or legal guardian. The purpose of the Progress Monitoring Plan (PMP) is to assist the student in meeting district and state expectations for proficiency in ELA, science and mathematics and/or to improve behavior and attendance by way of interventions. The plan may include one or more of the following activities as considered appropriate by the school administration: Tier I (core supports); Tier II or Tier III interventions that may include, small group interventions within the school day; accommodations to support academic/behavioral/social emotional progress, extended day services; tutoring; scheduling of classes to focus on only a few subjects needing remediation or emphasis (ELA; science and/or mathematics); testing for ESE services; behavior contracts, truancy plans and other remedial activities as determined by the school district.

The Individuals with Disabilities Education Act (IDEA 2004) supports implementation of a Multi-Tiered System of Supports because it has proven to be effective in accelerating learning for all students, including students with disabilities (SWDs). When the MTSS framework is implemented with fidelity, students' educational needs are more intentionally addressed by designing, developing, and delivering needed, appropriate supports. Students who meet the criteria to receive specialized instruction through Exceptional Student Education (ESE) services will be included in the Progress Monitoring Plan (PMP) process, if they do not demonstrate proficiency in reading, writing, science and mathematics at each grade level, as determined by state levels of proficiency on state assessments and local levels of proficiency on local assessments.

#### **4.203 Section 504 Accommodation Plans/Services**

Under Section 504 Services, a student may be considered disabled if he or she has been determined by the Section 504 committee of having a physical or mental impairment that substantially limits one or more life activity, such as learning, walking, talking, reading, concentrating, focusing, seeing, hearing, breathing, working, and performing manual tasks. Students can be considered disabled and can receive services under Section 504 even if they do not qualify for or receive exceptional student education services.

- All Section 504 plans will be reviewed annually to determine if the student continues to meet eligibility criteria.
- All students who receive Section 504 services will participate in the general education curriculum provided with access to an Accommodation Plan.
- All students who receive Section 504 services will participate in all district and statewide assessments and be provided with access to an Accommodation Plan, in accordance with approved test accommodations as stated in the test administration manual.
- Section 504 services are not specialized instruction in an Exceptional Student Education program.

#### **4.204 Exceptional Student Education (ESE): Eligibility**

Students meeting Florida Department of Education eligibility criteria, for one or more exceptional student education programs, **and** requiring specially designed instruction and/or related services shall be admitted through an eligibility staffing. An appropriate individualized program of study will be developed in the student's Individual Education Plan (IEP).

An eligible exceptional student may qualify for services in one or more of the following programs:

- Autism Spectrum Disorder
- Deaf or Hard of Hearing
- Developmentally Delayed (Age: 0-5)
- Dual-Sensory Impaired
- Emotional/Behavioral Disabilities
- Gifted
- Hospital/Homebound
- Intellectual Disabilities
- Language Impaired
- Occupational Therapy
- Orthopedically Impaired

- Other Health Impaired
- Physical Therapy
- Specific Learning Disabled
- Speech Impaired
- Traumatic Brain Injured
- Visually Impaired

See the ESE Policies and Procedures Manual for specific eligibility requirements.

#### **4.205 ESE: Mastery of Course Content**

Unless otherwise specified on the Individual Education Plan (IEP), elementary exceptional students working on established state standards are required to demonstrate mastery in the same areas of study as their non-disabled peers.

#### **4.206 ESE: Allowable Accommodations**

Exceptional students must have access to accommodations implemented in general education courses in accordance with their IEP. These may include but are not limited to the following:

- An increase or decrease in the instructional time.
- Variations in instructional methodology.
- Teacher instruction or student response through special communication systems.
- Accommodations for test administration procedures and other evaluation systems.

#### **4.207 Gifted Education: Make-Up Work**

Best practice dictates that gifted students should be required to complete only work which, if not completed, would affect their classroom progress. The following are guidelines to be used when making decisions regarding work missed while attending Gifted Program classes:

- Students attending Gifted Program classes will be excused from the daily/homework assigned during the class period(s) missed. Students will be excused from these assignments without penalty to their grades, loss of other scheduled activities, or loss of any classroom privileges. Assignments made prior to the day students attend the Gifted Program class are to be turned in the next scheduled class time.
- Mastery of standard curriculum objectives may be determined by oral review, teacher observations, quizzes, modified assignments, and/or a few selected problems.
- Time spent in the Gifted Program class is governed by State Regulations (6A-6.0331); therefore, students are not to miss any of the scheduled time for Gifted Program services.

#### **4.208 Equal Access**

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

#### **4.209 English Language Learners**

Students who have a native language other than English shall be provided instruction and services in accordance with the *Santa Rosa Plan for Services to English Language Learners (ELL)*.

#### **4.210 Elementary Reading Proficiency**

Intensive Reading Instruction Parental Notification and Retention:

- It is the ultimate goal of the Florida legislature that every student read at or above grade level. Any student who exhibits a substantial deficiency in reading, based upon locally determined or statewide assessments conducted in Kindergarten, Grade 1, Grade 2, or Grade 3, or through teacher observations, must be given intensive reading instruction immediately following the identification of the reading deficiency. The student's reading proficiency

must be reassessed by locally determined assessments or through teacher observations at the beginning of the grade following the intensive reading instruction. The student must continue to be provided with intensive reading instruction until the reading deficiency is remediated. A reading deficiency is defined to include Florida Standards in the area of Language Arts (reading, writing, vocabulary, grammar, etc.).

- B. The parent of any student who exhibits a substantial deficiency in reading, as described in paragraph (A) will be involved in the development of a Progress Monitoring Plan (PMP) to include the following:
1. A review of all observation and assessment results.
  2. A description of Tier I (Core Program) supports in place to help the student.
  3. A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.
  4. Retention Information: if the child's reading deficiency is not remediated by the end of Grade 3 (Level 1 performance on state and local assessments) the child must be retained, unless he or she is exempt from mandatory retention for "good cause."
  5. The school shall offer support and strategies for parents to use in helping their child succeed in reading proficiency.
  6. A good faith attempt will be made by the school to present this Progress Monitoring Plan (PMP) information in a face-to-face conference with parents.

**Intensive Reading Instruction:** Students must be assessed in reading proficiency using locally determined assessments before the end of Grades 1, 2 and 3. Students with a substantial deficiency in reading must be given intensive reading instruction immediately following the identification. Substantial deficiency may be determined by a student scoring a Level 1 or Level 2 on the End of the Year Discovery Education Assessments OR by using other district and/or state assessment data including but not limited to: ERDA, DAR, ERSI Observation Survey, Yopp-Singer Test of Phonemic Segmentation, Core Curriculum Benchmark Assessments, software based evaluation methods including SRI, STAR, etc. used by teachers.

Intensive instruction must be provided for students in Grades 1, 2 and 3 who are deficient in reading proficiency. Intensive instruction must:

- include diagnosis/prescription of the reading difficulties,
- be targeted to specific skill development,
- provide a variety of opportunities for repetitions,
- utilize smaller chunks of text or content,
- include guided and independent practice,
- include skill development and practice integrated into all activities,
- include frequent monitoring; and
- include criterion-based evaluations of success.

Students deficient in reading proficiency at the end of Grades 1, 2 or 3 must have their reading proficiency reassessed by the beginning of the grade following the intensive instruction.

**Retention:** Any student who exhibits a substantial deficiency in reading skills, as determined by local assessments at Grades 1 and 2 or by the statewide assessment at Grade 3, is subject to mandatory retention in Grade 3 if a specific level of performance on the 3rd grade FSA (Florida Standards Assessment) and the Reading SAT 10 Norm-Referenced Test is not attained. (Additional information in Section 4.3233)

#### **4.300 GRADE PLACEMENT, GRADES AND GRADING**

##### **4.301 Criteria**

Grade placement in Santa Rosa County District Schools is based on the careful evaluation of each pupil's achievement in terms of his/her appropriate instructional goals. The basis for making the determination should reflect teacher judgment based on the following: progress tests, daily observation, classroom assignments, standardized

tests, student products and all other objective data available. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially and emotionally at each level is that of the classroom teacher, subject to the review and approval of the Principal. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

**4.302 Screening**

All Kindergarten students shall be screened by their teachers within nine weeks of entering school using screening instruments and procedures that are state approved. All students in Grades 1-3 who are new to the district shall be screened during the first eight (8) weeks of school following their initial enrollment. Each school will adopt screening instruments and procedures appropriate to the individual school.

**4.303 Further Assessment**

After screening, students needing further assessment will be referred for additional evaluation to insure appropriate instructional placement.

**4.304 Determined by Principal**

The grade placement of a student transferring from any school will be determined by the Principal of the receiving school with the involvement of appropriate personnel.

**4.305 Out-of-State Students**

The grade placement of transfer students from out-of-state public or non-public schools will be determined by the Principal of the receiving school after admission requirements in Section 4.100 are met.

**4.306 First Grade**

Students entering first grade in Santa Rosa County District Schools for the first time must comply with s.1003.21, F.S. Completion of Kindergarten is a state requirement for a student entering first grade. Students not able to meet this requirement will be placed in Kindergarten.

**4.307 Transfer: Probationary Basis**

Transfer students shall be assigned to a grade on a probationary basis until transfer records are validated showing official evidence of the actual grade placement. The student's academic performance on the Santa Rosa County District selected standardized tests and classroom performance may be considered in making the final decision for placement of the student.

**4.308 Transfer: Final**

Final determination of the transfer student's grade placement shall be made as soon as possible after the student's records have been received. In the event the records are not obtained, the placement will be made based upon results from an appropriate screening and assessment.

**4.309 Transfer: Home Education**

The Principal is responsible for making an appropriate grade placement of a student entering Santa Rosa County District Schools from a home education program that has followed all requirements for registration, documentation, and evaluation required of such programs.

**4.3091 Placement/Age**

Students who are five (5) or six (6) years of age shall be placed in accordance with the requirements outlined in s.1003.21 and s.232.04, F.S.

**4.3092 Placement Variable**

In addition to these requirements, placement shall be based on at least the following variables:

- age and maturity
- results of screening instruments
- academic skills and abilities
- previous record in public or private schools
- evidence of work while in home education

#### **4.3093 Temporary Placement**

Students may be temporarily placed pending screening.

#### **4.310 Responsibility of Principal**

School personnel shall utilize all available resources to achieve parent understanding and cooperation regarding a student's grade placement. However, in situations involving exceptional students, the IEP Team may convene to determine grade placement. The final decision is the responsibility of the Principal.

#### **4.311 Promotion: K-5 Students**

Promotion of students from one (1) grade to the next in Santa Rosa County District Schools is based upon evaluation of each student's achievement in terms of appropriate goals for that student. Every effort should be made to assure that students develop sufficient skills and behaviors for success in school. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

##### **Student Performance**

If a student has been identified as needing intensive remediation, additional diagnostic assessments to determine the nature of the student's difficulty and area(s) of academic need will be provided for the student. If a student is not remediated, he/she may be retained.

#### **4.312 Promotion: ESE Students**

An **Individual Education Plan** for each ESE student must indicate which state approved standards including Access Points for students who are alternately assessed, are expected to be mastered by the student. Documentation of mastery and/or remediation of these standards are the joint responsibility of all of the student's service providers.

#### **4.313 Schedule of Completion**

A student should complete the primary grades (K-3) in no more than five years and Grades 4 and 5 in two (2) years. Any student who appears to be having difficulty meeting promotion requirements should be monitored carefully by the professional staff, to be certain that the student does not require additional services.

#### **4.314 Report Cards: Grading System**

Policies relating to the content and issuance of student report cards shall be set forth in the *Student Progression Plan*. Statutory Authority: s.1003.33 F.S.

The primary means of reporting student progress is the report card. The report card will be issued each nine (9) week period and will contain academic grades, attendance, conduct and other information.

Mid-term grade reports will be issued by each teacher in Grades 1– 5 on the dates reflected on the district's calendar. Teachers will follow appropriate procedures to ensure that mid-term reports adequately reflect student progress.

Santa Rosa County District elementary school students will receive grades based on the following scale:

##### **Kindergarten Report Card**

The Kindergarten report card is a standards based report card reflecting the most critical skills needed for success in Kindergarten. All state standards are taught per course descriptions but not all of these standards are represented on the progress report. However, overall mastery of the most critical skills listed on the standards based report card represents collective success and demonstrate success for grade advancement to 1<sup>st</sup> grade. The scale for performance on the Kindergarten report card is as follows:

**MP** = Meets Proficiency – Student meets proficiency of the targeted benchmarks with independence, accuracy, and quality

**DP** = Developing proficiency – Student is developing proficiency toward benchmarks but requires additional support

**BP** = Below proficiency – Student is performing well below proficiency of the targeted benchmarks even with additional support

##### **Report Cards:**

Grades 1<sup>st</sup> through 6<sup>th</sup> grade will utilize the same scale for reporting progress to parents. This information is reported each nine (9) weeks but more frequent communication of progress will occur through weekly communications to

parents and through work products coming home for parent review. Parents will also have access to a grading portal that will allow for grade monitoring of student performance between grade reporting periods.

Number grades will be assigned using the following scale:

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

Physical education, art, and music, will receive E, S, N, U, or I grades.

E = Excellent  
S = Satisfactory  
N = Not Mastered  
U = Unsatisfactory  
I = Incomplete

Appropriate procedures should be followed by teachers to continuously, carefully, and adequately observe and assess each pupil's performance throughout the school year to determine if expected achievement levels are being met. Under no circumstances should a student's grade be judged solely on the basis of a single test.

#### **4.315 Report Cards: Reflect Level of Achievement**

Elementary report card grades in ELA and mathematics must clearly reflect the student's level of achievement. Parents must be able to assume that students earning satisfactory grades in the regular program are achieving within the range appropriate or acceptable for their grade or the course in which they are enrolled. Remedial programs, while scaffolded to support the student, should be rigorous and reflect challenging content and nearing grade level expectations. Instruction for a small portion of the day may be below grade level, but this coursework should not be reflective of overall expected grade level performance unless students are working on Access Points Course Expectations (ESE Alternate Assessment Students only). Parents must receive accurate and timely information regarding their child's academic progress and must be informed of ways they can help their child to succeed in school.

#### **4.316 Report Cards: Issuing Schedule**

Report cards are issued each nine week period for Grades K-6. The first progress report of the year for Kindergarten will be given to parents at a scheduled parent conference. For all grades, in order to earn a grade for the report card, the student must be enrolled in a school for two-thirds of the grading period. Specifically, with a 45 day grading period, the student must be enrolled for 30 days.

In terms of promotion or retention of students, a grade period reflecting no grade will not unduly influence the decision of the teacher on the yearly average in each academic subject. When the ungraded period is the final grading period of the school year, no decision concerning promotion or retention will be made until the regular school year has ended. The final report card will not be released prior to the conclusion of the regular school year.

#### **4.317 ESE: Progress Reports**

Exceptional students' progress toward IEP goals and objectives will be reported to parents at mid-term, 5<sup>th</sup> week of the nine (9) week grading period and at the end of the nine (9) week grading period.

#### **4.318 State Adopted Standards**

A. Standards to measure student achievement serve as guides to determine best practices for local curriculum designers in helping schools implement school improvement strategies to raise student performance. These standards explain what students should know and be able to do in the subjects of the arts, health/physical education, foreign languages, ELA (reading and writing), mathematics, science and social studies. Public schools shall provide appropriate instruction to assist students in the achievement of these standards. Standards can be found on the Florida Department of Education Website or by going to [www.cpalms.org](http://www.cpalms.org).

- B. Each district school board shall incorporate the established State Standards into the district *Student Progression Plan*.
- C. The established State Standards shall serve as the basis for statewide assessment.

#### **4.319 Accelerated Grade Placement**

The promotion of a student from one (1) grade to a higher grade at any time during a school year should be made on the basis of exceptionally high achievement by the student, recommendation for consideration by school staff, and evidence that the student will benefit from the instructional program at the advanced grade level. The probable long-range academic, social, and emotional effects of the decision should be considered. The Principal has the responsibility for making such assignments. A student will not be accelerated without parental consent. The student's cumulative record should be noted to indicate "accelerated grade placement." Also refer to Section 2 of the *Student Progression Plan – Academically Challenging Curriculum to Enhance Learning (ACCEL)*.

#### **4.320 Principal as Final Administrative Authority**

The Principal has the final administrative authority for the grade and class placement of elementary school students.

#### **4.321 Retained: Reassigned**

Any pupil who has been retained may be assigned any time during the first reporting period of the next school year to the next higher grade upon recommendation of the teacher and approval of the Principal, if it has been determined that the standards have been met and the student will benefit from instruction at the higher grade level. A mid-year promotion can occur at any time prior to the end of the first semester. (See Section 4.3235) No promotion will be granted after the last day of the first semester.

In considering a student for retention at parent request, the district would need documents with clear and compelling evidence of a need for the student to spend time in the same grade level in order for the student to gain emotional, cognitive, or physical maturity. Documentation in terms of coursework grades, test scores, or a medical evaluation to support this decision would need to be provided. If the student is a student with a disability, reviewing information on the periodic reporting on the progress the student is making attaining the annual IEP goals may be used as another data source.

#### **4.322 Administrative Placement**

A student who has not met the student performance standards and who may not benefit from special assignment to the same grade may be administratively assigned by the Principal to the next higher grade. In all cases, the student's cumulative record shall indicate the grade assigned by "administrative placement." A properly documented Progress Monitoring Plan (PMP) must be in the cumulative folder.

Parents should be notified that their child is being administratively placed in the next higher grade. A copy of this notification should be placed in the student's cumulative record. It is preferred that this notification occur in a parent conference.

#### **4.323 Retention**

Students who do not satisfactorily achieve established standards for the grades to which they are assigned may be assigned to the same grade for the next school year. These students are to be provided instruction designed to continue their progress toward mastery of required standards in an intensive program that is different from the previous year's program and that takes into account the student's learning style. A retained student must be provided 90 minutes of uninterrupted reading instruction daily, using research based materials, with additional time for intensive intervention. The Principal has the final administrative responsibility for a student's grade placement. Students retained twice must receive an additional 90 minutes of intensive reading instruction, totaling 180 minutes. Every effort will be made with students that are twice retained to offer grade level and above grade level instruction with the goal of achieving mid-year promotion to the next grade. State guidelines are in place for 3<sup>rd</sup> grade and school will set frameworks for other grade level decisions based on the needs of the students and the accomplishment of grade level expectations (with support).

##### **4.3231 Criteria for Retention**

When a student is recommended for retention, the following criteria will be considered:

- A. The student's performance on the district's standardized assessment is a Level 1 (Unify Assessment) or the student scores a Level I on the FSA ELA test.



- B. The student's performance score on a research based retention instrument (e.g. Light's Retention Scale) indicates possible retention,
- C. The student's progress on teacher made assessments is below grade level,
- D. The student's report card grades indicate a lack of progress,
- E. The student's status regarding exceptional student education screening and placement has been considered,
- F. The student's Progress Monitoring Plan (PMP) documents that three (3) or more indicators have been utilized to measure adequate progress in Language Arts (to include reading and writing skills progress monitoring),
- G. The student's Progress Monitoring Plan (PMP) documents remediation strategies have been provided through the implementation of the plan,
- H. It is the strong belief of the team, after studying all data and considering the input of the parent that the retention will serve a long term benefit for the student and the retention will be used as a method to remediate the student deficits; not simply repeat the year because of a lack of skill mastery.

Promotion and retention of an ESE student is a decision based on the student's individual needs, as determined by the IEP goals and objectives. When considering promotion and retention the following factors should be taken into account:

- impact on the student's opportunities to be included in general education
- developmental/maturational appropriateness
- social/behavior skills
- communication skills
- physical maturity
- attendance
- academic skills
- chronological age

No promotion or retention decision may be made for any individual student classified as ELL based solely on a score on any single assessment instrument, whether such assessment instrument is part of the statewide assessment program or of a particular district's formal assessment process. A formal retention recommendation regarding an ELL should be made through action of an ELL committee. Parent conferences regarding possible retention will be initiated during the second semester of the school year. Parents should be made aware of their child's possible retention status early in the second semester.

The child's report card should reflect below grade level performance and lack of adequate progress in reading, writing, and/or in mathematics. Documentation of the student's progress will be maintained in the student's permanent record.

The final recommendation for retention and the supporting data will be submitted to the Principal before the last day of school. All parent conferences should be completed prior to the teacher's recommendation for retention. When it is recommended that a student should be retained in the current grade level, the Principal makes the final decision regarding retention.

All requests for exempting a student from the district's retention policies will be submitted to the school board by the Principal. The local school board may exempt a student from mandatory retention for "good cause."

#### **4.3232 Adequate Progress**

Section 1008.25, F.S., provides certain requirements for school district student progression plans. The intent is to base promotion, in part, on proficiency in reading, writing, science and mathematics. School districts must:

- establish standards for evaluating how well students master the established state standards.
- establish expected levels of performance for student progression at each grade, as defined by the Commissioner, for students in reading, writing, science and mathematics based on achievement of the appropriate established state standards/benchmarks, with acceptable levels of performance on the FSA

at grade levels 3 - 5 and on the district's standardized assessment in Kindergarten through Grade 2, below which a student must receive remediation or be retained.

- provide remediation through a Progress Monitoring Plan (PMP), focusing on diagnosed needs until the student is remediated.

In order to meet state requirements for adequate progress, a school district of Santa Rosa County Progress Monitoring Plan (PMP) must be implemented with identified low performing students. This plan is a document developed along with a child's parents to assist the student in meeting the expectations of proficiency. When a student fails to attain the specified district or state levels of performance for student progression on district or state assessments, the district has three (3) options:

1. Remediate before the beginning of the next school year and promote;
2. Promote and remediate during the following school year with more intensive intervention;
3. Retain and remediate with a program and strategies specified in a revised Progress Monitoring Plan (PMP).

#### **4.3233 Mandatory Retention**

Students with a substantial reading deficiency in Grades 1, 2, and 3, as determined by district assessments in Grades 1 and 2 and the state Language Arts assessments in Grade 3, must be remediated by achieving the levels of performance for student progression established by the state for the Grade 3 reading assessments (FSA). Students who have been identified as having reading deficiencies in Grades 1, 2 or 3 and who have received remediation, but score at achievement Level 1 on the Grade 3 Reading FSA must be retained, unless exempted from mandatory retention by the school board for "good cause."

#### **4.3234 Exemption from Mandatory Retention**

If the student's reading deficiency is not remediated by the end of Grade 3, as demonstrated by scoring at Level 2 or higher on the statewide assessment test in reading for Grade 3, the student must be retained. The district school board may only exempt students from mandatory retention for "good cause." Good Cause Exemptions shall be limited to the following:

- A. English Language Learners (ELL) who have had less than two (2) years of instruction in an English for Speakers of Other Language Program (ESOL).
- B. Students with disabilities who's Individual Education Plan (IEP) indicates that participation in the statewide assessment program is not appropriate, consistent with the requirement of State Board of Education rules.
- C. Students who demonstrate an acceptable level of performance on the parallel form of STAR.
- D. Students who demonstrate, through a student portfolio, that they are reading on grade level, as evidenced by demonstration of mastery of the Standards in reading equal to at least a Level 2 performance on the FSA. (6A-1.094221)

To promote a student using a student portfolio as a good cause exemption there must be evidence that demonstrates the student's mastery of the State Standards in ELA equal to at least a Level 2 performance on the Grade 3 FSA ELA. Such evidence shall be an organized collection of the student's mastery of the Florida Standards for ELA. The student portfolio must meet the following criteria:

1. Be selected by the student's teacher;
2. Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom;
3. Include evidence that the benchmarks assessed by the Grade 3 FSA ELA have been met. Evidence is to include multiple choice items and passages that are approximately 60 percent literary text and 40 percent information text, and that are between 100-700 words with an average of 500 words. Such evidence could include chapter or unit tests from the district's/school's adopted core reading curriculum that are aligned with the Florida State Standards or teacher-prepared assessments;
4. Be an organized collection of evidence of the student's mastery of the Standard for ELA. For each benchmark there must be at least three (3) examples of mastery as demonstrated by a grade of 70 percent or above.

5. Santa Rosa County District Schools will utilize the district's portfolio document and expected performance recommendations when determining mastery of ELA Standards.
- E. Students with disabilities who participate in the FSA and who have an Individual Education Plan (IEP) or a Section 504 Plan reflecting that the students have received intensive remediation in reading, for more than two (2) years, but still demonstrate a deficiency in reading AND were previously retained in Kindergarten, Grade 1, Grade 2 or Grade 3.
- F. Students who have received intensive remediation in reading, as required for two (2) or more years, but still demonstrate a deficiency in reading and who were previously retained in Kindergarten, Grade 1, Grade 2 or Grade 3 for a total of two (2) years are eligible for an alternative placement. This placement provides the twice retained student instruction from a high performing teacher who provides at least a 90 minute uninterrupted block of reading instruction, with an additional 90 minutes of instruction in supplemental and intervention programs that address diagnosed deficits. The class has a reduced student/teacher ratio. Frequent progress monitoring must be done. An option for mid-year promotion is available if the student meets the performance levels required (See s.1008.25FS). Intensive reading instruction for students so promoted must include an altered instructional day based upon a Progress Monitoring Plan (PMP) or IEP that includes specialized diagnostic information and specific reading strategies for each student. The district school board shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among low performing readers. Requests for Good Cause Exemptions for students from the mandatory retention requirement, as described in Section 4.3234 of this plan, shall be made consistent with the following:
  1. Documentation shall be submitted by the student's teacher to the school Principal, indicating that promotion of the student is appropriate and is based upon the student's academic record. In order to minimize paperwork requirements, such documentation shall consist only of the existing student's Progress Monitoring Plan (PMP), report card and/or student portfolio (if applicable).
  2. The school Principal shall review and discuss this recommendation with the teacher and make the determination as to whether the student should be promoted or retained. If the school Principal determines that the student should be promoted, the school Principal shall make such recommendation in writing to the district school Superintendent. The district school Superintendent shall accept or reject the school Principal's recommendation, in writing.

#### **4.3235 Mid-year Promotion**

The guidelines for mid-year promotion are specified in Rule 6A-1.094222 FAC. For a student to be eligible for mid-year promotion the following criteria must apply:

1. To be considered for mid-year promotion, a third grader must have met all 3<sup>rd</sup> grade level expectations in all subject areas (except ELA), as documented by the end of the year report card grades of "C" average or better (on grade level performance).
2. Parents/guardians will be advised of the mid-year promotion guidelines and be included in the decisions, scheduling and remediation plans of the student.
3. If a third grade student is found eligible for a possible mid-year promotion, the student will be placed in a fourth grade classroom for all subjects except ELA. Those subjects will be presented at fourth grade level. The student must demonstrate proficiency in each of these subjects, maintaining a "C" average or better until the mid-year promotion assessment is conducted.
4. The student will participate in a third grade classroom daily for reading only. Two (2) delivery options are available for reading remediation. One option is to schedule a 90 minute uninterrupted block of ELA at the 3<sup>rd</sup> grade level, with additional time provided for intensive reading intervention. A second option is to schedule the student for a 3<sup>rd</sup> grade 90 minute uninterrupted reading block with intensive reading intervention, plus an additional 90 minutes of keep up instruction in 4<sup>th</sup> grade reading content. This would offer total of 180 minutes daily of ELA instruction. Research based materials must be used with these retained third grade students.
5. If success is demonstrated in maintaining a "C" average in all subjects except ELA and in achieving the required minimum score on the state approved ELA assessment (including the portfolio assessment), with parent agreement, the student's grade level status will change on the district's student data system from third grade to fourth grade. Documentation of this mid-year promotion will be maintained

in the student's cumulative record. If not, the student will remain in 3<sup>rd</sup> grade on the district's student data system, and will take the 3<sup>rd</sup> grade FSA test in the spring. (6A-1.094222)

6. To promote a student mid-year using a student portfolio, there must be evidence of the student's mastery of third grade State Standards for ELA. The student portfolio must meet the following requirements:
  - (a) be selected by the student's teacher;
  - (b) be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom;
  - (c) include evidence of mastery of the benchmarks assessed by the Grade 3 Reading FSA, as required by Rule 6A-1.094221, F.A.C.;
  - (d) The state portfolio passing score should include multiple choice items and passages that are approximately 50 percent literary text and 50 percent information text, and that are between 100-900 words with an average of 500 words. For each benchmark, there must be three (3) examples of mastery as demonstrated by a grade of 70 percent or higher;
  - (e) signed by the teacher and the Principal as an accurate assessment of the required reading skills.
7. A mid-year promotion can occur in any other elementary grade as well as third grade. The Principal, upon recommendation by the student's teacher, shall review with the teacher and one other appropriate staff member the following:
  - Student's grades if appropriate or progress toward standards, if more appropriate
  - Student's portfolio
  - Student's latest score reports on district benchmark assessments
  - Student's attendance record

Based upon the consensus professional opinion of the review committee, the Principal may promote the student to the next higher grade. No promotion to a higher grade can occur after the last day of the first semester.

8. The Progress Monitoring Plan (PMP) for any retained 3<sup>rd</sup> grade student who has been promoted mid-year to fourth grade must continue to be implemented for the entire academic year.

#### **4.324 Supplemental Instruction/Summer School**

Elementary schools offer a supplemental instructional program during the regular school year. Summer school is provided for third grade students demonstrating a lack of reading proficiency. Criteria for proficiency are:

- A. scoring at Level II or above on the FSA ELA test, or
- B. scoring at the 50<sup>th</sup> percentile or higher in reading comprehension on STAR.

Students in grades one (1) through eight (8), who, at the end of the previous year or at the end of any grading period during the current school term, were/are at risk academically of non-promotion may be served during the regular school term through basic supplemental instruction, as funded through Specific Appropriation 147A. The supplemental instruction will occur before or after the regular school day. "At risk academically for non-promotion" is defined as having an average of "BP" (Below Proficiency), "D," "F," "N" or "U" in one or more of the basic academic subjects at the end of the previous year or at the end of any grading period. Supplemental instruction may also be provided in the summer, after the regular school year ends.

#### **4.3241 ESE: Extended School Year (ESY) Services**

Students qualifying for Exceptional Student Education will receive Extended School Year Services (ESY), as determined by the IEP Team. The need for ESY services must be documented by progress monitoring evaluations administered prior to a ten (10) day break in school instruction (winter break) and upon the return from the same winter break to determine if regression and/or recoupment of skills will occur as a result of an interruption in education. The content, type of services, hours/minutes and location of services are determined by the IEP Team.

#### **4.325 Assessment and Reporting**

##### **4.3251 Annual Report of Student Progress**

Each district school board must annually report to the parent of each student the progress of the student towards achieving state and district expectations for proficiency in ELA, science and mathematics. The district school board must report to the parent the student's results on each statewide assessment test. The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, district and state assessments and other relevant information. Progress reporting must be provided to the parent, in writing, in a format adopted by the district school board. Each district school board must annually publish in the local newspaper and report in writing to the State Board of Education, by September 1 of each year, the following information on the prior school year:

- A. The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion must provide:
  - 1. By grade, the number and percentage of all students in Grades 3 through 10 performing at Levels 1 and 2 on the ELA portion of the FSA.
  - 2. By grade, the number and percentage of all students retained in Grades 3 through 10.
  - 3. Information on the total number of students who were promoted for "good cause" by each category of "good cause".
  - 4. Any revisions to the district school board's policy on student retention and promotion from the prior year.
- B. Appropriate procedures should be followed by teachers to continuously and carefully observe and assess each student's performance throughout the school year to determine if expected achievement levels are being met. MTSS processes should be followed and interventions put in place for students who are not proficient based on district and school assessment data. Under no circumstance should a student's performance be judged solely on the basis of a single test.

##### **4.3252 Reading Deficiency**

Students must be assessed in reading at the beginning of Grades 1 – 5. Based on the results of these assessments or based on teacher recommendation, students who are substantially deficient in reading skills must be given intensive reading instruction following the identification of the deficiency. The student's reading proficiency must be reassessed at the beginning of the following grade and, if the deficiency is still present, additional intensive reading instruction must be given until the deficiency has been remediated.

##### **4.3253 Progress**

Parents will be notified of their child's progress toward achieving state and district expectations for proficiency in ELA, science and mathematics each nine weeks when report cards for students are sent home. Parents of students in Grades 1st – 5<sup>th</sup> grade will receive mid-term reports of their child's progress during the fifth week of each nine (9) week grading period.

##### **4.3254 Statewide Assessment and Remediation**

- A. Each student must participate in the statewide assessment tests required by F.S. 1008.22. Each student who does not meet specific levels of performance, as determined by the district school board in ELA, science and mathematics for each grade level, or who does not meet specific levels of performance, as determined by the state performance expectations, on statewide assessments at selected grade levels, must be provided with additional diagnostic assessments to determine the nature of the student's difficulty and areas of academic need.
- B. The school in which the student is enrolled must develop, in consultation with the student's parent, and implement a Progress Monitoring Plan (PMP) designed to assist the student in meeting state and district expectations for proficiency. If the student has been identified as having a deficiency in reading, the Progress Monitoring Plan (PMP) shall identify the student's specific areas of deficiency in phonemic awareness, phonics, oral language, fluency, comprehension and vocabulary; the desired levels of performance in these areas; and the instructional and support services to be provided to meet the desired levels of performance. Schools shall also provide frequent monitoring of the student's progress in meeting the desired levels of performance. District school boards shall assist schools and teachers in implementing research-based reading activities that have been shown to be successful in teaching reading to low-performing students.

- C. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment tests in ELA, science and mathematics must continue to be provided with remedial or supplemental instruction until the expectations are met, or the student graduates from high school or the student is not subject to compulsory school attendance.

**4.3255 ESE: Assessment Exemption**

All exceptional students shall participate in state and district assessments. Students with disabilities must be afforded appropriate accommodations for assessment in accordance with allowable test accommodations as stated in the test administration manual. The decision to include or exclude a student with disabilities in state and district testing shall be made by the Individual Educational Plan (IEP) Team. Exemption from state and district tests may be permitted only when specific criteria are met.

When making this determination, the IEP Team should use the following questions to guide the decision-making process. Exemption from state and district tests may be permitted only when all of the following criteria listed below are met.

1. Does the student have a significant cognitive disability?
2. Even with appropriate and allowable instructional accommodations, assistive technology or accessible instructional materials, does the student require modifications, as defined in Rule 6A-603411(1)(z), F.A.C., to the grade level general state content standards pursuant to Rule 6A-1.09041, F.A.C.?
3. Does the student require direct instruction in academic areas of English language arts, mathematics, social studies, and science based on access points in order to acquire, generalize, and transfer skills across settings?

If the IEP Team determines that answers to all four of the questions accurately characterize a student's functioning level as "significantly cognitively disabled," then the student will pursue a Standard Diploma via a curriculum consisting of courses based on Access Points and the Florida Standards Alternate Assessment (FSAA) should be used to provide a meaningful evaluation of the student's current academic achievement. If "yes" is not indicated in all four areas, then the student should participate in FSA with accommodations, as appropriate.

If the decision of the IEP Team is to assess the student through alternate assessment, the parents of the student must be informed that their child's achievement will be based on Access Points and this decision must be documented on the IEP. Students assessed on Access Points will be assigned exceptional student education course code directory numbered courses consistent with Access Points Standard Diploma requirements. The Curriculum and Alternative Assessment Process (CAAP) will also be completed each year for all alternatively assessed students.

**4.3256 Parent Notification: Unsatisfactory Progress**

Principals are to establish procedures for teachers to notify parents when it is apparent that a student is not able to achieve at the minimum level expected for the grade level and, in cooperation with the parents, attempt to provide special help for the student. Students who still have not made satisfactory progress in the basic skills should be evaluated for services, through the Multi-Tiered System of Supports (MTSS/RTI) process.

**4.3257 Below Grade Level Placement**

For students in Grades 1-5, the regular reporting of academic progress (report card) will reflect when a student is working at a skill level below that of the assigned grade placement.

**4.3258 Parent Notification: Failing**

Parents of students who are in danger of receiving a failing grade will be notified by the end of the fifth (5<sup>th</sup>) week of each nine (9) week grading period.

**4.400 COMPLETION**

**4.401 Mastery of Student Performance Standards**

In addition to meeting other requirements of this plan, a student must show mastery of the grade level State Standards in order to complete Grade 5 and move to Grade 6.

#### **4.500 ATTENDANCE, ABSENCES AND TARDINESS**

##### **4.501 Attendance**

Students have the right to attend classes, be informed of school rules regarding absenteeism and request make-up assignments immediately upon returning to school. Principals are to establish procedures for teachers to maintain consistent and accurate attendance records in both a primary and secondary form.

##### **4.502 Absences**

Any student who has been absent from school will be marked unexcused until he/she brings a note from one of his/her parents or guardians stating the cause for the absence. A Principal may choose to accept notification in person or by telephone in lieu of a note. Failure of proper notification within three days shall result in an unexcused absence.

##### **4.503 Excused Absences**

Excused absences shall be granted for personal illness, illness or death of a member of the immediate family, medical and dental appointments, religious holidays, and religious instruction of the specific faith of the student upon the approval of the principal, special emergencies and for school sponsored activities. Other reasons absences may be excused are outlined in Section 4.5032.

##### **4.5031 Arrangements for Excused Absences**

When a student is absent from school with an excused absence, he/she shall be responsible for making arrangements with his/her teachers for completing all work and assignments missed during the absence.

- A. All make-up work assigned during the absence shall be completed within three (3) days after the student returns to school, unless the student is given an extension of time by the teacher.
- B. Tests announced prior to the absence may be given on the student's first day back to school.
- C. Tests which have been announced prior to a pre-arranged absence will be made up at the discretion of the teacher.
- D. Assignments given prior to a pre-arranged absence should be turned in the first day a student returns to school.
- E. Assignments provided to student's suspended out-of-school are due upon the student's return to school.

