CALHOUN COUNTY
SCHOOL DISTRICT

PARENT GUIDE AND CHECKLIST

AN ANNUAL INFORMATIONAL RESOURCE

FOR PARENTS

Darryl Taylor, Jr.
SUPERINTENDENT OF SCHOOLS

Approved July 14, 2020

2020 - 2021
http://www.calhounflschools.org

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, 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 practice conducted by this School District, except as provided by law. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth group, as required by the Boys Scout of America Equal Access Act.

DARRYL TAYLOR, JR.
Superintendent Of Schools

20859 Central Ave. East, RM-G20 ● Blountstown, FL 32424
Phone: 850-674-5927 ● Fax: 850-674-5814

Dear Parents:

Thank you for entrusting your child's education to the very capable team of educators and support staff of the Calhoun County School District. It is our collective belief that together as a team of educators, coaches, bus drivers, lunchroom staff, maintenance workers, custodians, and administrators, we are helping shape the future of our community, state, and nation.

Yours is an important role in the process as well, as you support and encourage your child to listen, learn, and apply the principles he/she gleans each day through classroom instruction, playground activities, various clubs, athletics, and other social interactions with peers. You are a vital member of our team, and we must work collectively to equip young minds in their educational pursuits.

We look forward to the 2020 - 2021 school year with great anticipation as our students achieve excellence and demonstrate success in the classroom, as well as in athletics and extracurricular activities.

Darryl Taylor, Jr.
Superintendent of Schools

Vision and Mission

Calhoun County School District strives to be a world class system by preparing today's students for tomorrow's world.

Calhoun County School District is committed to excellence, ensuring that each student achieves his or her highest potential in a global society.

CALHOUN COUNTY SCHOOLS

Darryl Taylor, Jr., Superintendent
20859 Central Ave, E., Room G20
Blountstown, FL 32424
Phone: 850-674-5927
FAX: 850-674-5814
www.calhounflschool.org

Altha Public School
Sue Price, Principal
25820 NE Fuqua Circle
Altha, Florida 32421
Phone: 850-762-3121
FAX: 850-762-9502
www.althaschool.org

Blountstown Elementary School
Stephanie Brogden, Principal
17586 Main Street North
Blountstown, Florida 32424
Phone: 850-674-8234
FAX: 850-674-6480
www.blountstownelementary.org

Blountstown High School
Tracy Wood, Principal
18597 NE SR 69
Blountstown, Florida 32424
Phone: 850-674-5724
FAX: 850-674-8865
www.blountstownhigh.org

Carr Elementary & Middle School
Karen Pitts, Principal
18987 NW SR 73
Clarksville, Florida 32430
Phone: 850-674-5395
FAX: 850-674-5421
www.carrschool.org

CARE/ALC/ADULT/VIRTUAL
Amy Jordan,Dean
20448 NW Pennington Ave.
Blountstown, Florida 32424
Phone: 850-674-5647
FAX: 850-674-5649

Special Programs Office
20448 NW Pennington Ave.
Blountstown, Florida 32424
Phone: 850-674-8734 ext 221
FAX: 850-674-4743

Calhoun County Adult Center
17283 NW Charlie Johns Street
Blountstown, Florida 32424
Phone: 850-674-8734 ext 238 or 239
FAX: 850-237-2355

Calhoun County School Board

District 1
Danny Ryals, Chairman

District 2
Ray Howell

District 3
Clifford Newsome

District 4
Kenneth Speights

District 5
Danny Hassig

Calhoun County School District | 2020 - 2021 CALENDAR
Approved by CCSB 03/10/2020

4 Independence Day

JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-9 Pre-School Planning
12 First Day of School

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	**3**	**4**	**5**	**6**	**7**	8
9	**10**	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 Labor Day
23 Early Release/PD

SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	**23**	24	25	26
27	28	29	30			

5-9 FTE Week
9 End of Grading Period
12-13 No School for Students
12 Fall Holliday
13 Teacher Workday
23 Report Card Day
30 Early Release Day

OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	**13**	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	**29**	30	31

23-27 Thanksgiving Holidays

NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	**30**					

18 Early Release Day
18 End of Grading Period
18 End of Semester 1
21-31 Christmas Holidays

DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	**22**	**23**	**24**	**25**	26
27	**28**	**29**	**30**	**31**		

JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	**4**	**5**	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Christmas Holidays
4-5 Teacher Workdays
6 School Resumes
14 Report Card Day
18 ML King Day Holliday

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	**19**	20
21	**22**	23	24	25	26	27
28						

8-12 FTE Week
12 Valentine's Day/Early Release/PD
15 Winter Holiday

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	**22**	**23**	**24**	**25**	**26**	27
28	29	30	31			

13 End of Grading Period
21-25 Spring Break

APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	**9**	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Report Card Day
9 Spring Holiday

MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	**24**	25	**26**	**27**	**28**	29
30	**31**					

20 Graduation BHS
21 Graduation Altha
24 Memorial Day
25 Graduation Adult
27 Early Release Day
27 End of Grading Period
27 End of Semester 2
28-1 Post Planning

JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

ENROLLMENT AND ATTENDANCE QUESTIONS AND ANSWERS

What information is required in order to enroll a student in a Florida public school?

- A certified birth certificate which you may request from your local health department or online at http://www.floridahealth.gov/certificates/certificates/birth/
- A Florida Certificate of Immunization, Form 680 (blue card), completed by a Florida physician or by a Florida county health department. Parents should obtain a copy of their child's complete immunization history before leaving their current residence, as this form is not available to the general public. Information on Florida school immunization requirements is available at http://www.floridahealth.gov/programs-and-services/immunization/publications/_documents/16-17-schoolentry-eng.pdf
- Evidence of a medical exam completed no less than 12 months prior to the child's school entry date. As long as the medical exam meets this 12-month requirement, parents may submit this information on the School-Entry Health Exam Form (DH 3040) or provide a copy of the exam obtained from their current physician before moving to Florida. This form and the accompanying guide are available online a http://sss.usf.edu/resources/format/pdf/schoolentryexam.pdf
- Official documentation that the parent(s) or guardian(s) is a legal resident(s) of the school district attendance area, such as a utility bill, rent receipt or notarized statement from your landlord.

What are the requirements for Florida public school kindergarten admission?

Florida law (Section 1003.21(1) (a) 2, Florida Statutes) specifies that children who have attained the age of five years on or before September 1 of the school year are eligible for admission to public kindergarten during that school year based on rules prescribed by the school board. Students are eligible for kindergarten attendance provided they meet the age requirement.

If a child turns five years old after September 1, can a waiver be obtained from the Florida Department of Education to allow him to attend kindergarten?

No. Florida Statutes or State Board of Education Rules do not include any provision to waive the age requirement for kindergarten enrollment.

Can a child whose birth date is after September 1 who has completed a Florida nonpublic school kindergarten program be admitted into a Florida public school first grade?

No. A child who has satisfactorily completed the requirements for a nonpublic kindergarten from which the district accepts transfer of academic credit, but who does not turn six on or before September 1 or the school year, would be admitted into kindergarten and progress according to the district's student progression plan. (Section 1003.21(1) (b), Florida Statues). We recommend that the parent(s) contact the director of elementary education at the local school district to address concerns regarding progression and available curricula.

Does compulsory school attendance apply to Voluntary Prekindergarten (VPK)?

No. Florida's Voluntary Prekindergarten (VPK) Program has a separate set of enrollment and attendance requirements, which are not, included under the authority of public K-12 compulsory school attendance laws. VPK is the result of a 2002 constitutional amendment, which required a voluntary prekindergarten program for all four-year-old children in Florida by fall 2005.

Voluntary Prekindergarten Enrollment F.S. 1002.33

Each child who resides in this state who will have attained the age of 4 years on or before September 1 of the school year is eligible for the Voluntary Prekindergarten Education Program during either that school year or the following school year. The child remains eligible until the child is admitted to kindergarten, or unless he or she will have attained the age of 6 years by February 1 of any school year. A parent whose child was born from February 2 through September 1 of a calendar year have the option of enrolling their child in a VPK Education Program in the school year in which the child becomes eligible, or deferring enrollment until the following school year. For information regarding registration and VPK Programs in your area, please contact Staci Williams, ESE Director at 850-674-8734 ext 229.



ATTENDANCE POLICY AND TRUANCY PROCEDURES
Grades K-12

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by **F.S. 1003.24. Florida Statute 1003.26** requires the parent of a student to justify each absence of the student. The justification will be evaluated based on adopted district school board policies that define excused and unexcused absences.

Excused absences may only be used for the following legitimate, documented reasons:

- Illness and/or medical care
- Death in Family
- Absence for treatment of autism spectrum disorder (HB 7069)
- Legal Reasons
- Religious Holidays or instruction
- Financial or other insurmountable circumstances as determined by the prior approval of the principal
- Head lice, a maximum of two days for each occurrence
- Planned absence approved in advance by the principal/designee

Examples of unexcused absences may include:

- Missing the school bus
- Oversleeping
- Shopping and/or pleasure trips
- Excessive illness (without physician verification that medical condition justifies a pattern)
- Failure to communicate the reason for the absence with the school

It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for **ALL** absences within **three (3) days** of the student's return to school.

