

CALHOUN COUNTY SCHOOLS PARENT GUIDE AND CHECKLIST

**AN ANNUAL INFORMATIONAL RESOURCE
FOR PARENTS**



**Ralph Yoder
SUPERINTENDENT**

2015-2016
<http://www.calhounflschools.org>

RALPH YODER

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 System. It is our collective belief that together as a team of educators, coaches, bus drivers, lunchroom workers, 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 they learn each day through classroom instruction, on the playground, through clubs and athletics and other social interactions with their peers. I view you as a vital member of the team as we work collectively to equip young minds in their educational pursuits.

We look forward to the 2015-2016 school year with great anticipation as our students achieve excellence in the classroom, as well as in athletics and other extracurricular activities.

Sincerely,

Ralph Yoder
Superintendent

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

Ralph Yoder, 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

25793 N. Main Street/P.O. Box 67

Altha, Florida 32421

Phone: 850-762-3121

FAX: 850-762-9502

www.althaschool.org

Blountstown High School

Debbie Williams, Principal

18597 NE SR 69

Blountstown, Florida 32424

Phone: 850-674-5724

FAX: 850-674-8865

www.blountstownhigh.org

Calhoun County CARE & Adult Education Center

17283 NW Charlie Johns Street

Blountstown, Florida 32424

Phone: 850-674-5647/8734

FAX: 850-237-2355

www.calhounadult.org

Blountstown Elementary School

Pam Bozeman, Principal

20883 NE Fuller Warren Drive

Blountstown, Florida 32424

Phone: 850-674-8169

FAX: 850-674-8844

www.blountstownelementary.org

Blountstown Middle School

Neva Miller, Principal

17586 Main Street North

Blountstown, Florida 32424

Phone: 850-674-8234

FAX: 850-674-6480

www.blountstownmiddle.org

Carr Elementary & Middle School

Darryl Taylor, Jr., Principal

18987 NW SR 73/P.O. Box 110A

Clarksville, Florida 32430

Phone: 850-674-5395

FAX: 850-674-5421

www.carrschool.org

Calhoun County School Board

District 1

Danny Ryals, Chairman

District 2

Kelly King

District 3

Tim Smith,

District 4

Kenneth Speights

District 5

Danny Hassig

Calhoun County School District | 2015-2016 CALENDAR

<p>4 Independence Day</p>	JULY 2015																																												
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<p>12-16 FTE Week 16 End of Grading Period 19 Fall Holiday 30 Early Release Day 31 Halloween</p>	OCTOBER 2015	APRIL 2016	<p>29 Early Release Day</p>																																										
<p>2 Report Card Day 23-27 Thanksgiving Holidays</p>	NOVEMBER 2015	MAY 2016	<p>19 Graduation Altha 20 Graduation BHS 25 Early Release Day 25 End of Grading Period 25 End of Semester 2 26 Graduation Alternative Ed G 30 Memorial Day 26-31 Post Planning</p>																																										
<p>18 Early Release Day 18 End of Grading Period 18 End of Semester 1 21-31 Christmas Holidays</p>	DECEMBER 2015	JUNE 2016																																											

Approved by CCSB 05/19/2015

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.cdc.gov/nchs/w2w.htm>.
- 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.immunizeflorida.org/schoolguide.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 at http://www.doh.state.fl.us/Family/school/parent/parent_info.html.
- 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 of the school year, would be admitted into kindergarten and progress according to the district's student progression plan. (Section 1003.21(1) (b), Florida Statutes). 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. In January 2005, Governor Bush signed a VPK Program bill into law designed to prepare four-year-olds for successful entry into kindergarten. The law allows a parent to voluntarily enroll an eligible child (four years old by September 1 and residing in Florida) in a free VPK program. 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 the Family
- 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/aid, 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.

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

Many childhood diseases are life threatening, but can be easily prevented through immunization. Polio, for instance can cause permanent paralysis and death. Others, like measles and chickenpox may seem to be fairly harmless diseases. However, 1 or 2 of every 1,000 children contracting measles will die, and measles can also cause pneumonia, brain damage and seizures. Children who are not properly immunized are at risk and may pass the disease to others who are not immunized. Today's advances in science have provided improved vaccines. The health risks from getting the disease far outweigh any risk from getting the shots.