##### **4.5032 Arrangements for Non-Listed Excused Absences**

A student who desires to be absent for reasons not listed under Excused Absences may make a prior arrangement request to the school Principal by bringing a written request from his/her parent or guardian. Based on a student's attendance history, the Principal reserves the right to refuse requested absences.

- A. Pre-arranged absence requests must be made five (5) 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. It is due the day the student returns to school. Work done in the pre-arranged time allotted will be granted full credit.

##### **4.5033 Hospital/Homebound**

The possibility of hospital or homebound services should be explored when it is anticipated that a student will be absent from school for at least 15 school days, or the equivalent, while under a physician's care because of severe, prolonged or chronic illness. A parent, teacher, social worker, guidance counselor, physician and others may initiate the process as soon as it is anticipated that the student will be absent as indicated by the physician for three (3) weeks or more. There is not established waiting period that must be met when considering initiating the process.

##### **4.5034 Repeated Absences**

When a student is absent repeatedly or for a prolonged period of time due to an illness or injury, the Principal or designee may ask the parent/guardian to provide verification that the student is under the care of a physician for the condition.

#### **4.5035 Student with More Than Nine (9) Absences**

When a student has more than nine (9) absences, the Principal may require documentation from a physician or health care provider. If the requested documentation from a physician or health care provider is not submitted, the absence will be unexcused.

#### **4.5036 Head Lice**

A student who has been sent home with head lice and/or nits should return to school, free of head lice and/or nits, within two (2) calendar days in order to be excused. For each occurrence of head lice, absences beyond two (2) calendar days will be marked unexcused.

#### **4.504 Unexcused Absences**

Unexcused absences shall result under the following conditions:

- Lack of appropriate notification and/or documentation by the parent to the school site,
- Elective activities such as shopping trips, vacations, and pleasure trips,
- Truancy (skipping class),
- Missing the bus,
- Oversleeping,
- Excessive illness without doctor verification,
- Suspension or dismissal from school, or
- Other avoidable absences.
- An accumulation of three (3) unexcused "late to school" and/or "early check-outs". (Section 4.506)

#### **4.5041 Habitual Truancy**

"Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under s.1003.21(1) and (2) (a), and is not exempt under s.1003.21 (3) or s.1003.24, or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. Such a student must have been the subject of the activities specified in s.1003.26 and s.1003.27 (3), without resultant successful remediation of the truancy problem before being dealt with as a child in need of services.

**Truancy Procedures:** If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the student's primary teacher shall report to the school Principal or his or her designee that the student may be exhibiting a pattern of nonattendance. s.1003.26, F.S.

- A. The Principal shall, unless there is clear evidence that the absences are due to a pattern of nonattendance, refer the case to the school's Multi-Tiered System of Supports (MTSS) team to determine if early patterns of truancy are developing. s.1003.26, F.S.
- B. The parent shall be invited to an attendance meeting to identify possible solutions. s.1003.26, F.S.
- C. If an initial meeting does not resolve the problem, the Multi-Tiered System of Supports (MTSS) Team shall implement interventions that best address the problem. The interventions may include but need not be limited to:
  1. frequent communication between the teacher and family,
  2. changes in the learning environment,
  3. mentoring,
  4. student counseling,
  5. tutoring, including peer tutoring,
  6. placement into different classes,
  7. evaluation for alternative education programs,
  8. attendance contracts,



9. referral to other agencies for family services, or
  10. other interventions, including but not limited to a truancy petition pursuant to s.984.151,F.S.
- D. The Multi-Tiered System of Supports (MTSS) Team shall be diligent in facilitating intervention services and shall report the child to the Superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted. s.1003.26(1)(d),F.S.
1. If the parent or guardian in charge of the student refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent or guardian in charge of the student may appeal to the school board. s.1003.26(1)(e),F.S.
  2. If the Board's final determination is that the strategies of the Multi-Tiered System of Supports (MTSS) Team are appropriate, and the parent or guardian in charge of the student still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for non-compliance with compulsory school attendance. s.1003.26(1)(e), F.S.
  3. If nonattendance continues after the implementation of intervention strategies, the Principal may request that the Superintendent (or his designee) file a truancy court petition. If a truancy court petition is filed, the parents of the student will receive a summons to appear in circuit court pursuant to F.S. 984.151, and the parents may be subject to continued court jurisdiction, fines, probation or jail.
- E. If the district school Superintendent chooses not to file a truancy petition, the Superintendent or designee shall file a CINS petition, defined in s.984.15, F.S. The school representative, a parent, law enforcement, a court, or the DJJ shall initiate a referral to a CINS provider or a case staffing committee established pursuant to s.984.12, F.S., and procedures established by the district school board. The purpose of the referral to CINS is to secure prevention services for a habitually truant student and the family (s.1003.27(3), F.S.). Prior to the filing of the CINS petition, reasonable time must be allowed to complete interventions to remedy conditions contributing to the truant behavior and must comply with the requirements of s.1003.26, F.S.

Parents will be informed in writing of Section 4.507 – Possible Retention Due to Excessive Absences of Any Kind.

#### **4.505 Tardiness**

A student is considered tardy if the student is present on campus but is absent in class when the tardy bell rings. There are no criteria for excused or unexcused tardies. Arriving to school late is defined as “Late-to-School.” (See Section 4.506). Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action for the student.

#### **4.506 Late to School Check-In or Early Check-Outs**

Students arriving after a school's designated start time are considered late to school and will receive a “Late to School Check-In” coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an “Early Check-Out” coding. “Late to School Check-ins” and “Early Check-outs” will be identified as unexcused or excused. Three (3) unexcused “Late to School Check-ins” and/or “Early Check-outs” will equate to the student receiving one (1) unexcused absence. Section 1003.02, F.S., “authorizes district school boards to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day and early departures from school to be recorded as unexcused absences.”

It is required that the parent or designated adult sign the student out unless prior arrangements have been made by the parent/guardian. *Repeated and/or excessive incidents of leaving school prior to the end of the day or checking in late to school may potentially result in disciplinary action for the student.*

**Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.**

#### **4.5061 Unexcused/Excused “Late to School Check-ins/Early Check-outs”**

##### Unexcused

Missing the bus  
Oversleeping  
Skipping  
Excessive illness without doctor's verification

##### Excused

Personal illness  
Doctor/Dentist appointment  
Special event approved by administration  
Other unavoidable events

Repeated Late Check-ins/Early Check-outs  
Other avoidable events

**4.507 Retention Due to Excessive Absences of Any Kind**

After review by the Principal and other appropriate school staff, at each school, the Principal has the authority to retain students who have been absent 20 or more days, whether excused and/or unexcused.

The Principal has the final authority for the grade placement of each student. However, in situations involving exceptional students, the IEP Team may convene to determine grade placement.

**4.508 Administrative Withdrawal**

If a student has accumulated 15 consecutive unexcused absences and is not under the jurisdiction of the truancy court system, the school Principal may withdraw the student under the following conditions:

- A. Telephone or written contact (letter home) with the parent has been unsuccessful.
- B. A Social Worker was sent to the home and was unsuccessful in making contact.
- C. If the student has an Individualized Education Plan or has a 504 Plan, the Principal must contact the Exceptional Student Education Department prior to withdrawing the student.

**4.509 Learnfare Program**

The Learnfare Program is primarily related to student attendance for families who are eligible to receive Temporary Cash Assistance (TCA), S.414.1251,F.S., requires the Department of Children and Families (DCF) to reduce the amount of TCA for families with students who are identified as habitual truants or dropouts. Implementation procedures require DCF to provide a list of TCA-eligible children to the Northwest Regional Data Center monthly. Each school district will download the list and identify students who are truants or dropouts. The school district's response is then shared with DCF who takes the appropriate action. In response, DCF reviews the case record to make certain determinations. If good cause does not exist, the parent of a student who is a habitual truant or a dropout receives notice of possible reduction of the benefit amount. DCF procedures include a fair hearing process. If a sanction is imposed to the benefit amount, the student may be reinstated when certain criteria is met.

**4.510 Early Warning System for Attendance**

A school that serves any students in Kindergarten through Grade 8 shall implement an early warning system to identify students in such grades who need additional support to improve academic performance and stay engaged in school. The early warning system must include the following early warning indicators;

- a. Attendance below 90 percent regardless of whether absence is excused, or a result of out-of-school suspension;
- b. One or more suspensions, whether in-school or out-of-school;
- c. Course failure in English Language Arts or mathematics during any grading period; and
- d. A Level one (1) score on the statewide standardized assessments in English Language Arts or mathematics or, for students in Kindergarten through Grade 3, a substantial reading deficiency under s.1008.25(5)(a).

The system must include data on the number of students identified by the system as exhibiting two (2) or more early warning indicators, the number of students by grade level who exhibit each early warning indicator, and a description of all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system.

The school MTSS team will be responsible for monitoring the data from the early warning system. When a student exhibits two (2) or more early warning indicators, the MTSS team, in consultation with the student's parent, shall determine appropriate intervention strategies for the student unless the student is already being served by an intervention program. Data and information relating to a student's early warning indicators must be used to inform any intervention strategies provided to the student. Documentation of assigned interventions and progress monitoring will be housed in the SMART PMP section.

**4.600 VIRTUAL INSTRUCTION PROGRAMS - See Section 9.0.**

Santa Rosa County students enrolled in Grades KG-12 may participate in part-time or full-time virtual learning opportunities, including students enrolled in dropout prevention and academic intervention programs, Department of Juvenile Justice education programs, core-curricular courses to meet class size requirements, or Florida College System institutions.

## 5.0

### MIDDLE SCHOOL (GRADES 6-8)

### STUDENT PROGRESSION PLAN

#### TABLE OF CONTENTS

##### 5.100 ADMISSION

- 5.101 Admission: Documents Required
  - 5.1011 Evidence of Birth
  - 5.1012 Evidence of Immunization
  - 5.1013 Evidence of Medical Exam
  - 5.1014 Evidence of Residence
  - 5.1015 Homeless Assistance
- 5.102 Admission: Out-of-State Transfers
  - 5.1021 Letter of Transcript
- 5.103 Admission: From Santa Rosa County Elementary Schools
- 5.104 Admission: Home School Education
- 5.105 Expelled/Alternatively Placed Student
- 5.106 Enrollment Disclosure: Expulsion or Alternative Placement/Charges
- 5.107 Withdrawal: Between Ages of 16 and 18
- 5.108 Irregular Attendance Placement Committee
- 5.109 Student Transfer
- 5.110 Exceptional Student Education (ESE): *John M. McKay Scholarships for Students with Disabilities Program*
- 5.111 Interstate Compact on Educational Opportunity for Military Children
- 5.112 Twice Retained Students
- 5.113 Students with Parents/Guardians Employed by the Santa Rosa County School District
- 5.114 Classroom Transfers

##### 5.200 PROGRAM OF STUDY

- 5.201 Mathematics
- 5.202 English/Language Arts
- 5.203 Science
- 5.204 Social Studies
- 5.205 Physical Education
  - 5.2051 Medical Exemption
  - 5.2052 Academic Exemption
- 5.206 Health Education
  - 5.2061 Exemption
- 5.207 Critical Thinking Skills/Computer Literacy
- 5.208 Additional Instructional Topics
- 5.209 Electives
- 5.210 State Standards
- 5.211 EOC: End-of-Course Exams
- 5.212 ESE: Assessment Exemption
- 5.213 High School Courses
- 5.214 Section 504
- 5.215 ESE: Eligibility
- 5.216 ESE: Mastery of Course Content
- 5.217 ESE: Course Length/Time Requirements
- 5.218 ESE: Allowable Accommodations
- 5.219 Equal Access
- 5.220 English Language Learners

- 5.221 Student Schedules
  - 5.2211 Academically Challenging or Accelerated Curriculum (ACCEL)
  - 5.2212 Middle School Math Acceleration
- 5.222 Student Schedule Final Decision

#### 5.300 GRADE PLACEMENT

- 5.301 Transfer Students
- 5.302 Home Education Students
- 5.303 Grade Placement Final Decision
- 5.304 Grades and Grading
  - 5.3041 Grading Scale
  - 5.3042 Appropriate Procedures
  - 5.3043 Advised of Grading Criteria
  - 5.3044 Semester Exams
  - 5.3045 Report Card
  - 5.3046 Skill Level Below Assigned Grade Placement
  - 5.3047 Notification of Potential Failure of Course
  - 5.3048 Notification of Decline in Performance
  - 5.3049 Mid-term Reports/Parent Internet Viewer
- 5.305 Promotion of Students, Grades 6 – 8
  - 5.3051 Promotion Criteria
  - 5.3052 Intensive Reading/Math Remediation
  - 5.3053 Failure to Meet Performance Levels
  - 5.3054 Required Attendance
  - 5.3055 Retention
  - 5.3056 ESE: Promotion and Retention
  - 5.3057 Completion Schedule
  - 5.3058 ESE/ELL Grade Replacement
- 5.306 Course Recovery
  - 5.3061 Summer School
  - 5.3062 Completion after Three (3) Years
- 5.307 Remediation Criteria
  - 5.3071 Reading, Mathematics, Science
  - 5.3072 MTSS (Multi-Tiered System of Supports) – Tier II and Tier III Supports
  - 5.3073 Progress Monitoring Plan (PMP) Not Needed
  - 5.3074 Other Objective Measures
  - 5.3075 Parent Notification
  - 5.3076 ESE: Extended School Year (ESY) Services
- 5.308 Annual Report of Student Progress

#### 5.400 COMPLETION

- 5.401 Completion of Middle School

#### 5.500 ATTENDANCE, ABSENCES, AND TARDINESS

- 5.501 Attendance
- 5.502 Absences
  - 5.5021 Notifying the School
  - 5.5022 Make-up Work
  - 5.5023 Gifted Education: Make-up Work
  - 5.5024 Absenteeism Requiring Semester Exam
- 5.503 Excused Absences
  - 5.5031 Pre-Arranged Absences
  - 5.5032 Illness or Injury
  - 5.5033 Head Lice
  - 5.5034 Section 504

- 5.504 Unexcused Absences
  - 5.5041 Truancy/Truancy Procedures
  - 5.5042 Zeroes
  - 5.5043 Suspended Students
- 5.505 Hospital/Homebound
- 5.506 Tardiness
- 5.507 Late to School Check-In or Early Check-Outs
  - 5.5071 Unexcused/Excused "Late to School Check-ins/Early Check-outs"
- 5.508 Administrative Withdrawal
- 5.509 Learnfare Program
- 5.510 Early Warning System for Attendance

**5.600 VIRTUAL SCHOOL**  
See Section 9.0

## **5.100 ADMISSION**

### **5.101 Admission: Documents Required**

In order to be initially **admitted to Florida schools**, as a first time student enrollment or as an out-of-state transferring student having never attended a Florida public or private school, a student must provide the following data:

#### **5.1011 Evidence of Birth**

Provide evidence of date of birth in accordance with s.1003.21(4), F.S.

#### **5.1012 Evidence of Immunization**

Provide evidence of immunization against communicable diseases as required by s.1003.22, F.S.

#### **5.1013 Evidence of Medical Exam (Also referred to as a Physical Exam or Florida Physical)**

Evidence of a medical examination completed within the last 12 months in accordance with s.1003.12, F.S.

**In-State Transfer:** Students transferring from another public or private school in the State of Florida shall be given 30 days to provide the district with proper record of an up to date immunization and a record of medical exam (on file as an initial entry health exam; not required to have been completed within 12 months). Failure to provide proper documents will result in exclusion from school until records are presented. A new medical exam will be required if one is not received as part of the student record.

**Out-of-State Transfer:** A temporary exemption for a period not to exceed 30 school days will be given to permit a student who transfers from out-of-state to attend class until his/her medical exam can be obtained or brought up to date. After 30 days, the student will be excluded from school until a medical exam (completed within the last 12 months) is presented to the school.

#### **5.1014 Evidence of Residence**

Provide evidence of residence at an address within the attendance area of the school to which admission is requested or a request for reassignment approved by the school board.

#### **5.1015 Homeless Assistance**

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 s.722(d)(2), F.S., of The Federal McKinney-Vento Homeless Assistance Act and related Florida Statutes. Students identified as homeless shall be given a temporary exemption for 30 school days to comply with school entrance documentation requirements (i.e. birth certificate, immunizations, physical exam) (s. 1003.22 (2), F.S.). After 30 days, mandatory exclusion from school is required by law in Florida until acceptable immunization documentation is presented. Physical exam will also be required within the 30 day time line.

### **5.102 Admission: Out-of-State Transfers**

Students transferring from an out-of-state school must provide the following additional data:

#### **5.1021 Letter of Transcript**

Provide an official letter of transcript from a proper school authority which shows record of attendance, academic information and grade placement of student.

### **5.103 Admission: From Santa Rosa County Elementary Schools**

Students who have completed elementary school in a Santa Rosa County public school will move to the middle school based on the district's feeder school pattern and the zone in which the family resides.

### **5.104 Admission: Home School Education**

Refer to Section 10.0 - Home School Education

### **5.105 Expelled/Alternatively Placed Student**

A student who has been expelled without educational services from any non-district school shall not be allowed to enroll in any Santa Rosa County middle school. A request for a waiver of this policy shall be referred to the Director of Middle Schools who shall recommend placement or non-placement of the student to the Superintendent. In accordance with Florida Statute, the school board will either honor the final order of expulsion as recommended by

the Superintendent in which case the student shall not be admitted to a district school, or will waive the final order of expulsion as recommended by the Superintendent in which case the student shall be admitted to the district school.

If a student requesting admission has been given expulsion with continued educational services or alternative placement in lieu of expulsion from any non-district school, the Director of Middle Schools should be contacted to determine appropriate placement within the district prior to the enrollment of the student in a Santa Rosa County District School.

A student with an active Individual Education Plan or a 504 Accommodation Plan who has been expelled from any non-district school, or who has been given an expulsion with continued education services or alternative placement in lieu of expulsion from any non-district school, who is seeking to enroll in Santa Rosa County District Schools shall be referred to the Director of Exceptional Education for an immediate placement review.

**5.106 Enrollment Disclosure: Expulsion/Alternative Placement or Charges/DJJ Disclosure Statement Per Florida Statute 1006.07**

District school board duties relating to student discipline and school safety require each student at the time of initial registration for school in the school district to note previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had prior to request for enrollment.

Any student enrolling in any Santa Rosa County school shall, at the time of enrollment, indicate on the enrollment form any previous school expulsion, expulsion with continued education services 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.

**5.107 Withdrawal: Between Ages of 16 and 18**

If a student between the ages of 16 and 18 desires to terminate his/her education, a guidance counselor or other school personnel will conduct an exit interview with the student to determine the reason for the student's decision, what actions could be taken to keep the student in school and to inform the student of opportunities to continue his/her education in a different environment. If the student chooses to terminate his/her education, he/she must officially withdraw and complete a "Declaration of Intent to Terminate School Enrollment" form, which will acknowledge that this action is likely to reduce his/her earning potential and must be signed by the parent and student. The student must complete a survey to provide data on student's reason for terminating enrollment and actions taken by schools to keep student enrolled s.1003.21, F.S. Such action, unless recognized by the school board as a hardship condition, will cause the student to lose his/her driving privilege. S.322.061, F.S.

**5.108 Irregular Attendance Placement Committee**

The Irregular Attendance Placement Committee shall be comprised of the following members:

- A. The Director of Middle Schools, Chairperson
- B. The Director of Elementary Schools
- C. The Director of High Schools
- D. The Principal of the Middle School
- E. The Director of Continuous Improvement

If a student requests admission to middle school and the student has not been regularly enrolled in an education program and does not have appropriate records regarding grades completed, the Irregular Attendance Placement Committee will hear the parent's request when there is question regarding grade level placement.

**5.109 Student Transfer**

See the Santa Rosa County *School Choice Plan* regarding procedures for transfers.

**5.110 Exceptional Student Education (ESE): John M. McKay Scholarships for Students with Disabilities Program**

The John M. McKay Scholarships for Students with Disabilities Program is established to provide the option to attend a public school other than the one to which assigned, or to provide a scholarship to a private school of choice, for students with disabilities for whom:

- (a) An Individual Educational Plan (IEP) has been written in accordance with rules of the State Board of Education;  
or

- (b) A 504 Accommodation Plan has been issued under Section 504 of the Rehabilitation Act of 1973. NOTE: Students with disabilities include K-12 students who are documented as having an intellectual disability; a speech impairment; a language impairment; a hearing impairment, including deafness; a visual impairment, including blindness; a dual sensory impairment; an orthopedic impairment; another health impairment; an emotional or behavioral disability; a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia; a traumatic brain injury; a developmental delay; or autism spectrum disorder.

**Public School McKay Scholarship Option:**

Pursuant to Section 1002.39(5), F.S., a student meeting the McKay eligibility requirements may choose to attend another public school in the student's school district or in an adjacent school district. In this case, the district McKay Scholarship Representative (name and contact information found on the School Choice website) must be contacted to discuss available public school options. Public school availability is determined by the school district and is based upon the following:

- Program availability (determined by the student's IEP) at the requested school center.
- Ability of parent to provide transportation for their child to and from the school of choice if the scholarship is awarded. **(Transportation is the responsibility of the parent.)**

**5.111 Interstate Compact on Educational Opportunity for Military Children**

See Section 1 of this document for further details.

**5.112 Twice Retained Students**

Students that are two (2) grade levels behind their peers will be evaluated for placement in an alternative program. These programs may include but are not limited to Virtual Programs and Charter Schools.

**5.113 Students with Parents/Guardians Employed by the Santa Rosa County School District**

Students with parents/guardians employed by the Santa Rosa County School District are allowed to enroll in a district school within the school zoned feeder pattern of their assigned work location provided space is available. Parent/Guardians must provide verification of employment to receiving school upon request to transfer.

**5.114 Classroom Transfers**

**Parent Request for his/her child to be transferred from an out-of-field classroom teacher to an in-field classroom teacher.**

1. The parent may submit to the school Principal a letter detailing their request for transfer to an in-field teacher.
2. The Principal will approve or deny the request within two (2) weeks of receiving the request. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial.
3. If the denial is due to lack of staff or class-size considerations, the parent will be made aware of the district reassignment process.

**Parent Request for his/her child to be transferred to another classroom teacher.**

1. The parent should request a conference with the current teacher to discuss concerns and to seek resolution.
2. If the above is not successful, the parent should request a conference with the teacher and a school administrator to seek resolution.
3. If the above does not resolve the issues/concerns, the parent may submit to the school Principal a letter detailing their continued concerns and the specific remedy sought.
4. The Principal will approve or deny the schedule change request within two (2) weeks of receiving the request and this decision will be provided to the parent in writing.
5. Parents who wish to appeal this decision may appeal to the grade level director at the district level.



**5.200 PROGRAM OF STUDY**

The Comprehensive Core Program is also referred to as MTSS (Multi-Tiered System of Supports)-Tier I Program

**5.201 Mathematics**

Three (3) middle school or higher courses in mathematics. Algebra I and/or Algebra I Honors, Geometry and/or Geometry Honors will be offered for high school credit.

**5.202 English/Language Arts**

Three (3) middle school or higher courses in English (Language Arts). These courses shall emphasize literature, composition and technical text.

**5.203 Science**

Three (3) middle school or higher courses in science which shall include instruction in life science, earth science and physical science.

**5.204 Social Studies**

Three (3) middle school or higher courses in social studies which shall include the study of the United States and World History. One (1) course must include State and Federal Government and Civics Education.

**5.205 Physical Education**

Every student should have the opportunity to participate in and benefit from a quality Physical Education Program. Santa Rosa County School District's physical education program adheres to the state adopted standards and reflects state and local requirements for middle school education. The required program of study for middle school students in the Santa Rosa County School District mandates that physical education classes will be staffed by certified physical education teachers.

The middle school physical education program of study will reflect the following outcomes:

- Every middle school student will take a minimum of one (1) class period per day for one (1) semester of physical education for each year he/she is enrolled in a middle school.
- All middle schools will schedule daily physical education classes into the school's master schedule.
- Classes will provide physical activities that require at least a moderate intensity level for a duration sufficient to provide a significant health benefit to students, subject to their differing capabilities.
- All participants in the physical education classes will undergo pre/post fitness assessments. Such assessments will be utilized to help students understand their present level of fitness, improve their personal fitness levels through good nutrition and physical activity and maintain their physical well-being throughout daily life.
- Students will be exposed to a variety of motor skills experiences and physical activities designed to enhance the physical, mental, social, emotional and academic development of every student.
- Students will be supported in the development of and receive instruction in cognitive concepts about motor skills and physical fitness that support a lifelong healthy life style.
- Students will be encouraged to maintain regular amounts of appropriate physical activity now and be taught why they should continue these activities throughout life.
- Each student will receive instructions in how to develop healthy eating habits and what foods constitute good nutrition.
- The middle school curriculum will further refine and develop all skills previously learned at the elementary level.
- District policy will prohibit the use of physical activity and the withholding of physical activity as punishment.

**5.2051 Medical Exemption**

Principals may exempt a student from physical education only after meeting with the student's parents and/or guardians, consulting with the physical education staff and receiving written verification that the exemption is necessary for validated medical reasons.

**5.2052 Academic Exemption**

A Principal may exempt a student from the physical education requirement for the following reasons:

- If academic courses required in Florida Statute and/or the requirements of the student's IEP do not leave a class period available during a middle school year for enrollment in physical education.
- The student is enrolled or required to enroll in a remedial course.
- The student's parent indicates in writing to the school each year that:
  1. The parent requests that the student enroll in another course from among those courses offered as options by the school; or
  2. The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

## **5.206 Health Education**

Comprehensive health education that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; mental and emotional health; injury prevention and safety; nutrition; personal health; prevention and control of disease; and substance use and abuse. Instruction may be provided in acquired immune deficiency syndrome and such instruction may include, but not be limited to, the known modes of transmission, signs and symptoms, risk factors associated with acquired immune deficiency syndrome and means used to control the spread of acquired immune deficiency syndrome. The instruction shall be appropriate for the grade and age of the students. Efforts should be made to integrate Health Education into other subject areas.

### **5.2061 Exemption**

Any student whose parent or guardian makes a written request to the school Principal shall be exempted from the teaching of reproductive health or disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption. s.1003.42(3), F.S.

## **5.207 Critical Thinking Skills/Computer Literacy**

Instruction in the following areas will be provided through specific courses and/or by integration into other courses:

- A. Critical Thinking Skills
- B. Computer Literacy

## **5.208 Additional Instructional Topics**

Instruction in topics required in s.1003.42, F.S., will be integrated into appropriate middle school curriculum areas as a part of the district's K-12 sequencing of curriculum.

## **5.209 Electives**

A series of learning opportunities shall be provided for student development through experiences to be selected from, but not limited to the following: art, music, foreign languages, career education courses and health.

## **5.210 State Standards**

The courses offered in Grades 6 – 8 will conform with Florida Statutes that relate to the established stated standards adopted by the Florida Board of Education.

- A. Standards to measure student achievement serve as guides to determine best practices for local curriculum designers in helping schools implement school improvement strategies to raise student performance. These standards explain what students should know and be able to do in the subjects of the arts, health/physical education, foreign languages, language arts, mathematics, science and social studies. Public schools shall provide appropriate instruction to assist students in the achievement of these standards. Copies of the publications containing the established State Standards may be obtained from the Division of Public Schools, Department of Education, 325 W. Gaines Street, Tallahassee, FL 32399-0400 or at [www.fldoe.org](http://www.fldoe.org).
- B. The established State Standards shall serve as the basis for statewide assessment.

## **5.211 EOC: End-of-Course Exams \***

***\*EOC grades/credit will be awarded as outlined in this section OR according to the current legislation (as interpreted by FLDOE) at the end of the year when grades/credits are awarded.***

Middle grades students enrolled in Algebra I, Geometry, or Biology I or any other course with a mandated EOC must take the statewide, standardized EOC assessment for those courses and shall not take the corresponding subject and grade-level statewide, standardized assessment.

1. EOC Implementation and 9<sup>th</sup> grade Cohort Groups (Algebra1, Geometry, and Biology)
  - a. End-of-Course (EOC) exams will count 30% of the course's final grade.
  - b. The EOC scores returned will be converted to a numeric value that will be averaged to assign a final course grade as follows:  
$$1^{\text{st}} \text{ semester average } (.35) + 2^{\text{nd}} \text{ semester average } (.35) + \text{EOC grade } (.30).$$
  - c. For courses requiring an EOC, credit will not be awarded and the course will not count towards Grade Point Average (GPA) or class rank calculations until the final grade calculation is complete.
2. Civics End-of-Course Exam  
The Civics EOC exam will count as 30% of the final course grade.
  - a. The EOC scores returned will be converted to a numeric value that will be averaged to assign a final course grade as follows:  
$$1^{\text{st}} \text{ semester average } (.35) + 2^{\text{nd}} \text{ semester average } (.35) + \text{EOC grade } (.30).$$
  - b. A student transferring into middle grades after the beginning of the second term is not required to meet this requirement if three (3) social studies courses have already been completed or two (2) year-long courses that included Civics was completed.

#### **5.212 ESE: Assessment Exemption**

All exceptional students shall participate in state and district assessments. Students with disabilities must be afforded appropriate accommodations for assessment in accordance with allowable test accommodations as stated in the test administration manual. The decision to include or exclude a student with disabilities in state and district testing shall be made by the Individual Educational Plan (IEP) Team.

When making the determination, the IEP Team should use the following questions to guide the decision-making process. Exemption from state and district assessments may be permitted only when the criteria below are met.

1. Does the student have a significant cognitive disability?
2. Even with appropriate and allowable instructional accommodations, assistive technology or accessible instructional materials, does the student require modifications, as defined in Rule 6A-603411(1)(z), F.A.C., to the grade level general state content standards pursuant to Rule 6A-1.09041, F.A.C.?
3. Does the student require direct instruction in academic areas of English language arts, mathematics, social studies, and science based on access points in order to acquire, generalize, and transfer skills across settings?

If the IEP Team determines that answers to all four (4) of the questions accurately characterize a student's functioning levels, as "significantly cognitively disabled" then the parent/student (if 18 years old or older), will declare intent for graduation pursuing a course of study identified in the IEP and participate in state/district assessment with accommodations, as appropriate.

If the decision of the IEP Team is to assess the student through alternate assessment, the parents of the student must be informed that their child's achievement will be based on the course of study identified in the IEP for alternately assessed students. The Curriculum and Alternative Assessment Process (CAAP) will also be completed each year for all alternately assessed students.

#### **5.213 High School Courses**

When a high school level course, such as Algebra I or Algebra I Honors, Geometry, Foreign Language, Career Education or Biology is taken during the middle school years, a student will earn high school credit in accordance with the policies outlined in the high school section of the *Student Progression Plan*. This includes the inclusion of the credit in the high school graduation requirements, and the inclusion of the grade in the calculation of the Grade Point Average (GPA) for high school graduation purposes. A student in the middle grades who takes any high school course for high school credit and earns a grade of "C", "D" or "F" or the equivalent of a grade of "C", "D" or "F", may replace the grade with a grade of "C" or higher, earned subsequently in the same or comparable course. In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any

course grade not replaced shall be included in the calculation of the cumulative grade point average required for graduation.

#### **5.214 Section 504**

Under Section 504 Services, a student may be considered disabled if he or she has been determined by the Section 504 committee of having a physical or mental impairment that substantially limits one or more life activities, such as learning, walking, talking, reading, concentrating, focusing, seeing, hearing, breathing, working and performing manual tasks. Students can be considered disabled, and can receive services under Section 504, even if they do not qualify for, or receive exceptional student education services.

- All Section 504 plans will be reviewed annually to determine if the student continues to meet eligibility criteria.
- All students who receive Section 504 services will participate in the general education curriculum provided with access to an Accommodation Plan.
- All Students who receive Section 504 services will participate in all district and statewide assessments provided with access to an Accommodation Plan, in accordance with approved test accommodations as stated in the test administration manual.
- Section 504 services are not specialized instruction in an exceptional student education program.

#### **5.215 ESE: Eligibility**

Students meeting Florida Department of Education eligibility criteria for one or more Exceptional Student Education programs and requiring specially designed instruction and/or related services shall be admitted through an eligibility staffing. An appropriate individualized program of study will be developed in the student's Individual Education Plan (IEP). An eligible exceptional student may qualify for services enrolled in one or more of the following programs:

- Autism Spectrum Disorder
- Deaf or Hard of Hearing
- Dual-Sensory Impaired
- Emotional/Behavioral Disabilities
- Gifted
- Hospital/Homebound
- Intellectual Disabilities
- Language Impaired
- Occupational Therapy
- Orthopedically Impaired
- Other Health Impaired
- Physical Therapy
- Specific Learning Disabled
- Speech Impaired
- Traumatic Brain Injury
- Visually Impaired

See the ESE Policies and Procedures manual for specific eligibility requirements.

#### **5.216 ESE: Mastery of Course Content**

All middle school exceptional students working on established State Standards are required to demonstrate mastery in the same areas of academic or vocational disciplines as their non-disabled peers, unless otherwise specified on the Individual Education Plan (IEP).

#### **5.217 ESE: Course Length/Time Requirements**

Course length or time requirements for each area (academic, vocational, elective) for middle school ESE students may be adjusted if specified and documented in the student's Individual Education Plan (IEP).

#### **5.218 ESE: Allowable Accommodations**

Exceptional students must have accommodations implemented in general education courses. These may include but are not limited to the following:

- A. An increase or decrease in the instructional time;

- B. Variations in instructional methodology;
- C. Teacher instruction or student responses through special communication systems;
- D. Accommodations for or test administration procedures and other evaluation systems to accommodate the student's disabilities.

**5.219 Equal Access**

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

**5.220 English Language Learners**

Students whose native language is other than English and who are identified as English Language Learners (ELL) shall be provided instruction and services in accordance with the Santa Rosa County plan for services to English Language Learners (ELL).

**5.221 Student Schedules**

Students will be ranked for advanced class eligibility based upon the following criteria. Placement in an advanced class is dependent upon available student stations.

**5.2211 Academically Challenging or Accelerated Curriculum (ACCEL)**

Students are able to participate in ACCEL options that provide academically challenging curriculum or accelerated instruction to eligible students. See Section 2.0 for detailed information on Accelerated Curriculum.

**ADVANCED COURSE ELIGIBILITY:** The following minimum requirements to be considered eligible for subject matter acceleration and advanced courses must be met. Any exception to the eligibility requirements must be discussed with the Grade Level Director.

1. Assessment Results: Mid-Level 3 on the state standardized assessment instrument in Reading and Math (previous year);
2. Grade average for the course(s) requesting acceleration or advanced placement is 85% or higher for the previous year. Students who are in an advanced course of the content the request is being made for will be awarded five (5) extra percentage points towards their ranking average.
3. Attendance: 90% attendance rate for the current year.
4. End-of-Course Exam: When EOC is administered an 85% or higher course average which will include the EOC score in the course average is required in the course(s) requesting advanced placement.
5. The student meeting all the above requirements will be ranked with the students who are eligible to take the requested course and will be afforded the opportunity to be enrolled if their ranking is within the number of student stations available.

**5.2212 Middle School Math Acceleration**

Eligible students are able to accelerate past standard math progressions, skipping some content, in order to gain a trajectory toward completing Algebra I and/or Geometry by 8<sup>th</sup> grade. Three (3) math acceleration paths are available:

1. 6<sup>th</sup> Grade Regular Math to 7<sup>th</sup> Grade Advanced Math
2. 6<sup>th</sup> Grade Advanced Math to Algebra I
3. 7<sup>th</sup> Grade Regular Math to Algebra I

Eligible students must meet four (4) criteria:

1. A passing score on the district Math Acceleration Diagnostic Test.
2. An achievement level of three (3) or above on the Florida Standards Assessment (FSA) for their current grade.
3. A final course grade of 85 or above for their current course.
4. Completion of summer coursework by July 15<sup>th</sup> with a grade average of 75 or above.

Students who meet criteria 1-3 listed above must complete summer coursework that covers content that will be “skipped” by accelerating. This summer coursework covers standards from math coursework that would be skipped by acceleration. Students will not have received instruction for these standards yet and will need exposure to them to have the prior knowledge needed to succeed in accelerated courses.

Students who do not successfully meet criteria 1 or 4, listed above, will be placed in accordance with Section 5.2221 of the *Student Progression Plan*.

#### **5.222 Student Schedule Final Decision**

School personnel should utilize available resources to achieve parent understanding and cooperation regarding the student's schedule. The final decision for a student's schedule is the responsibility of the Principal of the school in which the student's schedule is implemented.

### **5.300 GRADE PLACEMENT**

#### **5.301 Transfer Students**

Transfer students shall be assigned to a grade on a probationary basis until transfer work is validated with official evidence of actual grade placement. The student's academic performance on Santa Rosa County District selected standardized tests and classroom performance may be considered in making the final decision for placement of the student.

As delineated in the district K-12 Comprehensive Research-based Reading Plan, students in Grade 6 and above with no FSA scores should be administered a grade-level fluency screen or FAIR, if available, to determine if they have reading difficulties. Students scoring below the 90<sup>th</sup> percent on the grade-level fluency screen and whose standardized tests are below the 75<sup>th</sup> percentile will be considered for reading intervention.

#### **5.302 Home Education Students**

See Section 10.0 - Home School Education

#### **5.303 Grade Placement Final Decision**

School personnel should utilize available resources to achieve parent understanding and cooperation regarding the student's grade placement. The final decision as to grade placement is the responsibility of the Principal of the receiving school.