A parent note will be accepted for **any three (3)** absences during the grading period. Any other absences will only be excused with a note from a doctor, dentist, school health nurse/aide, funeral program of an immediate family member, or documentation for a legal reason. Final determination of whether an absence or early dismissal is excused or unexcused is the responsibility of the local school principal/designee. Any planned absences, other than medical appointments, must be approved in advance by the principal/designee.

When a student has **three (3) or more unexcused absences** in a class during a nine (9) week grading period, the student will receive a grade of no more than 59 (F).

When a student receives a 59 (F) as a result of unexcused absences, a meeting will be scheduled with the student and/or their parents to discuss the attendance issues. An attendance contract will be offered to allow the student to replace the 59 grade(s). If the student completes the terms of the contract, the 59 grade(s) will be forgiven and replaced with the appropriate grade earned for that grading period at the end of the school year.

Make-Up Work

- Student must contact their teacher upon returning to school for make-up and assignments
- Make-up work must be turned in within 5 school days from the absence
- When given advance notice of a test or assignment, it must be turned in on the day the student returns to school after the absence
- Missing work due to an absence will be given a grade of "1" until the work is made up. When the make-up period has expired and the work is incomplete, the grade will be changed to"0"
- If the teacher is absent when a student returns to school from an absence, the time to make up work may be extended
- Extension of the amount of time to make-up work can be approved by the principal

For students in grades 6-12, when attending a school sponsored club event or field trip, they must be present the day before the trip and day after the trip for the school sponsored trip to be an excused absence. The principal may excuse the absence for a legitimate, documented reason.

Recurring Illness
When a student has a recurring or chronic illness, parents will be required to have their medical doctor certify the extent of the illness each nine weeks. **F.S. 1003.24** states if a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence from more than the number of days permitted by the district school board. The **Physician's Certification Form** must be picked up from the school principal.

Tardiness
Students are expected to be in class on time and remain in class until the end of the class period. Students who arrive to class 10 minutes late or leave class 10 minutes early will be issued a Late Absence for that period. The school principal will determine if the Late Absence is excused or unexcused. Three unexcused Late Absences in a grading period will be considered an unexcused absence for that period.

Incentives for good attendance are encouraged, but will be at the direction of the individual school principals.

Students with a continued pattern of absence will be referred to Truancy Court.

EXCUSED ABSENCE	REQUIRED ACTION
Any 3 absences	Parent note for days absent
Therapy from licensed health care professional for the treatment of autism spectrum disorder	Note from licensed health care practitioner or behavior analyst
Personal Illness after any 4 absences	Note from doctor, dentist, or school health nurse/aide
Family death / illness	Parent note for days absent
Chronic/long-term illness	Medical documentation Physician's Certification Form
Parent trips	Pre-approved by principal
Educational trips	Pre-approved by principal
School-sponsored activity	Pre-arranged with administration (student marked "present")
Judicial action	Copy of subpoena or summons Notice of juvenile detention
Military dependents visits in time of combat duty	Approved by principal
Religious holidays	Prior written notice to principal or teacher

SCHOOL RESPONSIBILITY AND AUTHORITY RELATED TO TRUANCY
If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student's primary teacher shall report to the school principal/designee that the student may be exhibiting a pattern of non-attendance.

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing.

If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

After fifteen (15) unexcused absences accumulate within any ninety (90) calendar days, the District will determine the appropriate steps for the enforcement of the Florida Compulsory Attendance Statute, **Florida Statute 1003.21.**



IMMUNIZATIONS AND VACCINATIONS



All students entering Calhoun County School District for the first time need to show proof of a physical exam within the last calendar year. All student immunizations must also be up to date to be eligible to attend school. Immunizations are recorded on the *Florida Certification of Immunization*, DH 680, which can be obtained from the Calhoun County Health Department, your doctor's office or the online Florida SHOTS program.

IMMUNIZATION GUIDELINES

Pre-Kindergarten

- ☑ DTPs - Diphtheria, Tetanus, and Pertussis (4 doses)
- ☑ Polio (3 doses)
- ☑ MMR Measles, Mumps, Rubella (1 dose)
- ☑ Varicella – Chicken Pox (1 dose)
- ☑ Hib – H. Influenze Type B (4 doses)
- ☑ Hepatitis B (3 doses)

Kindergarten and Grades 1-12

- ☑ DTPs - Diphtheria, Tetanus, and Pertussis (5 doses)
- ☑ Polio (4 doses)
- ☑ MMR Measles, Mumps, Rubella (2 doses)
- ☑ Hepatitis B (3 doses))
- ☑ Varicella – Chicken Pox (2 doses)

Grades 7-12

- ☑ Tdap (1 dose)
- ☑ An updated DH 680 form is include Tdap, must be obtained from submission to the school

MENINGOCOCCAL DISEASE



Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and bacteremia or septicemia (infections of the blood). Meningococcal disease often strikes without warning – even people who are otherwise healthy.

Meningococcal vaccination is recommended for all preteens and teens. All 11 to 12 year olds **should** be vaccinated with a single dose of a meningococcal conjugate vaccine. Since protection decreases over time, a booster dose is recommended at age 16 so teens continue to have protection during the ages when they are at highest risk of meningococcal disease. Teens and young adults (16 through 23 year olds) **may** also be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years old.

For additional information go to https://www.cdc.gov/vaccines/vpd/mening/public/adolescent-vaccine.html

SUNSCREEN (HB 7069)

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the- counter use to limit ultraviolet light-induced skin damage.

NO NIT POLICY

Calhoun County Schools have a "no nit" policy. Student may not attend school if they have head lice. Any students found to have live lice and/or nits will be sent home. Before returning to class, students will need to be brought in by a parent or guardian to be checked by a school official. Your child must be

free of nits before they can return to class. Student with head lice, may receive an excused absence from school for a maximum of two days for each occurrence.

Florida KidCare

Florida KidCare is the state's children's health insurance program for uninsured children under age 19. It includes four different parts, or programs: MediKids, Healthy Kids, Children's Medical Services and Medicaid. When you apply for the insurance, Florida KidCare will check which program your child may be eligible for based on age and family income. There are several ways to apply for Florida KidCare:

You can apply for Florida KidCare by, calling 1-888-540-5437, by telephone, apply online, or print an application and instructions. For more information visit www.floridakidcare.org.



SAFETY AND SECURITY

Safety Precautions

The Calhoun County School District considers the safety of students and staff our number one priority. We want you to know that every precaution possible is being taken to make sure your child feels safe and secure during the school day.

Some of the precautions such as requiring photo identification for student sign out, limiting public access to some parts of the school, etc., may be a bit inconvenient. But these minor inconveniences are a small price to pay for the safety and security of students.

Parent Roles in School Safety

It is important to recognize that parents play a critical role in school safety. Parents can help children develop healthy emotional well being and build positive attitudes toward school safety.

1. **Reassure children that they are safe.** Emphasize that schools are very safe. Let children talk about their feelings, help put them into perspective, and assist them in expressing these feelings appropriately.

2. **Make time to talk.** Children and youth do not always talk about their feelings readily. Maintain open communication with your children. Parents are encouraged to talk with administrators and staff about their children's problems and budding disputes within the student body. This will go a long way toward defusing tensions within the school.

3. **Review safety procedures.** This should include procedures and safeguards at school and home. Help children identify at least one trusted adult at school to whom they talk with if they feel threatened or at risk.

4. **Encourage reporting.** Students have an obligation to themselves and to their classmates to bring information about dangerous situations to adults at the school so that there can be a quick and appropriate response to protect their safety. (The safety and well-being of friends and classmates are more important than the issue of tattling or "narcing.") "See Something, Say Something, Do Something!"

5. **Use social media responsibly**. Parents and students can help make schools safer by not passing along rumors to neighbors or friends. Instead, report the rumors to a school administrator who will then investigate and share the information with the law enforcement, if necessary. Please refrain from posting perceived campus safety issues or shortcomings on social media. This activity has the potential to place our children and staff at unnecessary risks.