IMMUNIZATION GUIDELINES

Effective March 2013 Rule 64D-3.046, Florida Administrative Code

Prior to entry, attendance or transfer to preschools, schools (K-12), licensed childcare facilities, and family daycare homes, each child shall have on file a *Florida Certification of Immunization*, DH 680, documenting the following:

Public/Non-Public Schools K-12

- Four or five doses of diphtheria, tetanus, and pertussis vaccine
- Three, four or five doses of polio vaccine
- Two doses of measles, mumps, and rubella vaccine
- Two or three doses of hepatitis B vaccine
- One dose of varicella vaccine (kindergarten effective school year 2001/2002, then each year an additional grade)
- Two doses of varicella vaccine (kindergarten effective school year 2008/2009, then each year an additional grade)²

Public/Non-Public Pre-K (age-appropriate doses as indicated):

- Diphtheria, tetanus, and pertussis vaccine
- Polio vaccine
- Measles vaccine
- Mumps vaccine
- Rubella vaccine
- Hepatitis B vaccine
- Varicella vaccine
- Haemophilus influenzae* type b (Hib) vaccine

Public/Non-Public Schools Seventh Grade:

In addition to all other compulsory school immunizations, children entering, attending, or transferring to the seventh grade in Florida schools are required to complete the following:

- One dose of tetanus-diphtheria-pertussis vaccine (Tdap) effective school year 2009-2010, then each year the next highest grade is included.

MENINGOCOCCAL DISEASE

In January of 2005 the Food and Drug Administration approved a new meningococcal vaccine and recommended it for children under five years of age, adolescents, and young adults. Prior to this announcement, the meningococcal vaccine currently available was only recommended for young adults at high risk for invasive meningococcal disease (college bound students, new Army recruits, etc). Meningococcal disease is the second leading cause of meningitis with a 20% incidence of death and a 15% incidence of permanent disabilities (such as neurological damage, seizures, deafness, or limb amputation) associated with this disease. The symptoms of meningitis include high fever, headache, stiff neck, vomiting and drowsiness. Other symptoms of meningococcal disease might include sensitivity to bright light (photophobia), confusion, and a purplish skin rash. Any child with these symptoms should be taken to their doctor or the nearest emergency room immediately.



The bacteria are spread from one person to another through close contact involving secretions from the nose or throat. Examples include kissing, and sharing eating utensils or water bottles. Most people exposed to the bacteria do not become infected, and most of the people who are infected, do not develop the disease. Still, anyone can get meningococcal disease. Children under the age of five, and particularly those under the age of one, are at highest risk, followed by teenagers between 15 and 19 years of age.

The new meningococcal vaccine protects children and adults against a four specific types of meningococcal bacterium: the A, C, Y, and W-135 strains. The vaccine that was available in the past did not protect recipients against serotype C, which accounts for approximately 30 percent of meningococcal disease in non-outbreak years, and 45 to 50 percent in outbreak years.

The vaccine is given by injection, and is safe and effective. The vaccine protects up to 97 percent of the time, depending on the person. The side effects are usually minor and temporary, including some redness and tenderness where the needle went in, or a mild fever. Serious side effects, including allergic reactions, are very uncommon. The vaccine cannot cause meningococcal disease because it contains no live bacteria. It can be given to children as young as two months of age. There is no other vaccine to prevent meningococcal disease in children this young. The Advisory Committee on Immunization Practices (ACIP) is a group of experts that provides physicians with ongoing and timely medical, scientific, and public health advice relating to immunization. They are recommending the new meningococcal vaccine be given at the preadolescent (11 to 12 year) visit. In adolescents beyond this age, the vaccine is recommended before high school, at approximately 15 years of age.

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.