### **5.304 Grades and Grading**

#### **5.3041 Grading Scale**

Santa Rosa County students will receive grades based on the following scale:

Grading Scale for Grades 3-12

A = 90 – 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

#### **5.3042 Appropriate Procedures**

Appropriate procedures should be followed by teachers to continuously and carefully observe and assess each pupil's performance throughout the school year to determine if expected achievement levels are being met. Under no circumstances should a student's grade be judged solely on the basis of a single test.

#### **5.3043 Advised of Grading Criteria**

Students are to be advised of the grading criteria utilized at the school and in each class at the beginning of the school year.

#### **5.3044 Semester Exams**

For each middle school course a student is enrolled in, he/she will take a semester exam at the end of each semester. The semester exam for the middle school courses will count as 10% of the final semester grade. Each nine (9) weeks grade will count as 45% of the final grade. For high school courses taken in the middle

school, each nine (9) weeks will count as 40% of the final grade and the semester exam will count as 20% of the final grade. If the course (middle or high) includes an End-of-Course (EOC) exam, the EOC exam will count as 30% of the student's final end of year grade.

**5.3045 Report Card**

The primary means of reporting student progress is the report card. The report card will be issued each nine (9) week period and will contain academic grades, attendance, conduct and other information.

Exceptional students' progress toward IEP goals and objectives will be reported in accordance with the regular reporting of academic progress (report cards).

**5.3046 Skill Level Below Assigned Grade Placement**

The regular reporting of academic progress (report cards) for students in Grades 6-8 will reflect when a student is working at a skill level below that of his assigned grade placement.

**5.3047 Notification of Potential Failure of Course**

Parents must be notified periodically when it is apparent that a student may fail in any course. The school should request an acknowledgment of such notification.

**5.3048 Notification of Decline in Performance**

Each middle school shall develop a plan for communication with parent/guardian regarding an apparent decline in a student's academic performance that is likely to result in a decrease of more than a letter grade for the grading period. This should also include notification of a marked change in a student's work habits.

**5.3049 Mid-term Reports/Parent Internet Viewer**

Mid-term grade reports will be issued by each teacher on the dates reflected on the district's calendar. Some schools will have grades available through the Parent Internet Viewer. Those schools will provide parents with directions to access the child's grades. In this case a mid-term report will only be sent if requested by the parent.

**5.305 Promotion of Students, 6 – 8**

**5.3051 Promotion Criteria**

A student must successfully complete the following academic courses for promotion from 8<sup>th</sup> grade:

1. Three (3) middle school or higher courses in English (Language Arts),
2. Three (3) middle school or higher courses in Mathematics,
3. Three (3) middle school or higher courses in Social Studies,
4. Three (3) middle school or higher courses in Science.
5. One (1) class period equivalent for one (1) semester for each year enrolled in middle school of Physical Education.

A student will be expected to successfully complete an English, mathematics, social studies and science year-long course in each grade level in order to stay on course to complete middle school in three (3) years. The course may be year-long, or the equivalent at schools on an alternate schedule.

A student must successfully complete three (3) of the required core courses each year to be promoted to the next grade level classification. Any required course not completed successfully must be taken over or successful completion of a "course recovery program" may be utilized to fulfill the course requirement. Successful completion of middle school is expected prior to entering high school.

Students and parents will be notified of options available for course recovery should a student fail to successfully complete a required course.

Any student who fails two (2) or more core subjects will be retained in their current grade unless the student successfully completes a course recovery program or summer school program, if available. The maximum number of subjects a student can be enrolled in for course recovery for summer school is two (2).

**5.3052 Intensive Reading/Math Remediation**

Each year in which a student scores at Level 1 or 2 on FSA ELA, the student must receive remediation through an intensive reading/ELA course or a content area remediation course with reading support the following year. Specific details regarding reading remediation are delineated in the approved Santa Rosa K-

12 Comprehensive Research Based Reading Plan.

[http://www.justreadflorida.com/Reading\\_Plans/view\\_plans.aspx](http://www.justreadflorida.com/Reading_Plans/view_plans.aspx)

Each year in which a student scores Level 1 or Level 2 on FSA Mathematics (or within the lowest 30% on the latest Unify Reading/Mathematics Assessment if the FSA scores are pending) the student must receive remediation the following year, which may be integrated into the student's required mathematics course or additional intensive math course as in elective as determined by student need and/or the school administrator.

**5.3053 Failure to Meet Performance Levels**

Students who fail to meet the proficiency level in ELA mathematics, and/or science on the state assessment as defined by the district must receive remediation in the area(s) lacking proficiency and/or be retained within an intensive program that takes into account the student's learning styles and a program that is different from the previous year's program. When a student has been retained two (2) or more years, appropriate alternative placement will be determined based on the student's academic needs and programs and/or courses available to best serve the student and assist in continued academic progress in conjunction with Florida Statutes.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion or administrative placement. There should not be placement of a student to the next grade without regard to the student's proficiency.

**5.3054 Required Attendance**

A student in Grades 6 – 8 is required to be in attendance 162 days per year in the 180 day school year. If a student accrues more than 19 absences within a school year, the student will be referred to the Multi-Tiered System of Supports (MTSS) Team or the academic review committee at the school to determine whether the student shall be promoted.

**5.3055 Retention**

Any student who has been retained may be assigned to the next higher grade at any time during the first reporting period of the next school year upon the recommendation of the teacher to the Principal, if it has been determined that standards for successful course completion have been met and that the student will benefit from instruction at the next higher grade level. This is subject to the final approval of the Principal.

The Principal may also consider promoting the student to the next higher grade at the conclusion of the first semester if situation in which it is deemed appropriate and if it has been determined that the standards for successful course completion have been met, and the student will benefit from instruction at the next higher grade. Students should not be promoted after the second semester begins unless the student is participating in a competency-based program.

If an 8<sup>th</sup> grade student passes only 11 of 12 core courses but achieves FSA Level 2 or above in reading and math (or equivalency) and a minimum of 60% grade on content mastery test(s) or equivalency, the school administrator may convene a meeting consisting minimally of the Principal or designee and the teacher who gave the failing grade to consider recommending that student for promotion to the 9<sup>th</sup> grade. The Principal has the final administrative responsibility for the promotion of the student.

In considering a student for retention at parent request, the district would need documents with clear and compelling evidence of a need for the student to spend time in the same grade level in order for the student to gain emotional, cognitive, or physical maturity.

Documentation in terms of coursework grades, test scores, or a medical evaluation to support this decision would need to be provided. If the student is a student with a disability, reviewing information on the periodic reporting on the progress the student is making attaining the annual IEP goals may be used as another data source. The student, if retained by parent request, will be required to re-take all of the course work required by the grade level he/she has been retained.

**5.3056 ESE: Promotion and Retention**

An Individual Education Plan (IEP) for each exceptional student must indicate established State Standards expected to be mastered by the student. Documentation of mastery and/or remediation of these standards is the joint responsibility of all of the student's service providers.



### **5.3057 Completion Schedule**

Under most circumstances, a student should complete middle school (Grades 6-8) in three (3) years and in not more than four (4) years. Any student who appears to be having difficulty meeting promotion requirements should be monitored carefully by the Multi-Tiered System of Supports Team (MTSS) to be certain that the student does not require additional services.

### **5.3058 ESE/ELL Grade Replacement**

In situations involving ESE students, the IEP Team may convene to determine grade placement. The Principal has the final administrative responsibility for the promotion of students. Grade placement of English Language Learners (ELL) must be determined by the school's ELL committee and Principal.

### **5.306 Course Recovery**

Course recovery opportunities will be made available to students who are failing, or have failed, a course required for middle school completion. Opportunities may be before, after or during school, on Saturday, or during summer, as availability and funding permits. Notification will be provided when a student is eligible to participate in a course recovery opportunity offered by the school.

A student may also recover a course that was failed by enrolling and successfully completing the course outside of the regular school day and at home through the Florida Virtual School.

### **5.3061 Summer School**

Students who have not successfully completed a required core course in which the student was enrolled will be permitted to attend summer school, if available, as an opportunity for course recovery. The maximum number of subjects in which a student can be enrolled in summer school provided by the district is two (2).

### **5.3062 Completion after Three (3) Years**

If a student has completed three (3) years at middle school and lacks no more than two (2) courses meeting the middle school requirements, then the student will be permitted to attend summer school, if available, as an opportunity to complete the middle school course requirements.

### **5.307 Remediation Criteria**

Remediation is an effort to help a student become proficient in content and/or skills for which a lack of proficiency has been identified.

Remediation may occur within the regular course, in an intensive class, in before/after school programs, in small group pull-out during the day and other such settings.

The results of the State Assessment Program are the primary source for criteria to determine a need for remediation. Additional diagnostic information and classroom performance may also be used as criteria to determine a need for remediation. State assessment results below Level 3 on the criterion-referenced test Florida State Assessment (FSA) are indicators. The assessment results from the previous year are used to determine the need for remediation for the present grade level. For example, a student in Grade 6 who scored in Level 1 or 2 on Florida Standards Assessment (FSA) in Grade 5 the previous year would meet criteria for remediation.

### **5.3071 English/Language Arts, Mathematics, Science**

#### **English/Language Arts**

Grade 6: <Level 3 on FSA English Language Arts for Grade 5  
Grade 7: <Level 3 on FSA English Language Arts for Grade 6  
Grade 8: <Level 3 on FSA English Language Arts for Grade 7

#### **Mathematics**

Grade 6: < Level 3 on FSA Mathematics for Grade 5  
Grade 7: <Level 3 on FSA Mathematics for Grade 6  
Grade 8: <Level 3 on FSA Mathematics for Grade 7

#### **Science**

Grade 6: <200 on FCAT 2.0/SSA science for Grade 5  
Grade 7: <60 in M/J science course 2002040 to 2002110 for previous year

Grade 8: <60 in M/J science course 2002040 to 2002110 for previous year

**5.3072 MTSS (Multi-tiered System of Supports) – Tier II and Tier III Supports:**

Specific levels of performance in English Language Arts, (ELA), science, mathematics, and social Studies will be expected for student at all grade levels. Various measures will be used to determine proficiency including the levels of performance on statewide assessments, as defined by the Commissioner of Education. Additional diagnostic information and classroom performance may also be used as criteria to determine a need for remediation and/or interventions. If below level performance is documented in ELA, science and/or math, the student may be required to receive remediation/interventions within an intensive program. Remediation will be provided for students based on assessment results from the previous year.

**Progress Monitoring Plan (PMP) Needed**

In accordance with statute 1008.25, the Santa Rosa County School District utilizes a school-wide progress monitoring process. Academic, attendance, and behavioral data on each student is evaluated to determine the effectiveness of the core instructional program as well as additional intervention strategies. Students not demonstrating proficiency are assigned a teacher specifically trained and certified to address that need. This is the first level of intervention. The school administration meets regularly through the year with each teacher to review the progress of these students and adjust instruction as warranted by data reviews. A Progress Monitoring Plan (PMP) will be established for those students not demonstrating success with the first level of intervention. The PMP documents additional interventions.

Additional diagnostic assessments may be used to determine the nature of the student's difficulty and areas of academic need. The Progress Monitoring Plan (PMP) may also be based on the student's academic performance in class or other diagnostic assessment during the year and implemented when the need is recognized during the year.

If the student has been identified as having a deficiency in reading, and a PMP is warranted, the PMP will identify the student's specific areas of deficiency in phonemic awareness, phonics, fluency, comprehension and vocabulary, and will also identify the desired levels of performance in these areas. The PMP will identify the instructional and support services to be provided. The PMP will be developed in consultation with the parent. Schools shall also provide for the frequent monitoring of the student's performance in meeting the desired levels of performance. District school boards shall assist schools and teachers in implementing research-based reading activities that have been shown to be successful in teaching reading to low-performing students.

Upon subsequent evaluation, if the documented deficiency has not been remediated in accordance with the Progress Monitoring Plan (PMP), the student may be retained. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the Statewide Assessment Test in reading, writing, science, and mathematics, must continue to be provided with remedial or supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance.

If the student's federally required plan does not address the student's deficiency in reading or mathematics as required by Florida law, then the school must address these deficits in either a school-wide progress-monitoring system or an individual Progress Monitoring Plan (PMP).

The Individuals with Disabilities Education Act (IDEA 2004) supports implementation of a Multi-Tiered System of Supports because it has proven to be effective in accelerating learning for all students, including students with disabilities (SWDs). When the MTSS framework is implemented with fidelity, students' educational needs are more intentionally addressed by designing, developing, and delivering needed, appropriate supports. Students who meet the criteria to receive specialized instruction through Exceptional Student Education (ESE) services will be included in the Progress Monitoring Plan (PMP) process, if they do not demonstrate proficiency specifically in English Language Arts (ELA) and mathematics in all grade levels, as determined by state levels of proficiency on state assessments and local levels of proficiency on local assessments.

**5.3073 Progress Monitoring Plan (PMP) Not Needed**

Students scoring at or below the remediation criteria may not need remediation if other objective measures and diagnostic information indicate the student is performing on grade level.

**5.3074 Other Objective Measures**

If FSA results are not available, other objective performance indicators or diagnostic assessment may be used to determine the need for a Progress Monitoring Plan (PMP).

**5.3075 Parent Notification**

Parents are to be notified formally in writing that the child has failed to meet the established district/state grade level performance criteria in reading, writing, mathematics and/or science.

**5.3076 ESE: Extended School Year (ESY) Services**

Students qualifying for Exceptional Student Education will receive Extended School Year Services (ESY), as determined by the IEP Team. The need for ESY services must be documented by progress monitoring evaluations administered prior to a ten (10) day break in school instruction (winter break) and upon the return from the same winter break to determine if regression and/or recoupment of skills will occur as a result of an interruption in education. The content, type of services, hour/minutes and location of services are determined by the IEP Committee.

**5.308 Annual Report of Student Progress**

Each district school board must annually report to the parent of each student the progress of the student towards achieving state and district expectations for proficiency in reading, writing, science and mathematics, as required by FS 1008.25(8). The district school board must report to the parent the student's results on each statewide assessment test. The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, district and state assessments and other relevant information. Progress reporting must be provided to the parent, in writing, in a format adopted by the district school board. Beginning with the 2001-2002 school year, each district school board must annually publish in the local newspaper and report in writing to the State Board of Education, by September 1 of each year, the following information on the prior school year:

- A. The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion must provide:
  - 1. By grade, the number and percentage of all students in Grades 3 through 10 performing at Levels 1 and 2 on the ELA portion of the state standardized assessment instrument.
  - 2. By grade, the number and percentage of all students retained in Grades 3 through 10,
  - 3. Information on the total number of students who were promoted for "good cause", by each category of "good cause", as specified in paragraph(6)(b),
  - 4. Any revisions to the district school board's policy on student retention and promotion from the prior year.
- B. Appropriate procedures should be followed by teachers to continuously and carefully observe and assess each student's performance throughout the school year to determine if expected achievement levels are being met. Reading diagnostic assessments are given to students who are not proficient based on district assessment. Under no circumstance should a student's performance be judged solely on the basis of a single test.

**5.400 COMPLETION****5.401 Completion of Middle School**

A student will have completed middle school when the guidelines established in Section 5.305, Promotion of Students, has been satisfied for Grades 6-8.

**5.500 ATTENDANCE, ABSENCES, AND TARDINESS****5.501 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.

## **5.502 Absences**

### **5.5021 Notifying the School**

Any student who has been absent from school shall bring a note from one of his/her parents or guardians stating the cause of absence. A Principal may choose to accept notification in person or by telephone in lieu of a note. Failure to properly notify the school, or the inability of the school to reach the parent to establish the reason for the absence within three days, shall result in an unexcused absence.

### **5.5022 Make-up Work**

When a student is absent from school for individual reasons or for school sponsored activities, he/she shall be responsible for making arrangements with teachers for completing all work and assignments missed during the absence:

- A. All make-up work assigned during the absence shall be completed within three (3) days after the student returns to school unless given an extension of time by the teacher.
- B. Tests announced prior to the absence can be given on the student's first day back to school, or at the discretion of the teacher.
- C. Assignments given prior to an absence should be turned in the first day the student returns to school.

### **5.5023 Gifted Education: Make-Up Work**

Best practice dictates that gifted students should be required to complete only work which, if not completed, would affect their classroom progress. The following are guidelines to be used when making decisions regarding work missed while attending Gifted Program classes:

- A. Students attending Gifted Program classes will be excused from the daily/homework assigned during the class period(s) missed. Students will be excused from these assignments without penalty to their grades, loss of other scheduled activities, or loss of any classroom privileges. Assignments made prior to the day students attend the Gifted Program class are to be turned in the next scheduled class time.
- B. Mastery of standard curriculum objectives may be determined by oral review, teacher observations, quizzes, modified assignments, and/or a few selected problems.
- C. Time spent in the Gifted Program class is governed by State Regulations (6A-6.0331). Therefore, students are not to miss any of the scheduled time for Gifted Program services.

### **5.5024 Absenteeism Requiring Semester Exam**

Absenteeism equal to 10 or more absences during a semester unit of instruction or five (5) or more absences during a quarter unit of instruction requires the demonstration of mastery of the course for all students, except those students enrolled in competency based dropout prevention programs as follows:

1. Meeting the class requirements of the semester of instruction and earning a teacher-assigned passing grade.
2. Passing a comprehensive semester examination covering the performance standards of the semester unit of instruction at the 60 percent level or above. The length, design, and degree of difficulty of such an exam is to be comparable to the semester/quarter exam required of any other student taking the exam for the same course.
3. Demonstrating proficiency (Level 3) on a standardized End-of-Course assessment EOC will demonstrate a mastery of course standards.
  - The semester exam will be weighted at 30% for the semester in which absenteeism meets the above guidelines. Any student who scores below 60 percent on the semester/quarter exam will be awarded a course average of 59 or their actual average, whichever is lower.

**Any parent/guardian requesting a waiver of this policy must submit their request in writing to the school Principal along with a detailed explanation for the request. The school Principal will evaluate each request and make a determination as to whether or not the waiver will be granted. The school Principal has the sole discretion as to whether or not the waiver will be granted.**

### **5.503 Excused Absences**

Excused absences shall be granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays and religious instruction of the specific faith of the student upon the approval of the Principal, court dates, special emergencies and pre-arranged absences approved by the Principal or designee.

#### **5.5031 Pre-Arranged Absences**

When a student desires to be absent for reasons not given under Section 5.503, he/she may make a prior request of the school Principal by bringing a written request from his/her parent or guardian. Based on a student's attendance history, the Principal reserves the right to refuse requested absences.

- A. Pre-arranged absence requests must be made at least five (5) days prior to the date of the absence except in case of an emergency.
- B. Students shall make pre-arrangements for their school work to be done and it will be due the day the student returns to school. Work done in the pre-arranged time allotted will be given full credit.
- C. Pre-arranged absences will not prevent a student from being subject to **5.5024 Absenteeism Requiring Semester Exam**

#### **5.5032 Illness or Injury**

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 documentation from a physician or health care provider. If the requested documentation is not provided, the absence will be unexcused.

#### **5.5033 Head Lice**

A student who has been sent home with head lice and/or nits should return to school free of head lice and/or nits within two (2) calendar days; absences from school during the two (2) calendar days will be excused. For each occurrence of head lice and/or nits, absences exceeding two (2) calendar days will be unexcused.

#### **5.5034 Section 504**

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.

### **5.504 Unexcused Absences**

Unexcused absences shall result under the following conditions:

- A. Lack of appropriate notification and/or documentation by the parent to the school site;
- B. Elective activities such as shopping trips, vacations, pleasure trips;
- C. Truancy (skipping class);
- D. Missing the school bus;
- E. Oversleeping;
- F. Excessive illness without doctor verification;
- G. Suspension or dismissal from school;
- H. Other avoidable absences.
- I. An accumulation of three (3) unexcused "late to school" and/or "early check-outs". (Section 5.507)

#### **5.5041 Truancy/Truancy Procedures**

**Habitual Truant** - "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under s.1 003.21(1), F.S. and (2)(a), and is not exempt under s. 1003.21(3), F.S. or s. 1003.24, F.S. or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. Such a student must have been the subject of the activities specified in s.1003.26 and s.1003.27 (3), without resultant successful remediation of the truancy problem before being dealt with as a child in need of services.

**Truancy Procedures:** If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the student's primary teacher shall report to the

school Principal or his or her designee that the student may be exhibiting a pattern or nonattendance. s. 1003.26, F.S.

- A. The Principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Multi-Tiered System of Supports (MTSS) Team to determine if early patterns of truancy are developing. s. 1003.26, F.S.
- B. The parent shall be invited to an attendance meeting to identify possible solutions. s. 100.26, F.S.
- C. The parent/guardian shall be informed of the requirements of compulsive attendance laws, truancy pick-up program and the Department of Motor Vehicles sanctions.
- D. If an initial meeting does not resolve the problem, the Multi-Tiered System of Supports (MTSS) Team shall implement interventions that best address the problem. The interventions may include, but need not be limited to:
  - 1. frequent communication between the teacher and the family
  - 2. changes in the learning environment
  - 3. mentoring
  - 4. student counseling
  - 5. tutoring, including peer tutoring
  - 6. placement into different classes
  - 7. evaluation for alternative education programs
  - 8. attendance contract
  - 9. referral to other agencies for family services
  - 10. other intervention services including, but not limited to a truancy petition pursuant to s. 984.141, F.S.
- E. The Multi-Tiered System of Supports (MTSS) Team shall be diligent in facilitation intervention services and shall report the child to the Superintendent only when all reasonable efforts to resolve non-attendance behavior are exhausted. s. 1003.23(1)(d), F.S.
  - 1. If the parent or guardian in charge of the student refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent or guardian in charge of the student may appeal to the school board. s. 1003.26(1)(e), F.S.
  - 2. If the board's final determination is that the strategies of the Team/Multi-Tiered System of Supports (MTSS) Team are appropriate, and the parent or guardian in charge of the student still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance. s. 1003.26(1)(e), F.S.
  - 3. If nonattendance continues after the implementation of intervention strategies, the Principal may request that the Superintendent (or his designee) file a truancy court petition. If a truancy court petition is filed, the parents of the student will receive a summons to appear in circuit court pursuant to F.S. 984.151, and the parents may be subject to continued court jurisdiction, fines, probation or jail.
- F. If the district school Superintendent chooses not to file a truancy petition, the Superintendent or designee shall file a CINS petition, defined in s.984.15, F.S. The school representative, a parent, law enforcement, a court, or the DJJ shall initiate a referral to a CINS provider or a case staffing committee established pursuant to s. 984.12, F.S., and procedures established by the district school board. The purpose of the referral to CINS is to secure prevention services for a habitually truant student and the family (s.1003.27(3), F.S.). Prior to the filing of the CINS petition, reasonable time must be allowed to complete interventions to remedy conditions contributing to the truant behavior and must comply with the requirements of s. 1003.26, F.S.

#### **5.5042 Zeroes**

Zeroes will be given for class work and assignments missed during an unexcused absence and may not be made up for grading purposes unless an exception is made by the Principal or designee.

### **5.5043 Suspended Students**

Assignments provided to students suspended out-of-school are due upon the student's return to school. Zeroes will be given to any assignment not turned in upon the student's return to school.

### **5.505 Hospital/Homebound**

The possibility of hospital or homebound services should be explored when it is anticipated that a student will be absent from school for at least 15 school days, or the equivalent, while under a physician's care because of severe, prolonged or chronic illness. A parent, teacher, social worker, guidance counselor, physician and others may initiate the process as soon as it is anticipated that the student will be absent as indicated by the physician for three (3) weeks or more. There is not established waiting period that must be met when considering initiating the process.

### **5.506 Tardiness**

A student is considered tardy if the student is present on campus but is absent in class when the tardy bell rings. There are no criteria for excused or unexcused tardies. Arriving to school late is defined as "Late to School." (See Section 5.507). Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action for the student.

### **5.507 Late to School Check-In or Early Check-Outs**

Students arriving after a school's designated start time are considered late to school and will receive a "Late to School Check In" coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check-Out" coding. "Late to School Check-ins" and "Early Check-outs" will be identified as unexcused or excused. Three (3) unexcused "Late to School Check-ins" and/or "Early Check-outs" will equate to the student receiving one (1) unexcused absence. Section 1003.02, F.S., "authorizes district school boards to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day and early departures from school to be recorded as unexcused absences."

It is required that the parent or designated adult sign the student out unless prior arrangement has been made by the parent/guardian. Repeated and/or excessive incidents of leaving school prior to the end of the day or checking in late to school may potentially result in disciplinary action for the student.

**Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.**

#### **5.5071 Unexcused/Excused "Late to School Check-ins/Early Check-outs"**

Unexcused	Excused
Missing the bus	Personal illness
Oversleeping	Doctor/Dentist appointment
Skipping	Special event approved by administration
Excessive illness without doctor's verification	Other unavoidable events
Repeated Late Check-ins/Early Check-outs	
Other avoidable events	

### **5.508 Administrative Withdrawal**

If a student has accumulated 15 consecutive unexcused absences and is not under the jurisdiction of the truancy court system, the school Principal may withdraw the student under the following conditions:

- A. Telephone or written contact (letter home) with the parent has been unsuccessful.
- B. Social Worker was sent to the home and was unsuccessful in making contact.
- C. If the student has an Individualized Education Plan or has a 504 Plan, the Principal must contact the Exceptional Student Education Department prior to withdrawing the student.

### **5.509 Learnfare Program**

The Learnfare Program is primarily related to student attendance for families who are eligible to receive Temporary Cash Assistance (TCA), S.414.1251, F.S., requires the Department of Children and Families (DCF) to reduce the amount of TCA for families with students who are identified as habitual truants or dropouts. Implementation procedures require DCF to provide a list of TCA-eligible children to the Northwest Regional Data Center monthly. Each school district will download the list and identify students who are truants or dropouts. The school district's

response is then shared with DCF who takes the appropriate action. In response, DCF reviews the case record to make certain determinations. If good cause does not exist, the parent of a student who is a habitual truant or a dropout receives notice of possible reduction of the benefit amount. DCF procedures include a fair hearing process. If a sanction is imposed to the benefit amount, the student may be reinstated when certain criteria is met.

**5.510 Early Warning System for Attendance**

A school that serves any students in Kindergarten through Grade 8 shall implement an early warning system to identify students in such grades who need additional support to improve academic performance and stay engaged in school. The early warning system must include the following early warning indicators;

- a. Attendance below 90 percent regardless of whether absence is excused, or a result of out-of-school suspension;
- b. One or more suspensions, whether in-school or out-of-school;
- c. Course failure in English Language Arts or mathematics during any grading period; and
- d. A Level one (1) score on the statewide standardized assessments in English Language Arts or mathematics or, for students in Kindergarten through Grade 3, a substantial reading deficiency under s.1008.25(5)(a).

The system must include data on the number of students identified by the system as exhibiting two (2) or more early warning indicators, the number of students by grade level who exhibit each early warning indicator, and a description of all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system.

The school MTSS team will be responsible for monitoring the data from the early warning system. When a student exhibits two (2) or more early warning indicators, the MTSS team, in consultation with the student's parent, shall determine appropriate intervention strategies for the student unless the student is already being served by an intervention program. Data and information relating to a student's early warning indicators must be used to inform any intervention strategies provided to the student. Documentation of assigned interventions and progress monitoring will be housed in the SMART PMP section.

**5.600 Virtual Instruction Programs**

See Section 9.0 - Virtual Instruction Programs



## 6.0 HIGH SCHOOL (GRADE 9-12) STUDENT PROGRESSION PLAN

### TABLE OF CONTENTS

#### 6.100 ADMISSION

- 6.101 Admissions Data
  - 6.1011 Evidence of Birth
  - 6.1012 Evidence of Immunization
  - 6.1013 Evidence of Medical Exam
  - 6.1014 Evidence of Residence
  - 6.1015 Homeless Assistance
  - 6.1016 Exceptional Student Education (ESE): *John M. McKay Scholarship for Students with Disabilities Program.*
- 6.102 Middle School Student
- 6.103 Home Education Student
  - 6.1031 Admission to Ninth Grade/Transfer Credits
  - 6.1032 Admission to Extracurricular Activities
  - 6.1033 ESE: Home School Education Participation in Activities
- 6.104 Withdrawal
- 6.105 Middle School Student: Non-continuous Attendance
- 6.106 High School Student: Non-continuous Attendance
- 6.107 High School Student: Adult School Enrollment
- 6.108 ESE: High School Re-Enrollment
- 6.109 Enrollment: Expulsion/Charges
- 6.110 Expelled Student
- 6.111 Irregular Attendance Placement Committee
- 6.112 Procedures for Student Transfer
- 6.113 School Choice Options
- 6.114 Foreign Exchange Students
- 6.115 Interstate Compact on Educational Opportunity for Military Children
- 6.116 Drop/Add Course Requirements
- 6.117 Students with Parents/Guardians Employed by the Santa Rosa County School District
- 6.118 Classroom Transfers

#### 6.200 PROGRAM OF STUDY

- 6.201 Required Program
- 6.202 Course Content
- 6.203 Character Education
- 6.204 Section 504 Accommodation Plan/Services
- 6.205 Exceptional Student Education Eligibility
- 6.206 Statewide Assessment Program
  - 6.2061 Graduation Assessment Requirements by Cohort
  - 6.2062 FCAT Waiver for Certain Students with Disabilities
- 6.207 MTSS (Multi-Tiered System of Supports) – Tier II and Tier III Supports
  - 6.2071 Reading
  - 6.2072 Mathematics
  - 6.2073 Science
- 6.208 ESE: Mastery of Courses
- 6.209 ESE: Allowable Accommodations
- 6.210 Extended School Year (ESY) Services
- 6.211 ESE: Assessment Exemption
- 6.212 Experimental Program Changes
- 6.213 Number of Periods of Daily Attendance

- 6.214 Equal Opportunity
- 6.215 Services for English Language Learners (ELL)
- 6.216 Physical Education
- 6.217 Course Recovery

**6.300 GRADE PLACEMENT, GRADES 9 - 12**

- 6.301 Regular Students
- 6.302 Mid-Year Promotions
- 6.303 Twice Retained Students

**6.400 COMPLETION**

- 6.401 Graduation Requirements - Standard Diploma
- 6.402 Accelerated Graduation Option – (ACCEL) (18 credit minimum)
- 6.403 Course Credit Requirement
  - 6.4031 Mastery of Student Performance Standards: Regular
  - 6.4032 Mastery of Student Performance Standards: ESE
  - 6.4033 ESE: Progress Report
  - 6.4034 Absenteeism
  - 6.4035 Semester Credit
  - 6.4036 Full Year Credit
  - 6.4037 Administrative Credit
  - 6.4038 Waivers
- 6.404 Course Credit Limitations
  - 6.4041 Regular Students
  - 6.4042 Exceptional Students
  - 6.4043 Forgiveness
- 6.405 Course Credit Restrictions
  - 6.4051 Remedial/Vocational/Level I Courses
  - 6.4052 Performing Fine Arts
  - 6.4053 Practical Arts
  - 6.4054 Elective Credits
  - 6.4055 Transferred Credit
  - 6.4056 Transfer Credits Outside Santa Rosa County
- 6.406 Grade Point Average
  - 6.4061 Grading System
  - 6.4062 Grade Point Average
  - 6.4063 ESE: Alternate Assessments
  - 6.4064 Report Cards
- 6.407 Diplomas
  - 6.4071 Standard Diploma
  - 6.4072 Special Diploma
  - 6.4073 ESE: Continuance of FAPE
  - 6.4074 General Education Development Diploma (GED)
  - 6.4075 Requirements for the Florida Seal of Biliteracy Program
  - 6.4076 Participation in the Graduation Ceremony
- 6.408 Certificate of Completion
  - 6.4081 Credits Earned
  - 6.4082 Credits in Area
  - 6.4083 FCAT/State Assessment Requirements
  - 6.4084 GPA
  - 6.4085 Additional Year
- 6.409 Certificate of Completion
  - 6.4091 Requirement

**6.500 ATTENDANCE, ABSENCES AND TARDINESS**

**6.501 Attendance**

**6.502 Absences**

**6.5021 Notification**

**6.5022 Test Exemption Policy**

**6.503 Excused Absences**

**6.5031 Completing Work**

**6.5032 Prior Arrangement**

**6.5033 Hospital /Homebound Services**

**6.5034 Repeatedly Absent**

**6.504 Unexcused Absences**

**6.5041 Habitual Truant/Truancy Procedures**

**6.5042 Intent to Terminate School Enrollment**

**6.505 Early Check-outs or Late to School Check-in**

**6.5051 Unexcused/Excused "Late to School Check-ins/Early Check-outs"**

**6.5052 Tardiness**

**6.506 Learnfare Program**

**6.600 MISCELLANEOUS**

**6.601 Admission to State University System**

**6.6011 GPA**

**6.6012 Weighted**

**6.6013 Specific Requirements**

**6.6014 Talented 20 Program**

**6.602 Class Rank**

**6.6021 Numerical Weighted GPA**

**6.6022 Weighted Courses**

**6.6023 Weighted Programs**

**6.603 Course Substitutions**

**6.6031 ESOL Courses**

**6.6032 Job Prep Programs**

**6.6033 Vocational Courses**

**6.604 Credit Alternatives**

**6.6041 Adult Education Courses**

**6.6042 Career and Technical Programs**

**6.6043 Co-op Programs**

**6.6044 Correspondence Courses**

**6.6045 Dual Enrollment**

**6.6046 Early Admissions**

**6.6047 Florida Virtual School**

**6.6048 Middle School Students Earning Credit**

**6.605 Dropout Prevention Programs**

**6.6051 Courses**

**6.6052 Reporting**

**6.606 Extracurricular Activities**

**6.6061 Required GPA**

**6.6062 Requirements**

**6.607 Florida Bright Futures Scholarship Program**

**6.6071 The Florida Gold Seal Vocational Scholars Award**

**6.6072 The Florida Gold Seal CAPE Scholars**

**6.608 Miscellaneous Curriculum Items**

**6.6081 Reading I & II**

**6.6082 African American History**

**6.6083 Holocaust Instruction**

**6.6084 Hispanic and Women's Contributions**

**6.6085 Contributions of Veterans**

- 6.6086 Voluntary Service Credit
- 6.609 Remediation Reporting Requirements
  - 6.6091 Parent Notification
  - 6.6092 Assistance
  - 6.6093 Student List Dissemination-District
  - 6.6094 Student List Dissemination-School
  - 6.6095 Annual Report
- 6.610 Study Hall
  - 6.6101 Study Hall Credit
  - 6.6102 Funding
  - 6.6103 Other Duties

**6.700 VIRTUAL SCHOOL**  
See Section 9

## **6.100 ADMISSION**

### **6.101 Admissions Data**

In order to be admitted to Florida schools, a student must provide the following data:

#### **6.1011 Evidence of Birth**

Provide evidence of date of birth in accordance with s.1003.21, F.S.

#### **6.1012 Evidence of Immunization**

Provide evidence of immunization against communicable diseases as required by s.1003.22, F.S.

#### **6.1013 Evidence of Medical Exam (Also referred to as a Physical Exam or Florida Physical)**

Provide evidence of a medical examination completed within the last 12 months in accordance with s.1003.12, F.S.

**In-State Transfer:** Students transferring from another public or private school in the State of Florida shall be given 30 days to provide the district with proper record of an up-to-date immunization and a record of medical exam (on file as an initial entry health exam; not required to have been completed within 12 months). Failure to provide proper documents will result in exclusion from school until records are presented. A new medical exam will be required if one is not received as part of the student record.

**Out-of-State Transfers:** A temporary exemption for a period not to exceed 30 school days will be given to permit a student who transfers from out-of-state to attend class until his/her medical exam can be obtained or brought up-to-date. After 30 days, the student will be excluded from school until a medical exam (completed within the last 12 months) is presented to the school.

#### **6.1014 Evidence of Residence**

Provide evidence of residence at an address within the attendance area of the school to which admission is requested **or** a request for transfer approved by the school board.

#### **6.1015 Homeless Assistance**

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 Federal McKinney-Vento Homeless Assistance Act and related Florida Statutes. The Superintendent shall recommend and the Board adopt Homeless Education Program Manual.

#### **6.1016 Exceptional Student Education (ESE): *John M. McKay Scholarships for Students with Disabilities Program***

The John M. McKay Scholarships for Students with Disabilities Program is established to provide the option to attend a public school other than the one to which assigned, or to provide a scholarship to a private school of choice, for students with disabilities for whom:

- (a) An Individual Educational Plan (IEP) has been written in accordance with rules of the State Board of Education; or
- (b) A 504 accommodation plan has been issued under s. 504 of the Rehabilitation Act of 1973.

NOTE: Students with disabilities include K-12 students who are documented as having an intellectual disability; a speech impairment; a language impairment; a hearing impairment, including deafness; a visual impairment, including blindness; a dual sensory impairment; an orthopedic impairment; another health impairment; an emotional or behavioral disability; a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia; a traumatic brain injury; a developmental delay; or autism spectrum disorder.

#### **Public school McKay Scholarship option:**

Pursuant to Section 1002.39(5), F.S., a student meeting the McKay eligibility requirements may choose to attend another public school in the student's school district or in an adjacent school district. In this case, the district McKay Scholarship Representative (name and contact information found on the School Choice website) must be contacted to discuss available public school options. Public school availability is determined by the school district and is based upon the following:

- Program availability (determined by the student's IEP) at the requested school center.
- Ability of parent to provide transportation for their child to and from the school of choice if the scholarship is awarded. **(Transportation is the responsibility of the parent.)**

#### 6.102 Middle School Student

A student who has met the eligibility criteria for promotion from middle school to high school through regular attendance and progression shall be admitted to the 9<sup>th</sup> grade.