6. **Update FOCUS.** Keep contact information current so that mass communications can be received when applicable. **Notify the school EVERYTIME contact information changes.**

Safety Drills

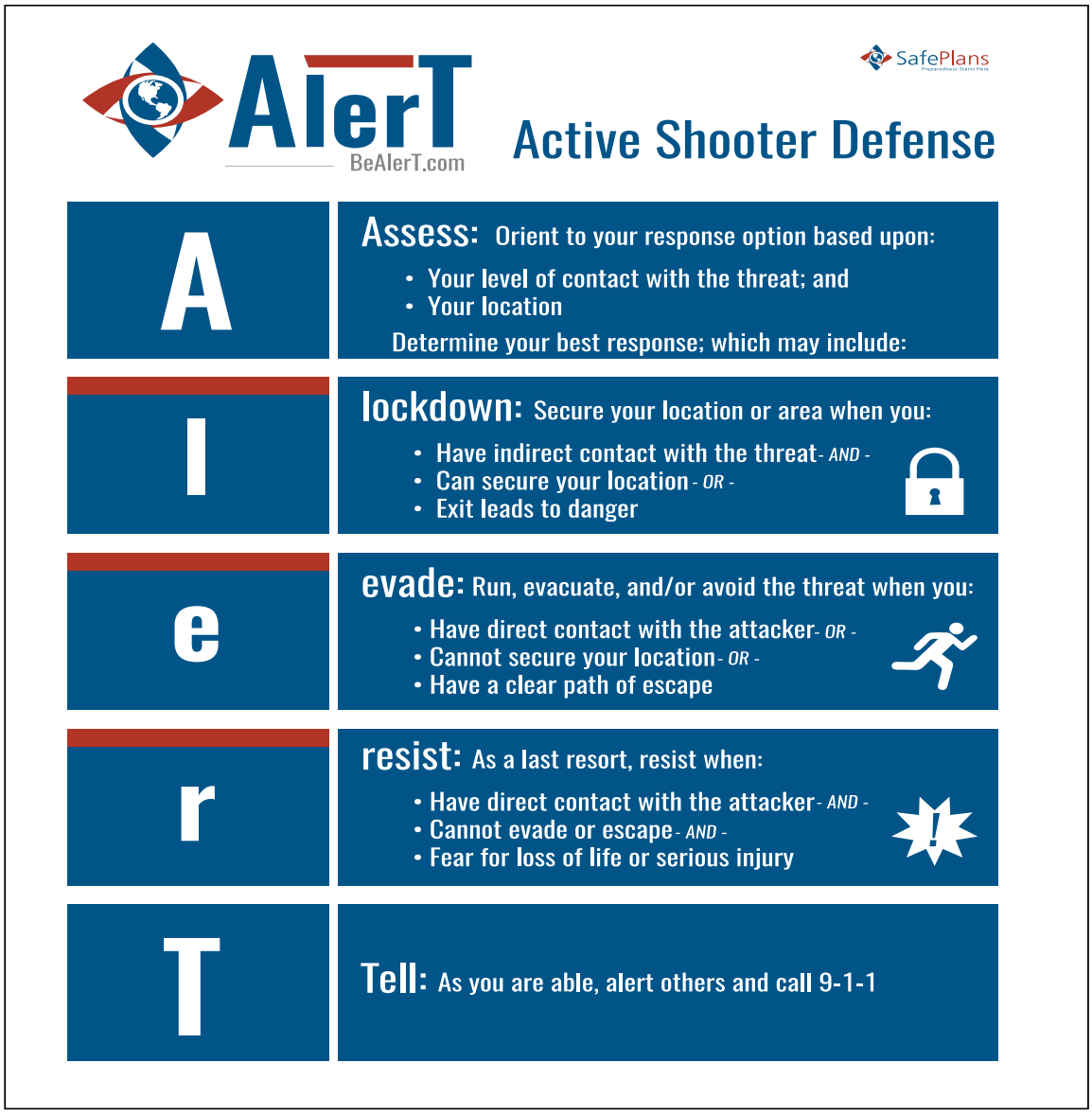
The schools conduct safety drills throughout the year. As in the past, drills will include fire drills, tornado drills, bus evacuation drills, campus evacuation drills, and lockdown drills. In addition, due to a law passed by the Florida Legislature in March of 2018, students will participate in active threat drills. All of these drills are designed to help students practice how to stay safe in the event of an emergency.

When drills are being conducted, the school staff will be involved in the drill and will be unable to conduct normal school business. Parents and visitors will not be allowed to access the campus until the drill is completed.

AlerT

Staff and students practice AlerT active threat protocols. Parents are encouraged to review the AlerT protocol and to have discussions with their children about AlerT and other safety drills that will take place during the year.

AlerT ACTIVE SHOOTER PROCEDURES



Student/Parent Reunification

Circumstances may occur at the school that requires parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat situation or if a crisis occurs at the school.

In most small emergency events students are evacuated out of their classrooms to a central location away from the affected classroom building. After the emergency has been corrected, the students are released back into the classrooms and our normal school day resumes. This procedure works very well for the short duration/minor emergencies.

However, in a larger or more significant event, there may be a need to evacuate students to an off-site location that is a safer area further away from the dangerous or hazardous incident.

The reunification of students with parents or guardians following a crisis event is of critical importance. These procedures help to ensure that all students are accounted for and establish a sense of safety and security.

The Reunification Process

Notification

Parents may be notified in a number of ways. The school or district will use its broadcast phone or text message system. Information will be posted to the Calhoun County District Schools Facebook page and will be updated as necessary. Local media outlets (WYBT-AM and FM 98.1) will announce information. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "*The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID.* "

Parent/Guardian Expectations

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What If a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What If the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

How It Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both

the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

The following are helpful reunification tips:

A. **Please understand the reunification process may take several hours to complete**
B. **DO NOT come to the school because you may impede emergency responders**
C. **DO NOT call the school because you will tie up the phones lines**
D. **Wait for notifications to be pushed out through the District or local news**
E. **Keep your mobile device with you to receive messages from the school**
F. **Please be patient**
G. **Parents/guardian will need a government photo ID to pick up their children**

Release of Student to Parents

After arriving on the school campus a student is under the jurisdiction of school personnel. Under no circumstances shall a student leave the campus before dismissal time unless the office has granted permission.

Students may be signed out by the parent/guardian or trusted adults listed as emergency contacts. Photo Identification or a driver's license will be required if the parent/guardian or trusted adult is unknown to the school office staff.

Students must be physically signed out in the school office.

Written permission from the parent and photo identification is required for a person not listed on the emergency contact list to sign out a student. The parent will be contacted to verify permission before the student is released.

Only a custodial parent/guardian or those listed as an emergency contact may sign a student out of school unless the checkout is an emergency situation with approval of the administration.

If a student is to check out of school, he/she should bring a note to the attendance office upon arrival to school so that verification can be made before the checkout.

For middle and high school students, notes alone will not be accepted for a student to leave campus during the day; parents/guardians must call the school.

Parents are discouraged from checking out their student by telephone unless it is an emergency.

Leaving School During the School Day

After approval has been granted, the student must sign out, giving his/her whole name, destination, and the time. If the student returns to the school that day, he/she must also sign in, noting the time of the return.

Between 11:00 a.m. and 1:00 p.m., students in grade 6 –11 may not sign out without administrative approval unless the parent/guardian comes into the office and signs the student out.

Visitors

Visitor Identification

To enter a campus facility, visitors must obtain a badge. Identification will be checked by the electronic visitor management system to ensure the visitor is an authorized individual having a need to be on campus. The badge must be worn at all times and returned to the office upon leaving the campus. The badge must be worn at all times and returned to the office upon leaving the campus.

NO STUDENT VISITORS ARE ALLOWED.

School Related Deliveries

Parents may bring school materials and/or supplies (class projects, musical instruments, gym clothes, etc.) to the school office for delivery to their child/children.

Food Deliveries

No outside food deliveries to schools will be accepted. Parents may deliver food to their child/children only. Such food items should be delivered to the school office.

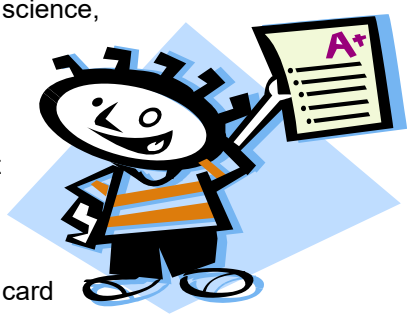
Balloons and Floral Arrangements

Balloons will not be accepted from florists or parents for delivery to students at school due to safety hazards on busses and other vehicles. Floral arrangements must be in a non-breakable container to be allowed on buses.

ELEMENTARY SCHOOL PROMOTION GENERAL REQUIREMENTS

PROMOTION/RETENTION

Students must demonstrate satisfactory performance of the Florida Standards and Next Generation Sunshine State Standards in the district's core curriculum for reading, math, science, social studies and language arts.



To be promoted to the next instructional level the following requirements must be met:

- Students in grades 1-2 must receive a grade of "C" or above on the report card in language arts.
- Students in grades 3-5 must receive a grade of "D" or above on the report card in language arts.
- Students in grades 1-5 must receive a grade of "D" or above on the report card in mathematics.
- Students in grades 4-5 must receive a grade "D" or above on the report card in science.
- Students retained in grade 3 may be promoted mid-year if requirements of the Student Progression Plan have been met.

To be promoted to grade 4

- Students in grade 3 must score a Level 2 or higher on the statewide, standardized English Language Arts assessment required under s. 1008.22 for grade 3.