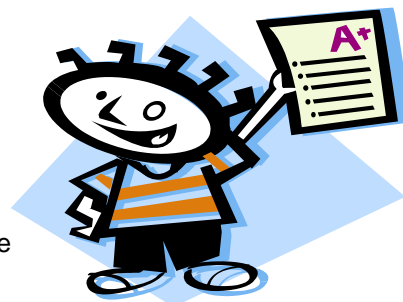
Fl♥rida KidCare

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.



PROMOTION REQUIREMENTS



HOW DO STUDENTS MAKE THEIR WAY FROM GRADE TO GRADE?

Students' progress from grade to grade is based upon rules adopted by the School Board in a document called the Student Progression Plan. This document is available in each school for your review. It is also on the district website at www.calhounflschools.org.

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 1-5 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 from Kindergarten to the next instructional level, the following requirements must be met:

- Master 13 out of 16 mathematics standards
- Master 13 out of 16 reading/writing/language arts standards
- Master letter recognition, letter sounds, short and long vowel sounds, and number recognition
- Teacher judgment will always be considered

READING DEFICIENCY

Any student who exhibits a substantial deficiency in reading, based upon locally determined or statewide assessment conducted in kindergarten through third grade or through teacher observations, must be given intensive reading instruction immediately following the identification of the reading deficiency. The student's reading proficiency must be monitored and the intensive instruction 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.

To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English Language Arts assessment required under s. 1008.22 for grade 3.

If a student's reading deficiency is not remediated by the end of grade 3, as demonstrated by scoring Level 2 or higher on the statewide standardized assessment, the student must be retained, unless exempt from mandatory retention for good cause.

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. 1003.42, 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 <ul style="list-style-type: none"> • 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. 	<p>Successful completion of a high school level Algebra 1 or Geometry course is not contingent on a student the EOC assessment.</p> <p>To earn high school credit for Algebra 1, the student</p> <ul style="list-style-type: none"> ▪ must take the Algebra 1 EOC Assessment ▪ Pass the course ▪ EOC results constitute 30% of final grade <p>To earn high school credit for Geometry, the student</p> <ul style="list-style-type: none"> ▪ must take the Geometry EOC Assessment ▪ Pass the course ▪ EOC results constitute 30% of final grade
Science	3 middle grades or higher courses	<p>Successful completion of a high school level Biology 1 course is not contingent on a student the EOC assessment.</p> <p>To earn high school credit for Biology 1, the student</p> <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> • One of these courses must be at least a one-semester civics education course that a student successfully completes. 	<p>Civics Education Course</p> <ul style="list-style-type: none"> ▪ EOC results constitute 30% of the final course grade. <p>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</p> <ul style="list-style-type: none"> ▪ Passage of 3 courses in social studies ▪ Or 2 year-long courses in social studies that include coverage of civics education <p>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.</p>

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: <ul style="list-style-type: none"> • Enrolled in a remedial course • Student's parents indicate in writing <ul style="list-style-type: none"> ○ 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
Career & Education Planning	1 course completed in grades 6, 7, or 8 <ul style="list-style-type: none"> • Internet-based • Easy to use • Customizable 	<ul style="list-style-type: none"> • Research-based assessments to assist student in determining educational and career options and goals • Emphasis on importance of entrepreneurship skills
Reading	1 period of reading, in 6 th , 7 th and 8 th grade, in addition to the regularly scheduled language arts course <ul style="list-style-type: none"> • 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.

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.

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.

The Department of Education has determined that the following options for remediation and retention are available:

- Remediate before the beginning of the next school year and promote;
- Promote and remediate during the following year with more intensive intervention and remediation strategies; or
- Retain and remediate in a different program

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
- AICE program
- IB diploma curriculum

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.