#### 6.103 Home Education Student

##### 6.1031 Admission to Ninth Grade/Transfer Credits

Home Education students entering the 9th grade must meet the following criteria:

- Students may not enter the 9th grade any sooner than their peer group.
- Evidence of three years of middle school work substantiated by record from public or private schools, and/or home education programs having the proper transcripts, portfolios and/or evaluations.

##### Transfer Credit for Home School Education Students

In compliance with state Administrative Rule 6A-1.09941, The State Uniform Transfer of High School Credits, and to accommodate home education students' needs for appropriate high school graduation credit, the Santa Rosa County School District (SRCSD) adopts the following policy to establish uniform procedures for students transferring from home school to the Santa Rosa County School District in Grades 10-12.

1. A student who is entering a Santa Rosa County District high school with appropriate documentation of satisfactory completion of a home school program may be **provisionally** placed in the regular program for these grades based on the home school documentation. This **provisional** placement must be validated by the end of the first grading period. If a student has a minimum grade point average of 2.0 at the end of the first grading period, further validation of credit will not be necessary and the student shall be issued the listed credits as appropriate. (See Appendices.)
2. The total number of academic credits possible is 14.5 for Grades 9 - 11.
3. Elective credits within the Santa Rosa County School District receiving school will be required in order for the student to complete graduation requirements.
4. For credits issued, a "P" for PASS is the grade of record. A grade of "P" for PASS is not calculated in the student's GPA for class rank.
5. For credits earned within the Santa Rosa County School District receiving school, the grade in class is the grade of record.
6. A student with a home education academic history and who is seeking to enter a Santa Rosa County District School as a senior must be in full-time attendance.
7. In the event a home education student does not have a 2.0 GPA at the end of the first complete nine week grading period, the Principal of the receiving school, along with the teacher(s) and parent, shall validate the student's status by evaluating the portfolio for demonstrated proficiencies.

To further establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools the procedures shall be as follows:

1. Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary or if the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period as outlined in subsection two (2) of this rule.
2. Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined below:
  - (a) Portfolio evaluation by the Superintendent or designee;

- (b) Written recommendation by a Florida certified teacher selected by the parent and approved by the Principal;
- (c) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
- (d) Demonstrated proficiencies on nationally-normed standardized subject area assessments;
- (e) Demonstrated proficiencies on the FSA ELA Assessment; or
- (f) Written review of the criteria utilized for a given subject provided by the former school. Students must be provided at least 90 days from date of transfer to prepare for assessments outlined in paragraph (3)(d) and 3(e) of this rule if required.

#### **6.1032 Admission to Extracurricular Activities**

Home school education students shall be eligible to participate in extra-curricular interscholastic activities at the student's school of residence as established by the school district's attendance zones. For a home educated student to be eligible to participate, the following conditions must be met:

- A. The student must meet the requirements of the home education program described below:
  - 1. Notifies the Superintendent of the intent to establish and maintain a home education program within 30 days of the student's withdrawal from a traditional school program.
  - 2. Maintain a portfolio of records and materials.
  - 3. Provides for an annual educational evaluation to be filed with the district school board office.
- B. The parents/guardians of the home education student must certify to the Principal that the student meets the minimum grade point average as prescribed in Article 9.2.2.1.1 of the FHSAA bylaws and has passed each class for which enrolled for each grading period to coincide with the school's grading periods.
- C. The home education student must meet the same standards of acceptance, behavior and performance required of other students participating in the extra-curricular activity.
- D. The student must register with the school with their intent to participate as representative of the school prior to the beginning date of the season for the activity in which participation is requested.
- E. The student must certify by a physical examination by a licensed physician on the "Santa Rosa County School's Athletic Participation Screening Form" their fitness to participate in the extracurricular activity. Additional concussion baseline data should be included as a portion of the physical examination. Proof of medical insurance must also be certified on this form by the parent.
- F. A home education student will not be eligible to participate in interscholastic activities at a district school if the student is under discipline sanctions from any other public, private, or parochial school, in or out of the State of Florida.
- G. A senior who withdraws to be home educated and re-enrolls in Santa Rosa County District Schools, must do so at the Santa Rosa Adult High School. However, in situations involving exceptional students, the IEP Team may convene to determine grade placement.

#### **6.1033 ESE: Home School Education Participation In Activities**

ESE Home School Education students are eligible to participate in the activities and procedures as stated in Section 6.132 as their non-disabled peers but are not eligible for ESE Services.

#### **6.104 Withdrawal**

- A. A student between the ages of 16 and 18 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. Such action, unless recognized by the school board as a hardship condition, will cause the student to lose his/her driving privilege. s.232.07, F.S.
- B. If a student has accumulated 15 consecutive unexcused absences and is not under the jurisdiction of the truancy court system, the school Principal may withdraw the student under the following conditions:
  - 1. Telephone or written contact (letter home) with the parent has been unsuccessful.
  - 2. A social worker was sent to the home and was unsuccessful in making contact.

3. If the student has an Individualized Education Plan or has a 504 Plan, the Principal must contact the Exceptional Student Education Department prior to withdrawing the student.

**6.105 Middle School Student: Non-continuous Attendance**

A student who has met the eligibility criteria for promotion from middle school to high school and does not have continuous school attendance may be (1) admitted to the 9<sup>th</sup> grade, or (2) referred to the Irregular Attendance Placement Committee.

**6.106 High School Student: Non-continuous Attendance**

A high school student who has withdrawn or has been withdrawn from a regular high school program and subsequently has non-continuous school attendance may be permitted to return to the regular high school program or may be referred to the Irregular Attendance Placement Committee, which shall recommend placement of the student to the school board.

**6.107 High School Student: Adult School Enrollment**

A high school student who has withdrawn from a regular high school program and enrolls in an adult school program shall not be permitted to return to a regular high school program. Any request by such a student to return to the regular high school program shall be referred to the Irregular Attendance Placement Committee, which shall determine the placement of the student.

**6.108 ESE: High School Re-Enrollment**

Any exceptional student who was enrolled in an adult program, withdraws from this program, and applies for re-enrollment to a regular high school shall be referred to the IEP Team for an immediate placement review.

**6.109 Enrollment: Expulsion/Charges**

Any student enrolling in any Santa Rosa County District 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 County District School.

**6.110 Expelled Student**

A student who has been expelled from any non-district school shall not be allowed to enroll in any Santa Rosa County District School. A request for a waiver of this policy shall be referred to the Irregular Attendance Placement Committee, which shall recommend placement or non-placement of the student to the school board. In accordance with Florida Statute, the board will either honor the final order of expulsion as recommended by the Superintendent, in which case the student shall not be admitted to a district school, or will waive the final order of expulsion as recommended by the Superintendent, in which case the student shall be admitted to a district school. A student with an active Individual Education Plan who has been expelled from any non-district school or who has been given an expulsion with continued education services or alternative placement in lieu of expulsion from any non-district school, who is seeking to enroll in Santa Rosa County District Schools shall be referred to the Director of Exceptional Education for an immediate placement review.

**6.111 Irregular Attendance Placement Committee**

The Irregular Attendance Placement Committee shall be comprised of the following members:

- A. The Director of High Schools, Chairperson
- B. The Director of Middle Schools
- C. The Director of Workforce Education
- D. The Principal of the Adult School
- E. The Principal of the High School
- F. The Director of Continuous Improvement



#### **6.112 Procedures for Student Transfer**

See the Santa Rosa County School Choice Plan for more information.

(<https://www.santarosa.k12.fl.us/SchoolChoice/default.html>)

#### **6.113 School Choice Options**

School Choice options will be made available in accordance with the district's *School Choice Plan* developed to meet the requirements of the No Child Left Behind Act of 2001.

#### **6.114 Foreign Exchange Students**

All foreign exchange students must be sponsored by a program approved by the Council on Standards for International Educational Travel (CSIET) and which has a local community representative. Annually, each Santa Rosa County School District high school may enroll up to two (2) foreign exchange students who provide documentary evidence of these eligibility requirements:

- Student has not already earned a high school diploma or its equivalent, i.e., has not already completed the requirements for secondary education in his/her home county.
- Student has achieved adequate oral and written proficiency in the English language in order to perform successfully in an English speaking educational environment.
- Sponsoring organization assumes responsibility for student's health, safety and legal obligation, and host and legal obligation, and host family resides within the designated attendance area of the school in which the student enrolls.
- The high school Principal may select up to two foreign exchange students for enrollment or may choose not to enroll any foreign exchange students during any school year.
- A student shall be enrolled for a semester or a complete year (two semesters).

Prior to acceptance, all foreign exchange students will provide the Assistant Superintendent for Curriculum, Instruction and Assessment, evidence of English language proficiency scores from a current version of the Secondary Language English Proficiency (SLEP) test or the English Language Test for International Students (ELTiS). The Assistant Superintendent for Instruction will verify English language proficiency to the high school requested before a foreign exchange student can be admitted.

In addition to verification of English language proficiency, prior to acceptance, all foreign exchange students will supply the school with the following documents:

- Birth certificate or other documentation to certify age of student. The student is required to be at least 15 years of age but has not attained the age of eighteen and one half years (18.5) of age at the time of enrollment.
- Evidence of English language proficiency scores from a current version of the Secondary Language English Proficiency (SLEP) test or the English Language Test for International Students (ELTiS).
- Valid transcript translated into English, including criteria for translating foreign grades into American standards and verification that student has not received a diploma or completed secondary education requirements in his home country.
- Student application with verification of insurance, health records, residence of host family and all legal requirements for enrollment. The student must have gained legal entry into the United States with a J-1 Exchange Visa.

**Foreign Exchange Students** will not be classified as diploma seeking students. Generally, foreign exchange students will be classified as juniors and placed in classes which will provide exposure to American history and literature.

- They will be expected to conduct themselves in accordance with the Santa Rosa County School District *Code of Student Conduct* and with all standards required of any student enrolled in a district school. They will be treated as regular students regarding attendance, academic standards, responsibilities and rights and discipline. Repeated violation of any standards may result in the foreign exchange student's withdrawal from the school.
- They may be eligible to represent the school they attend in interscholastic activities, provided they meet all appropriate Florida High School Athletic Association's requirements and provided they have not participated in the activity on a professional level. Any student who has accepted remuneration, gift, or donation for participation in a sport is ineligible to participate in that sport at the high school level.

- They must have sufficient knowledge of the English language to enable effective communication, to use instructional materials and textbooks printed in English, and to function in the regular curriculum without special professional assistance.

**6.115 Interstate Compact on Educational Opportunity for Military Children**

See Section 1 of this document for details.

**6.116 Drop/Add Course Requirements**

Students officially registered for specific course offerings are expected to remain in those courses throughout the entirety of the semester. Schools may adopt a drop/add policy that addresses courses taught on their campus. Students desiring to drop a course taught on campus in order to add a substitute course taught in a virtual program are required to do so in the first 10 days of the semester.

**6.117 Students with Parents/Guardians Employed by the Santa Rosa County School District**

Students with parents/guardians employed by the Santa Rosa County School District are allowed to enroll in a district school within the school zoned feeder pattern of their assigned work location provided space is available. Parent/Guardians must provide verification of employment to receiving school upon request to transfer.

**6.118 Classroom Transfers**

**Parent Request for his/her child to be transferred from an out-of-field classroom teacher to an in-field classroom teacher.**

1. The parent may submit to the school Principal a letter detailing their request for transfer to an in-field teacher.
2. The Principal will approve or deny the request within two (2) weeks of receiving the request. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial.
3. If the denial is due to lack of staff or class-size considerations, the parent will be made aware of the district reassignment process.

**Parent Request for his/her child to be transferred to another classroom teacher.**

1. The Parent should request a conference with the current teacher to discuss concerns and to seek a resolution.
2. If the above is not successful, the parent should request a conference with the teacher and a school administrator to seek resolution.
3. If the above does not resolve the issues/concerns, the parent may submit to the school Principal a letter detailing their continued concerns and the specific remedy sought.
4. The Principal will approve or deny the schedule change request within two (2) weeks of receiving the request and this decision will be provided to the parent in writing.
5. Parents who wish to appeal this decision may appeal to the grade level director at the district level.

**6.200 PROGRAM OF STUDY**

**The Comprehensive Core Program is also referred to as MTSS (Multi-Tiered System of Supports) -Tier I Program**

**6.201 Required Program**

The required program of study for high school grades will be courses selected from the *Florida Course Code Directory* and the Articulation Agreements with post-secondary institutions.

**6.202 Course Content**

The content of each course for which credit towards high school graduation is granted shall be congruent with the appropriate Florida Course Description adopted by the Florida Board of Education and the Student Performance Standards adopted by the Santa Rosa County School Board. Where appropriate, some academic programs may utilize outcome based strategies (i.e. summer session, online credit).

- A. Standards to *measure* student achievement serve as guides to best practices for local curriculum designers to help schools implement school improvement strategies to raise student achievement.

- B. The benchmarked standards describe what students should know and be able to do at Grades K–12 in the subjects of physical education, language arts, mathematics, science, and social studies and at four progression levels (Grades Pre K-2, 3-5, 6-8, 9-12) in the arts and foreign language. Public schools shall provide appropriate instruction to assist students in the achievement of these standards. The following publications are hereby incorporated by reference and made a part of this plan.
1. Florida State Standards —English/ Language Arts
  2. Next Generation Sunshine State Standards - Mathematics, 2007
  3. Next Generation Sunshine State Standards-Science, 2008
  4. Next Generation Sunshine State Standards -Social Studies, 2008
  5. Sunshine State Standards –Foreign Language, 1996
  6. Sunshine State Standards—Arts, 1996
  7. Next Generation Sunshine State Standards-Physical Education, 2009 and
  8. Mathematics Florida Standards-2014
- C. Copies of the publications containing the established State Standards may be obtained from the Division of Public Schools, Department of Education, 325 W. Gaines St., Tallahassee, Florida 32399-0400 or visit [www.floridastandards.org](http://www.floridastandards.org) to download a copy.
- D. Each district school board shall incorporate the established State Standards and ESE Next Generation Sunshine State Standards (NGSSS) Access Points contained herein into the district *Student Progression Plan*.
- E. The established State Standards shall serve as the basis for statewide assessment.

#### **6.203 Character Education**

Instruction in character education that stresses such qualities as patriotism, responsibility, citizenship, kindness, respect, honesty, self-control, tolerance and cooperation will be integrated into various curriculum areas.

#### **6.204 Section 504 Accommodation Plan/Services**

Under Section 504 Services, a student may be considered disabled if he or she has been determined by the Section 504 committee of having a physical or mental impairment that substantially limits one or more life activity, such as learning, walking, talking, reading, concentrating, focusing, seeing, hearing, breathing, working, and performing manual tasks. Students can be considered disabled, and can receive services under Section 504, even if they do not qualify for, or receive exceptional student education services.

- All Section 504 plans will be reviewed annually to determine if the student continues to meet eligibility criteria.
- All students who receive Section 504 services will participate in the general education curriculum provided with access to an Accommodation Plan.
- All students who receive Section 504 services will participate in all district and statewide assessments provided with access to an Accommodation Plan, in accordance with approved test accommodations as stated in the test administration manual.
- Section 504 services are not specialized instruction in an exceptional student education program.

#### **6.205 Exceptional Student Education Eligibility**

Students meeting Florida Department of Education eligibility criteria for one or more Exceptional Student Education program and requiring specially designed instruction and/or related services shall be admitted through an eligibility staffing. An appropriate individualized program of study will be developed in the student's Individual Education Plan (IEP).

An eligible exceptional student may qualify for services in one or more of the following programs:

- Autism Spectrum Disorder
- Deaf or Hard of Hearing
- Dual-Sensory Impaired
- Emotional/Behavioral Disabilities
- Gifted
- Hospital/Homebound
- Intellectual Disabilities

- Language Impaired
- Occupational Therapy
- Orthopedically Impaired
- Other Health Impaired
- Physical Therapy
- Specific Learning Disabled
- Speech Impaired
- Traumatic Brain Injured
- Visually Impaired

See the ESE Policies and Procedures manual for specific eligibility requirements.

## 6.206 Statewide Assessment Program

Students must participate in the English Language Arts FSA assessment. The passing of the 10<sup>th</sup> grade ELA FSA is required for graduation. For the 9<sup>th</sup> grade student entering in the school year 2011-2012, passing the Algebra I EOC (End-of-Course) exam is a graduation requirement. As of the 2013-14 school year, entering 9<sup>th</sup> grade students will have the Algebra 1 EOC count 30% of their final grade and will need to score Level 3 or higher (pass) in order to graduate. The Post-Secondary Readiness Test's (P.E.R.T) Math Score of a "97" can be used as a comparative score. State End-of-Course (EOC) assessments for a subject shall be administered in addition to the comprehensive assessments required under 1008.22(3)1 F.S. All State EOC assessments are weighted 30% of the final grade. In all general education high school courses that do not administer a state FSA/EOC assessment, high school students will take a semester exam which counts 20% of the semester average. (Dual Enrollment final exams will be weighted in accordance with College department requirements.) Because State End-of-Course (EOC) assessments and semester exams are weighted in the finals grade, a student who does not participate in a State End-of-Course (EOC) assessment or semester exam will earn a grade of zero (0) for the assessment.

### 6.2061 Graduation Assessment Requirements by Cohort

					Revised 7/27/17
	<b>Freshman 2014-15</b>	<b>Sophomore 2015-16</b>	<b>Junior 2016-17</b>	<b>Senior 2017-18</b>	<b>Notes on awarding credit, diploma designations</b>
ELA FSA Assessment-10th	Pass	Pass	Pass	Pass	All EOC course credit is awarded by course average with the 30% rule applied. Passing the Algebra I EOC is not required to earn course credit, only for graduation purposes. *Legislative changes removed the 30% rule for Algebra I, Geometry & Algebra II for the 2014-15 school year only.
Algebra I EOC*	Pass/30%	Pass/30%	Pass/30%	Pass/30%	
Geometry EOC*	30%	30%	30%	30%	
Biology EOC	30%	30%	30%	30%	
US History EOC	30%	30%	30%	30%	
Algebra II EOC (if enrolled)*	30%	30%	30%	30%	
	<b>Freshman 2015-16</b>	<b>Sophomore 2016-17</b>	<b>Junior 2017-18</b>	<b>Senior 2018-19</b>	
ELA FSA Assessment-10th	Pass	Pass	Pass	Pass	Legislative changes removed the 30% rule for Algebra I, Geometry & Algebra II for the 2014-15 school year only. Passing the Geometry EOC is now required for scholars designation.
Algebra I EOC*	Pass/30%	Pass/30%	Pass/30%	Pass/30%	
Geometry EOC*	30%	30%	30%	30%	
Biology EOC	30%	30%	30%	30%	
US History EOC	30%	30%	30%	30%	
Algebra II EOC (if enrolled)*	30%	30%	30%	30%	
	<b>Freshman 2016-17</b>	<b>Sophomore 2017-18</b>	<b>Junior 2018-19</b>	<b>Senior 2019-20</b>	
ELA FSA Assessment-10th	Pass	Pass	Pass	Pass	All EOC course credit is awarded by course average with 30% rule applied. Passing the Geometry EOC is now required for scholars designation.
Algebra I EOC *	Pass/30%	Pass/30%	Pass/30%	Pass/30%	
Geometry EOC*	30%	30%	30%	30%	
Biology EOC	30%	30%	30%	30%	
US History EOC	30%	30%	30%	30%	
Algebra II EOC (if enrolled)*	30%	30%	30%	30%	
	<b>Freshman 2017-18</b>	<b>Sophomore 2018-19</b>	<b>Junior 2019-20</b>	<b>Senior 2020-21</b>	
ELA FSA Assessment-10th	Pass	Pass	Pass	Pass	All EOC course credit is awarded by course average with 30% rule applied. Passing the Geometry EOC is now required for scholars designation.
Algebra I EOC *	Pass/30%	Pass/30%	Pass/30%	Pass/30%	
Geometry EOC*	30%	30%	30%	30%	
Biology EOC	30%	30%	30%	30%	
US History EOC	30%	30%	30%	30%	

<b>Scholars Diploma designation requires passing EOC/Assessment</b>
30% = EOC exam counts 30% in final course grade
Pass = Must have passing score to graduate
Take = when enrolled in course, EOC exam required, but not passing or 30% rule

#### **6.2062 Waiver for Statewide, Standardized Assessment Results for Students with Disabilities**

Students with a disability and a current IEP may be considered for a waiver from passing the Statewide, Standardized, State Assessment. To be considered for a statewide, standardized assessment results waiver, the following criteria must be met:

- A. The student must be identified as a student with a disability, as defined in Section 1007.02(2), Florida Statutes;
- B. The student must have an Individual Educational Plan (IEP);
- C. The student must have taken the statewide, standardized assessment with appropriate allowable accommodations at least once;
- D. In accordance with s. 1008.22(3)(c)2., F.S., the IEP team must make a determination of whether a statewide, standardized assessment accurately measures the student's abilities, taking into consideration all allowable accommodations for students with disabilities;
- E. The following evidence can be utilized to determine that the results of a statewide standardized assessment are not an accurate measure of the student's abilities:
  - Classroom work samples
  - Course grades
  - Teacher observations
  - Relevant classroom data derived from formative assessments
  - Intensive remediation activities on the required course standards
  - Higher-level, related coursework (honors advanced placement, etc.)
- F. The student must be progressing towards meeting the states 24 credit/course and/or the 18 credit, Academically Challenging Curriculum to Enhance Learning (ACCEL) option (s.1008.22(3)(c)2.F.S.), as long as they meet all other graduation requirements under the ACCEL option. Students must meet the 2.0 cumulative Grade Point Average (GPA) requirement and any other district requirements for graduation with a standard diploma.

#### **6.207 MTSS (Multi-tiered System of Supports) – Tier II and Tier III Supports:**

Specific levels of performance in English Language Arts (ELA), science, mathematics, and social studies will be expected for students at all grade levels. Various measures will be used to determine proficiency including the levels of performance on statewide assessments, as defined by the Commissioner of Education. Additional diagnostic information and classroom performance may also be used as criteria to determine a need for remediation and/or interventions. If below level performance is documented in ELA, science and/or math, the student may be required to receive remediation/interventions within an intensive program. Remediation will be provided for students based on assessment results from the previous year.

#### **Remediation/Progress Monitoring**

All students who score below Level 3 on state required assessments may receive remediation in those area(s). The results of the State Assessment Program are the primary sources for criteria to determine a need for remediation. Additional diagnostic information and classroom performance may also be used as criteria to determine a need for remediation. The assessment results from the previous year are used to determine the need for remediation for the present grade level. Remediation may be offered during the school year or during the summer session.

In accordance with statute 1008.25 the Santa Rosa County School District utilizes a school-wide progress monitoring process. Academic, attendance, and behavioral data on each student is evaluated to determine the effectiveness of the core instructional program as well as additional intervention strategies.

A Progress Monitoring Plan (PMP) will be established for those students already receiving one level of intervention yet classroom data indicates less than satisfactory progress. The PMP is developed in consultation with the students' parents or legal guardians and shall identify specific areas of deficiency. The PMP will document assistance provided to support the student in making progress toward district and state expectations for proficiency in reading,

writing, mathematics, and science as well as meeting district goals in the areas of behavior and attendance. It may include one or more of the following intervention strategies as considered appropriate: tutorial programs, dropout prevention programs, summer session, Saturday sessions, modified curriculum, ESOL referral, enrollment in intensive classes, and other remedial activities as determined by the school district. Schools shall provide for the frequent monitoring of the student's progress in meeting desired levels of performance.

The Individuals with Disabilities Education Act (IDEA 2004) supports implementation of a Multi-Tiered System of Supports because it has proven to be effective in accelerating learning for all students, including students with disabilities (SWDs). When the MTSS framework is implemented with fidelity, students' educational needs are more intentionally addressed by designing, developing, and delivering needed, appropriate supports. Students who meet the criteria to receive specialized instruction through Exceptional Student Education (ESE) services will be included in the Progress Monitoring Plan (PMP) process, if they do not demonstrate proficiency specifically in English Language Arts (ELA) and mathematics in all grade levels, as determined by state levels of proficiency on state assessments and local levels of proficiency on local assessments.

Intensive courses are for elective credit only and will not satisfy the mathematics or English requirement for graduation and may not be in lieu of English and math credits required for graduation.

Students who are new to the State of Florida and are entering Grades 9 -11 must take state required assessments. Following registration in the Santa Rosa County School District, these students' transcripts will be reviewed. Based on assessment scores as well as their grades in reading, writing, mathematics, and science, a determination will be made as to whether any remediation will be necessary. Students in Grade 9 and above with no state assessment scores should be administered a grade-level fluency screen and a placement assessment to determine if they have reading difficulties. Students scoring one grade level below on the Indicator and whose standardized tests are below the 75th percentile will be considered for reading intervention. Students entering the 12<sup>th</sup> grade and are new to the state in Grade 12 are not required to take the Grade 10 FSA ELA if they are able to document approved concordant scores on the SAT or ACT to fulfill graduation requirements. A transfer student (another state, private school, or home education program) whose transcript shows a credit in Algebra I, Geometry, Biology or U. S. History will be accepted at face value (awarded credit). However, the Algebra I course requires successfully passing of a state assessment for graduation purposes. In order to graduate, a transfer student must have passed an out-of-state subject assessment; or passed an out-of-state mathematics assessment; or earned a comparative score (97) on the PERT math assessment or the student may choose to take the Algebra I EOC.

Students who do not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment tests must continue to be provided with remedial or supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance. Upon subsequent evaluation, if the documented deficiency has not been remediated in accordance with the Progress Monitoring Plan (PMP), the student may be retained.

A student will meet the graduation requirement for reading as soon as they pass either the Grade10 FSA ELA or meet the concordant score. Exceptions to this are as follows:

- Students Currently Holding a Certificate of Completion: The requirements for students currently holding a certificate of completion must be based on the test taken, since changes to the test content were made to the SAT. As always, students may use a combination of SAT and ACT scores to meet the high school graduation testing requirements. Students presenting ACT scores (no date restriction): Students may use ACT concordant score requirements to meet the high school graduation testing requirements in reading.

The requirements shall not apply to a new student who enters the Florida public school system in Grade 12, who may either achieve a passing score on the state standards assessment or use an approved subject area concordant score to fulfill the graduation requirements. A new student entering the Florida public school system in Grade 12 is not required to take the Grade 10 FSA if he or she is able to document the approved concordant scores. Students who are eligible to use a concordant score, as described above, and have attained the current ACT or SAT scores concordant with the state standards assessment passing scores shall satisfy the assessment requirement for a standard high school diploma as provided by Florida law [s. 1003.43(5)(a) (General requirements for high school graduation) and s.1003.429(6)(a) (Accelerated high school graduation options.), F.S.].

**6.2071 Reading:**

Each year in which a student scores at Level 1 or 2 on FSA ELA, the student must receive remediation through an intensive reading/ELA course or a content area remediation course with reading support the following year. Specific details regarding reading remediation are delineated in the approved Santa Rosa K-12 Comprehensive Research Based Reading Plan.

([http://www.justreadflorida.com/Reading\\_Plans/view\\_plans.aspx](http://www.justreadflorida.com/Reading_Plans/view_plans.aspx))

Juniors and seniors may also earn the Intensive Reading credit through the Reading for College Success course if it is available.

**6.2072 Mathematics:**

Criteria for remediation:

- Grade 9: <Level 3 on the Grade 8 Math FSA or the Algebra I EOC or scoring < or equal to an achievement level of 2 on the latest district benchmark assessment for 8<sup>th</sup> Grade or scoring < or equal to an achievement level of 2 on the latest district benchmark assessment for Algebra I if no FSA data is available).
- Grade 10: Scoring below Level 3 on the Algebra I FSA EOC
- Grade 11: Scoring below Level 3 on the Algebra I FSA EOC
- Grade 12: Scoring below Level 3 on the Algebra I FSA EOC

Students entering 9<sup>th</sup> grade with Level 1 or Level 2 scores on the previous year's FSA or Algebra I FSA EOC must receive remediation. Remediation may be accomplished through an Algebra I CR (Credit Recovery) or Intensive Math course in addition to the regular mathematics class, through their regular mathematics class, or through other methods such as pull-out, before school or after school tutoring, etc. Credit Recovery courses are credit bearing courses (elective) with specific content requirements defined by the Next Generation Sunshine State Standards and/or Florida State Standards. Students enrolled in a Credit Recovery course must have previously attempted the corresponding course and/or End-of-Course assessment since the course requirements for the Credit Recovery course are exactly the same as the previously attempted corresponding course. It is important to note that Credit Recovery courses are not bound by Section 1003.436 (1) (a), Florida Statutes, requiring a minimum of 135 hours of bona fide instruction in a designed course of study that contains student performance standards, since the students have previously attempted successful completion of the corresponding course. Course Recovery courses should only be used for credit recovery, grade forgiveness, or remediation for students needing to prepare for an End-of-Course assessment retake.

Students who meet the qualifications to use a concordant subject area score for the assessment requirement for graduation are not exempt from the remediation and PMP requirements. They must continue to receive remediation within an intensive mathematics course or be provided with supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance.

For students entering the 9<sup>th</sup> grade after the 2011-12 school year, if a student has not passed (Level 3) the Algebra I FSA EOC, the student will be afforded the opportunity to utilize a comparative score (97) on the Post-secondary Readiness Test (P.E.R.T.) in lieu of a passing score on the Algebra I FSA EOC.

**6.2073 Science:**

Criteria for remediation:

- Grade 9: 8<sup>th</sup> grade FCAT 2.0/SSA score below Level 3

Students entering 9<sup>th</sup> grade who score below Level 3 on the previous administration of the 8<sup>th</sup> grade FCAT Science 2.0/SSA test must receive remediation. Remediation may be accomplished through their regular science class, or through other methods such as pull-out, before school or after school tutoring, etc.

**6.208 ESE: Mastery of Courses**

All **high school exceptional students**, working on established State Standards, are required to demonstrate mastery in the same areas of academic or vocational disciplines as their non-disabled peers, unless otherwise specified on the Individual Education Plan (IEP).

**6.209 ESE: Allowable Accommodations**

Exceptional students must have access to accommodations implemented in general education courses in accordance with their IEP. These may include but are not limited to the following:

- A. An increase or decrease in the instructional time;
- B. Variations in instructional methodology;
- C. Teacher instruction or student response through special communication systems;
- D. Accommodations for test administration procedures and other evaluation systems;
- E. Career and Technical Education (CTE) curriculum modifications may involve selecting specified outcomes and student performance standards from a CTE course or program. These must be specified in the Transition IEP and designated as Modified Occupational Completion Points (MOCPs).

**6.210 ESE: Extended School Year (ESY) Services**

Students qualifying for Exceptional Student Education will receive Extended School Year Service (ESY) as determined by the IEP Team. The need for ESY services must be documented by progress monitoring evaluations administered prior to a ten (10) day break in school instruction (winter break) and upon the return from the same winter break to determine if regression and/or recoupment of skills will occur as a result of an interruption in education.

**6.211 ESE: Assessment Exemption**

All exceptional students shall participate in state and district assessments. Students with disabilities must be afforded the appropriate accommodations for assessment in accordance with allowable test accommodations as stated in the test administration manual. The decision to include or exclude a student with disabilities in state and district testing shall be made by the Individual Educational Plan (IEP) Team.

When making this determination, the IEP Team should use the following questions to guide the decision-making process. Exemption from state and district tests may be permitted only when all of the following criteria listed below are met.

1. Does the student have a significant cognitive disability?
2. Even with appropriate and allowable instructional accommodations, assistive technology or accessible instructional materials, does the student require modifications, as defined in Rule 6A-603411(1)(z), F.A.C., to the grade level general state content standards pursuant to Rule 6A-1.09041, F.A.C.?
3. Does the student require direct instruction in academic areas of English language arts, mathematics, social studies, and science based on access points in order to acquire, generalize, and transfer skills across settings?

If the IEP Team determines that all three (3) of the questions accurately characterize a student's functioning level as "significantly cognitively disabled", then the parent/student (18 years old or older), will declare an intent for graduates pursuing a graduation pathway consistent with the course of student identified in the IEP and participate in an alternative state/district assessment. If "yes" is not indicated in all three (3) areas, then the student should participate in state/district assessment with accommodations, as appropriate.

If the decision of the IEP Team is to assess the student through alternate assessment, the parents of the student must be informed that their child's achievement will be based on Access Points and this decision must be documented on the IEP. Students assessed on Access Points will be assigned exceptional student education course code directory numbered courses consistent with Access Points Standard Diploma requirements

**6.212 Experimental Program Changes**

Experimental programs or major changes in the program of study for district high schools or an individual school shall be presented to and approved by the Santa Rosa County School Board prior to implementation. The proposal shall set forth the purposes of and procedures for the requested program.

**6.213 Number of Periods of Daily Attendance**

All students shall be required to be in attendance at school for six (6) periods daily on a traditional six (6) period schedule, except as specified in alternative programs of study contained in this Plan or special scheduling designs approved by the Santa Rosa County School Board and the Florida Department of Education.



#### **6.214 Equal Opportunity**

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

#### **6.215 Services for English Language Learners (ELL)**

Students whose native language is other than English and who are identified as limited English proficient shall be provided instruction and services in accordance with the Santa Rosa County plan for service to English Language Learners (ELL). "The IEP for an ELL student who is found to be making adequate progress must be coordinated with the goals of and reflected in the student's ELL plan."

ELL students are placed age appropriately with academic and language support provided by the ESOL Resource Specialist at the home school. Each ELL will be given a programmatic assessment to determine appropriate grade placement. Transcripts will be evaluated and parent/student interviews conducted. Placement decisions consider the age of the student, level of academic skills, social experiences, parental/guardian preference, and any other pertinent data available.

"No promotion or retention decision may be made for any individual student classified as ELL based solely on a score on any single assessment instrument, whether such assessment instrument is part of the statewide assessment program or of a particular district's formal assessment process. A formal retention recommendation regarding an ELL may be made through action of an ELL committee."

#### **6.216 Physical Education**

Every student should have the opportunity to participate in and benefit from a quality physical education program. Santa Rosa County School District's high school physical education program adheres to the Next Generation Sunshine State Standards and reflects state and local requirements for the high school course of study.

The high school physical education program of study will reflect the following outcomes:

Every effort will be made to insure that all high school physical education courses are taught by certified physical education teachers.

All students will meet the one credit graduation requirement in physical education; at least one-half credit will include assessment, improvement, and maintenance of personal fitness. Any other physical education course may satisfy the remaining half credit but should continue to build upon the personal fitness course through assessment, improvement, maintenance of personal fitness, and must include the integration of health. District policy will prohibit the use of physical activity and the withholding of physical activity as an act of punishment.

The following exceptions apply:

1.0 Credit in Adaptive Physical Education IEP or 504 Plan (1500300) satisfies this requirement for those exceptional education students seeking a standard diploma who cannot be assigned to Personal Fitness (1501300) pursuant to physical education guidelines in the "Individuals with Disabilities Act" (IDEA '97) and Section 504 of the Rehabilitation Act.

Participation in an Interscholastic Sport at the junior varsity or varsity level for two (2) full seasons satisfies the one-credit requirement in physical education.

An interscholastic sport is defined to include all sports approved by the Florida High School Athletic Association (FHSAA). The course, Interscholastic Sports, course number 15004000, shall be entered on the student's transcripts as a non-credit course. Completion of one (1) semester with a grade of "C" or better in a marching band class or in a physical activity class that requires participation in marching band activities as an extracurricular activity (such as eurythmics, dance corps, or flag corps), with regular practice and performance in marching band activities satisfies a one-half credit requirement in physical education or performing arts. This one-half credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an Individual Educational Plan (IEP) or 504 Plan. Completion of two (2) years in a Reserve Officer Training Corps (R.O.T.C.) class a significant component of which is drills, shall satisfy the one-credit requirement in physical education and the one-credit requirement in performing arts. This credit may not be used to satisfy the personal fitness requirement for adaptive physical education under an Individual Education Plan (IEP) or 504 Plan.

*Students must meet eligibility requirements associated with the physical education waivers. Principals may exempt a student from physical education only after meeting with the student's parents and/or guardians, consulting with physical education staff, and receiving written verification that the exemption is necessary for validated medical reasons. Schools may not require that students complete the one (1) credit physical education requirement in the 9th grade.*

## **6.217 Course Recovery**

Upon completion of each quarter all 9th grade students with a grade of D or F in math, science, social studies or English will be offered an opportunity to attend online course recovery classes scheduled during designated time of the day or during the summer session. Upon completion of each semester all 10<sup>th</sup>-12th students with a grade of D or F in math, science, social studies or English will be offered an opportunity to attend online course recovery classes scheduled during designated time of the day or during the summer session. Any student scoring 60 or above on the final course assessment will have their quiz grade average utilized in the determination of their final average. (Final exam 40% + quiz average 60%) The maximum grade possible in a recovered course will be a 75. Student scoring below the base of 60% on the final exam will be required to retake the recovery course for possible credit/recovery. Students must meet all eligibility requirements as defined by the school Principal. Students may recover a maximum of two (2) grades from any quarter/semester. Senior students may recover third and fourth quarter grades if needed for graduation purposes.

## **6.300 GRADE PLACEMENT, GRADES 9-12**

### **6.301 Regular Students**

Regular students are to be classified from one grade to the next higher grade in accordance with the minimum credits indicated in the table below. Only credits earned will determine grade classification.

Credits needed to be classified at the grade level listed:

	<u>6 period day</u>
Grade 9	Promotion from Grade 8
Grade 10	5
Grade 11	11
Grade 12	17
Graduation	24

Students enrolled in the 18 credit graduation option, are considered to be a senior when they have earned at least 11 academic credits.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

### **6.302 Mid-Year Promotions**

Mid-year promotions for eligible students shall be completed by the middle of January to ensure that the proper standardized test is identified and administered.