To be promoted from Kindergarten to the next instructional level, the following requirements must be met:

- Master 12 out of 16 mathematics standards
- Master 13 out of 16 ELA Standards
- Know 100% of the following: Letter Recognition (Upper and Lowercase), Letter Sounds and Short Vowel Sounds, Long Vowel Sounds, and Number Recognition
- Teacher judgment will always be considered

READING DEFICIENCY

Any student in kindergarten through grade 3 who exhibits a substantial deficiency in reading, based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessment; or teacher observations must be provided intensive, explicit, systematic, and multisensory reading interventions immediately following the identification of the reading deficiency. The student's reading proficiency must be monitored and the intensive interventions must continue until the student demonstrates grade level proficiency in a manner determined by the district, which may include achieving a Level 3 on the statewide, standardized English Language Arts assessment.

The parent of any student who exhibits a substantial deficiency in reading must be notified in writing of the following:

1. That his or her child has been identified as having a substantial deficiency in reading, including a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading.
2. A description of the current services that are provided to the child.
3. A description of the proposed intensive interventions and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.
4. That if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he or she is exempt from mandatory retention for good cause.
5. Strategies, including multisensory strategies, through a read-at-home plan the parent can for parents to use in helping his or her child succeed in reading proficiency.
6. That the statewide, standardized English Language Arts assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the school district in knowing when a child is reading at or above grade level and ready for grade promotion.
7. The district's specific criteria and policies for a portfolio as provided and the evidence required for a student to demonstrate mastery of Florida's academic standards for English Language Arts. A parent of a student in grade 3 who is identified anytime during the year as being at risk of retention may request that the school immediately begin collecting evidence for a portfolio.

8. The district's specific criteria and policies for midyear promotion. Midyear promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level.

READING SCHOLARSHIP ACCOUNTS

Reading Scholarship Accounts are available for students in grades 3 through 5 who are enrolled in a Florida public school and scored below a Level 3 on the grade 3 or grade 4 statewide, standardized English Language Arts assessment in the prior school year.

For the 2020 - 2021 school year, the amount of the scholarship is $500 per eligible student.
To apply for funding, a parent must submit an application to an eligible scholarship funding organization directly.

For the 2020-21 school year, Step Up For Students will be the only Scholarship Funding Organization administering this scholarship program.
The eligible expenditures for reimbursement are:

- Instructional materials.
- Curriculum;
- Tuition and fees for part-time tutoring services. The services shall be provided by a person who holds a valid teaching certificate pursuant to s. 1012.56, F.S.; a person who holds a baccalaureate or graduate degree in the subject area; a person who holds an adjunct teaching certificate pursuant to s. 1012.57; or a person who has demonstrated a mastery of subject area knowledge pursuant to s. 1012.56(5);
- Fees for specialized summer education programs designed to improve reading or literacy skills; and
- Fees for after-school education programs designed to improve reading or literacy skills.



MIDDLE GRADE PROMOTION GENERAL REQUIREMENTS

A student who is promoted to the sixth grade must have met all requirements set forth in the K - 5 grades for promotion to sixth grade. In grades 6 – 8, each student shall receive instruction pursuant to **F.S. 1003.4156,** and the **Student Progression Plan**.

Students in grades 6, 7 & 8 must successfully complete subjects with a grade of 60 or higher		
English/ Language Arts	3 middle grades or higher in English/Language Arts These courses much emphasize literature, composition, and technical text	
Math	3 middle grades or higher courses • Must offer at least one high school level math course which students may earn high school credit • For each year in which a student scores at Level 1 or Level 2 on Florida Standards Mathematics, the students must receive remediation the following year, which may be integrated into the student's required mathematics course.	Successful completion of a high school level Algebra 1 or Geometry course is not contingent on a student the EOC assessment. To earn high school credit for Algebra 1, the student ▪ must take the Algebra 1 EOC Assessment ▪ Pass the course ▪ EOC results constitute 30% of final grade To earn high school credit for Geometry, the student ▪ must take the Geometry EOC Assessment ▪ Pass the course ▪ EOC results constitute 30% of final grade
Science	3 middle grades or higher courses	Successful completion of a high school level Biology 1 course is not contingent on a student the EOC assessment. To earn high school credit for Biology 1, the student ▪ must take the Biology 1 EOC Assessment ▪ Pass the course ▪ EOC results constitute 30% of final grade
Social Studies	3 middle grades or higher courses • One of these courses must be at least a one-semester civics education course that a student successfully completes.	Civics Education Course ▪ EOC results constitute 30% of the final course grade. **<u>Out of State Transfer Student – F.S. 1003.4156</u>** If a middle grades student who transfers into a FL public school after the beginning of the 2nd term of 8th grade is not required to meet the Civics education requirement for promotion if the student's transcript documents ▪ Passage of 3 courses in social studies ▪ Or 2 year-long courses in social studies that include coverage of civics education If this is not the case, the student must be immediately enrolled in Civics, participate In the Civics EOC and the results of the EOC must constitute 30% of the course grade.

PE	One semester of physical education for each year a student is enrolled in grades 6-8	Students may waive PE requirements if they meet any of the following criteria:
		• Enrolled in a remedial course
		• Student's parents indicate in writing
		  ○ Request student enroll in another course
		  ○ Student is participating in physical activities outside of the school day, which is equal to or in excess of the mandated requirement

Reading	1 period of reading, in 6th, 7th and 8th grade, in addition to the regularly scheduled language arts course • Students who transfer into the district may be exempt • Students in virtual instruction may be exempt	For each year in which a student scores at Level 1 or Level 2 on Florida Standards Assessment ELA, the student will receive remediation the following year, which may be integrated into the student's required ELA/ Reading course.

HIGH SCHOOL COURSES

A course taken in the eighth grade may be used to satisfy high school graduation requirements provided the student is classified as a high school student for the period in which the student is enrolled in a course designated as a 9 - 12 grade course. The 9 - 12 course code number shall be entered on the student's permanent record and the earned credit shall be used simultaneously as meeting both eighth grade and graduation requirements.

GRADE FORGIVENESS F.S. 1003.4282

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", the district forgiveness policy will allow the replacement of the grade with a grade of "C" or higher, earned subsequently in the same or comparable course.

PROMOTION/RETENTION

1. Any student entering grade 6 from a school in Florida, must pass all core courses; reading, mathematics, language arts, social studies and science with a grade of 60 or higher.
2. Students who score below proficient on the statewide, standardized ELA and mathematics assessments may be required to receive remediation or may be retained.
3. Credit recovery courses may be offered. A score of 70 or above will be required to earn a credit. Students who are more than one credit behind at the end of the summer may be retained.
4. Any student failing to attain the specified district or state levels of performance for student progression on designated district or state assessments in reading, writing, mathematics or science must receive remediation or be retained. This evaluation of progress must be based on the student's classroom work, observations, tests, district and state assessments, and other relevant information, as provided in **F.S. 1008.25.** If a student is retained, it must be in a program different from the previous year's program. The new program must take into accounts the student's learning style.



HIGH SCHOOL REQUIREMENTS FOR GRADUATION

GENERAL REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Florida students entering high school may choose from the following options to earn a standard diploma:

- 24-credit program
- 18-credit, Academically Challenging Curriculum to Enhance Learning (ACCEL) option

All of these graduation paths include opportunities to take rigorous academic courses designed to prepare students for their future academic and career choices. All students, regardless of graduation program, must earn a cumulative GPA of 2.0 on a 4.0 scale and achieve a passing score on the statewide, standardized Grade 10 ELA Assessment or earn a concordant score on the ACT or SAT. Students who entered grade 9 in the 2011-12 or 2012-13 school years must achieve a passing Algebra 1 EOC assessment score or earn a comparative score if enrolled in Algebra 1 after the 2010-11 school year to graduate with a standard diploma. Students who entered grade 9 in 2013-14 and thereafter, must achieve a passing Algebra 1 EOC assessment score or earn a comparative score in order to graduate with a standard diploma.

Students who complete a minimum of 18 credits, achieve a cumulative GPA of a 2.0 on a 4.0 scale and earn a passing score on the statewide assessments required for high school graduation have an option to earn a standard high school diploma. This option requires that a student complete the standard course requirements for the 24-credit program applicable to the student's grade 9 cohort year without the required physical education course, only three elective courses, and without the online course requirement.

Students who plan to graduate with the 18 credit option must declare no later than September 1 of their junior year. Students and their parents will be required to complete a contract outlining course requirements and timelines for graduation.

Each high school is required to advise each student of courses through which a high school student can earn college credit, including AP, dual enrollment, early admission and career academy courses and courses that lead to industry certification, as well as the availability of course offerings through virtual instruction. Each high school is also required to advise each student of the early and accelerated graduation options under s. 1003.4281, F.S. Students must be advised of eligibility requirements for state scholarship programs and postsecondary admission.