Each high school is required to advise each student of courses through which a high school student can earn college credit, including AP, IB, AICE, 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 Awarding

	<u>24-Credit Program</u>	<u>ACCEL Program</u>
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

Requirements for Students Entering Grade Nine in the 2011-2012 School Year

Requirements for the 24-credit standard diploma option

4 Credits English Language Arts (ELA)
<ul style="list-style-type: none">• Pass the statewide, standardized grade 10 Reading Assessment or earn a concordant score in order to graduate with a standard diploma.
4 Credits Mathematics
<ul style="list-style-type: none">• One of which must be Algebra 1 and one of which must be Geometry• A student who takes Algebra 1 after the 2010-2011 school year must pass the Algebra 1 EOC assessment, or earn a comparative score, in order to earn a standard diploma.• A student who takes Algebra 1 or Geometry after 2010-2011 school year must take the EOC assessment, but<ul style="list-style-type: none">○ Is not required to pass to earn course credit and○ The EOC results are not required to constitute 30 percent of a student's final course grade.• A student who earns an industry certification that articulates to college credit may substitute the certification for up to two mathematics credits, except for Algebra 1 and Geometry.
3 Credits Science
<ul style="list-style-type: none">• One of which must be Biology 1, two of which must have a laboratory component.• A student who takes Biology 1 after the 2010-2011 school year must take the Biology 1 EOC assessment, but is not required to pass the assessment in order to earn course credit and the EOC results are not required to constitute 30 percent of the student's final course grade.• A student who earns an industry certification that articulates to college credit may substitute the certification for one science course (except for Biology 1).• An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology 1).
3 Credits Social Studies
<ul style="list-style-type: none">• One credit in World History.• One credit in U.S. History.• A student who takes U.S. History after the 2011-2012 school year must take the U.S. History EOC assessment, but the EOC results are not required to constitute 30 percent of the student's final course grade.• One-half credit in U.S. Government.• One-half credit in Economics.
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts
1 Credit Physical Education to include the integration of health
8 Elective Credits
1 Online Course
Students must earn a 2.0 grade point average on a 4.0 scale
Requirements for the 18-credit ACCEL option
<ul style="list-style-type: none">• 3 elective credits instead of 8• Physical Education is not required• Online course is not required• All other graduation requirements for a 24-credit standard diploma must be met.

Requirements for Students Entering Grade Nine in the 2012-2013 School Year

Requirements for the 24-credit standard diploma option

4 Credits English Language Arts (ELA)
<ul style="list-style-type: none"> • Pass the statewide, standardized grade 10 Reading Assessment or earn a concordant score in order to graduate with a standard diploma.
4 Credits Mathematics
<ul style="list-style-type: none"> • One of which must be Algebra I and one of which must be Geometry. • A student who takes Algebra I after the 2010-2011 school year must pass the Algebra I EOC assessment, or earn a comparative score, in order to earn a standard high school diploma. • A student who takes Algebra I or Geometry after the 2010-2011 school year must take the EOC assessment, but is not required to pass to earn course credit and the EOC results are not required to constitute 30 percent of a student's final course grade. • A student who earns an industry certification that articulates to college credit may substitute the certification for up to two mathematics credits, except for Algebra I and Geometry.
3 Credits Science
<ul style="list-style-type: none"> • One of which must be Biology I, two of which must have a laboratory component. • A student who takes Biology I after the 2010-2011 school year must take the Biology I EOC assessment, but is not required to pass the assessment in order to earn course credit and the EOC results are not required to constitute 30 percent of the student's final course grade. • A student who earns an industry certification that articulates to college credit may substitute the certification for one science course (except for Biology I). • An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I).
3 Credits Social Studies
<ul style="list-style-type: none"> • One credit in World History. • One credit in U.S. History. • A student who takes U.S. History must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade. • One-half credit in U.S. Government. • One-half credit in Economics
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts
1 Credit Physical Education to include the integration of health
8 Elective Credits
1 Online Course
Students must earn a 2.0 grade point average on a 4.0 scale
Requirements for the 18-credit ACCEL option
<ul style="list-style-type: none"> • 3 elective credits instead of 8 • Physical Education is not required • Online course is not required • All other graduation requirements for a 24-credit standard diploma must be met.