### **6.303 Twice Retained Students**

Students that are two (2) grade levels behind their peers will be evaluated for placement in an alternative program. These programs may include but are not limited to Santa Rosa High School and the Learning Academy of Santa Rosa.

## **6.400 COMPLETION**

### **6.401 Graduation Requirements – Standard Diploma**

Cohort Transition to New Graduation Requirements

A. A student entering Grade 9 in the **2012-2013 school year** must earn:

<b>2015-2016</b>	<b>Standard Diploma Graduation Requirements</b>
	<b>Students Entering Grade 9 in 2012-2013 School Year</b>
<b>English</b>	<b>4 Credits English Language Arts (ELA)</b>

<b>Mathematics</b>	<b>4 Credits in Mathematics</b> 1 Credit Algebra I 1 Credit Geometry Industry certifications that lead to college credit may substitute for up to two math credits (except for Algebra I and Geometry)
<b>Science</b>	<b>3 Credits in Science</b> (1 credit in Biology, two of which must have a laboratory component)
<b>Social Studies</b>	<b>3 Credits in Social Studies</b> 1 Credit in World History 1 Credit in U.S. History .5 Credit in U.S. Government & .5 Credit in Economics
<b>Foreign Languages</b>	Not required for graduation. Minimum 2 years of the same language for admission into most universities.
<b>Fine &amp; Performing Arts, Speech/Debate, or Practical Arts</b>	<b>1 Credit in Fine &amp; Performing Arts, Speech/Debate, or Practical Arts</b>
<b>Physical Education</b>	<b>1 Credit in Physical Education to include integration of Health</b>
<b>Electives</b>	<b>8 Credits</b>
<b>TOTAL</b>	<b>24 Credits</b>
<b>State Assessments</b>	Students must pass the Grade 10 FCAT 2.0 Reading Assessment or earn ACT concordant score. Student must earn a passing score on the Algebra 1 EOC or comparative math score on P.E.R.T.
<b>On-Line Course</b>	Requires a full course to be completed.
<b>Grade Point Average</b>	Cumulative GPA of 2.0 on a 4.0 scale (unweighted).
<b>Diploma Designations &amp; ACCEL 18-Credit Option</b>	
<b>Scholar Designation</b>	In addition to meeting the standard high school diploma requirements: Earn 1 Credit in Algebra II Earn 1 Credit in Statistics or an equally rigorous math course Pass the Biology I EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn 1 Credit in Physics or Chemistry Earn 1 Credit in a course equally rigorous to Chemistry or Physics Pass the U.S. History EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn at least 1 Credit in AP, D.E. or AICE course Earn 2 credits in the same foreign language
<b>Merit Designation</b>	In addition to meeting the standard high school diploma requirements: Attain 1 or more industry certifications from the list established
<b>ACCEL Program (18 credits minimum)</b>	Meet all requirements for a standard high school diploma with the following exceptions: *Physical Education is not required *Online courses not required *3 elective credits only

B. A student entering **Grade 9 in the 2013-2014 school year** and forward:

<b>2016-2017</b>	<b>Standard Diploma Graduation Requirements</b>
	<b>Students Entering Grade 9 in 2013-2014 School Year</b>
<b>English</b>	<b>4 Credits English Language Arts (ELA)</b> *ELA I, II, III, IV *ELA Honors, AP, AICE & Dual Enrollment courses may satisfy this requirement
<b>Mathematics</b>	<b>4 Credits in Mathematics</b> 1 Credit in Algebra I 1 Credit in Geometry Industry certifications that lead to college credit may substitute for up to two math credits (except for Algebra I and Geometry)
<b>Science</b>	<b>3 Credits in Science</b> (1 credit in Biology, two of which must have a laboratory component)
<b>Social Studies</b>	<b>3 Credits in Social Studies</b> 1 Credit in World History 1 Credit in U.S. History

	.5 Credit in U.S. Government .5 Credit in Economics with Financial Literacy
<b>Foreign Languages</b>	Not required for graduation. Minimum 2 years of the same language for admission into most universities.
<b>Fine &amp; Performing Arts, Speech/Debate, or Practical Arts</b>	<b>1 Credit in Fine and Performing Arts, Speech/Debate, or Practical Arts</b>
<b>Physical Education</b>	<b>1 Credit in Physical Education to include integration of Health</b>
<b>Electives</b>	8 Credits
<b>TOTAL</b>	24 Credits
<b>State Assessments</b>	Student must pass the Grade 10 FCAT 2.0 Reading Assessment or earn ACT concordant score. Student must earn a passing score on the Algebra I EOC or comparative math score on P.E.R.T.
<b>On-Line Course</b>	Requires a full course to be completed.
<b>Grade Point Average</b>	Cumulative GPA or 2.0 on a 4.0 scale (unweighted).
<b>Diploma Designations &amp; ACCEL 18-Credit Option</b>	
<b>Scholar Designation</b>	In addition to meeting the standard high school diploma requirements: Earn 1 Credit in Algebra II Earn 1 Credit in Statistics or an equally rigorous math course Pass the Biology I EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn 1 Credit in Physics or Chemistry Earn 1 Credit in a course equally rigorous to Chemistry or Physics Pass the U.S. History EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn at least 1 Credit in AP, D.E. or AICE course Earn 2 Credits in the same foreign language
<b>Merit Designation</b>	In addition to meeting the standard high school diploma requirements: Attain one or more industry certifications from the list established
<b>ACCEL Program (18 credits minimum)</b>	Meet all requirements for a standard high school diploma with the following exceptions: *Physical Education is not required *Online courses not required *3 elective credits only

Beginning with students entering Grade 9 in the 2014-2015 school year, driver's education will be allowed to count as the online graduation requirement.

C. A student entering **Grade 9 in the 2014-15 school year** should earn:

<b>2017-2018</b>	<b>Standard Diploma Graduation Requirements</b>
	<b>Students Entering Grade 9 in 2014-2015 School Year</b>
<b>English</b>	<b>4 Credits English Language Arts (ELA)</b> *ELA I, II, III, IV *ELA Honors, AP, AICE & Dual Enrollment courses may satisfy this requirement
<b>Mathematics</b>	<b>4 Credits in Mathematics</b> 1 Credit in Algebra I 1 Credit in Geometry Industry certifications that lead to college credit may substitute for up to two math credits (except for Algebra I and Geometry)
<b>Science</b>	<b>3 Credits in Science</b> (1 credit in Biology, two of which must have a laboratory component)
<b>Social Studies</b>	<b>3 Credits in Social Studies</b> 1 Credit in World History 1 Credit in U.S. History .5 Credit in U.S. Government .5 Credit in Economics with Financial Literacy
<b>Foreign Languages</b>	Not required for graduation. Minimum 2 years of the same language for admission into most universities.
<b>Fine &amp; Performing Arts, Speech/Debate, or Practical Arts</b>	<b>1 Credit in Fine and Performing Arts, Speech/Debate, or Practical Arts</b>

<b>Physical Education</b>	<b>1 Credit in Physical Education to include integration of Health</b>
<b>Electives</b>	8 Credits
<b>TOTAL</b>	24 Credits
<b>State Assessments</b>	Students must earn a passing score on the Grade 10 ELA assessment (or ACT/SAT concordant score) Student must earn a passing score on the Algebra I EOC or comparative math score on P.E.R.T.
<b>On-Line Course</b>	Requires a full course to be completed
<b>Grade Point Average</b>	Cumulative GPA or 2.0 on a 4.0 scale (unweighted)
<b>Diploma Designations &amp; ACCEL 18-Credit Option</b>	
<b>Scholar Designation</b>	In addition to meeting the standard high school diploma requirements: Earn 1 Credit in Algebra II Earn 1 Credit in Statistics or an equally rigorous math course Pass the Geometry EOC Pass the Biology I EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn 1 Credit in Physics or Chemistry Earn 1 Credit in a course equally rigorous to Chemistry or Physics Pass the U.S. History EOC (or earn minimum score required to earn College credit on AP or AICE exam) Earn at least 1 Credit in AP, D.E. or AICE course Earn 2 Credits in the same foreign language
<b>Merit Designation</b>	In addition to meeting the standard high school diploma requirements: Attain one or more industry certifications from the list established.
<b>ACCEL Program (18 credits minimum)</b>	Meet all requirements for a standard high school diploma with the following exceptions: *Physical Education is not required *Online courses not required *3 elective credits only

D. A student entering **Grade 9 in the 2015-16 school year** should earn:

<b>2018-2019</b>	<b>Standard Diploma Graduation Requirements</b>
<b>Students Entering Grade 9 in 2015-2016 School Year</b>	
<b>English</b>	<b>4 Credits English Language Arts (ELA)</b> *ELA I, II, III, IV *ELA Honors, AP, AICE & Dual Enrollment courses may satisfy this requirement.
<b>Mathematics</b>	<b>4 Credits in Mathematics</b> 1 Credit in Algebra I 1 Credit in Geometry Industry certifications that lead to college credit may substitute for up to two math credits (except for Algebra I and Geometry)
<b>Science</b>	<b>3 Credits in Science</b> (1 Credit in Biology, two of which must have a laboratory component)
<b>Social Studies</b>	<b>3 Credits in Social Studies</b> 1 Credit in World History 1 Credit in U.S. History .5 Credit in U.S. Government .5 Credit in Economics with Financial Literacy
<b>Foreign Languages</b>	Not required for graduation. Minimum 2 years of the same language for admission into most universities.
<b>Fine &amp; Performing Arts, Speech/Debate, or Practical Arts</b>	<b>1 Credit in Fine and Performing Arts, Speech/Debate, or Practical Arts</b>
<b>Physical Education</b>	<b>1 Credit in Physical Education to include integration of Health</b>
<b>Electives</b>	8 Credits
<b>TOTAL</b>	24 Credits
<b>State Assessments</b>	Students must earn a passing score on the Grade 10 ELA assessment (or ACT/SAT concordant score) Student must earn a passing score on the Algebra I EOC or comparative math score on P.E.R.T.

<b>On-Line Course</b>	Requires a full course to be completed
<b>Grade Point Average</b>	Cumulative GPA or 2.0 on a 4.0 scale (unweighted)
<b>Diploma Designations &amp; ACCEL 18-Credit Option</b>	
<b>Scholar Designation</b>	In addition to meeting the standard high school diploma requirements: Earn 1 Credit in Algebra II Earn 1 Credit in Statistics or an equally rigorous math course Pass the Geometry EOC Pass the Biology I EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn 1 Credit in Physics or Chemistry Earn 1 Credit in a course equally rigorous to Chemistry or Physics Pass the U.S. History EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn at least 1 Credit in AP, D.E. or AICE course Earn 2 Credits in the same foreign language
<b>Merit Designation</b>	In addition to meeting the standard high school diploma requirements: Attain one or more industry certifications from the list established.
<b>ACCEL Program (18 credits minimum)</b>	Meet all requirements for a standard high school diploma with the following exceptions: *Physical Education is not required *Online courses not required *3 elective credits only

E. A student entering **Grade 9 in the 2016-17 school year** should earn:

<b>2019-20</b>	<b>Standard Diploma Graduation Requirements</b>
<b>Students Entering Grade 9 in 2016-2017 School Year</b>	
<b>English</b>	<b>4 Credits English Language Arts (ELA)</b> *ELA I, II, III, IV *ELA Honors, AP, AICE & Dual Enrollment courses may satisfy this requirement.
<b>Mathematics</b>	<b>4 Credits in Mathematics</b> 1 Credit in Algebra I 1 Credit in Geometry Industry certifications that lead to college credit may substitute for up to 2 math credits (except for Algebra I and Geometry)
<b>Science</b>	<b>3 Credits in Science</b> (1 Credit in Biology, 2 of which must have a laboratory component)
<b>Social Studies</b>	<b>3 Credits in Social Studies</b> 1 Credit in World History 1 Credit in U.S. History .5 Credit in U.S. Government .5 Credit in Economics with Financial Literacy
<b>Foreign Languages</b>	Not required for graduation. Minimum 2 years of the same language for admission into most universities.
<b>Fine &amp; Performing Arts, Speech/Debate, or Practical Arts</b>	<b>1 Credit in Fine and Performing Arts, Speech/Debate, or Practical Arts</b>
<b>Physical Education</b>	<b>1 Credit in Physical Education to include integration of Health</b>
<b>Electives</b>	8 Credits
<b>TOTAL</b>	24 Credits
<b>State Assessments</b>	Students must earn a passing score on the Grade 10 ELA assessment (or ACT/SAT concordant score) Student must earn a passing score on the Algebra I EOC or comparative math score on P.E.R.T.
<b>On-Line Course</b>	Requires a full course to be completed
<b>Grade Point Average</b>	Cumulative GPA or 2.0 on a 4.0 scale (unweighted)
<b>Diploma Designations &amp; ACCEL 18-Credit Option</b>	
	In addition to meeting the standard high school diploma requirements: Earn 1 Credit in Algebra II Earn 1 Credit in Statistics or an equally rigorous math course Pass the Geometry EOC Pass the Biology I EOC (or earn minimum score required to earn college credit on AP or AICE exam)

<b>Scholar Designation</b>	Earn 1 Credit in Physics or Chemistry Earn 1 Credit in a course equally rigorous to Chemistry or Physics Pass the U.S. History EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn at least 1 Credit in AP, D.E. or AICE course Earn 2 Credits in the same foreign language
<b>Merit Designation</b>	In addition to meeting the standard high school diploma requirements: Attain one or more industry certifications from the list established.
<b>ACCEL Program</b> <b>(18 credits minimum)</b>	Meet all requirements for a standard high school diploma with the following exceptions: *Physical Education is not required *Online courses not required *3 elective credits only

F. A student entering Grade 9 in the 2017-2018 school year should earn:

<b>2020-21</b>	<b>Standard Diploma Graduation Requirements</b>
	<b>Students Entering Grade 9 in 2017-2018 School Year</b>
<b>English</b>	<b>4 Credits English Language Arts (ELA)</b> *ELA I, II, III, IV *ELA Honors, AP, AICE & Dual Enrollment courses may satisfy this requirement.
<b>Mathematics</b>	<b>4 Credits in Mathematics</b> 1 Credit in Algebra I 1 Credit in Geometry Industry certifications that lead to college credit may substitute for up to 2 math credits (except for Algebra I and Geometry)
<b>Science</b>	<b>3 Credits in Science</b> (1 Credit in Biology, 2 of which must have a laboratory component)
<b>Social Studies</b>	<b>3 Credits in Social Studies</b> 1 Credit in World History 1 Credit in U.S. History .5 Credit in U.S. Government .5 Credit in Economics with Financial Literacy
<b>Foreign Languages</b>	Not required for graduation. Minimum 2 years of the same language for admission into most universities.
<b>Fine &amp; Performing Arts, Speech/Debate, or Practical Arts</b>	<b>1 Credit in Fine and Performing Arts, Speech/Debate, or Practical Arts</b>
<b>Physical Education</b>	<b>1 Credit in Physical Education to include integration of Health</b>
<b>Electives</b>	8 Credits
<b>TOTAL</b>	24 Credits
<b>State Assessments</b>	Students must earn a passing score on the Grade 10 ELA assessment (or ACT/SAT concordant score) Student must earn a passing score on the Algebra I EOC or comparative math score on P.E.R.T.
<b>On-Line Course</b>	Requires a full course to be completed
<b>Grade Point Average</b>	Cumulative GPA or 2.0 on a 4.0 scale (unweighted)
	<b>Diploma Designations &amp; ACCEL 18-Credit Option</b>
<b>Scholar Designation</b>	In addition to meeting the standard high school diploma requirements: Earn 1 Credit in Algebra II Earn 1 Credit in Statistics or an equally rigorous math course Pass the Geometry EOC Pass the Biology I EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn 1 Credit in Physics or Chemistry Earn 1 Credit in a course equally rigorous to Chemistry or Physics Pass the U.S. History EOC (or earn minimum score required to earn college credit on AP or AICE exam) Earn at least 1 Credit in AP, D.E. or AICE course Earn 2 Credits in the same foreign language
<b>Merit Designation</b>	In addition to meeting the standard high school diploma requirements: Attain 1 or more industry certifications from the list established.

<b>ACCEL Program</b> <b>(18 credits minimum)</b>	Meet all requirements for a standard high school diploma with the following exceptions: *Physical Education is not required *Online courses not required *3 elective credits only
-----------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- G. Grade Point Average:
- Students must have an overall cumulative GPA of 2.0 or above on a 4.0 scale for courses required for graduation, except for those courses to which a forgiveness policy has been applied.
- H. Algebra I or equivalent option:
- Credit cannot be granted for more than one of the options listed below:
    - Algebra IA & IB (2 credits)
    - Applied Math I & II (2 credits)
    - Integrated Math I & II (2 credits)

Beginning with the **2010-2011 9<sup>th</sup> grade** class, the courses of Applied Math I & II and Integrated Math I & II are no longer considered equivalents for Algebra I. Only Algebra IA and IB, Algebra I Honors, and Pre- AICE Mathematics are equivalent to Algebra I.

- I. American Government
- American Government is to include the study of the Constitution of the United States, as well as the study of Florida Government including the Florida constitution, the three (3) branches of state government and municipal and county governments.
- J. Credit for high school graduation may be earned for volunteer activities and non-academic activities.
- K. All general requirements for general education students also apply to **exceptional students** who may earn credits in exceptional, basic or vocational courses. While enrolled in an exceptional student course, the student may earn elective credit toward a standard diploma.
- L. For ESE students with disabilities, the diploma option must be formally addressed on the IEP beginning in the student's 8th grade year or during the school year of the student's **14th birthday**, whichever occurs first. The identified performance standards are expected to be mastered by the student. Documentation of mastery and/or remediation of student performance standards are the joint responsibility of all Individual Education Program (IEP) team members. According to New Rule 6A-1.09963, Beginning in 2014-2015, students with disabilities (SWDs) entering grade 9 may attain a standard diploma and earn standard diploma designations by meeting the requirements in Sections 1003.4282(1)-(8) or 1002.3105(5) or 1003.4282(10) and 1003.4285 Florida Statutes (F.S.).

Students entering Grade 9 and Forward should earn:

- 24 – Credit Standard Diploma
- 18 – Credit Standard Diploma (ACCEL)

Students with Significant Cognitive Disabilities can earn a 24 Credit Standard Diploma through Access Points Courses and the Florida Standards Alternative Assessment (FSAA), demonstrating proficiency by earning a Level 4 in reading and math.

<b>Students Entering Grade 9 in the 2014-2015 and Forward</b>	<b>Standard Diploma through Access Courses</b>
<b>English/Language Arts</b>	<b>4 Credits ACCESS English Language Arts</b> ACCESS English 1 & 2 ACCESS English 3 & 4
<b>Mathematics</b>	<b>4 Credits of ACCESS Mathematics</b> ACCESS Algebra 1A ACCESS Algebra 1B* ACCESS Informal Geometry * ACCESS Geometry* ACCESS Liberal Arts Math *Must have credit in ACCESS Algebra & ACCESS Geometry
<b>Science</b>	<b>3 Credits of ACCESS Science</b> ACCESS Integrate Science I



	ACCESS Biology I* ACCESS Chemistry I ACCESS Earth Space Science *Must have credit in ACCESS Biology I
<b>Social Studies</b>	<b>3 Credits of ACCESS Social Studies</b> ACCESS World History ACCESS U.S. History* ACCESS Economics ACCESS U.S. Government *Must have credit in ACCESS U.S. History
<b>Fine and Performing Arts</b>	<b>1 Credit of Fine and Performing Arts</b> Speech and Debate or Practical Arts
<b>Physical Education</b>	<b>1 Credit of Physical Education</b>
<b>Elective Credits</b>	<b>8 Credits of Electives</b>
<b>On-line Course</b>	<b>1 Credit of On-line Course</b>

In accordance with FL Statue 6A-1.09963, High School Graduation Requirements for Students with Disabilities, eligible Career and Technical Education (CTE) courses may substitute for Access English IV; one (1) mathematics credit, with the exception of Access Algebra IA and Access Algebra IB and Access Geometry; one (1) science credit, with the exception of Access Biology; and one (1) social studies credit, with the exception of Access United States History. The district Workforce Education Department will review eligible course substitutions for approval. The Transition Individual Education Plan (TIEP) team consisting of a guidance counselor, CTE representative, parent, student, ESE instructor, ESE liaison and any other representative deemed necessary, will define course substitution on an individual basis for students on ACCESS diploma track. The CTE course must support the student's post-secondary goals as described in the student's TIEP.

- M. Student must have passing scores on the Grade 10 FSA ELA or scores on a standardized test that are concordant with the passing scores on the state standards assessment (ACT or SAT).

#### **6.402 Accelerated Graduation Option (ACCEL) (18 credit minimum)**

- A. Physical Education credit is not required.
- B. Three (3) elective credits only.
- C. An online course is not required. All other 9<sup>th</sup> grade cohort graduation requirements for a standard diploma must be met. (per s.1003.4282(3)(a-e))
- D. At the beginning of each school year, the school district will notify parents of students in or entering high school of the opportunity and benefits of advanced placement, Advanced International Certificate of Education, dual enrollment, Santa Rosa Online and Florida Virtual courses and options for early or accelerated high school graduation under s. 1003.4281 and 1003.429.
- E. Students with disabilities who choose to pursue the ACCEL graduation option may be eligible for a waiver of statewide, standardized assessment results under s. 1008.22(3)(c)2., F.S., as long as they meet all other requirements in the ACCEL options.
- F. Students must complete all requirements by the end of Summer Session.
- G. Students may be reassigned to the traditional 24 credit program if they do not score Level 3 or higher (Pass) on the various assessments required for cohort graduation or have not completed all the requirements necessary for graduation. If at the end of each grade, a student is not on track to meet the credit, assessment, or grade point average requirements of the accelerated graduation option selected, the school shall notify the student and parent of the following:
  - The requirements that the student is not currently meeting.
  - The specific performance necessary in Grade 11 for the student to meet the accelerated graduation requirements.
  - The right of the student to change to the 4-year program set forth in s.1003.428 or s.1003.43, as applicable.
- H. Students who have selected the 18 credit accelerated graduation option shall be classified as follows: first year 9<sup>th</sup> grade, second year 10<sup>th</sup> grade, third year 12<sup>th</sup> grade.

- I. Students not in the state's ACCEL Option Program may graduate earlier than their peer group. Those students must complete all credits and requirements required by the state and district. They will be able to participate in the graduation ceremony that occurs immediately after fulfilling all requirements.
- J. A student who graduates early may continue to participate in school activities and social events and attend and participate in graduation events with the student's cohort, as if the student were still enrolled in high school. A student who graduates early will be included in class ranking, honors, and award determinations for the student's cohort. A student who graduates early must comply with district school board rules and policies regarding access to the school facilities and grounds during normal operating hours.
- K. If eligible for a Florida Bright Futures Scholarship Program award under ss.1009.53-1009.538, a student who graduates from high school midyear may receive an initial award in the spring term following the student's graduation.
- L. If a student chooses the 18 credit option, in order to participate (walk) in the current graduation ceremony, the student must be within one (1) core credit of completing the required 18 credits.

## **6.403 Course Credit Requirement**

### **6.4031 Mastery of Student Performance Standards: Regular**

Mastery of student performance standards for general education students must be demonstrated for each course prior to credit being awarded. Demonstrated mastery can be determined by one or more of the following: checklists, class assignment, teacher observation, performance evaluation, production evaluation, passing a post-assessment at the conclusion of a course recovery session, passing a subject area End-of - Course assessment or the passing of a comprehensive semester examination covering the performance standards of the semester unit of instruction of a course for which credit is awarded.

### **6.4032 ESE: Mastery of Student Performance Standards: ESE**

Mastery of student performance standards for exceptional students shall be made through a formal review of the student's IEP as specified in 6A-6.311, FAC. Assessment requirements shall be indicated on the student's IEP. Credits may be earned by exceptional students in basic and vocational courses in which accommodations are made; however, exceptional students are to master general education course content to the same extent required of non-disabled students.

### **6.4033 ESE: Progress Report**

Exceptional students' progress toward IEP goals and objectives will be reported at a minimum, once per grading period.

### **6.4034 Absenteeism**

Absenteeism equal to 10 or more absences during a semester unit of instruction or five (5) or more absences during a quarter unit of instruction requires the demonstration of mastery of the course for all students, except those students enrolled in competency based dropout prevention programs as follows:

1. Meeting the class requirements of the semester of instruction and earning a teacher-assigned passing grade.
2. Passing a comprehensive semester examination covering the performance standards of the semester unit of instruction at the 60 percent level or above. The length, design, and degree of difficulty of such an exam is to be comparable to the semester/quarter exam required of any other student taking the exam for the same course.
3. Demonstrating proficiency (Level 3) on a standardized End-of-Course assessment (EOC) will demonstrate a mastery of course standards.
  - Any student who scores below 60 percent on the semester/quarter exam will be awarded a course average of 59 or their actual average, whichever is lower.

**Any parent/guardian requesting a waiver of this policy must submit their request in writing to the school Principal along with a detailed explanation for the request. The school Principal will evaluate each request and make a determination as to whether or not the waiver will be granted.**

#### **Course Average Flow Chart\***

(\* Does not apply to courses requiring a state End-of-Course (EOC) exam.)

- |                        |     |    |                  |
|------------------------|-----|----|------------------|
| 1. Excessive absences? | Yes | No | → Actual Average |
|                        |     | ↓  |                  |

- |                             |    |                      |
|-----------------------------|----|----------------------|
| 2. Pass Exam?               | No | Yes → Actual Average |
|                             |    | ↓                    |
| 3. Principal Grants Waiver? | No | Yes → Actual Average |
4. Student receives 59 or Actual Average, whichever is **lower**.

#### **6.4035 Semester Credit**

Semester credit will be awarded on a one-half credit earned system. A student in a full credit (1.0) course will receive one-half credit (0.5) if the student fully completes either the first or second semester of the course but fails the other semester and the averaging of the grades obtained in each semester/quarter would not result in a passing grade. One full credit equals a minimum of 135 hours of instruction in a course containing student performance standards, unless a waiver has been granted by the Department of Education for less time. Districts may offer courses of more than 135 hours for credit.

#### **6.4036 Full Year Credit**

Full credit (1.0) will be awarded in a full credit course if the student successfully completes either the first or second semester of the course but fails to successfully complete the other semester and the averaging of the grades of each semester results in a passing grade, except under the provisions of Section 6.403.

#### **6.4037 Administrative Credit**

Administrative credit may be granted to a student for a semester unit of instruction if the student is administratively transferred from one course to another course provided the student successfully meets the standards for awarding credit during the semester for which credit is granted.

#### **6.4038 Waivers**

Waivers of any required course may be approved by the school board for any student upon the written statement from a licensed practicing physician certifying that the course will be physically or mentally harmful to the student.

### **6.404 Course Credit Limitations**

#### **6.4041 Regular Students**

Regular students may earn credit for a required or elective course only one time.

#### **6.4042 Exceptional Students**

Exceptional students may earn more than one (1) credit in a course listed as an exceptional student education course provided the course code directory indicates that the course may be repeated for credit.

#### **6.4043 Forgiveness**

Forgiveness: A student who has received a grade of "D" ("C" for high school courses taken in middle school) or less may repeat a course to improve their grade point average subject to the following conditions:

- A. The original course and grade will remain on the student's record.
- B. The grade may be replaced by a grade of "C" or higher, **or**
- C. A student who received a "D" or "F" ("C," "D" or "F" in 8<sup>th</sup> grade) in a semester unit of instruction of a course may repeat the semester unit in a regular term. For a required course, a student shall be limited to replacing the grade with a "C" or higher. The semester unit repeated may be from the original course, or a comparable course. For an elective course, a student shall be limited to replacing a course grade with a "C" or higher or its equivalent earned subsequently in another course.
- D. Students entering 9<sup>th</sup> grade in school year 2000-2001 shall have all courses, except those courses which have been forgiven by the district's forgiveness policy, used in calculation of their Grade Point Average (GPA).
- E. A student attending a virtual remediation program or summer session to replace a previously earned grade (course recovery) need only attend for the time that it takes to master the Student Performance standards (Learning Pathway) and demonstrate proficiency (pass) the final post-assessment.
- F. Students entering 9<sup>th</sup> grade in the 2014-2015 school year will have their class rank determined by utilization of an alpha (letter) grading scale.

## **6.405 Course Credit Restrictions**

### **6.4051 Remedial/Vocational/Level I Courses**

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 (9) elective credits in remedial programs as provided for in s.236.0841, F.S. and Compensatory or Remedial Programs as provided in s.236.088 F.S. and, s.1003.43, F.S.
- B. More than one-half credit in Exploratory Vocational Courses as defined in s.1000.01, F.S.
- C. More than three (3) credits in Practical Arts Home Economics as defined in s.1001.21, F.S.
- D. Level I Fundamental 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) (s.1003.43 (7)(d)).

### **6.4052 Performing Fine Arts**

The one credit or one-half credit in performing fine arts may be met by courses in any art form which required manual dexterity. Such courses have been identified in the Subject Area Graduation Requirements column by a "PF" in the music, dance, drama, speech, debate, and art sections of the *Florida Course Code Directory*.

### **6.4053 Practical Arts Courses that Meet the Arts High School Graduation Requirement**

A list of career and technical secondary courses have been identified in the *Florida Course Code Directory* (CCD) as satisfying the fine or performing arts high school graduation requirement (s. 1003.428(2)(a)(5) F.S.), the equivalent post-secondary (adult level) CTE course, being taught through Locklin Tech, will also satisfy that requirement. The "PA" code (under the "courses meeting subject area graduation requirements" column in Section 5 of the CCD) identifies whether or not a particular course satisfies the fine or performing arts high school graduation requirement.

### **6.4054 Elective Credits**

Elective credits shall be selected from any course listed in the *Florida Course Code Directory* except:

- A. Study Hall.
- B. Any course identified as noncredit (NC).
- C. Adult Basic Education courses.
- D. GED Preparation courses.

### **6.4055 Transferred Credit**

- A. **Transcript** credit properly authenticated by school authority.
- B. **State and regionally accredited school or institution** credit shall be accepted at face value; however, such credit may be subject to validation if deemed necessary.
- C. **Out-of-State school** credit shall be evaluated in terms of the requirements of the school district and/or state by which credit was awarded.
- D. **Private school** credit 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.
- E. **Non-accredited public or private school** credit shall be evaluated by the Principal or designee. Semester exams, administered by the receiving school, may be used to determine credit to be awarded in specific courses.
- F. **Home education study** credit shall be awarded at face value for those students registered in a state approved home education program.

For students not registered in a state approved home education program, credit shall be awarded on passing semester exams administered by the receiving school, in all courses for which credit is to be awarded. Such exams shall be administered after the student is enrolled in and attending a Santa Rosa County District School during a regular school term. Grades will be awarded based on scores received on the exams.

- G. Students transferring for their senior year to or from a school which has different graduation requirements will be expected to meet all graduation requirements with regards to required course

credits of his/her present school, however, the Principal may waive elective credit(s) provided that the student takes and passes the maximum number of credits in his/her senior year. Any course credit(s) failed must be made up through the available educational options. Students enrolling in high school in a year other than their senior year will be required to fulfill all requirements for graduation at that high school. The Principal may exercise discretion if in his/her opinion it is not possible for a student to obtain all required courses for graduation. This will be on an individual basis with the Principal's authorization.

- H. The district shall seek to document the prior schooling experience of English Language Learners (ELL) by means of school records, transcripts and other evidence of educational experiences, and take such experiences into account in planning and providing appropriate instruction to such students. The school district shall award equal credit for courses taken in another country or a language other than English as they would the same courses taken in the United States or taken in English. (6A-6.0902)

#### **6.4056 Transfer Credits Outside Santa Rosa**

Transfer credit from school systems that use a grading scale different from Santa Rosa County shall be evaluated in the following manner:

1. For Grade Point Average (GPA) determination, the Alpha grade received will be utilized.
2. Prior to the 2014-2015 school year, class rank determination will be based on the actual numeric grade received.
3. For students transferring into the Santa Rosa County School District during/after the 2014-15 school year, the Alpha grading scale will be utilized for class rank purposes.

*Example: A student who transfers into a Santa Rosa County District School from a system that uses a 30+ (30 point plus) grading scale and that student earned a B (93). In terms of GPA and class rankings, the student would receive a grade point value of 3.0 to be used in the calculation.*

#### **6.406 Grade Point Average (GPA)**

##### **6.4061 Grading System**

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

Beginning 7/1/01

<u>Percentage</u>	<u>G P A</u>	<u>Value</u>	<u>Definition</u>
A	90-100	4	Outstanding Progress
B	80 –89	3	Above Average Progress
C	70 –79	2	Average Progress
D	60 –69	1	Lowest Acceptable Progress
F	0 – 59	0	Failure

##### **6.4062 Grade Point Average**

Students must have an overall un-weighted cumulative GPA of 2.0 or above on a 4.0 scale for courses required for graduation, except for those courses to which a forgiveness policy has been applied.

##### **6.4063 ESE: Alternate Assessments**

GPA requirement does not apply to students who are alternately assessed through the use of the Florida Standards Alternate Assessment (FSAA) and district Curriculum and Alternate Assessment Process (CAAP).

##### **6.4064 Report Cards**

Report cards will be issued at the end of each quarter. Grade assessment will be assigned using the standards approved by the school board (6.4051). Additional information may be provided to include but not be limited to attendance, tardies, GPA, class ranking, conduct and comments.

#### **6.407 Diplomas**

##### **6.4071 Standard Diploma:**

- A. The student meets all the graduation requirements (minimum) as stipulated in Section 6.401 of this *Student Progression Plan*. (s. 1003.4282, F.S.)

- **Scholar Designation Diplomas** must in addition to Standard Diploma requirements:
  - a. Earn one (1) credit in Algebra II and Statistics (or equally rigorous course). Beginning with students entering 9<sup>th</sup> grade in the 2014-15 school year, pass the Algebra II and Geometry statewide, standardized assessments.
  - b. Pass the statewide, standardized Biology I EOC assessment (Level 3). However, a student enrolled in an AP, IB, or AICE Biology course who takes the respective AP, IB or AICE Biology assessment and earns the minimum score necessary to earn college credit as identified pursuant to s. 1007.27(2), F.S. meets this requirement without having to take the statewide, standardized Biology I EOC assessment.
  - c. Earn one (1) credit in Chemistry or Physics and 1 equally rigorous course to Chemistry or Physics.
  - d. Pass the U.S. History EOC (Level 3). However, a student enrolled in an AP, IB, or AICE course that includes U.S. History topics who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit as identified pursuant to s. 1007.27(2), F.S. meets this requirement without having to take the statewide, standardized United States History EOC assessment.
  - e. Earn two (2) credits in the same foreign language.
  - f. Earn one (1) AP, IB, AICE or dual enrollment credit.
- **Merit Design Diploma** must in addition to the Standard Diploma requirements:
  - a. Two (2) math credits may be substituted with allowable industry certification that leads to college credit.
  - b. One (1) science credit may be substituted with allowable industry certification that leads to college credit.
  - c. Students pursuing a merit designation must attain one or more industry certifications from the established listing. (per s. 1003.492, F.S.)

B. Passes the GED Predictor Test, the GED Test, and the required state assessments.

C. ESE students may continue working toward a standard diploma until age 22.

#### **6.4072 Standard Diploma (ESE)**

Students who have been properly identified as students with a disability (SWD) are eligible to earn a diploma based on the graduation pathway identified in the student's IEP.

#### **6.4073 ESE: Continuance of FAPE**

With respect to ESE students with disabilities who have not yet reached their 22<sup>nd</sup> birthday and wish to continue their education the student may defer the receipt of the diploma and continue to receive free, appropriate public education (FAPE) consistent with a properly developed IEP.

#### **6.4074 General Education Development Diploma (GED)**

- A. Passes the GED Predictor Test with a minimum total score of 2250 and a minimum score of 450 on each sub-section of the total test, **AND**
- B. passes the GED Test, **AND**
- C. does not pass the HSCT/FCAT or specific program requirements.

#### **6.4075 Requirements for the Florida Seal of Biliteracy Program**

- A. The Florida Seal of Biliteracy Program is established to recognize a high school graduate who has attained a high level of competency in listening, speaking, reading, and writing in one (1) or more foreign languages in addition to English by the award of a Silver or Gold seal on a standard high school diploma.
- B. Definitions
  - (1) "Modes of communication" means interpersonal communication involving conversational speaking and listening or signed exchanges, interpretive reading, listening, or viewing, and presentational communication shown by creating messages for a reader, listener, or viewer through writing, speaking, or signing.

- (2) "Foreign language" means a language other than English and includes American Sign Language, classical languages, and indigenous languages.

C. Criteria for Eligibility

Beginning with the 2016-2017 school year, the Gold Seal of Biliteracy or the Silver Seal of Biliteracy shall be awarded to a high school student who has earned a standard high school diploma and who has satisfied one of the following criteria for eligibility.