STANDARD DIPLOMA REQUIREMENTS

	24-Credit Program	**ACCEL Program**
Credit Requirements	24 credits	18 credits (minimum)
Academic Core	4-English/Language Arts 4-Mathematics 3-Science 3-Social Studies 1-Fine Arts	4-English/Language Arts 4-Mathematics 3-Science 3-Social Studies 1-Fine Arts
Physical Education	1 credit	Not required
Electives	8 credits	3 credits
Assessment Requirements	Same	Same
GPA Requirements	2.0 on a 4.0 scale	2.0 on a 4.0 scale

For additional graduation requirements go to:
http://www.fldoe.org/academics/graduation-requirements/

HIGH SCHOOL GRADE LEVEL DETERMINATION

The following will be used to determine high school grade placement for students on the 24 credit option-

- A student's first year in high school they are classified as a 9th grader.
- A student who has completed one year in high school is classified as a 10th grader.
- Upon completion of 12 credits a student will be classified as an 11th grader.
- Upon completion of 18 credits a student will be classified as a 12th grader.
  (These classifications do not apply to junior/senior privileges.)

Additional information:

- Senior status for students on the 18 credit option will be determined by the school administration.
- Senior privileges are only given for one year.
- High school report cards will not be stamped with promotion status.
- Mid-year promotion may occur when students have met credit requirements.

ONLINE COURSE REQUIREMENT F.S. 1003.4282

At least one course within the 24 credits required for graduation must be completed through online learning. The requirement is met by taking an online course taken in grade 6, grade 7, or grade 8 through an online course offered by the Florida Virtual School, a virtual education provider approved by the State Board of Education, a high school, or an online dual enrollment course. A student who is enrolled in a full-time or part-time virtual instruction program under s. 1002.45 meets the requirement.

Other options that may be used to satisfy the online course requirements include:

1. Completion of a course in which a student earns a nationally recognized industry certification in information technology that is identified on the CAPE Industry Certification Funding List pursuant to s. 1008.44 or passage of the information technology certification examination without enrollment in or completion of the corresponding course or courses, as applicable.
2. Passage of an online content assessment, without enrollment in or completion of the corresponding course or courses, as applicable, by which the student demonstrates skills and competency in locating information and applying technology for instructional purposes.

The District may not require a student to take the online course outside the school day or in addition to a student's courses for a given semester. The online course requirement does not apply to a student who has an individual education plan under s. 1003.57 which indicates that an online course would be inappropriate or to an out-of-state transfer student who is enrolled in a Florida high school and has 1 academic year or less remaining in high school.



STANDARD DIPLOMA DESIGNATIONS

Scholar Diploma Designation
• In addition to meeting the 24-credit standard high school diploma requirements, a student must • Pass Geometry (EOC); • Earn 1 credit in Statistics or an equally rigorous mathematics course; • Pass the Biology 1 EOC; • Earn 1 credit in Chemistry or Physics; • Earn 1 credit in a course equally rigorous to Chemistry or Physics; • Pass the U.S. History EOC; • Earn 2 credits in the same World Language; and • Earn at least 1 credit in AP, IB or AICE or a dual enrollment course. • A student is exempt from the Biology 1 and U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology 1 or U.S. History course and the student • Takes the respective AP, IB, or AICE assessment; and • Earns the minimum score to earn college credit.
Merit Diploma Designation
• Meet the standard high school diploma requirements • Attain one or more industry certifications from the list established (per s. 1003.492, F.S.)
Florida Seal of Biliteracy Program
• Earn 4 foreign language course credits in the same foreign language, with a cumulative 3.0 grade point average or higher on a 4.0 scale; • Achieve a qualifying score on a foreign language assessment • Satisfy alternative requirements as determined by the State Board of Education.

STUDENTS WITH DISABILITIES

Children in public schools who have special learning needs because of a disability are called exceptional students. The special help they are given at school is called exceptional student education, or ESE. The purpose of ESE is to help each student with a disability progress in school and prepare for life after graduating from high school. ESE services may include special teaching methods and materials, technology devices, therapies, special transportation, or other supports.
Students who need ongoing intensive or specially designed instruction in school because of a disability qualify for exceptional student education. To receive ESE services, your child must meet the requirements of at least one of the exceptionality categories recognized by the Florida Department of Education which are:

Autism Spectrum Disorder
Deaf or Hard of Hearing
Developmentally Delayed
Dual-Sensory Impaired
Emotional/Behavioral Disability
Gifted
Hospital/Homebound
Intellectual Disability
Language Impaired
Orthopedically Impaired
Other Health Impaired
Specific Learning Disability
Speech Impaired
Traumatic Brain Injured
Visually Impaired

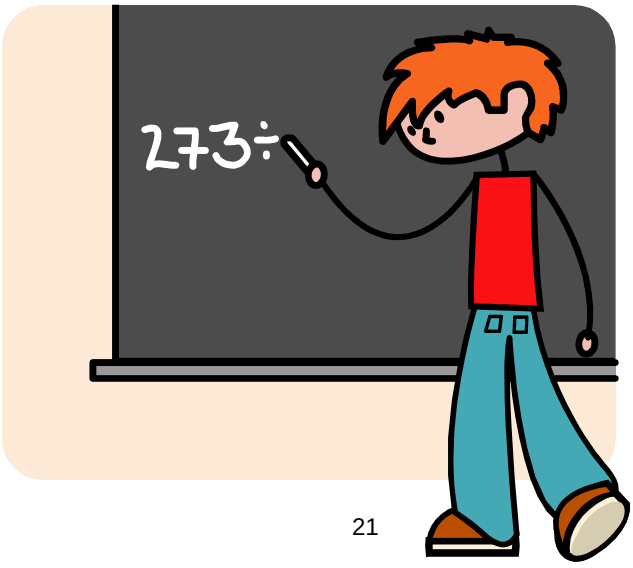
The eligibility criteria, or requirements, for each of the exceptionality categories are outlined in Florida's laws and rules. Some students have one disability, and others have more than one. Not all students with the same disability have the same needs or require the same services. ESE services are designed to give each student the special help they need.

A team of people make decisions about the student's needs and services. The student's parents are part of this team. This process is based on the requirements of the Individuals with Disabilities Education Act (IDEA).

McKAY SCHOLARSHIPS

The McKay Scholarships for Students with Disabilities Program provides scholarships for eligible students with disabilities to attend an eligible public or private school of their choice.

For more information go to http://fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay/ or call Staci Williams, ESE Director at 850-674-8734 ext 229.



ADDITIONAL ACADEMIC OPPORTUNITIES FOR STUDENTS

Academically Challenging Curriculum to Enhance Learning (ACCEL)

ACCEL options provide for accelerated instruction to eligible public school students grades K-12.

ACCEL options may include:

- Whole grade and midyear promotion
- Subject acceleration
- Virtual instruction in higher grade level subjects
- Credit Acceleration Programs

Student eligibility requirements include:

- Above average performance on statewide, standardized assessments (Level 4 or 5)
- Grade point average of 3.5 or higher in core courses
- Attendance and conduct records review
- Recommendation from the student's principal or assistant principal
- Approval of a district administrator

At the parent/guardian's request, a review committee of school and district administrators will determine ACCEL eligibility. Any student who meets eligibility criteria and participates in an ACCEL option will do so with a performance contract executed by the parent/guardian, the student, and the school principal/designee.

Credit Acceleration Program (CAP) F.S. 1003.4295

The Credit Acceleration Program (CAP) is created for the purpose of allowing a student to earn high school credit in courses required for high school graduation through passage of an end-of-course assessment administered under s. 1008.22, an Advanced Placement Examination, or a College Level Examination Program (CLEP). Notwithstanding s. 1003.436, a school district shall award course credit to a student who is not enrolled in the course, or who has not completed the course, if the student attains a passing score on the corresponding end-of-course assessment, Advanced Placement Examination, or CLEP. The school district shall permit a public school or home education student who is not enrolled in the course, or who has not completed the course, to take the assessment or examination during the regular administration of the assessment or examination.

Early High School Graduation F.S. 1003.4281

Students, who have completed 24 credits and meet the general requirements for high school graduation, have the option to graduate from high school in fewer than 8 semesters. The student who graduates early may continue to participate in school activities, social events, and graduation events with the student's cohort if eligible for a Florida Bright Futures Scholarship Program award under ss. 1009.53-1009.538, F.S., a student who graduates from high school midyear may receive an initial award in the spring term following the student's graduation.

Early Admission

The following procedures shall be in force and adhered to by the schools and the School Board of Calhoun County, Florida in cooperation with applicable post-secondary institutions in providing for a program of accelerated graduation and/or early admission and advanced studies for qualified students from Calhoun County:

- Acceptance of the student by a post-secondary institution authorized by Florida Law or accredited by the Southern Association of Colleges and Schools, after satisfactory completion of the equivalent of two (2) school years of instruction above grade nine, including six (6) credits each year in grade ten and eleven as specified by the secondary school and requiring that the students have at least a "B" average for those two years in grades 9, 10, and 11.

When the above stated conditions have been met, the students may be awarded a diploma at graduation with his or her regular class, or at a time convenient to the principal, provided that:

- The student has completed two (2) college semesters or equivalent with a normal class load and maintains at least a "C" average or equivalent or,
- The student has earned sufficient college credits to fulfill graduation requirements as specified by the district school board. In order to earn a credit in high school, a student must be enrolled and pass acceptable courses for two full semesters (6 semester hours) for a high school credit.