Requirements for Students Entering Grade Nine in the 2013-2014 School Year and Thereafter

Requirements for the 24-credit standard diploma option

4 Credits English Language Arts (ELA)
<ul style="list-style-type: none">• Pass the statewide, standardized grade 10 Reading Assessment or earn a concordant score in order to graduate with a standard diploma.
4 Credits Mathematics
<ul style="list-style-type: none">• One of which must be Algebra I and one of which must be Geometry.• A student who takes Algebra I must pass the Algebra I EOC assessment, or earn a comparative score, in order to earn a standard high school diploma. The EOC results constitute 30 percent of a student's final course grade.• A student who takes Geometry must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade.• A student who earns an industry certification that articulates to college credit may substitute the certification for up to two mathematics credits, except for Algebra I and Geometry.• A student who selects Algebra II must take the Algebra II EOC assessment. The EOC results constitute 30 percent of a student's final course grade.
3 Credit Science
<ul style="list-style-type: none">• One of which must be Biology I, two of which must be equally rigorous science courses.• Two of the three required credits must have a laboratory component.• A student who takes Biology I must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade.• A student who earns an industry certification that articulates to college credit may substitute the certification for one science course (except for Biology I).• An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I).
3 Credits Social Studies
<ul style="list-style-type: none">• One credit in World History.• One credit in U.S. History.• A student who takes U.S. History must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade.• One-half credit in U.S. Government.• One-half credit in Economics, which must include financial literacy.
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts
1 Credit Physical Education to include the integration of health
8 Elective Credits
1 Online Course
Students must earn a 2.0 grade point average on a 4.0 scale
Requirements for the 18-credit ACCEL option <ul style="list-style-type: none">• 3 elective credits instead of 8• Physical Education is not required• Online course is not required• All other graduation requirements for a 24-credit standard diploma must be met.

HIGH SCHOOL GRADE LEVEL DETERMINATION

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

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

Senior status for students on the 18 credit option will be determined by the school administration.

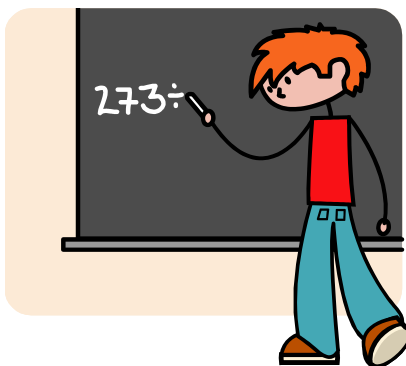
Senior privileges are only given for one year.

High school report cards will not be stamped with promotion status.

Mid-year promotion may occur when students have met credit requirements.

STANDARD DIPLOMA DESIGNATIONS

Scholar Diploma Designation
<ul style="list-style-type: none">• In addition to meeting the 24-credit standard high school diploma requirements, a student must• Earn 1 credit in Algebra 2 (must pass EOC);• 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
<ul style="list-style-type: none">• Meet the standard high school diploma requirements• Attain one or more industry certifications from the list established (per s. 1003.492, F.S.)



STUDENTS WITH DISABILITIES

Students with disabilities may be placed in the Exceptional Student Education Program. Before your child is placed in this program, educators will evaluate him and complete a document called an Individual Education Plan or IEP.

There are several diploma or certificate options available to students in the ESE program, ranging from a standard high school diploma to a certificate of completion. Students in ESE programs are entitled to stay in school until they graduate (receive a standard diploma or GED) or reach the age of 22.

Progression of Students with Disabilities: The primary determination for promotion of students with disabilities will be based upon mastery of the standards specified for all content areas for their exceptionality and level, goals, and objectives as outlined in each student's Individual Educational Plan (IEP). Consideration may be given to other factors such as: student's general progress; chronological age; attendance; sense of responsibility; mental and physical health; maturity; work habits; or behavior.

Mastery of student performance standards is determined by the student's teacher through the use of formal assessments, teacher-made tests, or teacher observation, as indicated on the student's IEP.

Student mastery of performance standards may be documented through tracking sheets, checklists, grades, or samples of student work. Written documentation of student mastery will include the date of mastery and will be signed off by the teacher who verifies mastery.