(1) Silver Seal of Biliteracy

- a. Has earned four (4) foreign language course credits in the same foreign language with a cumulative 3.0 GPA or higher on a 4.0 scale.
- b. Has earned a score or performance level on any of the examinations found on the chart shown below:

Examination	Score or Performance Level
SAT Subject Test	600 or higher
College Level Examination Program (CLEP) Level 1 Language Exam	Spanish 50-62 French 50-58 German 50-59
International Baccalaureate Language Exam	4 or higher
Advanced Placement Language Exam	3 or higher
Advanced International Certificate of Education Subject Test	A, B, C, D, or E
Sign Language Proficiency Interview: American Sign Language (SLPI:ASL)	Intermediate Plus or higher
American Council on the Teaching of Foreign Languages (ACTFL) Assessment of Performance toward Proficiency in Language (AAPPL), Interpersonal Listening, Interpersonal, Speaking, Interpretive Listening, and Presentational Writing	Intermediate Mid or higher
ACTFL Oral Proficiency Interview (OPI)	Intermediate Mid or higher
Standards-based Measurement of Proficiency for Grade 7-Adult (STAMP4S)	Intermediate Mid or higher
ACTFL Latin Interpretive Reading Assessment (ALIRA)	I-2 or higher

- c. For languages which are not tested on the nationally recognized examinations listed in subparagraph 2, demonstrated language proficiency through maintenance of a portfolio of language performance at the Intermediate Mid-level or higher based on the ACTFL Proficiency Guidelines 2012 in the modes of communication appropriate for that language.

(2.) Gold Seal of Biliteracy

- a. Has earned four (4) foreign language course credits in the same foreign language with a cumulative 3.0 GPA or higher on a 4.0 scale and Level 4 or higher on the Grade 10 English Language Arts (ELA) Florida Standards Assessment (FSA).
- b. Has earned a score or performance level on any of the examinations found in the chart below:

Examination	Score or Performance Level
SAT Subject Test	700 or higher
College Level Examination Program (CLEP) Level 2 Language Exam	Spanish 63 or higher French 59 or higher German 60 or higher
International Baccalaureate Language Exam	5 or higher
Advanced Placement Language Exam	4 or higher
Advanced International Certificate of Education Subject Test	A, B, C, D
Sign Language Proficiency Interview: American Sign Language (SLPI:ASL)	Advanced Plus or higher
American Council on the Teaching of Foreign Languages (ACTFL) Assessment of Performance toward Proficiency in Language (AAPPL,) Interpersonal Listening, Interpersonal, Speaking, Interpretive Listening, and Presentational Writing	Advanced Low or higher
ACTFL Oral Proficiency Interview (OPI)	Advanced Low or higher
Standards-based Measurement of Proficiency for Grade 7-Adult (STAMP4S)	Advanced Low or higher
ACTFL Latin Interpretive Reading Assessment (ALIRA)	I-5 or higher

- c. For languages which are not tested on the nationally recognized examinations listed in subparagraph 3, demonstrated language proficiency through maintenance of a portfolio of language performance at the Advanced Low level or higher based on the ACTFL Proficiency Guidelines 2012 in the modes of communication appropriate for that language.
- D. Criteria for the Award of Credit  
A high school student who did not enroll in, or complete foreign language courses, shall be awarded four (4) foreign language high school course credits, upon attaining at least the minimum score or performance level set forth in subparagraph (3) (a) 2 for the Silver Seal of Biliteracy.
- E. Procedures for the Seal
  - (1) Examination scores received directly from the testing entity, rather than a parent, guardian, or student, shall be relied upon to determine whether the examination score or performance level for the seal has been met.
  - (2) Where a portfolio is relied upon to determine whether to award a Seal of Biliteracy, school district appointed personnel with language performance at the distinguished level on the ACTFL Proficiency Guidelines 2012 in the same language as the student portfolio shall assess the portfolio.
- F. The ACTFL Proficiency Guidelines 2012 are hereby incorporated by reference (<http://www.flrules.org/Gateway/reference.asp?No=Ref-07933>) and may be obtained from the Bureau of Student Achievement through Language Acquisition, Department of Education, 325 West Gaines Street, Suite 444, Tallahassee, Florida 32399.
- G. The Commissioner of Education shall provide to each school district an appropriate insignia to be affixed to the student's diploma indicating that the student has been awarded the Gold Seal of Biliteracy or the Silver Seal of Biliteracy in accordance with Rule 6A-1.0995, F.A.C.

#### **6.4076 Participation in Graduation Ceremony**

- A. Meets all the graduation requirements (minimum) as stipulated in Section 6.401 of the *Student Progression Plan*; or
- B. Meets the requirements for the other diplomas (Special) found in the *Student Progression Plan* (6.4071, and 6.4073); or
- C. Meets A or B above except for passing FCAT/FSA ELA Reading scores; or
- D. Is no more than two (2) credits from completing all requirements, including GPA as stipulated in Section 6.401 of the *Student Progression Plan*.
- E. If a student has selected the 18 credit ACCEL option, these students may participate in the graduation ceremony if they are within one (1) core credit of the required 18.
- F. Students alternatively placed/expelled during the second semester in which their graduation ceremony is scheduled will be prohibited from participating in the graduation ceremony at the school from which the student was alternatively placed/expelled.

#### **6.408 Certificate of Completion**

##### **6.4081 Credits Earned**

Meets the graduation requirement for the total number of credits earned; **AND**

##### **6.4082 Credits in Area**

Meets the graduation requirements for the number of credits earned in the specific subject areas; **AND**

##### **6.4083 FCAT /FSA ELA/FSA Algebra I State Assessment Requirements**

Does not pass the FCAT (2.0)/FSA ELA/FSA Algebra I State Assessment Requirements; **AND/OR**

##### **6.4084 GPA**

Does not earn the required cumulative GPA.

##### **6.4085 Additional Year**



Any student who is entitled to a Certificate of Completion may, as an alternative at the student's option, elect to remain in secondary school for 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.

#### **6.409 Certificate of Completion**

##### **6.4091 Requirement**

Students with disabilities (SWD) that have not declared intent to receive a standard diploma, will pursue the graduation pathway toward a certificate of completion.

#### **6.500 ATTENDANCE, ABSENCES AND TARDINESS**

##### **6.501 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.

##### **6.502 Absences**

###### **6.5021 Notification**

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

###### **6.5022 Test Exemption Policy**

Santa Rosa County District high schools do not allow any exemptions for semester or final exams.

##### **6.503 Excused Absences**

Excused absences shall be granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays and religious instruction of the specific faith of the student upon the approval of the Principal, court dates, special emergencies and pre-arranged absences approved by the Principal or designee.

###### **6.5031 Completing Work**

When a student is absent from school with an excused absence, he/she shall be responsible for making arrangements with teachers for completing all work and assignments missed during the absence:

- A. All make-up work assigned during the absence shall be completed within three (3) days after the student returns to school unless given an extension of time by the teacher.
- B. Tests announced prior to the absence can be given on the student's first day back to school.
- C. Assignments given prior to a pre-arranged absence should be turned in the first day the student returns to school.
- D. Tests which have been announced prior to a pre-arranged absence will be made up at the discretion of the teacher.
- E. If the teacher finds it necessary to provide an alternate test or assignment for student who has been absent, the test or assignment shall be comparable in length, design and degree of difficulty of the test or assignment given to the other students in the given class for which the student was absent.

###### **6.5032 Prior Arrangement**

- A. A student who desires to be absent for reasons not given under Section 6.5031 may make a prior arrangement request to the school Principal by bringing a written request from his/her parent/guardian. Based on a student's attendance history, the Principal reserves the right to refuse requested absences.
- B. Pre-arranged absence requests must be made at least five (5) days prior to the date of the absence except in the case of an emergency.
- C. Students shall make pre-arrangement 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.

#### **6.5033 Hospital/Homebound Services**

The possibility of hospital or homebound services should be explored when it is anticipated that a student will be absent from school for at least 15 school days, or the equivalent, while under a physician's care because of severe, prolonged or chronic illness. A parent, teacher, social worker, guidance counselor, physician and others may initiate the process as soon as it is anticipated that the student will be absent as indicated by the physician for three (3) weeks or more. There is no established waiting period that must be met when considering initiating the process.

#### **6.5034 Repeatedly Absent**

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 documentation from a physician or health care provider. If the requested documentation is not provided, the absence will be unexcused.

#### **6.504 Unexcused Absences**

Unexcused absences shall result when a student is absent for lack of appropriate notification, and/or documentation by the parent to the school site, shopping trips, vacations, pleasure trips, truancy (skipping class), missing the school bus, oversleeping, excessive illness without doctor verification, suspension or dismissal from school, or other avoidable absences without pre-arrangement for an excused absence. In addition, an accumulation of three (3) unexcused "late to school" and /or "early check-outs" will result in one (1) unexcused absence. (See Section 6.505).

#### **6.5041 Habitual Truant/Truancy Procedures**

"Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under s. 1003.21(1), F.S. and (2)(a), and is not exempt under s. 1003.21(3), F.S. or s. 1003.24, F.S. or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. Such a student must have been the subject of the activities specified in s. 1003.26, F.S. and s. 1003.27(3), F.S. without resultant successful remediation of the truancy problem before being dealt with as a child in need of services.

**Truancy Procedures:** If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the student's primary teacher shall report to the school Principal or his or her designee that the student may be exhibiting a pattern of nonattendance. s. 1003.26, F.S.

- A. The Principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school's Multi-Tiered Supports Team/MTSS team to determine if early patterns of truancy are developing. s. 1003.26, F.S.
- B. The parent shall be invited to an attendance meeting to identify possible solutions. s. 1003.26, F.S.
- C. The parent/guardian shall be informed of the requirement of compulsive attendance laws, truancy pick-up program and the Department of Motor Vehicles sanctions.
- D. If an initial meeting does not resolve the problem, the Multi-Tiered Supports Team/MTSS shall implement interventions that best address the problem. The interventions may include but need not be limited to:
  1. frequent communication between the teacher and the family;
  2. changes in the learning environment;
  3. mentoring;
  4. student counseling;
  5. tutoring, including peer tutoring;
  6. placement into different classes;
  7. evaluation for alternative education programs;
  8. attendance contracts;
  9. referral to other agencies for family services; or
  10. other interventions, including, but not limited to, a truancy petition pursuant to s. 984.151, F.S.

- E. The MTSS (Multi-Tiered Supports Team) shall be diligent in facilitating intervention services and shall report the child to the Superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted. s. 1003.26, F.S.
1. If the parent or guardian in charge of the student refuses to participate in the remedial strategies because he/she believes that those strategies are unnecessary or inappropriate, the parent or guardian in charge of the student may appeal to the school board. s. 1003.26(1)(e), F.S.
  2. If the board's final determination is that the strategies of the Multi-Tiered Supports Team are appropriate, and the parent or guardian in charge of the student still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance. s.1003.26(1)(e), F.S.
  3. If nonattendance continues after the implementation of intervention strategies, the Principal may request that the Superintendent (or his designee) file a truancy court petition. If a truancy court petition is filed, the parents of the student will receive a summons to appear in circuit court pursuant to F.S. 984.151, and the parents may be subject to continued court jurisdiction, fines, probation or jail.
- F. If the district school Superintendent chooses not to file a truancy petition, the Superintendent or designee shall file a CINS petition, defined in s. 984.15, F.S. The school representative, a parent, law enforcement, a court, or the DJJ shall initiate a referral to a CINS provider or a case staffing committee established pursuant to s. 984.12, F.S., and procedures established by the district school board. The purpose of the referral to CINS is to secure prevention services for a habitually truant student and the family (s. 1003.27(3), F.S.). Prior to the filing of the CINS petition, reasonable time must be allowed to complete interventions to remedy conditions contributing to the truant behavior and must comply with the requirements of s. 1003.26, F.S.

#### **6.5042 Intent to Terminate School Enrollment**

A student between the ages of 16 and 18 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 declaration of intent to terminate school enrollment. 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.

#### **6.505 Early Check-Outs or Late to School Check-In**

Students arriving after a school's designated start time are considered late to school and will receive a "Late-to-School Check-In" coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check-Out" coding. "Late to School check-ins" and "Early Check-outs" will be identified as unexcused or excused. Three (3) unexcused "Late to School Check-ins" and/or "Early Check-outs" will equate to the student receiving one (1) unexcused absence. Section 1003.02, F.S., "authorizes district school boards to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences.

It is required that the parent or designated adult sign the student out unless prior arrangement has been made by the parent/guardian. Repeated and/or excessive incidents of leaving school prior to the end of the day or checking in late to school may potentially result in disciplinary action for the student.

**Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.**

#### **6.5051 Unexcused/Excused "Late to School Check-ins/Early Check-outs"**

##### Unexcused

Missing the bus  
Oversleeping  
Skipping

##### Excused

Personal illness  
Doctor/Dentist appointment  
Special event approved by administration

Excessive illness without doctor's verification  
Repeated Late Check-ins/Early Check-outs  
Other avoidable events

Other unavoidable events

#### **6.5052 Tardiness**

A student is considered tardy if the student is present on campus but is absent in class when the tardy bell rings. There are no criteria for excused or unexcused tardies. Arriving to school late is defined as "Late-to-School" (See Section 6.505). Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action for the student.

#### **6.506 Learnfare Program**

The Learnfare Program is primarily related to student attendance for families who are eligible to receive Temporary Cash Assistance (TCA), s. 414.1251, F.S., requires the Department of Children and Families (DCF) to reduce the amount of TCA for families with students who are identified as habitual truants or dropouts. Implementation procedures require DCF to provide a list of TCA-eligible children to the Northwest Regional Data Center monthly. Each school district will download the list and identify students who are truants or dropouts. The school district's response is then shared with DCF who takes the appropriate action. In response, DCF reviews the case record to make certain determinations. If good cause does not exist, the parent of a student who is a habitual truant or a dropout receives notice of possible reduction of the benefit amount. DCF procedures include a fair hearing process. If a sanction is imposed to the benefit amount, the student may be reinstated when certain criteria is met.

#### **6.600 MISCELLANEOUS**

#### **6.601 Admission to the State University System**

##### **6.6011 GPA**

Grade Point Averages (GPA) are recalculated by the member of the state university system to which the individual student has applied on the basis of academic courses only.

##### **6.6012 Weighted**

Additional weights, as provided by Florida Board of Education Rule 6C-6.002(3)(a), are granted to courses labeled as Honors (as identified in the Florida Course Code Directory), Advanced Placement, Dual Enrollment, Advanced International Certification of Education (AICE), International Baccalaureate. Beginning with students entering Grade 9 in 2006-07 school year, school districts and community colleges must weight all dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certification of Education courses when Grade Point Averages (GPA) are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. Beginning with the students that enter the 9th grade in the 2006-07 school year, all dual enrollment courses will be weighted the same. The district may continue to weight honors courses but must do so at the same degree they do for AP, DE, AICE, and IB.

##### **6.6013 Specific Requirements**

Admission requirements concerning specific items may be found in the current year's edition of *Counseling for Future Education*. This document is used by counselors and university admissions personnel.

##### **6.6014 Talented 20 Program**

Talented 20 Program identifies the top 20% of each Florida public high school graduating class having completed the 18 credits required for State University System admission. These students shall be guaranteed admission to one of the ten state universities, though not necessarily the university of applicant's choice.

#### **6.602 CLASS RANK**

##### **6.6021 Numerical Weighted GPA**

The district's Numerical Weighted GPA system, in conjunction with each school's course catalog will be used for class rank computations. All grades earned and credits attempted will be included. Beginning with the 2014-2015 freshmen cohort, class ranking will be based upon an alpha (letter) grading scale.

## **6.6022 Weighted Courses**

The following list of courses will be weighted:

0701340 French III  
0701350 French IV  
0706320 Latin III  
0706330 Latin IV  
0708360 Spanish III  
0708370 Spanish IV  
3<sup>rd</sup>/4<sup>th</sup> levels of any other foreign language  
1001320 English Honors I  
1001350 English Honors II  
1001380 English Honors III  
1001410 English Honors IV  
1200320 Algebra I Honors  
1200340 Algebra II Honors  
1201300 Math Analysis  
1202300 Calculus  
1206320 Geometry Honors  
1202340 Pre-Calculus  
1210300 Probability and Statistics  
1211300 Trigonometry  
1206330 Analytic Geometry  
1700320 Research 3  
1700330 Research 4  
2000320 Biology I Honors  
2000330 Biology II  
2000360 Anatomy and Physiology Honors  
2001320 Earth/Space Science Honors  
2003350 Chemistry I Honors  
2003350 Chemistry II  
2003390 Physics I Honors  
2003410 Physics II  
2100320 American History Honors  
2102320 Economics Honors  
2102345 Economics with Financial Literacy Honors  
2106320 American Government Honors  
2109320 World History Honors

## **6.6023 Weighted Programs**

Courses from the following programs will be weighted:

- A. Advanced Placement
- B. Dual enrollment courses as specified in a school's course catalog
- C. Advanced International Certificate of Education (Pre-AICE and AICE)
- D. International Baccalaureate (by transfer)
- E. Honor Courses
- F. Level 3 Career and Technical Education courses with CTE programs requiring an industry certification or state licensure. The following list of courses will be weighted:

Accounting Applications 1-3  
Advanced Manufacturing Technology 1-4  
Advanced Manufacturing Technology Capstone  
Aerospace Technologies 1-3  
Agri-science Foundations 1  
Automotive Maintenance and Light Repair 1-6  
Biotechnology 1-3

Building Construction Technologies 3  
 Business and Entrepreneurial Principles  
 Business Management and Law  
 Business Ownership  
 Commercial Art Technology 9-10  
 Computer Systems & Information Foundations  
 Computer systems & Information Essentials  
 Computer Systems, & Information Technology Network Systems, Configuration  
 Computer Systems, & Information Technology Network Systems Design & Admin  
 Computer Systems, & Information Technology Cyber Security Essentials  
 Computer Systems, & Information Technology Cyber Security - Physical  
 Culinary Arts 3-4  
 Digital Design 2-7  
 Electricity 3-8  
 Foundations of Curriculum and Instruction  
 Hospitality and Tourism Management  
 Hospitality and Tourism Entrepreneurship  
 Introduction to Engineering Design  
 Principles of Engineering  
 Foundations of Web Design  
 Foundations of Curriculum and Instruction  
 Health Science Anatomy and Physiology  
 Health Science Foundations  
 Legal Aspects of Business  
 Nursing Assistant 3  
 Personal Financial Planning  
 Software Application Security  
 T.V. Production 3-11  
 User Interface Design  
 Web Security  
 Web Scripting Fundamentals  
 Welding Technology Fundamentals 1-4  
 Welding Technology Fundamentals Capstone

## **6.603 Course Substitution**

### **6.6031 ESOL Courses**

ESOL courses must represent the English credit to be earned for graduation requirements for student identified as English Language Learners and duly enrolled in such courses. However, English Language Learners may also be enrolled in other English courses for elective credit only.

### **6.6032 Industry Certification Course Substitution**

In accordance with Florida Statute 1003.4282, requirements for a standard high school diploma (2012-2013 9<sup>th</sup> grade cohort), industry certifications that lead to college credit may be substituted for up to two (2) mathematics credits and one (1) science credit. Students must earn an industry certification with an existing statewide articulation agreement to the associate in science or associate in applied science degree level offered in a Florida College System.

The industry certification substitution cannot replace Algebra I, geometry, or biology, but may be applied toward the balance of the two other unspecified mathematics credits and one unspecified equally rigorous science credit required for high school graduation. One qualifying industry certification attainment equates to one substitution credit.

The following industry certifications that lead to college credit are available to students:

Accredited Legal Professional (NATHA003)  
 Adobe Certified Associate – Dreamweaver (ADOBE010)  
 Adobe Certified Associate – Flash (ADOBE011)

Agriculture Technician Certification (FLFBR001)  
 Air Conditioning Service Technician (NATEX001)  
 ASE Auto/Light Truck Tech Engine Repair (NIASE010)  
 ASE Auto/Light Truck Tech Automatic Transmission/Transaxle (NIASE005)  
 ASE Auto/Light Truck Tech Manual Drive Train and Axles (NIASE012)  
 ASE Auto/Light Truck Tech Brakes (NIASE007)  
 ASE Auto/Light Truck Tech Electrical/Electronic Systems (NIASE008)  
 ASE Auto/Light Truck Tech Steering and Suspension (NIASE014)  
 ASE Auto/Light Truck Tech Heating and Air Conditioning (NIASE011)  
 ASE Auto/Light Truck Tech Engine Performance (NIASE009)  
 ASE Auto Maintenance and Light Repair (NIASE076)  
 Bio-technician Assistant (CERHB001)  
 Certified Pharmacy Technician (PTCBD001)  
 CompTIA A+ (COMPT001)  
 Comp TIA Network + (COMPT006)  
 Comp TIA Security + (COMPT008)  
 Microsoft Office Specialist Bundle (MICRO069)  
 MSSC Certified Production Technician (MSSCN001)  
 National Pro-Start Certificate of Achievement (NRAEF002)  
 National Pharmacy Technician Certification (NATHA010)  
 NCCER Construction Technology (NCCER008)  
 NCCER Electrical Level 1 (NCCER010)  
 NCCER Electrical Level 2 (NCCER038)  
 NCCER HVAC Level 1 (NCCER018)  
 ServSafe Certified Professional Food Service Manager (NRAEF003)

## **6.604 Credit Alternatives**

### **6.6041 Adult Education Courses**

A student enrolled in a regular high school program may make application to enroll in an adult education course or courses provided the application has the written endorsement of the home school Principal and the approval of the Principal of the Santa Rosa Adult School.

### **6.6042 Career and Technical Programs**

- A. Career and technical programs are available at Locklin Technical Center to 11<sup>th</sup> and 12<sup>th</sup> grade students enrolled in a Santa Rosa County high school. The student must be in good standing at their home school. Students may earn three (3) elective credits per year that will apply towards graduation requirements, as well as, qualify for Bright Futures Gold Seal Scholarships. This training is provided at no cost to high school students. For CTE dual enrollment requirements, see Section 6.645 D.
- B. Dual enrollment courses offered on Locklin Technical Center's campus require a 2.0 unweighted GPA. All students enrolling in a dual enrollment course are required to take the Test of Adult Basic Education (TABE) within the first 6 weeks of enrollment. Students may be exempt from this requirement if they meet other postsecondary readiness test scores as defined by the Florida Department of Education at [www.fldoe.org](http://www.fldoe.org).
- C. Articulation Agreements serve as a means for secondary students to articulate into post-secondary programs with prior hours credit awarded as specified in the agreements.

### **6.6043 Co-op Programs**

A Co-op Program must provide for a minimum of 120 hours instruction during the regular school year. Semester and half credits are to be awarded on the basis of a minimum of 60 hours of instruction during the regular school year and 120 hours of training during the summer term. The number of co-op credits awarded shall be determined by the Curriculum Framework of the program. If the student is under 18 years of age, child labor laws must be followed. Florida Child Labor Law Chapter 450, Part I, Florida Statutes.

### **6.6044 Correspondence Courses**

- A. A correspondence course to be substituted for a specific graduation requirement must be an acceptable equivalent to a course listed in the *Florida Course Code Directory*.

- B. Credit to be awarded must be supported by appropriate documentation that assures that the correspondence course meets the Student Performance Standards of the course equivalent listed in the *Florida Course Code Directory*.
- C. One credit per year, but no more than two total credits, from correspondence courses will be accepted for meeting graduation requirements.

**6.6045 Dual Enrollment**

- A. Any student in Grades 6 -12 who meets the eligibility criteria as stipulated in the articulation agreement between the Santa Rosa County School Board and the post-secondary institution presenting the course(s) will be eligible to participate in dual enrollment programs.
- B. Dual enrollment courses to be substituted for specific high school courses required for graduation must be acceptable substitutes which meet or exceed the requirements of the Curriculum Framework and Student Performance Standards of the high school course and must be taken in a normal subject area progression.
- C. The course number and title used by the post-secondary institution must be used to schedule the student in the school district's records and be reported by the district to the Florida Department of Education.
- D. Students will be allowed to earn both high school and college credit for dual enrollment courses in accordance with the articulation agreements between the Santa Rosa County District School Board and post-secondary institutions in compliance with Florida Board of Education Rule. Students seeking dual enrollment in career and technical education programs through Locklin Tech must meet CTE dual enrollment eligibility requirements. Student must have a 2.0 un-weighted GPA to dually enroll in career certificate programs. (Note: For On-line Career and Technical Education Courses and the Practical Nursing Program offered through Locklin Tech, require a 3.0 minimum GPA for dual enrollment. In addition, students must meet the required scores or meet exemption criteria set by the FLDOE in Rule6A-10.0315 to demonstrate post-secondary readiness for their program of study before or within the first six (6) weeks of enrollment in the course. Students who do not meet post-secondary readiness requirements for CTE dual enrollment must re-test and meet the required scores before completing the program of study in order to be issued a certificate of program completion. Students enrolled in a CTE course or CTE program less than 450 hours which leads to an industry certification on the post-secondary funding list may be exempted from testing to demonstrate post-secondary readiness.
- E. Instructional material assigned for use within dual enrollment courses shall be made available to these students free of charge. Students enrolled in post-secondary instruction not to be used for credit towards a high school diploma shall be required to assume the cost of instructional materials.
- F. The Dual Enrollment Articulation Agreement will serve as a means for students to increase the depth of study and shorten the time necessary for a student to complete the requirements associated with a degree. This agreement was developed by an articulation committee established by the Superintendent of Schools and the president of the local college and shall address the following items:
  - Ratification;
  - Courses and programs available for dual enrollment students;
  - Instructional responsibilities regarding student screening prior to enrollment;
  - Responsibility for providing student transportation; and
  - Conversion of college credits to high school credits.
- G. During the traditional academic year, college campus part-time dual enrollment participation may be permitted if said courses are not offered or available as dual enrollment courses on the high school campus. The total courses taken on the high school campus and the college campus may not exceed two (2) courses (plus any companion labs) each semester for students in grades 6 -10, four (4) courses (plus any companion labs) each semester during the junior year, and may not exceed five (5) courses (plus any companion labs) each semester during the senior year, and no more than two (2) courses (plus any companion labs) during any summer semester. The total number of college credit hours shall not exceed eighteen (18) in any fall or spring semester or eight (8) in any summer semester. In addition to the above-mentioned student eligibility requirements, students wishing to become a full-time early admission dual enrollment student must have attained junior status (Fall Semester) and be



enrolled in a Santa Rosa County high school or another public high school for one (1) semester prior to admission in the early admission dual enrollment program. A full-time dual enrollment student will enroll in four (4) off-campus dual enrollment courses each semester. See Section 6.6046 Early Admissions (Full-time student).

- H. A student who qualifies as full-time as indicated by G above, and is involved with an extracurricular activity, may enroll in a co-curricular course taking place on campus if it is connected to the extracurricular activity.
- I. If a dual enrollment course is offered at the high school and at the college, part-time dual enrollment students will enroll in the dual enrollment course on the high school campus unless the high school campus class is considered at capacity. Capacity will usually be defined to be at maximum 30 students, but may vary by course.
- J. Students receiving a grade of W in excess of one-half of the hours attempted within the college's fall semester will lose their dual enrollment program eligibility for courses on the college campus for the following semester. Student's receiving a grade of W in excess of one-half of the hours attempted within the college's spring semester will lose their dual enrollment program eligibility for courses on the college campus for the following summer and fall semesters.
- K. Students receiving a D+, D, or F in the fall semester will lose dual enrollment program eligibility for courses taking place on the college campus for the following spring semester. Students receiving a D+, D, or F in the spring semester will lose dual enrollment program eligibility for courses taking place on the college campus for the following summer and fall semesters.
- L. All course grades received from post-secondary institutions will be in the form of an alpha (letter) grade. When these grades are posted numerically on the student's high school transcript, the following numerical conversion will occur:

A	95	C	75
B+	88	D+	68
B	85	D	65
C+	78	F	55

- M. Career and Technical Dual Enrollment Information (See Section 6.6042.)

#### **6.6046 Early Admissions**

The Santa Rosa County School Board shall, in cooperation with applicable post-secondary institutions, provide for a program of early admission to qualified students. Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis in courses creditable toward the high school diploma and the associate or baccalaureate degree. A student who meets the conditions of early admission may be excused from attendance for all of his/her remaining high school program. Such programs shall meet the following conditions:

- A. Acceptance of the student by a post-secondary institution authorized by Florida law or accredited by the Southern Association of Colleges and Schools after the student has completed the equivalent of two (2) school years of instruction above Grade 9.
- B. When the above stated condition has been met, the student may be awarded a diploma of graduation with his regular class, or at a time convenient to the Principal, provided that:
  - 1. The student has completed two college semesters with a normal class load (12 hours) or the equivalent and has maintained at least a "C" average or equivalent; and the student has earned sufficient college credits to fulfill the graduation requirements as specified by the Santa Rosa County School Board.
  - 2. The student is dually enrolled in both high school and college, and the college course numbers and titles are reflected in the student's school record.

#### **6.6047 Florida Virtual School**

- A. Students have full access to the Florida Virtual School (FLVS) and all credits are accepted by the school district at the value agreed upon in the affiliation agreement.

- B. Students are responsible for any equipment (hardware or software) required when participating in a course off the school site.

#### **6.6048 Middle School Students Earning Credit**

- A. Any course included in the 9-12 grade sections of the Florida Course Code Directory may be taught at a lower grade level and the 9-12 course number and title shall be entered in the student's cumulative record.
- B. Courses taken below the 9th grade level may be used to satisfy high school graduation requirements or Florida Bright Futures Scholarship Program requirements.
- C. Credit shall be earned simultaneously if required for promotion from the appropriate pre-ninth grade course(s).

#### **6.605 Dropout Prevention Programs**

##### **6.6051 Courses**

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

##### **6.6052 Reporting**

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

#### **6.606 Extracurricular Activities**

##### **6.6061 Requirements**

Interscholastic extracurricular student activities are those organized between or among schools which are carried on outside the curriculum. These activities include displays of talent which may include, but are not limited to, sports; music festivals; and speech, debate, art, drama, foreign language, and club competitions. S. 1006.15, F.S.

In order to be eligible for participation in interscholastic and intra scholastic extracurricular activities, such as athletics, a student must satisfy any applicable Florida Statutory requirements, and meet and fulfill the eligibility criteria, and the criteria set forth in the Code of Student Conduct.

"Eligible to participate" is defined as including participation in try-outs, off-season conditioning and workouts, in-season practices, and contests. It does not mean the student must be placed on a team.

The sponsor or coach of each individual extracurricular activity may institute more stringent policies. In this instance, the policies shall be published in the student handbook or activity's policy manual.

##### **6.6062 Required GPA**

To be eligible to participate in interscholastic extracurricular activities, a student must maintain the grade point average listed:

- A. Student in Grade 9;
  - 1. to be eligible in the fall semester of 9<sup>th</sup> grade, must have been regularly promoted, the previous year, from Grade 8
  - 2. to be eligible in the spring semester of the 9<sup>th</sup> grade year, a student must have a 2.0 GPA on a 4.0 scale.
- B. A student in Grade 10;
  - 1. must have a cumulative 2.0 GPA on a 4.0 scale, or;
  - 2. have earned a 2.0 GPA in course taken during the current spring semester and sign an academic performance contract with their school and they enroll in and attend summer school as necessary.
- C. A student in Grades 11 and 12;
  - 1. must have a cumulative 2.0 GPA on a 4.0 scale.

The sponsor or coach of each individual extracurricular activity may institute more stringent policies. In this instance the policies shall be published in the student handbook or activity's policy manual.

#### **6.607 Florida Bright Futures Scholarship Program**

Participation in the Florida Bright Futures Scholarship Program is defined by s. 240.40201, F.S., s. 240.40109, F.S. The rules, policies, and procedures are available at the Bright Futures website [www.floridastudentfinancialaid.org/ssfad/bf/](http://www.floridastudentfinancialaid.org/ssfad/bf/)

#### **6.6071 The Florida Gold Seal Vocational Scholars Award**

The Florida Gold Seal Vocational Scholars award is created within the Florida Bright Futures Scholarship Program to recognize and reward academic achievement and career preparation by high school students who wish to continue their education. This award can only be used to fund a career education or certificate program. Florida high school students who wish to qualify for the Florida Gold Seal Vocational Scholars (GSC) award must meet the following initial eligibility requirements:

- Meet the General Eligibility requirements for Bright Futures;
- Achieve the required weighted minimum 3.0 GPA in the non-elective high school courses;
- Take at least three (3) full credits in a single Career and Technical Education Program;
- Achieve the required minimum 3.5 unweighted GPA in the Career Education courses;
- Achieve the required minimum score on the ACT®, SAT®, or Florida Post-secondary Education Readiness Test (P.E.R.T.) exams (see table below); and
- Complete 30 service hours.

On-the-job training may not be substituted for any of the three (3) required career credits.

#### **6.6072 The Florida Gold Seal CAPE Scholars**

The Florida Gold Seal CAPE (GSC) Scholars award can only be used to fund a career education or certificate program. Upon completion of an Associate in Science degree program that articulates to a Bachelor of Science degree, a GSC Scholar may also receive an award for a maximum of 60 credit hours toward a Bachelor of Science degree program. Upon completion of an Associate in Applied Science program, a GSC Scholar may also receive an award for a maximum of 60 credit hours toward a Bachelor of Applied Science degree program. Florida high school students who wish to qualify for the Florida Gold Seal CAPE Scholars award must meet the following initial eligibility requirements:

- Meet the general requirements for Bright Futures;
- Earn a minimum of five (5) post-secondary credit hours through CAPE industry certifications which articulate for college credit ; and
- Complete 30 service hours.

#### **6.608 Miscellaneous Curriculum Items**

##### **6.6081 Reading I and Reading II**

**Reading I** (1008300) and **Reading II** (1008310) are designated as one semester (0.5) credit courses for Santa Rosa County high schools.

##### **6.6082 African American History**

African American History, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the contributions of African Americans to society shall be required instructions to be incorporated in core curriculum course(s).

##### **6.6083 Holocaust Instruction**

1. Instruction including the understanding of the ramifications of prejudice, racism, and stereotyping; examination of what it means to be a responsible and respectful person; support for the nurturing and protection of democratic ideals and institutions; and encouragement of tolerance of diversity in a pluralistic society shall be required instruction to be incorporated into a core curriculum course(s).
2. Florida's new social studies program for high school courses addresses the study of the Holocaust.

##### **6.6084 Hispanic and Women's Contributions**

Florida's social studies program for high school courses addresses the study of the contributions made by Hispanics and women.

**6.6085 Contributions of Veterans**

Schools must incorporate into their lesson the contributions of veterans and this should be done in conjunction with Veterans' and Memorial Days.

**6.6086 Voluntary Service Credit**

The school board may award a maximum of one-half credit in social studies and one-half elective credit for student completion of non-paid voluntary community or school service work. Students must complete a minimum of 75 hours of service in either category.

**6.609 Remediation Reporting Requirement**

**6.6091 Parent Notification**

Students who at the end of each semester have less than a 2.5 cumulative GPA will be identified and their parent(s) or guardian(s) will be notified that the student is at risk of not meeting the 2.0 GPA required for high school graduation.

Students in Grade 12 who at the end of each semester have less than a 2.0 cumulative GPA will be identified and their parent/guardian will be notified that the student is at risk of not meeting the GPA required for high school graduation.

**6.6092 Assistance**

This statute also requires that an explanation of existing policies that will assist the student in meeting the 2.0 GPA required for graduation be provided to the parent(s) or guardian(s).

**6.6093 Student List Dissemination - District**

The district data processing department will provide, by school, cumulative Grade Point Averages (GPA) for all students in Grades 9-12.

**6.6094 Student List Dissemination - School**

Each district high school shall be responsible for the dissemination of the information required by F.S.1003.43 as reflected herein.

**6.6095 Annual Report**

In accordance with F.S.1008.25(8), beginning with the 2001-02 school year, each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior year:

- A. The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion.
- B. By grade, the number and percentage of all students in Grades 3 through 10 performing at Levels 1 and 2 on FSA ELA.
- C. By grade, the number and percentage of all students retained in Grades 3 through 10.
- D. Information on the total number of students who were promoted for good cause, but each category of good cause as specified in paragraph (6)(d).
- E. Any revisions to the district school board's policy on student retention and promotion from the prior year.

**6.610 STUDY HALL**

**6.6101 Study Hall Credit**

Study hall may be scheduled for students on a non-credit basis.

**6.6102 Funding**

FTE funding will be earned for students enrolled and in attendance for study hall.

**6.6103 Other Duties**

Students enrolled in study hall may not be reassigned to other school duties or activities.

**6.700 VIRTUAL INSTRUCTION PROGRAMS - See Section 9.0**

Beginning with students entering Grade 9 in the 2011-2012 school year at least one course within the 24 credits required for graduation must be completed through online learning. However, a high school level online course taken during Grades 6 through 8 fulfills this requirement. A student who is enrolled in a full-time or part-time virtual instruction program also meets this requirement.

State statute, s. 1002.37 authorizes that public school students receiving full-time instruction in Kindergarten through Grade 12 by the Florida Virtual School or another virtual provider must take all statewide assessments required. Public school students receiving part-time instruction by the Florida Virtual School or another virtual provider in courses requiring statewide End-of-Course assessments must take all statewide End-of-Course assessments required. All statewide assessments must be taken within the school district in which the student resides. A school district must provide the student with access to the district's testing facilities.

## **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 Registration and Fees
- 7.104 Accommodations for Homeless Students
- 7.105 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 Standard Diploma Options for High School-Age Students
  - 7.4021 Standard 24-Credit High School Diploma and 18 Credit ACCEL Option
- 7.403 State of Florida High School Equivalency Diploma (GED®)
- 7.404 Certificate of Completion
- 7.405 Dropout Prevention Programs
  - 7.4051 Student Participation
  - 7.4052 Student Membership Data
  - 7.4053 Students Failing to Make Adequate Academic Progress

#### **7.500 ATTENDANCE, ABSENCES AND TARDINESS (K-12 High School Program)**

- 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

7.506 Early Check-Outs or Late to School Check-In

7.5061 Unexcused/Excused "Late to School Check-ins/Early Check-outs"

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 16 years of age.