- The student's high school record contains adequate notations covering the work accomplished while in college. An official transcript of courses taken must be on file in the student's high school record prior to a diploma being granted.

Students enrolled in the Early Admission Program are eligible to participate in clubs, but are restricted from holding office.

Dual Enrollment

Students who have completed grade nine and who demonstrate a readiness to engage in post secondary level academic work will be provided with advanced instruction in cooperation with a post secondary institution as prescribed by an agreement between the Board and the institution. Dual enrollment courses may be taken at Chipola College.

A student must express intent to the principal to pursue a post secondary degree to be eligible to participate in these programs. In order to participate, the student must also have written approval of the high school principal, acceptable grade point average, and acceptable college admission test scores. A participating student shall not enroll in physical education courses at the post-secondary level. A course taken for dual enrollment must be at least three semester hours (three semester hours are equivalent to 1/2 credit).

Virtual School F.S. 1002.455

Calhoun County School District provides eligible students the option of participating in a virtual instruction program.

To get information about Calhoun County School District virtual school programs call Vicki Davis at 850-674-8733 ext. 22 or Renee Harrell at 850-674-8734 ext 221.

Additional Educational Choice Options F.S. 1003.3101

Student Transfer Request**-**A parent may request his or her child be transferred to another classroom teacher by contacting the school's principal by written notice or email. Parents do not have the right to choose a specific classroom teacher.

The school principal must approve or deny the transfer within 2 weeks after receiving the request. If the request for transfer is denied, the school principal must notify the parent by certified mail and specify the reasons for the denial.

Options for Student Assigned to Out-of-Field Teacher F.S. 1012.42

A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student currently is enrolled. The school district must approve or deny the parent's request and transfer the students to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s. 1003.03 and s.1, Article IX of the State Constitution. If a request for the transfer is denied, the school may notify the parent and specify the reasons for the denial. A parent does not have the right to choose a specific teacher.

Gifted Students

A student is eligible for the gifted program if he meets the following criteria: demonstrates a need for a special program; has a majority of characteristics of gifted students; and has superior intellectual development as measured by a standardized test of intelligence.

Honors Courses

Honor courses are higher level courses used to satisfy graduation requirements and prepare students for college.

Honors Graduates

Honor graduates will have a weighted GPA of 3.5 based on Bright Futures. Courses used to determine the GPA for honor graduates will be the same courses used for any Bright Futures determination.

Valedictorian and Salutatorian

The graduate with highest GPA will be the valedictorian and the second highest GPA will be the salutatorian. Courses used to determine the GPA for salutatorian/valedictorian will be the same courses used for Bright Futures Academic determination, which are as follows:

To be eligible for designation as Valedictorian or Salutatorian of Altha Public School, a student must:

- Be enrolled at Altha Public School by September 1 of their Senior year and complete their Senior year at APS and
- Have completed a full year (4 grading periods) at Altha Public School during their ninth, tenth, or eleventh grade year.

To be eligible for designation as Valedictorian or Salutatorian of Blountstown High School, a student must:

- Be enrolled at Blountstown High School by September 1 of their Senior year and complete their Senior year at BHS and
- Have completed a full year (4 grading periods) at Blountstown High School during their ninth, tenth, or eleventh grade year.

4 Language Arts credits which must include 4 of the following

- ELA I, II, III, or IV
- Honor ELA I, II, III, or IV
- AP ELA I, II, III, or IV
- ENC 1101 or
- ENC 1102



4 Mathematics credits

- Algebra 1, Algebra 1 Honors or AP Algebra 1 (required)
- Geometry, Geometry Honors or AP Geometry (required)
- 2 elective math credits with may include dual enrollment courses

3 Sciences credits

- Biology 1, Biology 1 Honors or AP Biology (required)
- 2 science credits which may include dual enrollment courses
- 2 science credits must have a laboratory component
- 2 science credits must be equally rigorous

3 Social Sciences credits (required)

- World History, World History Honors, AP World History or Dual Enrollment World History
- US History, US History Honors, AP US History or Dual Enrollment US History
- ½ credit-US Government, US Government Honors, AP US Government or Dual Enrollment US Government
- ½ credit-Economics with Financial Literacy, Economics with Financial Literacy Honors, AP Economics with Financial Literacy or Dual Enrollment Economics with Financial Literacy

2 World Language credits *(sequential, in same language)*

REPORTING TO PARENTS

STUDENT NOTIFICATION SYSTEM

Calhoun County Schools uses phone notification system. that allows the superintendent and school principals to send periodic and personalized messages to all parents with one recorded message call.

Educational research clearly shows a significant link between parental involvement and student achievement. The district will reinforce this important point by using the system on a regular basis. An important use of the notification system is the ability to reach families at a moment's notice should an emergency situation arise.

Calls of a general nature such as announcements or reminders will be made to one phone number per family. Calls regarding emergencies will be made to as many as six numbers that parents provide to the schools. Utilizing more than one number in an emergency situation will allow us to reach a greater number of parents and families as soon as possible.

Parents are encouraged to list current phone numbers on the Emergency Card for each student. Parents are also encouraged to update the school with changes to phone numbers and contact information. Only the numbers listed on the emergency card will be used by the notification system.

FOCUS

This online program allows parents to keep up-to-date with their child's academic progress. Go to your child's school website and log on at FOCUS. Your child's school will provide you with an access code.

PROGRESS REPORTS

1. Parents are encouraged to monitor student progress by accessing your child's grades through FOCUS.
2. Teachers will notify parents in writing at the end of the fourth week of each grading period when it is apparent that the student may fail or he/she is performing unsatisfactorily.

REPORTING STUDENT ACADEMIC PROGRESS F.S. 1003.33

The district must report in writing to the student and his/her parent or legal guardian the student's results on each statewide assessment test. The progress of students toward achieving state and district requirements for proficiency in Reading, Writing, and Mathematics shall be reported through the report card to each student and their parents or guardian each nine weeks. For students in grades 1-12, writing composition, spelling and grammar are a part of the Language Arts or English grade. A reading grade must be reported for each student in grades K-8. In grades 9-12, reading is a part of the English grade.



The report card must clearly depict and grade:

1. The student's academic performance in each class or course and in grades 1-12 must be based upon written papers, class participation, tests, and other academic performance criteria as determined by the teacher.
2. The student's conduct and behavior.
3. The student's attendance, including absences and tardiness.

A student's final report card for a school year shall contain a statement indicating end-of-the-year status regarding performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion.

LETTERS TO PARENTS REGARDING GRADES

1. Teachers will notify parents in writing at the end of the fourth week of each grading period when it is apparent that the student may fail or he/she is performing unsatisfactorily.
2. Parents of students in grades K-12 will be notified in writing by the end of the first semester (or the middle of the semester for semester courses) if the student is having difficulty and may fail the

course or the grade.

3. Parents of students in grades 9 - 12 will be notified at the end of each semester, if the student has a cumulative grade point average less than 0.5 above the required graduation level and is at risk of not meeting graduation requirements. The notification will also include notification of available remedial assistance to help the student achieve the necessary GPA.
4. Parents of students in grades K-8 will be notified in writing at the end of the school year if, on recommendation of the staffing committee the student is recommended for retention or required to attend summer school, if available, as a condition for promotion or for remediation.

GRADING SYSTEM FOR K-12

1. Severe Cognitive Disabilities Programs the grading code will be as follows:
   E -Excellent
   S- Satisfactory
   N-Needs Improvement
   U-Unsatisfactory
2. For students in kindergarten, a standards-based report card will be used to measure progress. The grading code will be as follows:
   0-Not Yet Demonstrating
   1-Emerging
   2-Progressing
   3-Meets Standard

   Kindergarten students will not receive a PE or music grade. Teachers will only record attendance in FOCUS, therefore, parents will not need a FOCUS account. Teachers will be responsible for keeping parents informed of the progress of their students.
3. In grade 1, the grading code will be as follows:
   Language Arts - Numerical Grade
   Math - Numerical Grade
   All other subjects: E-Excellent, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory
4. In grades 2-5, numerical grades will be used in all subjects except as follows:
   Music, and Physical Education in grades 2-5 (E, S, N, U code)
1. In grades 1-12, numerical grades will be as follows (**FS 1003.437)**:

GRADE	PERCENT	GRADEPOINT VALUE	DEFINITION
A	90-100	4	Outstanding progress
B	80-89	3	Above average
C	70-79	2	Average progress
D	60-69	1	Lowest acceptable progress
F	0-59	0	Failure
I		0	Incomplete

6. Dual Enrollment courses must conform to the college grading policy. Only alpha grades will be recorded on the transcript.
7. All dual enrollment courses will receive the same course weight as AP, IB, and AICE courses when grade point averages are calculated. This GPA weighting for dual enrollment courses applies to students entering grade 9.
8. Upon the recommendation of the IEP team, certain students with disabilities may have grades suspended in core content areas as determined on an individual basis.