Determination of promotion shall be recommended by the Individual Educational Plan (IEP) committee.

In third grade, however, all students must score a level 2 or higher on FCAT Reading in order to be promoted unless there are good cause exemptions.

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

Students 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

Any student enrolled in kindergarten through grade 12 may participate in CAP. Students who are not enrolled in courses with EOC assessment may take the EOC assessment. If the student passes the EOC assessment, they will earn high school credit for the course, but are not required to take the course. Any student, who requests to take an EOC for CAP, must make that request by the end of the first semester.

Early High School Graduation

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.

Advanced Graduation or 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).

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 be determined using a weighted GPA. The GPA is an average of all grades from the 9th grade through 12th grade. The GPA will be determined following the posting of dual enrollment grades. Grades will be weighted on a 5.0 scales for the honors, AP and dual enrollment courses. An "A" in an honors class will count 5.0 points, a "B" 4.0 points, etc. Non-honors classes will be counted on a 4.0 scale. Students with a weighted GPA of 3.5 or higher will graduate with Honors.

Beginning with the 2016-2017 SY graduating class, courses used to determine the GPA for honor graduates will be the same courses used for Bright Futures determination. Honor graduates will have a weighted GPA of 3.5.



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:

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*)

To be eligible for the salutatorian or valedictorian award at Altha Public School, a student must have been enrolled full time at Altha Public School by September 1 of their 12th grade year.

To be eligible for the salutatorian or valedictorian award at Blountstown High School, a student must have been enrolled full time at Blountstown High School by September 1 of their 12th grade year.



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

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.
4. The student's report card shall contain a statement indicating performance or nonperformance at grade level, conduct/citizenship, attendance, and promotion or non-promotion.

GRADE PERFORMANCE LEVEL AS REPORTED ON REPORT CARD

Florida Statute 1003.33 as amended by **Florida Statute 1002.23** requires the school district to report students' performance or nonperformance at his or her grade level on the report card. On the Calhoun County School Report Card there is a section labeled Grade Performance Level where we report grade level expectations of the Sunshine State Standards. Comments will be above, on, or below. "**Above**" would indicate that the instruction/curriculum is above expectations for the grade level in which they are assigned. Students are provided enrichment activities/instruction to stimulate critical thinking, problem solving and communication skills. "**On**" would indicate that the instruction/curriculum is on grade level

and correlates to the standards of the grade in which they are assigned. “Below” would indicate the student is using materials at least one half year below their grade placement. Other accommodations and/or modifications include fewer assignments, presentation of instruction at a slower pace and more opportunity to practice skills.

Examples:

- A student is in an honors English class making C’s. His/Her grade level performance would be “above”.
- A student is in a regular 4th grade classroom working on grade level standards making B’s. His/Her grade level performance would be “on”.
- A student is in a regular 4th grade classroom working on grade level standards making D’s. His/Her grade level performance would be “on”.
- A student is in an ESE classroom. He/She will not take the FCAT but will take an alternate assessment. He/She is making B’s. His/Her grade level performance would be “below”.

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 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. **(FS 1003.43)**
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)

5. Grade Range for Students 1-12

In the Calhoun County School District 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

- Dual Enrollment courses must conform to the college grading policy. Only alpha grades will be recorded on the transcript.
- 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.
- 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:

- 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.
- 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.
- 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.
- 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 9 weeks grade 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, 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

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

Calhoun County School District is a District of Choice. Prior to the opening of school in the fall, parents who wish to transfer their child from one school to another without a change of residence to the area where they wish to enroll their child, should make this change prior to August 1st. Students who live in an attendance area will be given top priority to attend the school in their community before accepting students from outside the attendance area. After August 1st, students will be accepted on a first come, first served basis until a class is declared to be filled by the principal of the affected school. At the beginning of the school year, a resident student may normally enroll in any Calhoun County school, regardless of where the student resides in the district, when space is available and an appropriate program exists in the school.

With only 5 brick and mortar schools in the district, students who cannot be accommodated at their school of choice will be encouraged to contact another school for availability. Students always have the choice of attending Calhoun Virtual School at the beginning of each semester.