### **7.103 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.

### **7.104 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.

### **7.105 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 County 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 equivalency diploma/GED® or enter a technical program. These students will be assessed tuition. (See Section 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 high school equivalency diploma/GED® test 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 of 12 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 (6) 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 person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

#### **7.204 Section 504 Accommodation Plan/Services**

K-12 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 K-12 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**

A "co-enrolled student" is a high school student who is taking an adult education course in which credits earned will be forwarded to the home high school for graduation. Students in grades 9-12 and at least 16 years of age may be enrolled in a co-enrollment program. 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 per academic year 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 (EOC) 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 (AHS) 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. 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 Section 7.1043)

The SRAS program provides courses of study leading to completion of credits and passing state-mandated assessments necessary to qualify for a standard high school diploma. For adult high school programs, some exemptions to the requirements are present under s. 1003.4282(6)(b), F.S.8:

- The one credit in physical education required for high school graduation is not required for adult high school graduation and shall be substituted with an elective credit, keeping the total credits needed for graduation.
- Each district school board may waive the laboratory component of the science requirement.
- The one credit in performing fine arts required for high school graduation is not required for adult high school graduation and shall be substituted with an elective credit that is consistent with the total credits needed for graduation.

To obtain a standard adult high school diploma, a student must earn the required 24 credits or the Academically Challenging Curriculum to Enhance Learning (ACCEL) option of 18 credits per s. 1002.3105, F.S., and successfully complete all statewide assessments or attain a recognized concordant score as specified in s. 1008.22(7), F.S., or a recognized comparative score as specified in s. 1008.22(8), F.S. A cumulative GPA of 2.0 on a 4.0 scale is required for all adult education students. The ACCEL option allows the student to earn a high school diploma by completing 18 credits of which are 14 core courses and 4 electives. The online-course requirement does not apply to the 18 credit option.

SRAS follows the same course requirements and state assessments as those required in the K-12 system as per s. 1003.4282, F.S. (24 credit option) and s. 1002.3105, F.S. (ACCEL option). However, some exceptions apply:

- Students who enter an AHS are not required to take the EOC assessment for Algebra I if credit for this course was earned and documented on their transcript prior to 2010-2011.
- Students who enter an AHS are not required to take the EOC assessment for Biology I and/or Geometry, if credit for these courses was earned and documented on their transcript prior to 2011-2012.
- The EOC testing schedule is generally available yearly at <http://www.fldoe.org/asp/schedule.asp>.
- All students taking U.S. History beginning 2012-2013 must take the U.S. History EOC assessment regardless of cohort year.

To determine graduation requirements for AHS students who are enrolled in the K-12 educational system, the following shall apply:

1. Students entering AHS, whose 9<sup>th</sup> grade cohort group has not graduated, must meet the graduation requirements based on the year that the student entered the 9<sup>th</sup> grade. The following chart can be accessed at: <http://www.fldoe.org/bii/studentpro/grad-require.asp>
2. Students whose cohort group has graduated must follow the graduation requirements as listed in the charts from pages 9-13 on the link below. Students entering AHS after their 9<sup>th</sup> grade cohort has graduated, or who are not a part of a 9<sup>th</sup> grade cohort (from another country, never entered high school, etc.), must meet the current 12<sup>th</sup> grade cohort graduation requirements that are in effect for the year they enter AHS: Note: For students who are continuously enrolled from the time that they withdraw from the K-12 system and enroll in adult education, they will follow the requirements of their 9<sup>th</sup> grade cohort. Pages 6-13 from the link below will include the

requirements for graduation based on the year a student first enrolls in AHS, including testing/state assessment information. <http://www.fldoe.org/core/fileparse.php/7522/urlt/1617assessmentTAP.pdf>

\*\*\*Policies and requirements are subject to change at ANY time per legislative decisions and state statutes.

#### **7.402 Standard Diploma Options for High School-Age Students**

Santa Rosa Adult School, through the program at Santa Rosa High School (SRHS), offers a standard K-12 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 program and work within the guidelines of course syllabi. SRHS students must be at least 16 years of age and not enrolled in any other secondary high school program. All SRHS students must complete the Senior Life Skills (PCSD) class to meet graduation requirements and be enrolled for at least one (1) nine weeks grading period to receive a SRHS diploma. Other credits required for graduation may be transferred from other accredited institutions. Refer to the High School Section 6.0 of the *Student Progression Plan* for further requirements and information.

##### **7.4021 Standard 24 Credit High School Diploma**

English	4 credits
Math	4 credits (including Algebra I and Geometry)
Science	3 credits (including Biology)
Social Studies	3 credits (World History, U.S. History, U.S. Gov't, Economics w/Financial Literacy)
Performing/ Practical Art	1 credit
HOPE	1 credit
Electives	8 credits (including Life Skills/PCSD)
Total	24 credits

##### **18 Credit ACCEL Option**

English	4 credits
Math	4 credits (including Algebra I and Geometry)
Science	3 credits (including Biology)
Social Studies	3 credits (World History, U.S. History, U.S. Gov't, Economics w/Financial Literacy)
Performing/ Practical Art	1 credit
Electives	3 credits (including Life Skills/PCSD)
Total	18 credits

Students must pass required testing as set forth in Florida State Statute (subject to change) and have a minimum 2.0 GPA. Please refer to the High School Section 6.0 of the *Student Progression Plan*, contact your certified school counselor, or check online at [www.fldoe.org](http://www.fldoe.org) for more detailed information regarding general high school policies and graduation requirements.

#### **7.403 STATE OF FLORIDA HIGH SCHOOL EQUIVALENCY DIPLOMA (GED®)**

As of January 2014, the GED® test and the enrollment process has changed. Prospective test candidates will register and pay for the test by going on the website [www.ged.com](http://www.ged.com). Prospective students must meet 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. Adult Education services shall be provided to students in the following priority order:
  1. Students who are functioning at the 8<sup>th</sup> 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.

- C. In order for 16 and 17 year old applicants to take the GED® examination, requirements for the GED® Underage Waiver must be met. This includes the following:
1. Take the TABE test and score 9.0 or above; take the GED® Ready test and score 145 or above; and complete the GED® Preparation Class with a minimum of 12 hours of class time.
  2. Must have extenuating circumstances which prevent the applicant from pursuing a high school diploma through a traditional high school program.
  3. Upon completion of the above requirements, the student must submit three (3) letters of approval including one (1) from the classroom instructor, one from the parent and one from the student stating extenuating circumstances for taking the GED® test.
  4. These items must be submitted to the Principal of Santa Rosa Adult School for review. The underage waiver request will then be sent to the Director of Workforce Education who, after approval, will submit it to the Florida Department of Education for final approval. The final approval will be sent to the student via the student's www.ged.com email account. It may take up to one week to complete this process.

#### **7.404 Certificate of Completion**

A high school 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 required testing as set forth in Florida State Statute; AND/OR
- D. Does not meet the GPA requirements for graduation.
- E. Any high school 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 (1) 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.

#### **7.405 Dropout Prevention Programs**

Santa Rosa High School 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.

##### **7.4051 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, F.S., should be enrolled in courses listed in the basic or vocational sections of the *Florida Course Code Directory*.

##### **7.4052 Student Membership Data**

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

##### **7.4053 Students Failing to Make Adequate Academic Progress**

Students who fail to make adequate academic progress at SRHS or 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 (K-12 High School Program)**

### **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 Truants**

"Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under s.1003.21(1) and (2) (a), F.S. and is not exempt under s. 1003.21 (3) or s.1003.24, F.S. or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. Such a student must have been the subject of the activities specified in s. 1003.26, F.S. and s. 1003.27(3), F.S. without resultant successful remediation of the truancy problem before being dealt with as a child in need of services.

### **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, religious holidays, and religious instruction of the specific faith of the student upon the approval of the Principal 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 7.503 may make a **prior arrangement** request to the school Principal by bringing a written request from his/her parent or guardian. Based on a student's attendance history, the Principal reserves the right to refuse requested absences.

- 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**

The possibility of hospital or homebound services should be explored when it is anticipated that a student will be absent from school for at least 15 school days, or the equivalent, while under a physician's care because of severe, prolonged or chronic illness. A parent, teacher, social worker, guidance counselor, physician and others may initiate the process as soon as it is anticipated that the student will be absent as indicated by the physician for three (3) weeks or more. There is not established waiting period that must be met when considering initiating the process.

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. An accumulation of three (3) unexcused "late to school" and/or "early check-outs" will result in one (1) unexcused absence. (Section 7.506)

#### **7.5041 Unexcused Absence and Assignments**

Students are required to complete ALL classwork and tests for EACH class in order to meet state dropout prevention competency requirements. Unexcused absences from a class may result in a failure/incomplete for that class causing a student to fall further behind in his/her coursework.

#### **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 student is considered tardy if the student is present on campus but is absent in class when the tardy bell rings. There are no criteria for excused or unexcused tardies. Arriving to school late is defined as "Late-to-School" (See Section 7.506). Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action for the student.

#### **7.506 Early Check-Outs or Late to School Check-In**

Students arriving after a school's designated start time are considered late to school and will receive a "Late to School Check-In" coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check-Out" coding. "Late to School Check-ins" and "Early check-outs" will be identified as unexcused or excused. Three (3) unexcused "Late to School Check-ins" and/or "Early Check-outs" will equate to the student receiving one (1) unexcused absence. Section 1003.02, F.S., authorizes district school boards to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day and early departures from school to be recorded as unexcused absences.

It is required that the parent or designated adult sign the student out unless prior arrangement has been made by the parent/guardian. Repeated and/or excessive incidents of leaving school prior to the end of the day or checking in late to school may potentially result in disciplinary action for the student.

**Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.**

#### **7.5061 Unexcused/Excused "Late to School Check-ins/Early Check-outs"**

##### Unexcused

Missing the bus  
Oversleeping  
Skipping  
Excessive illness without doctor's verification  
Repeated Late Check-ins/Early Check-outs  
Other avoidable events

##### Excused

Personal illness  
Doctor/Dentist appointment  
Special event approved by administration  
Other unavoidable events

#### **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/>

## **8.0**

# **CAREER AND TECHNICAL EDUCATION FOR ADULTS**

## **STUDENT PROGRESSION PLAN**

### **TABLE OF CONTENTS**

#### **8.100 ENTRANCE REQUIREMENTS AND ADMISSIONS**

- 8.101 TABE Requirement**
  - 8.1011 Basic Skills Exemptions**
- 8.102 Basic Skills Deficiency**
- 8.103 Age Requirements**
- 8.104 Enrollment Date**
- 8.105 Adults with Disabilities**
- 8.106 Ability to Benefit**
- 8.107 English Language Learners (ELLs)**
- 8.108 Denial of Admission**
- 8.109 Proof of Residency**

#### **8.200 COMPLETION OR WITHDRAWAL FROM A PROGRAM**

- 8.201 Exit Interview**
- 8.202 Administrative Withdrawal**
- 8.203 Follow-up Survey**
- 8.204 Certificate of Completion**

#### **8.300 PROGRAMS OF STUDY**

- 8.301 Continuing Education**
- 8.302 Career and Technical Programs**
- 8.303 Career and Technical Dual Enrollment**
  - 8.3031 High School Credits**
  - 8.3032 Post-Secondary Readiness**

#### **8.400 TUITION, FEES, FINANCIAL ASSISTANCE AND REFUNDS**

- 8.401 Payment of Tuition and Fee**
- 8.402 Federal Financial Aid**
  - 8.4021 Free Application for Federal Student Aid (FAFSA)**
  - 8.4022 Federal Supplemental Educational Opportunity Grant (FSEOG)**
  - 8.4023 Florida Student Assistance Grant-Career Education (FSAG-CE) and Florida Work Experience Program (FWEP)**
  - 8.4024 Attendance Requirement for Pell Grant**
  - 8.4025 Disbursement of Pell Grant Checks**
- 8.403 Bright Futures Scholarships**
- 8.404 Florida Prepaid**
- 8.405 Veteran's Affairs**
- 8.406 Workforce Innovation and Opportunities Investment Act (WIOA)**
- 8.407 Vocational Rehabilitation (VR)**

#### **8.500 ATTENDANCE FOR ADULT STUDENTS**

#### **8.600 REFUNDS**

#### **8.700 APPLIED ACADEMICS FOR ADULT STUDENTS (AAAS)**

#### **8.800 POLICY FOR DROPPING/ADDING CTE PROGRAMS**

- 8.801 Procedure for Adding Programs**
- 8.802 Deletion of a Program**

**8.900 TRANSFER OF CREDIT**

**8.901 Credits from Another School**

**8.902 Transfer Between Programs**

**8.903 Additional Hours Credit**

**8.904 Foreign Transcripts**

**8.110 EQUITY COMPLIANCE**



## **8.100 ENTRANCE REQUIREMENTS AND ADMISSIONS**

Policies and Procedures for Locklin Tech Adult Students may be found in the Locklin Tech Curriculum Guide and Student Handbook online at [www.LocklinTech.com](http://www.LocklinTech.com).

### **8.101 TABE Requirement**

Adult students who enroll in Locklin Tech programs must take (or meet exemptions criteria) the Test of Adult Basic Education (TABE) as designated by the Department of Education. The TABE is used to assess a student's mastery of basic skills. The TABE fee for testing is \$20. Basic skills must be achieved before an adult student can receive a certificate as a program completer. Students are expected to test within six (6) weeks of their enrollment date.

#### **8.1011 Basic Skills Exemptions**

Students who meet one of the following criteria will be exempt from taking the TABE:

- A student who possesses a college degree at the associate level in applied science or higher.
- A student who demonstrates readiness for public post-secondary education pursuant to s. 1008.30, F.S. and applicable rules by the State Board of Education.
- A student who passes a state or national industry certification or licensure exam that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled.
- Is exempt from meeting the required basic skills mastery level per local policy.
- The total program length as indicated in the curriculum frameworks is less than 450 clock hours.

### **8.102 Basic Skills Deficiency**

Adult students not scoring the required score on the TABE may continue in their program, but are recommended to enroll in Applied Academics for Adult Students to improve their basic skills scores on the TABE. Students are expected to test within six (6) weeks and remediate and retest within nine (9) weeks of their enrollment date. There is a \$5.00 charge for each section of the TABE requiring retesting. Please note there is a \$30.00 fee per semester to enroll in any Adult Basic Education course, including Applied Academics for Adult Students.

### **8.103 Age Requirements**

Students must be at least sixteen (16) years of age or older to attend Locklin Tech.

### **8.104 Enrollment Date**

Locklin Tech accepts applications for admission on an open entry basis, except for the Practical Nursing and Massage Therapy programs which admit students in the fall of each year. Registration and start dates are based on space available in the program.

### **8.105 Adults with Disabilities**

Prior to enrollment, all students are informed of their rights under the American with Disabilities Act (ADA) Amendments Act of 2008 via school website and brochure. Students with a documented disability or disabilities may self-identify and request reasonable accommodations through Locklin Tech Exceptional Student Service office. Upon Workforce Education 504 team eligibility determination, students will receive appropriate ADA accommodations. Students with a documented disability who are completing a post-secondary Career and Technical Education program, but have been unsuccessful in obtaining designated Test of Adult Basic Education (TABE) exit criteria may request a waiver. Specific procedures for ADA accommodations and TABE waiver are available through Locklin Tech Exceptional Student Services office.

### **8.106 Ability to Benefit**

An applicant to any program who has not yet obtained a GED® or who cannot provide proof of graduation may obtain GED® testing information from Student Services. An applicant must be beyond compulsory age of attendance (age 16) and complete all application and registration requirements for admission. Ability to Benefit implies that an individual student is able to perform the work required in a program of study and the student will benefit from participation in such program.

Students enrolling as an Ability to Benefit (ATB) student may also be eligible to participate in a Career Pathway Program, housed on Locklin Tech's campus, as defined under Section 484(d)(2) of the Higher Education Opportunity Act. Career Pathways Programs have been developed and implemented in collaboration with partners in business, workforce development, and economic development to meet the needs of adult students as they strive to advance to higher levels of educational achievement and return to the workforce.

Students seeking admission under the Career Pathways ATB option must pass an independently administered Department of Education approved ATB test or successfully complete 225 clock hours applicable towards a post-secondary career certificate. In addition, prior to admission to the post-secondary career certificate program, students must meet with the guidance counselors and Career Pathways Program Managers to review test results or satisfactory progress of clock hours completed to determine acceptance to the Career Pathway ATB program. Every student admitted under this provision must meet with guidance counselors and the Career Pathways Program Manager periodically to review their academic progress, attendance and any other educational personal matters affecting their academic progress.

**8.107 English Language Learners (ELLs)**

English Language Learners (ELLs) are encouraged to co-enroll at Santa Rosa Adult School's Learning Center for assistance while enrolled in a Locklin Tech Program.

**8.108 Denial of Admission**

Students may be denied admission to Locklin Tech due to the following reasons:

- Falsification of application or registration forms
- Previous disciplinary actions or misconduct at Locklin Tech or other educational institutions
- Any student charged and/or convicted of a crime may be denied admission or administratively withdrawn if such charge or conviction is deemed to put student, faculty, or staff at risk.

Students are required to provide a full statement of relevant facts and furnish the school with copies of official documents explaining the final disposition of the proceedings prior to granting admission. Expunged records do not have to be revealed.

**8.109 Proof of Residency**

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought (FL Statutes 1009.21). Students applying to a Florida post-secondary institution must provide two (2) forms of documentation that show proof of residency. Examples of documents that can be used include the following: Florida voter's registration, Florida driver's license, Florida identification card, Florida homestead exemption, Florida occupational license, or a transcript from a Florida school. Non-resident potential students should contact Student Services staff for more information.

**8.200 COMPLETION OR WITHDRAWAL FROM A PROGRAM**

**8.201 Exit Interview**

Program completers, as well as adult students exiting at 450 clock hours or more, are required to complete an exit interview form, complete an interview, including a resume, with the career specialist, sign a withdrawal form and settle any financial obligations. The exit interview is required before a student can receive their Certificate of Completion.

**8.202 Administrative Withdrawal**

The school reserves the right to withdraw an adult student from class.

- In accordance with the Locklin Tech Curriculum Guide and Student Handbook, if in the judgment of school officials, such withdrawal is in the best interest of the student or student body at large.
- Not meeting satisfactory progress as defined in the Locklin Tech Curriculum Guide and Student Handbook.
- Violation of the attendance policy as defined in the Locklin Tech Curriculum Guide and Student Handbook.

**8.203 Follow-up Survey**

A follow-up survey is conducted each school year on adult students who have completed a program or who withdraw with marketable skills.

**8.204 Certificate of Completion**

An adult student will be eligible to receive a full program completion certificate after: mastering all program competencies as required by Florida Department of Education; participating in an exit interview with Locklin Tech's Career Specialist; demonstrating mastery of basic skills (TABE) or meet exemption criteria for the TABE.; and satisfying all financial obligations to the school (fees, books, equipment, tools, etc.). A copy of the certificate will be kept in the student's file in the Student Services office.

## **8.300 PROGRAMS OF STUDY**

### **8.301 Continuing Education**

Continuing Education classes are offered based on need. A current schedule of continuing education programs is available in the Student Services office at Locklin Tech.

### **8.302 Career and Technical Programs**

The Career and Technical Education programs of study at Locklin Tech are listed in the current Curriculum Guide and Student Handbook.

### **8.303 Career and Technical Dual Enrollment**

Florida Statute 1007.271 defines dual enrollment as one of several articulated acceleration mechanisms (Advanced Placement, International Baccalaureate, the Advanced International Certificate of Education, and other post-secondary early entrance opportunities) where students enroll in post-secondary instruction and receive both post-secondary and secondary credit. The intent is to broaden curricular options, increase depth of study options available to students, and shorten the time necessary for completing the requirements for earning a standard high school diploma and a post-secondary certificate or degree.

Through dual enrollment, public and SRCSB registered home education secondary students may enroll in post-secondary courses creditable toward both high school graduation and a career certificate or an Associate of Baccalaureate degree.

Career and Technical Education (CTE) dual enrollment, also referred to as career dual enrollment, is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program and is available through district career centers and community colleges. Career dual enrollment is limited to students who are enrolled in career and technical certificate courses or a career and technical certificate program that leads to an approved industry certification, as listed in the Post-Secondary Industry Certification Funding List.

#### **8.3031 High School Credit**

All CTE dual enrolled students receive weighted credit towards their high school GPA. In addition, all dual enrolled students will be given the opportunity to earn the Industry Certification aligned with their CTE dual enrollment course. Students participating in dual enrollment are exempt from the payment of registration, tuition, and laboratory fees.

#### **8.3032 Post-Secondary Readiness**

Students must have a 2.0 un-weighted GPA and demonstrate post-secondary readiness for career-level coursework to dually enroll in career certificate programs.

Districts and community colleges may establish in their interinstitutional articulation agreements minimum GPAs that differ from the requisite GPAs listed above. In the case of district technical center dual enrollment, changes to the 2.0 minimum GPA must be specified in district school board policy.

The following programs require a 3.0 minimum GPA along with demonstration of post-secondary readiness as required for enrollment.

- Off Campus Commercial Foods and Culinary Arts
- On-line /Off Campus Information Technology Assistant
- Massage Therapy
- Practical Nursing

Students seeking dual enrollment in a CTE program must show Post-Secondary Readiness by meeting or exceeding the college ready scores established in F.A.C. Rule 6A-10.03215 before enrollment or within the first six (6) weeks of enrollment.

## **8.400 TUITION, FEES, FINANCIAL ASSISTANCE AND REFUNDS**

### **8.401 Payment of Tuition and Fees**

Adult students are required to pay tuition and fees prior to program start date. Students receiving financial aid may be granted a tuition and fees deferment. Tuition and fees are stated in Locklin Tech's current Curriculum Guide and Student Handbook and Career and Technical Education for Adults brochure and are available at [www.LocklinTech.com](http://www.LocklinTech.com) and in student services. Tuition and fees are assessed each semester and may be prorated based on the student's date of enrollment. Returning students must register prior to the

beginning of each semester. Adult student enrollment will terminate on the last day of each semester. Additional program related costs may include lab fees, industry certification testing, uniforms, background checks and drug testing. Students who do not verify Florida residency will be assessed non-resident course fees.

#### **8.402 Federal Financial Aid**

Federal Financial Aid is designed to assist adult students who are in need of monetary assistance for career and technical training. A financial aid counselor is available to assist students.

##### **8.4021 Free Application for Federal Student Aid (FAFSA)**

Free Application for Federal Student Aid (FAFSA) information is available in Student Services. Applications must be completed electronically at [www.fafsa.gov](http://www.fafsa.gov). Pell Grants are available to adult students demonstrating financial need. A FAFSA form must be completed electronically and evaluated before an award can be made and before a student may begin class. Federal regulations require that students maintain satisfactory academic progress in order to receive federal financial aid.

##### **8.4022 Federal Supplemental Educational Opportunity Grant (FSEOG)**

Federal Supplement Educational Opportunity Grant (FSEOG) assists Pell Grant students with exceptional financial need.

##### **8.4023 Florida Student Assistance Grant-Career Education (FSAG-CE) and Florida Work Experience Program (FWEP)**

Florida Student Assistance Grant-Career Education (FSAG-CE) and Florida Work Experience Program (FWEP) may be awarded to eligible students pending state budget approval. The Financial Aid Counselor will have more information on these programs after school begins.

##### **8.4024 Attendance Requirement for Pell Grant**

Attendance directly affects whether or not a student receives a Pell disbursement each semester. Minimum attendance hours must be met in order to earn tuition assistance. Adult students earn their Pell Grant award through continuous enrollment without interruption.

##### **8.4025 Disbursement of Pell Grant Checks**

Disbursement dates for Pell Grant checks is scheduled based on a student's scheduled attendance hours. Checks not picked up within 30 days may be cancelled and payment forfeited. The amount and disbursement date of student financial aid is contingent on the actual number of hours (in-class time) a student has attended. It is anticipated that the Pell Grant will be disbursed in two (2) payments during the regular school year with another payment being awarded at the conclusion of the summer term, as applicable.

#### **8.403 Bright Futures Scholarships**

Bright Futures Scholarships are accepted as tuition payment.

#### **8.404 Florida Prepaid**

Florida Pre-paid is accepted as tuition payment.

#### **8.405 Veteran's Affairs**

Veteran's information funding is available and most programs are approved for veterans to receive benefits for full or part-time enrollment. Satisfactory progress requires the student to maintain an average and acceptable performance in a program and to complete their studies within an approved amount of time in order to continue benefits. VA students who accumulate four (4) or more unexcused absences during a school month may have their pay terminated and recertification is not immediate. A VA student is expected to maintain acceptable performance so that he/she will complete the program within the number of hours of training that has been approved by the state approving agency.

#### **8.406 Workforce Innovation and Opportunities Act (WIOA)**

Workforce Innovation and Opportunities Act (WIOA) funding assists individuals who are economically disadvantaged and displaced.

#### **8.407 Vocational Rehabilitation (VR)**

Vocational Rehabilitation (VR) provides assistance to those applicants demonstrating physical and possible financial need for vocational retraining. Once eligibility for this program is established, a variety of services are available

which may include funding for training, formal or vocational counseling, and placement assistance. Successful return to employment is the goal for all rehabilitation clients served by this program.

#### **8.500 ATTENDANCE FOR ADULT STUDENTS**

Attendance for adult students is recorded as excused or unexcused. Students may be withdrawn after missing six (6) consecutive days or exhibiting a pattern of absences. More than five (5) absences in a quarter (9-week period) is considered excessive. The exception would be personal or family illness verified by a doctor's excuse or a death in the immediate family. Students should contact their instructor and Student Services to report their absence or to discuss options if an extended absence is needed. Absences impact a student's financial aid, as well as, Veteran Affairs benefits. It is the student's responsibility to understand the policies of each of these programs related to attendance. More stringent attendance policies exist for students enrolled in licensure programs. Attendance policies are outlined in the Locklin Tech Curriculum Guide and Student Handbook.

#### **8.600 REFUNDS**

Students who voluntarily withdraw within the first ten (10) calendar school days of program enrollment shall be entitled to a refund of tuition and fees. Application and Registration fees are non-refundable. Retention of fees collected in advance for a student who does not enter class shall not exceed \$100.00.

Refunds, when due, are made within 45 days: (a) of the last day of attendance if written notification has been provided to the institution by the student, or (b) from the date the institution terminates the student or determines withdrawal by the student, and (c) any student receiving a waiver or fee payment after fees have been paid will receive a refund within 45 days of receipt of payment.

In the case of unusual or special circumstances, (illness, death in family, etc.) that preclude a student's enrollment, the school principal or designee may honor a request for full or partial refund of fees providing that: (a) the request is made in writing prior to the date that the course would have normally ended, (b) supporting evidence (where appropriate) is provided.

A student is entitled to a full refund of fees if a course is cancelled by the school. The refund shall be made within 45 days of the planned start date.

#### **8.700 APPLIED ACADEMICS FOR ADULT STUDENTS (AAAS)**

AAAS is available to improve the skills of those students who score below the state required minimum for their program of choice. Students scoring below the required TABE score may concurrently enroll in their program of choice and AAAS remediation courses to improve basic skills. Cost to attend AAAS for both Florida residents and non-Florida residents is \$30 per semester.

#### **8.800 POLICY FOR DROPPING/ADDING CTE PROGRAMS**

##### **8.801 Procedure for Adding Programs**

Locklin Tech follows the state, local, and Council on Occupational Education (COE) policies in regard to adding or dropping programs. The need for a program is identified by labor market surveys, business/industry needs, or request of the advisory committee. The program request is submitted to the Director of Workforce Education. The Director submits the program request to the Superintendent and school board. Notification is sent to the accrediting agency, Council on Occupational Education. Updates on all programs are reported annually to the Department of Education and COE.

##### **8.802 Deletion of a Program**

A program may be deleted by the Santa Rosa County School Board when it has been determined that the program is an unnecessary duplication or is not meeting the needs of the labor market.

## **8.900 TRANSFER OF CREDIT**

### **8.901 Credits from Another School**

Students with previous technical training from other institutions may receive credit for that training. An official transcript from a Florida public institution documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer for the same technical program. An official transcript of a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, and that participates in the common course numbering system will be accepted for transfer in the same course/program. Transcripts from non-accredited institutions will be evaluated on an individualized basis by student services and the program instructor to determine if advanced placement in a given program is applicable.

### **8.902 Transfer Between Programs**

Students may transfer from the program in which they are currently enrolled into another, provided space is available in the desired program. All program transfers must be requested and approved by student services. Transferring from one program to another may only be approved once during the school year the request is made.

### **8.903 Additional Hours Credit**

Students entering Career and Technical Education certificate programs may be eligible to receive additional hour's credit within their program of choice. Additional hours credit will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Additional hour's credit may be granted for appropriate coursework from accredited educational institutions and/or significant life experiences such as work, volunteer work, military service, industry certification, or self-directed study. Additional hours credit for significant life experiences must be **verified, documented, and on file** in student services when applying to the program. Florida Department of Education curriculum frameworks are used to evaluate additional hour's credit prior to program registration.

Articulation Agreements serve as a means to expand opportunities for post-secondary PSAV certificates to high school students. Secondary to post-secondary CTE program articulation agreements award additional hours of credit to students seeking PSAV certificates who complete secondary course work and/or industry certifications in the Santa Rosa County School District. These agreements are approved through the Santa Rosa County School District Department of Workforce Education. The amount of post-secondary clock hour credit articulated depends on the number of secondary CTE credits and industry certifications earned. See chart below for list of programs with articulation agreements:

<b>Secondary Program Name</b>	<b>Articulates to</b>	<b>Post-Secondary Program Name</b>
Automotive Maintenance and Light Repair	Articulates to	Automotive Service Technology I
Computer Systems & Information Technology	Articulates to	Computer Systems & Information Technology
Culinary Arts	Articulates to	Commercial Foods & Culinary Arts
Electricity	Articulates to	Electricity
Legal Administrative Specialist	Articulates to	Legal Administrative Specialist
Medical Administrative Specialist	Articulates to	Medical Administrative Specialist
Welding Technology Fundamentals	Articulates to	Welding Technology

### **8.904 Foreign Transcripts**

Students with foreign transcripts are responsible for obtaining their own translation/evaluation which must be completed by an approved outside agency. Students should note that a translation of their foreign transcript alone is not sufficient; their educational records must be evaluated and certified "as being the equivalent to a secondary and/or postsecondary education in the United States".

## **8.110 EQUITY COMPLIANCE**

It is the policy of the School Board of Santa Rosa County to admit students to district schools and programs without regard to race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information. The school board complies with the Americans with Disabilities Act of 1990 (ADA) making it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his or her job with reasonable accommodations. Complaint procedures align with School Board Policy 2.70, are available to anyone alleging unlawful discrimination.

## **9.0**

# **VIRTUAL INSTRUCTION PROGRAMS**

## **STUDENT PROGRESSION PLAN**

### **TABLE OF CONTENTS**

<b>9.100</b>	<b>ELIGIBILITY</b>
9.101	Open Enrollment
9.102	Part-time Enrollment
9.1021	Elementary School
9.1022	Middle School
9.1023	High School
9.103	Full-time Enrollment
9.1031	Florida Virtual School
9.1032	Fuel Education, K12, Inc.
9.104	Grace Period Deadline
9.105	Participation in Extracurricular Activities
9.106	Off Campus Virtual
<b>9.200</b>	<b>PROGRAMS OF STUDY</b>
<b>9.300</b>	<b>VIRTUAL OPTIONS</b>
9.301	Florida Virtual School
9.302	Fuel Education, K12, Inc.
9.303	Connections Learning
9.304	Compass Learning
9.305	Locklin Tech Online
<b>9.400</b>	<b>STATE ASSESSMENTS</b>
<b>9.500</b>	<b>GRADUATION</b>
9.501	Online Requirement
9.502	Semester/Segment Credit
9.503	Diploma
<b>9.600</b>	<b>HOME EDUCATION</b>
9.601	Eligibility
9.602	Admission
9.603	Programs of Study
9.604	State Assessments
9.605	Graduation
<b>9.700</b>	<b>EXCEPTIONAL STUDENT EDUCATION (ESE)/SECTION 504 PLANS</b>
9.701	Eligibility
9.702	Admission
9.703	Accommodations
9.704	Assessment
<b>9.800</b>	<b>ATTENDANCE AND TRUANCY</b>

## **9.100 ELIGIBILITY**

Santa Rosa County students enrolled in Grades KG-12 may participate in part-time or full-time virtual learning opportunities, including students enrolled in dropout prevention and academic intervention programs, Department of Juvenile Justice education programs, core-curricular courses to meet class size requirements, or Florida College System institutions. See Sections 4.100, 5.100, 6.100 of the *Student Progression Plan* for general admissions policies.

## **9.101 Open Enrollment**

Open enrollment for both part-time and full-time virtual learning opportunities will take place from April 15 through July 31 prior to the start of the school year, with late registration continuing through the end of the first two (2) weeks of the school year if space is available. Parents of students interested in participating in a full-time virtual instruction program must contact Santa Rosa Blended Academy at 850-981-7860 no later than the conclusion of the open enrollment period. Parents of students interested in participating in a part-time virtual instruction program, resulting in a hybrid virtual/brick and mortar schedule that is in accordance with each grade level's guidelines set forth in the *Student Progression Plan*, must contact their student's school counselor no later than the conclusion of the open enrollment period. Should the resulting hybrid schedule lead to a student remaining at home for a period of the school day, parents shall be responsible for providing transportation to or from school, depending on the time of day the student will need to enter or exit his or her brick and mortar classes.

Open Enrollment for full-time students in a virtual instruction program will not be available for the second semester. However, consideration will be given to Santa Rosa County students in Grades 6-12 who meet the following requirements and request a transfer from their brick and mortar school to Santa Rosa Online Academy at the beginning of the second semester and enroll in our full-time program with Florida Virtual School (see Section 9.1031):

- 2.75 cumulative GPA or higher
- Passing/proficient level on previous year's/most current state testing data
- Fewer than 10 absences (excused and unexcused) in the first semester
- School counselor approval

## **9.102 Part-time Enrollment**

### **9.1021 Elementary School**

As a part of the school day, students in Grades KG -5 may take one (1) or more virtual courses through Santa Rosa Online, provided that the student has school counselor approval for the course, the student has completed the pre-requisite courses and the school has student stations available.

Students in Grades 4 and 5 who scored a Level 4 or 5 on the previous school year's FSA Reading or Mathematics administration will have the opportunity to take online accelerated courses in Reading and Mathematics (Grade 6 classes) through Santa Rosa Online during the school year.

Elementary school students may not take online courses during the summer.

### **9.1022 Middle School**

As a part of the school day, students in Grades 6-8 may take one (1) or more courses through Santa Rosa Online, provided that the student has school counselor approval for the course the student has completed the pre-requisite courses, and the school has student stations available. Above and beyond the six (6) courses taken during the school day and/or during the summer, students may take one (1) additional online course provided that the student has school counselor approval.

### **9.1023 High School**

As a part of the school day, students in Grades 9-12 may take one or more courses through Santa Rosa Online, the district franchise of Florida Virtual School, or other virtual providers as outlined in Section 9.300, provided that the student has school counselor approval for the course, the student has completed the pre-requisite courses, and the school has student stations available. Above and beyond the six (6) courses taken during the school day and/or during the summer, students may take an additional online course or courses provided that the student has school counselor approval.

The following schedule is *recommended* for a high school student wishing to take a combination of brick and mortar classes and online classes during the school day:



9th Grade: Five (5) classes at the brick and mortar school, one (1) online class.

10th Grade: Four (4) classes at the brick and mortar school, two (2) online classes.

11th Grade: Three (3) classes at the brick and mortar school, three (3) online classes.

12th Grade: One (1) class at the brick and mortar school, five (5) online classes.

### **9.103 Full-time Enrollment**

Santa Rosa County Students who satisfy the admissions policies as outlined in Sections 4.100, 5.100 and/or 6.100 of the Student Progression Plan may enroll as a full-time student in Santa Rosa Online Academy through its partnerships with Florida Virtual School (Grades KG-12), Fuel Education, K12 Inc. (Grades KG-12), or Connections Learning (Grades 6-12). Santa Rosa Online students have 10 school days for the drop/add period to make schedule changes. Santa Rosa Online operates during the calendar school year (fall and spring semester) only for full-time students.

#### **9.1031 Florida Virtual School**

Santa Rosa County students who satisfy the admissions policies as outlined in Sections 4.100, 5.100 and/or 6.100 of the Student Progression Plan may enroll as a full-time student in Santa Rosa Online through its partnership with Florida Virtual School (Grades KG-12). Full-time students in Santa Rosa Online Academy, through its partnership with Florida Virtual School, are considered public education students and will be subject to the same promotion and/or graduation requirements as that of a student in a brick and mortar school. Unless courses are not available through Santa Rosa Online, full-time students in this program must take their courses through Santa Rosa Online rather than directly through Florida Virtual School.

#### **9.1032 Fuel Education, K12, Inc.**

Pursuant to F. S. 1002.455, Santa Rosa County students who satisfy the admissions policies as outlined in Sections 4.100, 5.100 and/or 6.100 of the *Student Progression Plan* may enroll as a full-time student in Santa Rosa Online through its partnership with K12, Inc. (Grades KG-12), provided that they meet at least one (1) of the following conditions:

- A. The student spent the prior school year in attendance at a public school in the state and was enrolled and reported by the school district for funding during October and February for purposes of the Florida Education Finance Program surveys.
- B. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to this state from another state or from a foreign country pursuant to a permanent change of station order.
- C. The student was enrolled during the prior school year in a virtual instruction program under s. 1002.45, the K-8 Virtual School Program under s. 1002.415, or a full-time Florida Virtual School program under s. 1002.37(8)a.
- D. The student has a sibling who is currently enrolled in a virtual instruction program and the sibling was enrolled in that program at the end of the prior school year.
- E. The student is eligible to enter Kindergarten or 1st grade.
- F. The student is eligible to enter Grades 2 through 5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School.