Grade Determination: Each grading period, when a numerical grade is given, the average grade in each subject shall be derived as follows:

1. There shall be a minimum of 13 recorded grades in each grading period. At least nine of the thirteen should be daily grades and four should be derived from tests, reports, notebooks, book reports, projects and special assignments. The daily grade average will count as 1/3, and the average of the tests, reports, notebooks, book reports, projects, and special assignments shall count as 2/3 of the nine-week grade in any subject.
2. In cases where teachers have students scheduled in their classes less than 45 days during the nine weeks session, a prorated number of grades shall be used to derive the nine weeks grade.
3. If a student enrolls in school without transfer grades, the teacher will provide for a method of review, and assess the student's mastery of the missed Next Generation Sunshine State Standards. The

grade thus determined will be averaged into the nine weeks grade as a transfer grade would be averaged.

4. Elementary P.E. and Music grades will be determined by the student's participation and conduct and do not require the minimum 13 recorded grades in each grading period.

Explanation of Daily Grades: Examples of daily grades are routine homework assignments both written and/or reading assignments, daily papers done in class, participation when discussions are held in class or when a question and answer session is taking place, evidence of diligent study when reading assignments are made in a class, or a brief daily test.

When deemed necessary, teachers should keep samples of daily work in order to document the quality of work being done and the daily grades being given. At least one daily grade will be recorded each week of the nine-week grading period to reflect that week's work.

Semester Average: Each grading period will count 50% of the semester average grade. Semester exams will no longer be given.

When a final grade is given for a subject at the end of the school year such grades shall be derived by averaging the semester grades.

The statewide, standardized Algebra I, Biology I, Geometry, Civics and United States History EOC assessments will count 30% of a student's final grade for that course.

Extra Credit: At the teacher's discretion, extra credit points may be earned by a student during a nine weeks session in a subject. From 1 - 3 points may be earned by each student for an assigned project, report or other special assignment which is approved by the teacher in advance, provided the assignment relates to appropriate classroom studies. Special assignments must be above and beyond any other classroom assignments made during the nine weeks grading period. Extra points are to be added to the average grade for the nine weeks.





ADDITIONAL IMPORTANT INFORMATION

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for

access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of student's education records the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202

ASBESTOS

The Calhoun County School Board inspects all facilities checking for asbestos in accordance with Section 206, Title II of the Toxic Substance Control Act (TSCA) enacted by the AHERA, EPA 40 FR 763. The results are on file at the Calhoun County School Board Office.

CONTROLLED OPEN ENROLLMENT PLAN CALHOUN COUNTY SCHOOL DISTRICT

The Calhoun County School Board has established residential attendance zones for each school. All students unless otherwise provided by Board rule or authorized by the Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his/her parent or legal guardian.

The Calhoun County School District Controlled Open Enrollment Plan is designed to give all parents the opportunity to choose the school they want their child to attend. Beginning in the 2017-2018 school year, controlled open enrollment shall be available to all K-12 students residing with their parent/guardian in the State of Florida. The plan provides an opportunity for students to attend public school outside the student's established residential attendance zone, as well as public schools in neighboring counties, as long as the requested school has not reached capacity subject to the maximum class size. A student who is subject to a current expulsion or suspension from any public or private school is ineligible to apply for a choice assignment. Parents will be responsible for transporting their children to the school of choice if regular transportation is not available.

- A student who is subject to a current expulsion or suspension from any public or private school is ineligible to apply for a choice assignment.
- Any student granted a choice assignment may continue to the highest grade level of the approved school until:
    - The student is expelled or suspended;
    - The student is withdrawn from enrollment at the school by the parent/guardian;
    - The parent/guardian of the student requests a change in school assignment;

    - It is determined by the District that the application for controlled open enrollment was based on inaccurate, false or misleading information; or
    - The choice assignment is revoked by the school principal, upon concurrence of the superintendent or designee, based on unsatisfactory academic performance, behavior or attendance or transportation issues.
- Upon completion of the highest grade level of the approved school, the student shall return to his or her zoned school. Students must reapply annually for an additional choice assignment.
- Students assigned to a school for pre-K services are not provided preferential treatment for purposes of this policy for kindergarten school assignment.
- For students with disabilities, an appropriate team will convene to make a determination that the requested assignment can provide special education and/or related services that have been determined necessary to ensure that provision of a free appropriate public education as documented in a student's current Individual Education Plan (IEP) or Section 504 Plan. The team will make this determination prior to approval of the choice application.
- Parents will be responsible for transporting their children to the school of choice if regular transportation is not available and they live outside the residential attendance zone. Parents/guardian must not drop-off students at school before 7:00 a.m. Students must be picked up by 3:00 pm.
- A student may receive only one choice assignment per school year.
- A parent/guardian may discontinue a choice assignment within the school year

For additional information on Controlled Open Enrollment go to:
http://calhounflschools.org/community

FERPA NOTIFICATION REGARDING DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Calhoun County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Calhoun County School District may disclose appropriately designated directory information without written consent unless you have advised your school's Principal in writing to the contrary. The primary purpose of directory information is to allow the Calhoun County School District to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill showing your student's role in a drama production
- the yearbook
- honor roll, school organization, or recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, on request, three directory information categories - names, addresses and telephones listings - unless parents have advised their school's Principal in writing that they do not want their student's information disclosed without their prior written consent.*

You must notify your school's Principal in writing within thirty (30) calendar days after receipt of this notice if you do not want Calhoun County School District to disclose directory information from your child's education records without your prior written consent. Calhoun County School District has designated the following information as directory information:

- student's name and parent's name
- participation in officially recognized activities and sports
- address
- telephone listing
- weight and height of members of athletic teams
- photograph
- degrees, honors, and awards received
- date and place of birth

- the current or most recent previous educational agency or institution attended
- major field of study
- dates of attendance
- grade level

*These laws are Section 9528 of the ESEA (20 V.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill; and 10 V.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002 (P.L.)_107-107, the legislation that provides funding for the nation's armed forces*.

HOME EDUCATION

Calhoun District allows students to attend a home education program. Details of the program for students are available upon request from the Office of the Superintendent. A student seeking to enter or re-enter Calhoun District Schools from a home education program must meet all entrance requirements that any other students must meet and Comply with Florida Administrative Code (FAC) 6A-1.09941, which states:

6A-1.09941 State Uniform Transfer of High School Credits-

The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools. Effective July 1, 2013, the procedures shall be as follows:

1. Credits and grades earned and offered for acceptance shall be based on official transcript 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 (2) of this rule. Assessment requirements for transfer students under Section 1003.4282, F.S., must be satisfied.
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 in subsection (3) of this rule.
3. Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:
   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. Satisfactory performance in courses taken through dual enrollment or at other public or private accredited schools;
   d. Satisfactory performance on nationally-normed standardized subject area assessments;
   e. Satisfactory performance on a statewide assessment or
   f. Written review of the criteria utilized for a given subject provided by the former school. Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in paragraphs (3)(d) and (3)(e) of this rule if required.

Rulemaking Authority 1003.25, 1003.4282 FS. Law Implemented 1003.25, 1003.4282 FS.

NONDISCRIMINATION POLICY & EQUITY COORDINATOR NOTIFICATION

A comprehensive policy has been developed, including educational and vocational programs services, activities, employment policies, practices and procedures, which provides protection in terms of race, color, national origin, gender, age, disability, marital status, disabilities, and religion. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. The district's policy of nondiscrimination provides protection to staff and includes all protected classes. The Student Code of Conduct and the School Board Policies contain a nondiscrimination statement of assurance and procedures for filing grievances, including complaints of discrimination.

The Florida Educational Equity Act, Section 1000.05, F. S., became law in June, 1984, and the implementing rules were adopted by the State Board of Education in February, 1985.

In addition to Florida Statutes, the legal basis for the Equity Coordinator are found in Title VI & Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990, together with their implementing regulations.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Dr. Debbie Williams, Equity Coordinator; 20859 Central Ave. E., Room G-20; Blountstown, Florida 32424; 850-674-8733 ext 21; debbie.williams@calhounflschools.org

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE PLAN

In compliance with Florida Statute 119.071(5), this serves to notify you of the purpose for the collection and usage of your child's social security number by Calhoun County School District. F.S. 119.071(5) states that an agency may not collect an individual's social security number unless the agency has stated in writing the purpose for its collection and unless it is: (I) specifically authorized by law to do so or (II) imperative for the performance of that agency's duties and responsibilities as prescribed by law.

Calhoun County School District collects and uses the social security number of parents or students only for authorized or mandatory purposes under federal or state law. Specifically, Calhoun County School District collects social security numbers for the following purpose:

- District Data Reporting to Florida Department of Education and United States Department of Education
- Identification numbers for testing
- Medicaid Reporting
- National School Lunch Program

To protect your child's identity, Calhoun County School District will secure your child's social security number from unauthorized access and assign your child a unique student identification number. This unique identification number will then be used for all associated educational purposed at Calhoun County School District.

PARENT'S RIGHT-TO-KNOW

In compliance with the No Child Left Behind Act, The Calhoun County School District is hereby notifying every parent of a student in a Title I school that you have the right to know, at a minimum, the following information:

- The qualifications of the school staff providing instruction to your child.
- Your child's level of achievement in each state academic assessment.
- Whether your child has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not highly qualified.