If a student's place of residence changes from one attendance area in the district to another, the student should be properly withdrawn from the school from which he/she is leaving and properly enrolled in the new school. The appropriate transfer of records will be made between the schools as is legally provided for.

Students who transfer to a new school in the district will have a two day trial period during which they may transfer back to the school they left without having to go before the Board for permission to move back. Availability of space and program offerings will have to be considered when changing schools at any time. Principals and staff of affected school centers will make this determination. Transportation will be the responsibility of the parent or the student if he/she attends a school outside their attendance area.

After school has started and the two day trial admission period has passed, if a student does not make a change in residence from one attendance area to another, but wishes only to change schools for whatever reason, a transfer request must be submitted to the School Board for approval prior to the transfer. The parent/guardian of the student(s) in question should fill out transfer forms stating their reason(s) for requesting a transfer. A transfer of this nature, if approved, would routinely be approved to occur only at semester break unless an extreme hardship or very unusual circumstances should exist. In transfers of this type, transportation will be the responsibility of the parent or the student.

The district shall make information available to parents to assist them in making informed choices about where to send their children to school. This information will provide statistical data as well as general information about each of the five schools in the district. Additional information can be provided on an individual basis on request. For further information contact: Vicki Davis, Assistant Superintendent, 20859 Central Avenue East, Room G-20 or call 850-674-8733 ext. 22.

FERPA NOTIFICATION OF RIGHTS CONCERNING RECORDS

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

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 fifteen (15) 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.

McKAY SCHOLARSHIPS

Parents may enroll students by contacting www.opportunityschools.org or by calling 1-800-447-1636. Students with disabilities are eligible for McKay Scholarships if the following criteria have been met:

1. The student has an active IEP or 504 Plan.
2. The student was reported for funding during the preceding October and February FTE Surveys.

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 purposes 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.

PHYSICAL EDUCATION REQUIREMENTS

Section 1003.455, Florida Statutes, 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 is conducted during the month of October.
- The Florida Youth Substance Abuse Survey is conducted during the month of February.
- The School Climate Satisfaction Survey is conducted during the month of March.
- Florida Youth Tobacco Survey is conducted during the month of February.
- Florida Youth Risk Behavior Survey is conducted during the month of February.
- Social Norms Survey for Alcohol Reduction (Grades 9-12) is conducted during the month of February.

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

The district is required to collect from a student or the student's parent the full purchase price of any instructional material lost, destroyed, or damaged by a student regardless of the age or condition of the instructional material. **F.S. 1003.497**

OUT-OF-DISTRICT TRANSFERS

A student who wishes to attend school in Calhoun County, but is living in a neighboring district, will need approval from the principal of the school he/she wants to attend as well as approval from the district they are leaving annually. Requests after school has started will be handled in a similar manner to resident student requests for such transfers.

Availability of space and program offerings will be considered in every case. Students who are unusually disruptive, have special needs or require special services that cannot be met through existing programs in the district, will not be approved for transfer to Calhoun County or may have such approval withdrawn, if determined to be in the best interest of the school. No special transportation arrangements will be provided for any out of district student.

In most cases the following Out-of-District transfers will be approved at the beginning of the school year:

1. Students living in a neighboring district who have a parent employed by the School Board.
2. Students who were attending school in the Calhoun County School District, but moved into a neighboring county.
3. Students living geographically closer to a school in the Calhoun County School District than a school in their home district.

For students not approved above and the school has available space and program offering, the following criteria must be followed before an out-of-district student will be allowed to attend a school in Calhoun County:

- Grades: Must have and maintain a minimum 2.5 cumulative grade point average.
- Attendance: Must adhere to the district Attendance Policy.
- Discipline: Must have no more than 2 office referrals and no suspensions or expulsions.
- FSA/FAIR: Must have and maintain a minimum Level of 3 on FSA Reading, Math, and Writing in grades 3-12; pass EOCs; grade level on FAIR in grades K-2.