Full-time students in Santa Rosa Online, through its partnership with K-12, Inc., are considered public education students and will be subject to the same promotion and/or graduation requirements as that of a student in a brick and mortar school.

#### **9.1033 Connections Learning**

Santa Rosa County students who satisfy the admissions policies as outlined in Section 4.100, Sections 5.100 and/or 6.100 of the Student Progression Plan may enroll as a full-time student in Santa Rosa Online through its partnership with Connections Learning (Grades KG-12). Full-time students in Santa Rosa Online, through its partnership with Connections Learning are considered public education students and will be subject to the same promotion and/or graduation requirements as that of a student in a brick and mortar school.

**9.104 Grace Period Deadline**

Students who take one or more virtual classes on a part-time or full-time basis must keep pace with the pace chart for each virtual class during the 28 day grace period. Students who fail to keep pace will be at risk of being withdrawn from the class or classes at the conclusion of the 28 day grace period. A full-time student who remains in the full-time program past the 28 day grace period must remain in the program until the end of the semester or transfer to Home Education unless the student moves out of district or withdraws to go to private school.

**9.105 Participation in Extracurricular Activities**

Students enrolled in a full-time virtual program may participate in any interscholastic extracurricular activity (ROTC, Band, Chorus and Drama) at the public school to which the student would be assigned according to district school board attendance area policies, pursuant to district or inter-district controlled open enrollment policies. Students may not participate in an extracurricular club or activity that operates as an extension of a brick and mortar class that the virtual student does not attend.

**9.106 Off Campus Virtual**

Students who opt to take a virtual class off-campus must have a minimum of 3.0 GPA. Students who are not on pace at each nine (9) weeks will be enrolled in their on campus virtual lab class during that same time period. A student enrolled in 1<sup>st</sup> semester who is not on pace, will be required to take 2<sup>nd</sup> semester face-to-face at their brick and mortar school.

**9.200 PROGRAMS OF STUDY**

See Section 4.200 (Elementary School), 5.200 (Middle School), and/or 6.200 (High School) of the Student Progression Plan for general information regarding programs of study for the appropriate school grade level.

**9.300 VIRTUAL OPTIONS**

**9.301 Florida Virtual School**

Through its partnership with Florida Virtual School ([www.flvs.net](http://www.flvs.net)), Santa Rosa Online offers online courses to part-time and full-time students in Grades KG-12. Full-time students taking FLVS classes through Santa Rosa Online must complete these classes during the calendar school year only.

**9.302 Fuel Education, K12, Inc.**

Through its partnership with Fuel Education, K12, Inc. ([www.k12.com](http://www.k12.com)), Santa Rosa Online offers online/hands-on courses to part-time and full-time public education students in Grades KG-12 and operates during the calendar school year only.

**9.303 Connections Learning**

Through its partnership with Connections Learning, Santa Rosa Online Academy offers online/hands-on courses to part-time and full-time public education students in grades 6-12 and operates during the calendar school year only.

**9.304 Compass Learning**

Compass Learning offers online credit recovery opportunities to public education students in Grades 6-12 who have failed a particular course or courses. Compass Learning operates during the calendar school year as well as summer session when available.

**9.305 Locklin Tech Online**

Locklin Tech Online offers online courses to students in Grades 9-12 and/or 8<sup>th</sup> grade students with a high school GPA. Locklin Tech Online operates during the calendar school year as well as summer session when available.

**9.400 STATE ASSESSMENTS**

Pursuant to s. 1008.22, public education students receiving full-time instruction in Santa Rosa Online Academy, through its partnerships with its virtual providers, are required to take the appropriate state assessments according to their enrolled grade. All state assessments will take place at Santa Rosa Online, located on the campus of Locklin Technical Center. Parents of full-time Santa Rosa Online Academy students are required to provide transportation to all assessments. Full-time Santa Rosa Online Academy students who fail to take an assessment will not be

permitted to enroll in SROA the following school year. Students receiving part-time instruction through one of our virtual providers are required to take state assessments through their school of enrollment in Santa Rosa County. It is recommended that students communicate the need for an assessment with their counselor.

## **9.500 GRADUATION**

See Sections 6.400 of the *Student Progression Plan* for general information regarding graduation from high school.

### **9.501 Online Requirement**

All high school students must take and pass at least one (1) online class as a part of the 24 required credits for high school graduation. This class may be taken during the summer and during any of the 9th through 12th grade years, either during school hours in a computer lab in the school or after school hours at home, and may be a ½ credit course or a full credit course as long as the student takes the course in its entirety online. School counselor approval is required for all online classes, regardless of when and where the class is taken. High-school level online classes taken during middle school years will satisfy the online graduation requirement for high school students as well.

### **9.502 Semester/Segment Credit**

Semester credit (referred to as segment credit in the online world) will be awarded on a one-half credit earned basis for students who earn a 60 or higher in the online segment of a course.

### **9.503 Diploma**

Full-time public education students enrolled in Santa Rosa Online Academy will be awarded diplomas through the Santa Rosa County School District as long as students meet all graduation requirements as stipulated in Section 6.400 of the *Student Progression Plan*. Diplomas will not be awarded to home education students. (See Section 9.600 of the *Student Progression Plan*)

## **9.600 HOME EDUCATION**

### **9.601 Eligibility**

Home education students in Grades 6-12 may take one or more online courses through the partnership of Santa Rosa Online and Florida Virtual School during the calendar school year or directly through Florida Virtual School, which operates year round. Home education students are not eligible to participate in Fuel Education, K12, Inc., Compass Learning, Locklin Tech Online, or Connections Learning.

### **9.602 Admission**

A student not enrolled as a public education student in a district brick and mortar school, Santa Rosa Online Academy, or a private school in Santa Rosa County must register as a home education student by filing an intent to home school with the Office of Alternative Academics programs. Home education students may take courses through Florida Virtual School or Santa Rosa Online, the district franchise of Florida Virtual School. If a home education student is considering enrolling or re-enrolling in a public school, he or she must complete the current semester/segment in his or her online courses in order to receive credit for them.

### **9.603 Programs of Study**

Since home education students are considered non-diploma seeking students in the school district, decisions regarding programs of study fall under the purview of the custodial parent or guardian and in compliance with the regulations associated with home education.

### **9.604 State Assessments**

Home education students are not required to take state assessments but do have the option of doing so. Any home education student who is interested in taking the assessment appropriate to his or her grade level should contact the office of Santa Rosa Blended Academy.

### **9.605 Graduation**

Home education students, whether or not they take online classes, do not graduate or receive diplomas from the Santa Rosa County School District.

## **9.700 EXCEPTIONAL STUDENT EDUCATION (ESE)/SECTION 504 PLANS**

### **9.701 Eligibility**

Students with IEPs/504 Plans who meet the requirements outlined in Section 9.100 of the *Student Progression Plan* are eligible to take online classes.

### **9.702 Admission**

An IEP/504 Plan team, including parents, the school counselor, the Santa Rosa Online Academy counselor, and an ESE liaison, will meet to determine ESE/504 services appropriate to meet the individual student's needs, giving careful consideration to the appropriateness of an online program as the best choice for a particular student's educational success.

### **9.703 Accommodations**

Many accommodations designated on an IEP/504 Plan occur naturally in an online program (i.e., one-to-one instruction, extra time to complete assignments/tests, flexible schedule, breaking long assignments into shorter sections). However, certain accommodations/modifications may not be allowed (i.e., modification to curriculum, reduced expectations for mastery, adjusted reading level) because of the nature of the online curriculum.

### **9.704 Assessment**

Unless otherwise stipulated in the IEP or 504 Plan, students receiving ESE and/or 504 services are required to take the appropriate state assessments according to their enrolled grade level.

## **9.800 ATTENDANCE AND TRUANCY**

Students enrolled in virtual schools and programs are required to meet compulsory attendance. S. 1002.45, F.S. specifies that students must meet compulsory attendance requirements. S. 100327, F.S., requires that the parent be responsible for regular attendance in school. This means attendance must be taken for virtual students and these students have the same guidelines related to truancy as students in brick and mortar schools. Additionally, taking attendance is mandatory and must be recorded on a regular and ongoing basis. Although the parent or learning coach may log attendance on a daily or hourly basis using their individual accounts, the online teachers and virtual school, administrators are responsible for student attendance records and for monitoring and reporting attendance. They do this by examining participation metrics, such as student login data, lessons, assignments, projects and assessments completed, email and phone logs, and student participation in discussion-based assessments, live lessons, discussion boards, blogs, virtual school field trips, etc. Virtual schools must maintain auditable attendance records and provide attendance information to school districts for state required reporting.

S. 1003.26, F.S., identifies that the school Superintendent is the person responsible for the promotion and enforcement of "regular school attendance" of all school-age students in the district and for supporting the school attendance efforts of local law enforcement agencies. "Regular school attendance" as defined in s. 1003.01(13), F.S., is attendance in one of the following: a public school; a parochial, religious or denominational school; a private school; or a home education or private tutoring program, provided the program meets state requirements.

Policies and procedures for home education require the reporting of home education students with patterns of non-attendance to the district superintendent as necessary to implement provisions required in s.1003.26(1)(f)1, F.S. The parent and guardian must also be referred to a home education review committee composed of members pursuant to s. 1003.26(1)(f)1, F.S.

If a student who has been found to exhibit a pattern on non-attendance in the public school system enrolls in a home education program, the district school Superintendent must provide the parent or guardian with a copy of the home education law, s.1002.41, F.S., and the accountability requirements of s. 100326(1)(f)1, F.S. The parent and guardian must also be referred to a home education review committee composed of members pursuant to s. 1003.26(1)(f)1, F.S.

The parent must submit a portfolio, as defined by s. 1002.41(1)(b), F.S., to be reviewed by a home education review committee every 30 days until the committee determines that the home education program is in compliance with s.1002.41(1)(b), F.S. The first portfolio review must occur within the first 30 calendar days of the establishment of the home education program.

According to s.1002.41(1)(b), s.s., the portfolio shall consist of a log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used and samples of any writing, worksheets, workbooks or creative materials the student used or developed.

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to s. 1002.41, F.S., as is any parent involved in a home education program.

If the parent of a student who has been found to exhibit a pattern of non-attendance and who has been enrolled in home education fails to provide a portfolio for review by the committee, the committee must notify the Superintendent of schools who must then terminate the home education program and require the parent to enroll the student in an attendance option provided under s. 1003.01(13)(a),(b),(c), or (e), F.S., within three (3) days. Failure of the parent or guardian to enroll a student in an attendance option after termination of a home education program constitutes noncompliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under s. 1003.27(2), F.S., s. 1003.26(2), F.S., states the parent or guardian shall not be eligible to re-enroll the child for 180 calendar days.

If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school Superintendent or his or her designee shall refer the case to the case staffing committee pursuant to s. 984.12, F.S. and the district school Superintendent or his or her designee may file a truancy petition pursuant to the procedures in s. 984.151 or (2), F.S.

The district school Superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s. 322.091, F.S. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s. 322.091, F.S.

# **10.0 HOME EDUCATION STUDENT PROGRESSION PLAN**

## **TABLE OF CONTENTS**

<b>10.100</b>	<b>DEFINITION OF HOME EDUCATION</b>
10.101	Definition of Home Education
10.102	Establishing a Home Education Program
10.1021	Notice of Intent
10.1022	Portfolio
10.1023	Portfolio Inspection
10.1024	Annual Evaluation
10.1025	Portfolio Retention
10.1026	Letter of Termination
<b>10.200</b>	<b>ENROLLING INTO HOME EDUCATION</b>
10.201	Withdrawal from Public School
10.202	Intent to Home Educate
10.203	Proof of Residency
10.204	Submission of Intent Form
10.205	Acceptance of Intent to Home Educate
10.206	Home Education Records
10.207	Withdrawal from Home Education
<b>10.300</b>	<b>CURRICULA OF STUDENTS IN HOME EDUCATION</b>
10.301	Course of Study
10.302	Diploma
10.303	Virtual School and Students in Home Education
<b>10.400</b>	<b>ESE SERVICES AND HOME SCHOOL STUDENTS</b>
10.401	Students with Suspected Disability
10.402	IEP (Individualized Education Plan)
10.403	IEP and ESE Services
<b>10.500</b>	<b>ATTENDANCE AND TRUANCY</b>
<b>10.600</b>	<b>EXTRACURRICULA ACTIVITIES AND STUDENTS IN HOME EDUCATION</b>
10.601	Elementary Students
10.602	Secondary Students
10.603	Home School Eligibility for Athletics
10.6031	Registration in Home Education
10.6032	Participation
10.6033	EL7 Form
10.6034	EL7V Form
10.6035	County Registration
10.6036	GPA Requirements
10.6037	Residence Zoned School
10.6038	Courses
10.604	Part B – Florida Virtual School/District Virtual School
10.605	Part C – Dual Enrollment
10.606	Part D – Other Locations and Services
10.6061	Correspondence Schools
10.6062	Online Services
10.6063	Private Schools

**10.700 MAINTAINING A HOME EDUCATION PORTFOLIO**

- 10.701 Home School Portfolio**
- 10.702 Definition of Portfolio**
- 10.703 Inspection of Portfolio**
- 10.704 Portfolio Reviews- Attendance Concerns**
- 10.705 Failure to Maintain a Portfolio**

**10.800 ANNUAL EVALUATIONS OF HOME SCHOOL STUDENTS**

- 10.801 Submission of Evaluations**
- 10.802 Annual Evaluation Requirement Options**
  - 10.8021 Evaluation by Florida Certified Teacher**
  - 10.8022 Nationally-Normed Achievement Test**
  - 10.8023 State Student Assessment Test**
  - 10.8024 Psychological Evaluation**
  - 10.8025 Measurement Tool Approved by District**
- 10.803 Virtual School Transcript**
- 10.804 Failure to Submit a Timely Annual Evaluation**
- 10.805 Failure to Demonstrate Educational Progress**

**10.900 RETURNING/ENROLLING INTO A PUBLIC SCHOOL FROM HOME SCHOOL**

- 10.901 Parent/Guardian Responsibility to Home School Department**
- 10.902 Parent/Guardian Responsibility to Receiving School**
  - 10.9021 Requirements for Receiving School**
  - 10.9022 Grade Placement Criteria**
- 10.903 Returning to Public School from a Home Education Program**
  - 10.9031 Grades 7-12 Requesting Course Credits**
  - 10.9032 Home Education Course Credits**
  - 10.9033 Alternative Validation Procedures**
  - 10.9034 Earning a Diploma**
- 10.904 Students Completing High School in a Home Education Program**
  - 10.9041 Diploma Options**
- 10.905 Transfer of High School Credits**
- 10.906 Request for High School Credit**

## **10.100 DEFINITION OF HOME EDUCATION**

### **10.101 Definition of Home Education**

Section 1002.01, F.S., defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian, in order to satisfy the requirement for compulsory education as defined in Section 1002.20, F.S. Current law does **not** prescribe a curriculum or course of study for home education programs.

### **10.102 Establishing a Home Education Program**

As required by Section 1002.41, F.S., to establish a home education program and maintain compliance with the statute, a parent must:

#### **10.1021 Notice of Intent**

Send a written notice of intent to the school district Superintendent.

#### **10.1022 Portfolio**

Maintain a portfolio of records, consisting of a log of educational activities, writings, worksheets, and creative materials used or developed by the student.

#### **10.1023 Portfolio Inspection**

Make the portfolio available for inspection by the Superintendent upon a 15 day notice.

#### **10.1024 Annual Evaluation**

Provide an annual educational evaluation for the student's educational process to the Superintendent.

#### **10.1025 Portfolio Retention**

Preserve each student's portfolio for two (2) years.

#### **10.1026 Letter of Termination**

Submit a letter of termination upon completion of the home education program or change of residence.

## **10.200 ENROLLING INTO HOME EDUCATION**

### **10.201 Withdrawal from Public School**

Parent/guardian withdraws student from current school and advises school of intent to home educate.

### **10.202 Intent to Home Educate**

This form is available through Santa Rosa Blended Academy or its website:

[www.santarosa.k12.fl.us/departments/alternative/academicprograms](http://www.santarosa.k12.fl.us/departments/alternative/academicprograms)

### **10.203 Proof of Residency**

Home Education in Santa Rosa County requires the same proof of residency as traditional schools in the district. This would be a document or photo copy showing your name and your home address in Santa Rosa County. Examples include utility bills, bank statements, insurance policies, pay stubs, or government documents. (Post office boxes are not sufficient) A driver's license is NOT acceptable.

### **10.204 Submission of Intent Form**

Parent/guardian submits "*Intent to Establish a Home Education Program*" form to the Santa Rosa Blended Academy.

### **10.205 Acceptance of Intent to Home School**

Upon acceptance of "*Intent to Establish a Home Education Program*" form the Santa Rosa Blended Academy advises student's previous school and student is transferred into home education department.

### **10.206 Home Education Records**

Santa Rosa Blended Academy maintains a student's home education file; the student's cumulative file remains at the previous school.

### **10.207 Withdrawal from Home Education**

If a parent/guardian withdraws a student from a Santa Rosa County School and notifies the school they are home educating the student, **yet does not submit** the "*Intent to Establish a Home Education Program*" form to Santa Rosa Blended Academy, the following applies:

After three (3) school days of non-attendance or non-submission Santa Rosa Blended Academy will attempt to contact the parent by phone and/or registered letter.

A. **If the parent/guardian is reached**, the intent to educate the student will be determined. Parent/guardian will be advised of truancy laws and policies. If the parent or guardian does **not** submit the "*Intent to Establish a Home*



*Education Program*” form to Santa Rosa Blended Academy office or return to the traditional school within two (2) school days, **Santa Rosa Blended Academy will advise the previous school to change the withdrawal code.**

- B. **If the parent/guardian cannot be reached, Santa Rosa Blended Academy will inform the previous school to change the withdrawal code.**

Santa Rosa Blended Academy will initiate truancy procedures for items “A” and “B” by either advising the previous school or filing a social worker referral.

- C. A senior who withdraws to be home educated and re-enrolls in Santa Rosa County District Schools must do so at the Santa Rosa Adult High School. However, in situations involving exceptional education students, the IEP Team may convene to determine grade placement.

### **10.300 CURRICULA OF STUDENTS IN HOME EDUCATION**

#### **10.301 Course of Study**

Florida law does **not** prescribe a curriculum or course of study for home education programs. **It is the sole responsibility of the parent/guardian to:**

- a. Select appropriate educational materials,
- b. Maintain a comprehensive portfolio (See Section 10.700), and
- c. Provide timely annual assessment results in accordance with Florida Statutes to the home school office. (See Section 10.800)

#### **10.302 Diploma**

Home education students, whether or not they take online classes, **do not receive diplomas** from the Santa Rosa County School District.

#### **10.303 Virtual School and Students in Home Education**

See Section 9.600

### **10.400 ESE SERVICES AND HOME SCHOOL STUDENTS**

#### **10.401 Students with Suspected Disability**

The Santa Rosa County School District will provide evaluations for home education students whose parent/guardians suspect their child may have a disability. This service is provided through the Child Find office located at the Berryhill Administrative Complex.

#### **10.402 IEP (Individual Education Plan)**

Should a home school student who has been evaluated through the Child Find office return to the public school setting, the development of an IEP will be considered using the district’s MTSS procedures.

#### **10.403 IEP and ESE Services**

**Home school students with IEPs are not provided ESE services by the Santa Rosa County School District.** This includes gifted support. The home education parent/guardian assumes **complete** responsibility for the education of the student. This includes all accommodations and services the school district would provide if the student were enrolled in a public school.

### **10.500 ATTENDANCE AND TRUANCY**

Students enrolled in virtual schools and programs are required to meet compulsory attendance. S. 1002.45, F.S. specifies that students must meet compulsory attendance requirements. S. 100327, F.S., requires that the parent be responsible for regular attendance in school. This means attendance must be taken for virtual students and these students have the same guidelines related to truancy as students in brick and mortar schools. Additionally, taking attendance is mandatory and must be recorded on a regular and ongoing basis. Although the parent or learning coach may log attendance on a daily or hourly basis using their individual accounts, the online teachers and virtual school, administrators are responsible for student attendance records and for monitoring and reporting attendance. They do this by examining participation metrics, such as student login data, lessons, assignments, projects and

assessments completed, email and phone logs, and student participation in discussion-based assessments, live lessons, discussion boards, blogs, virtual school field trips, etc. Virtual schools must maintain auditable attendance records and provide attendance information to school districts for state required reporting.

S.1003.26, F.S., identifies that the school Superintendent is the person responsible for the promotion and enforcement of “regular school attendance” of all school-age students in the district and for supporting the school attendance efforts of local law enforcement agencies. “Regular school attendance” as defined in s. 1003.01(13), F.S., is attendance in one of the following: a public school; a parochial, religious or denominational school; a private school; or a **home education** or private tutoring program, provided the program meets state requirements.

Policies and procedures for home education require the reporting of home education students with patterns of non-attendance to the district Superintendent as necessary to implement provisions required in s. 1003.26(1)(f)1, F.S. The parent and guardian must also be referred to a home education review committee composed of members pursuant to s. 1003.26(1)(f)1, F.S.

If a student who has been found to exhibit a pattern on non-attendance in the public school system enrolls in a home education program, the district school Superintendent must provide the parent or guardian with a copy of the home education law, s.1002.41, F.S., and the accountability requirements of s.1003.26(1)(f)1, F.S. The parent and guardian must also be referred to a home education review committee composed of members pursuant to s.1003.26(1)(f)1, F.S.

The parent must submit a portfolio, as defined by s.1002.41(1)(b), F.S., to be reviewed by a home education review committee every 30 days until the committee determines that the home education program is in compliance with s.1002.41(1)(b), F.S. The first portfolio review must occur within the first 30 calendar days of the establishment of the home education program.

According to s.1002.41(1)(b), F.S. the portfolio shall consist of a log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used and samples of any writing, worksheets, workbooks or creative materials the student used or developed.

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to s.1002.41, F.S., as is any parent involved in a home education program.

If the parent of a student who has been found to exhibit a pattern of non-attendance and who has been enrolled in home education fails to provide a portfolio for review by the committee, the committee must notify the Superintendent of schools who must then terminate the home education program and require the parent to enroll the student in an attendance option provided under s.1003.01(13)(a),(b),(c), or (e),F.S., within three (3) days. Failure of the parent or guardian to enroll a student in an attendance option after termination of a home education program constitutes noncompliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under s.1003.27(2), F.S., s.1003.26(2), F.S., states the parent or guardian shall not be eligible to re-enroll the child for 180 calendar days.

If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school Superintendent or his or her designee shall refer the case to the case staffing committee pursuant to s.984.12, and the district school Superintendent or his or her designee may file a truancy petition pursuant to the procedures in s.984.151 or (2).

The district school Superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s.322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s.322.091.

## **10.600 EXTRACURRICULAR ACTIVITIES AND STUDENTS IN HOME EDUCATION**

### **10.601 Elementary Students**

Students in Grades K-5 enrolled with the district as home education students are not eligible to participate in elementary activities associated with a Santa Rosa County District School.

### **10.602 Secondary Students**

Students in Grades 6-12 enrolled with the district as home school students are eligible to participate in extra-curricular interscholastic activities at the student's school of residence as established by the school district's attendance zones. In order for a secondary home-educated student to be eligible to participate, each of the following must be met:

- A. The student must meet all requirements of the home education program described in Section 10.100.
- B. The parents/guardians of the home education student must certify to the Principal that the student meets the minimum Grade Point Average (GPA) as prescribed in Article 9.2.2.1.1 FHSAA bylaws and has passed each class for which enrolled for each grading period to coincide with the school's grading periods.
- C. The home education student must meet the same standards of acceptance, behavior, and performance required of other students participating in the extracurricular activity.
- D. The home education student must register with the school with their intent to participate as a representative of the school prior to the beginning date of the season for the activity in which participation is requested.
- E. The home education student must certify, by a physical examination by a licensed physician on the "Santa Rosa County School's Athletic Participation Screening Form," their fitness to participate in the extracurricular activity. Proof of medical insurance must also be certified on this form by the parent.
- F. A home education student will not be eligible to participate in inter-scholastic activities at a district school if the student is under discipline sanctions from any other public, private, or parochial school, in or out of the State of Florida.
- G. Home education students are excluded from participation and membership in any school clubs associated with a Santa Rosa County District School.

## **10.603 Home School Eligibility for Athletics**

### **10.6031 Registration in Home Education**

Student must be registered with the home education office of the district in which they reside.

### **10.6032 Participation**

Students may only participate at the school they would attend if they were enrolled in a public school.

### **10.6033 EL7 Form**

The student must complete and submit a separate registration form (EL7 Form) to the zoned school's athletic director by the established deadline.

### **10.6034 EL7V Form**

The Verification Form (EL7V) must be completed and signed by the district's home education director and dated the current school year.

### **10.6035 County Registration**

The original date of the registration with the county is prior to the first day of school for the current school.

### **10.6036 GPA Requirements**

The student is a first semester 6<sup>th</sup> or 9<sup>th</sup> grader OR for Grades 6-8 the previous semester GPA is > 2.0 OR for Grades 9-12 the cumulative GPA is > 2.0.

### **10.6037 Residence Zoned School**

The school must be the public school the student is zoned to attend.

### **10.6038 Courses**

- A. Based on current courses in Section B of the EL7 Form >50% are being taught **solely** by the parent **the student is eligible - submit EL13S Form or**

- B. Based on current courses in Section B of the EL7 Form<50% is from a single public or FHSA private school *(If not the student is only eligible at that public or FHSA private school- submit EL 13S Form)* **or**
- C. Based on current courses in Section B of the EL7 Form<50% is from Florida Virtual School or a School District Virtual School *(If not see Part B below)* **or**
- D. Based on current courses in Section B of the EL7 Form<50% is through dual enrollment at a college or university *(If not see Part C below)* **or**
- E. Based on current courses in Section B of the EL7 Form<50% is from all other locations or services. *(If not see Part D below)*
- F. If items B, C, D, and E above are all correct **the student is eligible- submit EL13S Form.**

#### 10.604 Part B – Florida Virtual School/District Virtual School

1. If the form indicates 100% FLVS or District VS, the student must be enrolled in FLVS FT (FLVS Full- Time) through Connections Academy. If so, the student is eligible as a FLVS-FT Public Program student. Submit EL13S Form.
2. If the number is greater than or equal to 50%, the parent must submit the FLVS “Cumulative Academic Report.”  
From the report:
  - A. “A” **must** indicate “home schooled....” followed by the name of the county in which the student resides.
  - B. “B” **may** indicate Florida Virtual School or the District Virtual School name.
  - C. “C” will list the courses the student has requested or is currently enrolled.

The second column, “Virtual School Name,” **must** indicate “FLVS” in a majority of the courses. If so, then the student is eligible, submit the EL13S Form. If not, the school must call the FHSA.

#### 10.605 Part C – Dual Enrollment

Home education students are permitted dual enrollment opportunities through state statutes (1007.271 F.S.), however, certain requirements must be met.

1. If the parent has an Articulation Agreement with the college or university then the student is eligible, submit the EL13S Form. This is not a requirement of all home educated, dual enrolled students. The articulation agreement is reviewed every school year and is subject to change at any time.
2. **If there is no Articulation Agreement**, contact the college or university:
  - a. Verify that the student is registered with the college or university as a home education student; **and**
  - b. Verify that the student is responsible for their own transportation, textbooks and instructional materials; **and**
  - c. Verify that the student is not registered at any public or private school, in name only, and receiving credit at any public or private school for any courses taken at the college or university.

Once each of the above has been verified, the student will be eligible; submit the EL13S Form.

#### 10.606 Part D – Other Locations and Services

If the parent is using one of the following services 50% or more of the time for the education of their child(ren) they must identify the location of the service and provided the service meets the criteria listed below the student is eligible, submit the EL13S Form, otherwise the student is not eligible.

##### 10.6061 Correspondence Schools

A correspondence school is one in which the school sends material to the parent for the student to study and the material is submitted back to the school for evaluation. This is an acceptable service, provided the correspondence school **is located out-of-state** with the exception of *A Beka Academy*.

##### 10.6062 Online Services

An online service is one in which the student complete his/her studies via a computer and the studies are evaluated based on the work complete via the computer. This is an acceptable service, provided the online service **is located out-of-state** with the exception of Florida Virtual School (see Part B).

##### 10.6063 Private Schools

Private schools registered with the Florida Department of Education, including “umbrella” schools – these schools are acceptable provided less than 50% of the courses are being taken through a single one of these schools. To check to see if the private school is registered with the Florida Department of Education you will need to know the county in which the school is located (it may not necessarily be in the county in which the student resides or even a neighboring county) and you can look the school up at [www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/](http://www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/).

## **10.700 MAINTAINING A HOME SCHOOL PORTFOLIO**

### **10.701 Home School Portfolio**

The parent/guardian of the home education student must maintain a portfolio for each school year.

### **10.702 Definition of Portfolio**

A portfolio is a log of educational activities made contemporaneously with the instruction. It must designate by title any reading materials. It must also contain samples of writings, worksheets/workbooks/assignments or creative materials representative of each subject of study used or developed by the student.

### **10.703 Inspection of Portfolio**

Portfolios are to be kept by the parent/guardian for at least two (2) years. The portfolio shall be made available for inspection by the Superintendent or the Superintendent's agent upon a 15-day written notice to the parent/guardian.

### **10.704 Portfolio Reviews- Attendance Concerns**

**Parents/guardians of students who have exhibited a pattern of non-attendance in a traditional school shall submit a portfolio to be reviewed by the home education review committee every 30 days until the committee deems the program is in compliance with Section 1003.26, F.S.**

### **10.705 Failure to Maintain a Portfolio**

Failure to provide the portfolio, as described in 10.702, will result in notification of the Superintendent and the student's termination from the home school program. The parent/guardian will be required to enroll the student into either a public, parochial, religious, or denominational school; or a private school (See Section 1002.41, F.S. for specific criteria.) within three (3) days of termination or be out of compliance with the compulsory attendance laws of the State of Florida which may result in criminal prosecution of the parent under Section 1003.27(2), F.S.

## **10.800 ANNUAL EVALUATIONS OF HOME SCHOOL STUDENTS**

### **10.801 Submission of Evaluations**

Annual evaluations are submitted by the parent/guardian to Santa Rosa Blended Academy. Annual evaluations are due on or before the anniversary date of enrollment into home education.

### **10.802 Annual Evaluation Requirement Options**

A parent/guardian has five (5) options available to satisfy the annual evaluation requirement. These are listed below:

#### **10.8021 Evaluation by Florida Certified Teacher**

A Florida-certified teacher, chosen by the parent/guardian, may evaluate the child's progress based upon a review of the portfolio and discussion with the child. Upon completion of the evaluation, the Florida certified teacher will submit the district-provided written evaluation form to the home school office; or

#### **10.8022 Nationally-Normed Achievement Test**

The student may take any nationally-normed student achievement test administered by a certified teacher; or

#### **10.8023 State Student Assessment Test**

The student may take a state student assessment test used by the school district and administered by a Florida certified teacher at a location under testing conditions approved by the school district; or

#### **10.8024 Psychological Evaluation**

The student may be evaluated by a psychologist holding a valid, active license pursuant to the provisions of Section 490.003(7) or (8), F.S.; or

#### **10.8025 Measurement Tool Approved by District**

The student may be evaluated with any other valid measurement tool, as mutually agreed upon by the school Superintendent of the district in which the student resides and the student's parent/ guardian.

**10.803 Virtual School Transcript**

Submission of a virtual school transcript will satisfy the annual evaluation requirement.

**10.804 Failure to Submit a Timely Annual Evaluation**

Failure to submit a timely annual evaluation places the student's home school program into non-compliance. Timely is defined as within 30 days of the anniversary date of enrollment into home education. After notice has been provided to the parent/guardian, the Superintendent may terminate the home school program for being out of compliance. Upon termination, the parent/guardian has three (3) days to enroll the student into their zoned school or be in violation of Florida's compulsory attendance laws which may result in criminal prosecution of the parent under Section 1003.27(2), F.S.

**10.805 Failure to Demonstrate Educational Progress**

The district school Superintendent or designee shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the district school Superintendent shall notify the parent, in writing, that such progress has not been achieved. The parent shall have one (1) year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the one (1) year probationary period, the student shall be re-evaluated as specified in Section 10.800. Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.

**10.900 Returning/Enrolling into a Public School from Home School**

**10.901 Parent/Guardian Responsibility to Home School Department**

The parent/guardian shall submit a "Notification of Termination" of a home school education program to the office of home school. This form is obtained through the home school department.

**10.902 Parent/Guardian Responsibility to Receiving School**

Upon submission of the "Notification of Termination" of a home school education program to the office of home school, the parent/guardian shall enroll the student into the receiving school.

**10.9021 Requirements for Receiving School**

The parent/guardian shall provide the receiving school a copy of the most recent annual evaluation if the student has completed a full year of home school education.

**10.9022 Grade Placement Criteria**

The school Principal is solely responsible for making appropriate grade placement of the student based on:

- A. Age and maturity;
- B. Academic skills and abilities based upon the results of standardized tests or diagnostic assessments administered by the school's personnel;
- C. Previous records in public and private schools; and
- D. Evidence of work and achievements while in home education.

**In no instance shall the placement be based solely on the recommendation of the home educator.**

\*If returning to public school during the student's 6<sup>th</sup> grade year, see 10.930 below.

**10.903 Returning to Public School from a Home Education Program**

**10.9031 Grades 7-12 -Requesting Course Credits**

Santa Rosa Online and Florida Virtual School and regionally accredited school course credits will be accepted at face value and granted upon entering public school.

**10.9032 Home Education Course Credits**

Home education course credits shall be validated by performance in classes at the receiving public school. A student shall be placed at the appropriate sequential grade level and should earn a minimum of a "C" at

the end of the first grading period for the course(s) he/she is requesting credit. Students who do not meet this requirement shall have credits validated using the alternative validation procedures.

#### **10.9033 Alternative Validation Procedures**

- A. Portfolio evaluation by the home education designee; along with district portfolio evaluators shall examine and determine mastery of all state curriculum frameworks and standards. If the portfolio(s) meet all state and district guidelines, course credit(s) will be awarded; or
- B. Written recommendation by a Florida "General Education" certified teacher selected by the parent and approved by Superintendent's home school designee; or
- C. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools; or
- D. Demonstrated proficiencies on nationally-normed standardized subject area assessments; or demonstrated proficiencies on district subject area exams; or
- E. Demonstrated proficiencies on FCAT 2.0/EOC; or
- F. Written review of the criteria utilized for a given subject provided by the former school. Students will be provided at least 90 days from the date of transfer to prepare for assessments outlined in (D) and (E) above.

#### **10.9034 Earning a Diploma**

Students must be enrolled at least the entire final semester of their senior year to be able to earn a diploma from the high school, and graduate with his/her class. Students will be required to complete all graduation requirements prior to receiving a high school diploma.

### **10.904 Students Completing High School in a Home Education Program**

#### **10.9041 Diploma Options**

- A. At the point the home education student has completed high school work; the student may register to take the General Education Diploma (GED) at Santa Rosa Adult High School, Pensacola State College, Adult High School, or any other facility at which the GED program is offered. The GED will be awarded if a passing score is earned. Parent submits "Notification of Termination of a Home Education Program" to Santa Rosa Blended Academy upon completion of GED®.
- B. Home education students will not receive a diploma from the School District of Santa Rosa County unless they withdraw from home education and enroll and take classes in a regular high school program at least the entire semester in which his/her class graduates, and has earned enough credits to graduate and met all graduation requirements.
- C. Home education students may choose to graduate from a regionally accredited correspondence program. The Florida Department of Education home school website is located at [www.fldoe.org](http://www.fldoe.org).
- D. Home education students may complete their home education high school program through a portfolio evaluation by a Florida certified teacher or standardized test score taken while in 12th grade. However, a diploma from the State of Florida is not awarded.

### **10.905 6A-1.09941 State Uniform Transfer of High School Credits**

- A. Credits and grades earned and offered for acceptance shall be based on performance during the first grading period as outlined in Section 10.9033.
- B. Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum Grade Point Average (GPA) of 2.0 **at the end of the first grading period** for the course(s) he/she is requesting credit.

Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in previous section.

**10.906 Request for High School Credit**

**Specific Authority 1003.25(3) FS- Law Implemented 1003.25(3) Florida School Code-History – New 8-28-2000. Formerly 6-1.099, Amended 9-22-2003.**

Parent(s) shall provide the Superintendent's home education designee with the portfolio and a request for high school credit form for each course they wish to have evaluated for credit.

- The portfolio shall consist of a log which is made contemporaneously with the instruction, a list which designates by title any reading material used, and samples of any writing, worksheets, workbooks, and creative materials used or developed by the student.
- The alternative education/home education designee shall, in consultation with the Director of High Schools and district portfolio evaluators, review the Florida course description and determine that it matches a course listed in the State Course Code Directory. The portfolio shall be examined to verify that proof of mastery of all state curriculum frameworks and Sunshine State Standards of the listed course are included therein. If the portfolio meets all state and district guidelines, credit will be awarded.
- The evaluation/validation team may recommend the student take the final exam for the course in which he/she is requesting credit if enough evidence is not present in the portfolio to recommend granting credit. The exam shall be administered to the student within ninety days of enrolling in the school. Upon passing the exam, credit for the course will be awarded.
- To receive any type of diploma from a district school, home education students shall attend that school for a minimum of one semester, which includes the last semester prior to graduation. Upon enrollment in the district assigned school, the portfolio(s) shall be reviewed and evaluated for credit.