An LEA receiving Title I funds will, at the beginning of each school year, also notify the parents of students attending a Title I school that they may request information regarding the professional qualifications of the student's classroom teachers.

Upon the parent's request, the LEA is to provide the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Notices to parents are to be in a uniform format unless an alternative format is requested and, to the extent practicable, in a language that the parents understand. This information will be provided within ten school days of the request.

PATRIOTIC PROGRAM RULES 1003.44 F.S.

When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes.

The pledge of allegiance to the flag shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.

Students have the right not to participate in reciting the pledge. Upon written request by his or her parent, the students must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes.

PHYSICAL EDUCATION REQUIREMENTS

Section 1003.455, Florida Statues, requires 150 minute each week of physical educational for students in grades kindergarten through fifth grade, and beginning in the 2009-2010 school year, the equivalent of one class period per day of physical education for one semester of each year for students in grades six through eight.

The physical education requirement shall be waived for a student in grades kindergarten through grade eight who meets one of the following criteria:

- The student is enrolled or required to enroll in a remedial course.
- The student's parent indicated in writing to the school that:
    1. The parent requests that the student enroll in another course from among those offered as options by the school district, OR
    2. The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

Unless your child meets one of the waiver criteria listed above, he/she will be enrolled in physical education for 150 minutes each week while in grades kindergarten through grade five, or for one semester of each year while in grades six through eight.

Contact your school principal if you have questions or concerns regarding this physical education requirements or waiver criteria.

PPRA NOTIFICATION OF RIGHTS CONCERNING SURVEYS

The Protection of Pupil Rights Administration (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our school district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. **Consent**: Must be granted before students may be required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    a. Political affiliations or beliefs of the student or student's parent;
    b. Mental or psychological problems of the student or student's family;
    c. Sex behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of others with whom respondents have close family relationships;
    f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    g. Religious practices, affiliations, or beliefs of the student or parents; or
    h. Income, other than as required by law to determine program eligibility.
2. **An Option to Deny Participation***:* Required for **any other protected information survey**, regardless of funding including-
    a. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    b. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. **Inspect:** Upon request and before administration or use –
    a. Protected information surveys of students;

b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
c. Instructional material used as part of the educational curriculum.

Calhoun County Schools will enforce these rights and will protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Calhoun County School District will directly notify parents and eligible students of this policy annually at the start of each school year and after any substantive changes. Calhoun County School District will also directly notify parents and eligible students at least annually at the start of each school year of the approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605.

NOTICE: The following annual surveys/examinations may be given to Calhoun County Students. You may inspect and/or deny participation by contacting your school office:

- The Calhoun County Student Health Screening
- The Florida Youth Substance Abuse Survey
- The School Climate Satisfaction Survey
- Florida Youth Tobacco Survey
- Florida Youth Risk Behavior Survey
- Social Norms Survey for Alcohol Reduction (Grades 6-12)

RIGHT OF PRIVACY

All school records on individual students are private and confidential. Persons other than the school district staff will not be allowed to see any individual student's records without the written consent of parents or certain students. Exceptions to this **RULE** are:

1. In an emergency where there is danger to health and safety, some records may be shared without the parent's consent.
2. Some state and federal officials have a right to see records.
3. When a student enters or plans to enter any other school, records or copies of records will be sent to that school, when requested by the new school, the parents, or certain students.
4. Some information from the record, called directory information may be shared without written consent. This is the student's name, address, listed telephone number, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees or awards received, and last school attended by the student.

RIGHT TO WAIVE ACCESS

Parents and certain students have the right to waive (give up) access to letters or statements or recommendations or evaluations. The parent or students may ask to be notified of the name of persons submitting letters or statements. The letters or statements must be used only for the purpose intended. Parents or students may not be required to give up the right to access.

RIGHTS CONCERNING EXCEPTIONAL STUDENTS

Parents of exceptional students may request to see their child's record before any IEP MEETING or due process hearing. Parents of exceptional students may ask to have someone else see their child's record. Parents of exceptional students will be notified whenever information in the school record is no longer needed and of their right to ask that such information be destroyed. More detailed information regarding student records and school board policies may be obtained from the Staci Williams, ESE Director at (850) 674-8734 ext 229.

RIGHTS CONCERNING RECORDS

Each school in Calhoun County keeps individual records on its students. Students and their parents have certain rights in regard to these records. Each school and the district office have the following information about records for parents and students to read:

1. A complete set of written policies and procedures about educational records.
2. A list of the kinds of student records by the school telling the place where each kind of record is kept.
3. A list of the Calhoun County School Board personnel or other state and federal officials who are allowed to see and use the records without the written consent of parents or students.
4. Parents and most students at age eighteen may ask to see these items at any time.
5. Some of the kinds of information kept by schools in educational records are:
   a. Health information
   b. Family background information
   c. Test scores
   d. Teacher comments
   e. Reports from student services or exceptional student education staffing committee
   f. Written agreements of corrections or deletions as a result of meetings or hearings

TEXTBOOKS F.S. 1006.28(4)(b)

The school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.

FLORIDA PARENT CHECKLIST

The purpose of the Florida Parent Checklist is to support parent's involvement in their child's educational progress by identifying actions and linking to resources that:

- Strengthen the child's academic progress, especially in the area of reading;
- Strengthen the child's citizenship, especially social skills and respect for others;
- Strengthen the child's realization of high expectations and setting lifelong learning goals; and
- Emphasize communication between the school and the home.

ACADEMIC

- ☐ Support reading with age appropriate home activities.
- ☐ Ensure that your child has a consistent time and place to do homework.
- ☐ Ensure that your child has access to materials needed to complete assignments.
- ☐ Discuss school work regularly with your child.
- ☐ Attend workshops on helping your child at home.
- ☐ Visit the local library and encourage your child to check out books of interest.
- ☐ Read to/with your child on a daily basis.
- ☐ Set an example by reading in your home and discussing what you've read with your child.
- ☐ Ask your child to explain his/her math homework.
- ☐ Emphasize the importance of education and doing one's best in school.

RESOURCES

Just Take 20	-	http://www.justtake20.org/
Just Read, Families!	-	http://fldoe.org/academics/standards/just-read-fl/families
FloridaShines.org	-	https://www.floridashines.org/
Florida Standards Family & Student Resources	-	
FloridaStudents.org	-	http://floridastudents.org/
AskALibrarian.org	-	http://askalibrarian.org/
Exceptional Student Education-Parent Involvement	-	
Special Education Toolkit	-	

CITIZENSHIP

- ☐ Teach and reinforce positive behaviors such as respect for self and others, hard work and responsibility.
- ☐ Ensure that your child has a regular routine.
- ☐ Encourage your child to accept responsibility for his/her actions.
- ☐ Ensure that your child is in attendance and on time to school each day.
- ☐ Monitor and promote your child's participation in extracurricular and after-school activities.
- ☐ Monitor your child's television viewing.
- ☐ Reinforce the school's behavioral expectations.

RESOURCES

Positive Behavior Support Home Matrix	-	Flpbs.fmhi.usf.edu/revision07/family/PBS%20Home%20Matrix.pdf
Positive Solutions for Families Brochure	-	Flpbs.fmhi.usf.edu/revision07/schoolwide/schoolexamples/Parent-Community%20Buy-In/Positive%20Solutions%20for%20Families%20Brochure.pdf
Helping Your Child Become a Responsible Citizen	-	Ed.gov/parents/academic/help/citizen/index.html
Bullying Prevention	-	
Engaging Youth in Service	-	Youth.gov/youth-topics/civic-engagement-and-volunteering/how-can-youth-be-successfully-engaged-service

SETTING GOALS

- ☐ Express the belief in your child's ability to be successful.
- ☐ Encourage your child to set short- and long term- educational goals.
- ☐ Celebrate academic accomplishments.

RESOURCES

My Career Shines Kuder Navigator	-	https://www.floridashines.org/
Help Kids Start to Think About Careers	-	https://kids.usa.gov/teens/jobs/index.shtml
Financing Future Education Goals	-	https://www.floridashines.org/go-to-college/pay-for-college

SCHOOL TO HOME COMMUNICATIONS

- ☐ Communicate regularly with your child's teacher(s) in person, by telephone, through email or writing.
- ☐ Prepare for and attend parent-teacher conferences and/or other individualized student meetings, such as Individualized Educational Plan (IEP) or Academic Improvement Plan meetings.
- ☐ Attend open houses, science fairs, plays and musical performances, field trips, sporting events, curriculum nights and other school activities.
- ☐ Volunteer in the school setting when possible.

RESOURCES

Tips for Communication With Teachers Effectively	-	
Parent-Teacher Conference Tip Sheets	-	http://www.hfrp.org/var/hfrp/storage/fckeditor/File/Parent-Teacher-ConferenceTipSheet-100610.pdf
The Parent-Teacher Conference	-	http://www.readingrockets.org/pdfs/edextras/19842-en.pdf