Once a student is allowed to attend school in Calhoun County, the parents must sign a contract agreeing their child will abide by the following:

- Attendance: Must adhere to the district Attendance Policy.
- Discipline: Must have no more than 2 office referrals and no suspensions or expulsions.
- Grades : Must have and maintain a minimum 2.5 cumulative grade point average.

Out-of-District contracts are good for the current school year only. Parents must reapply prior to the beginning of each new school year.

For students who fail to comply with any one of these above standards, the Out-of-District approval will be reviewed by a committee assigned and headed by the Principal to determine if the student must return to their home district at the end of the current grading period.

If an out of district student is enrolled in the Calhoun County School District without the prescribed written approval of the School Board and Superintendent, the Calhoun County School District has the full authority to revoke the student's enrollment.

The Calhoun County School District may use any of the following but not limited to, in determining the student's county of residence:

- Homestead Exemption;
- Vehicle Registration;
- Driver's License; or
- Voter Registration.

Appeal Process: Parents may appeal the decision of the Principal concerning out-of-district students by appearing before the School Board at a regularly scheduled meeting. Parents must put in writing the reasons they want their children to attend school in Calhoun County. This document must be turned in to the Superintendent's Office at least two weeks prior to the regularly scheduled meeting. A final decision will be made at the discretion of the School Board on a case by case basis.

VIRTUAL SCHOOL

Calhoun County School District provides eligible students the option of participating in a virtual instruction program. A student may participate in virtual instruction in Calhoun County if:

- The student spent the prior school year in attendance at a public school in Florida;
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to this state from another state or from a foreign country;
- The student was enrolled during the prior year in a virtual instruction program;
- The student has a sibling who is currently in a virtual instruction program and the sibling was enrolled in that program at the end of the prior year;
- The student is eligible to enter kindergarten or first grade; and
- The student is eligible to enter grades 2-5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School.

To get information about Calhoun County Schools' virtual school programs call Kay Tipton at 850-674-8724 ext. 232 or Renee Harrell at 850-674-8734 ext 221.

Calhoun County Parent Self-Assessment Checklist

Designed to help parents determine how involved they are in promoting a positive education for their child, the Calhoun County Parent Self-Assessment is required annually by state law and must be issued to all parents of students in grades K-12. Please place a check by each positive response then consider your areas of need. This Self-Assessment is for your use and is not to be returned to your child's school.

FOCUS ON ATTITUDE

- I stress the importance of education and doing one's best in school to my child.
- I express my belief in my child's ability to be successful.
- I help my child set short and long term educational goals.
- I celebrate my child's academic accomplishments.

FOCUS ON ACADEMICS

- I support reading with age appropriate home activities.
- I assure that our home has a consistent time and place to do homework.
- I ensure that my child has access to materials needed to complete assignments.
- I regularly discuss and ask to see work that my child is doing in school.
- I attend workshops on helping my children at home.

FOCUS ON BEHAVIOR

- I monitor the Internet, e-mail, chat sites and computer games used by my child.
- I monitor the television programs and videos viewed by my child.
- I teach and reinforce positive behaviors such as respect for self and others, hard work and responsibility.
- I am aware of and enforce school behavioral expectations.

FOCUS ON BUILDING RESPONSIBILITY

- I ensure that my child has a regular routine.
- I encourage my child to accept responsibility for his/her actions.
- I ensure that my child is in attendance and on time to school each day.
- I monitor and promote my child's participation in extracurricular and after school activities.

FOCUS ON SCHOOL/HOME CONNECTIONS

- I communicate regularly with my child's teacher in person, on the phone, by email or through writing.
- I prepare for and attend teacher conferences, Individualized Educational Plans, Academic Improvement Plans, or other individualized student meetings.
- I attend open house, science fairs, plays, musical events, class trips, sporting events, curriculum nights, or other school activities at every opportunity.
- I volunteer in the school setting when possible.

If you need assistance or more information, contact the Calhoun County Public Schools Special Services Office (674-8734) to address any questions concerning these areas of parenting skills.

