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# Student Progression Plan

## *Elementary School*

~~2012--2013~~ 2013-2014

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## **Legal Foundation of the Student Progression Plan**

### **Section 1008.25, Florida Statutes, Student Progression**

Current law requires that each school board establish a comprehensive program for student progression, which shall be based upon an evaluation of each pupil's performance, including how well the student masters the performance standards approved by the state board. The district program for student progression shall be based upon local goals and objectives, which are compatible with the state's plan for education.

1. It is the intent of the Legislature that each student's progression from one grade to another be determined, in part, upon proficiency in reading, writing, science, and mathematics; that district school board policies facilitate such proficiency; and that each student and his or her parent be informed of that student's academic progress.
2. Each district school board shall establish a comprehensive program for student progression which must include:
  - a. Standards for evaluating each student's performance, including how well he or she masters the performance standards approved by the State Board of Education.
  - b. Specific levels of performance in reading, writing, science, and mathematics for each grade level, including the levels of performance on statewide assessments as defined by the commissioner, below which a student must receive remediation, or be retained within an intensive program that is different from the previous year's program and that takes into account the student's learning style.
  - c. Appropriate alternative placement for a student who has been retained 2 or more years.

The St. Lucie Public School District Student Progression Plan gives consideration to the best interest of individual students and complies with state statutes and State Board of Education directives. It is intended that the plan provide to school personnel, parents, students and interested citizens written information with regard to student advancement through the district school system.

As with all policy handbooks, periodic review and revision is undertaken in order to retain guidelines that are consistent with the intent of the Board and legislative actions.

**STUDENT PROGRESSION PLAN**

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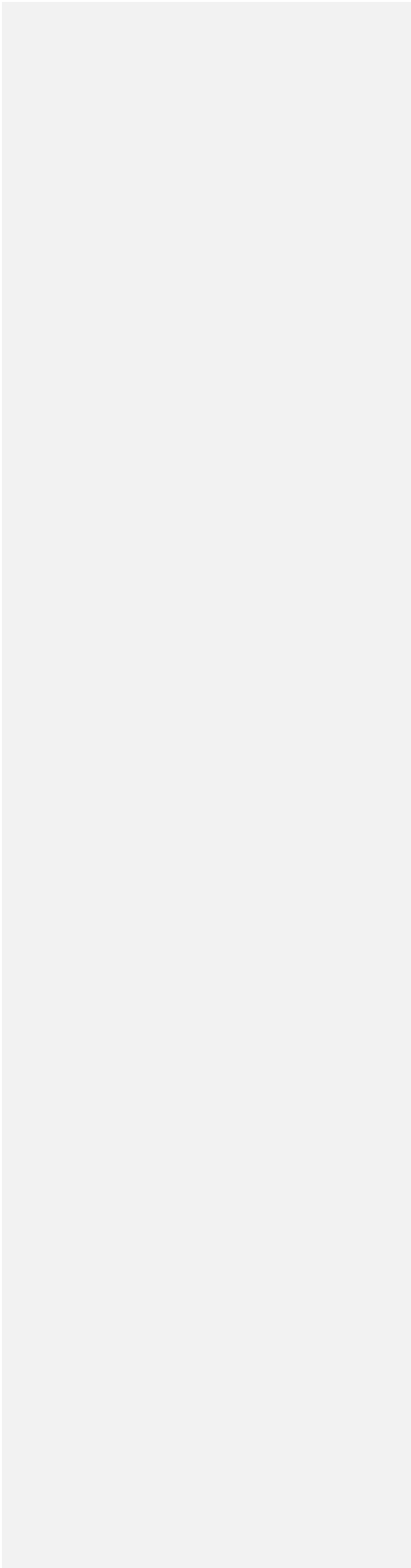
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## ELEMENTARY SCHOOL STUDENT PROGRESSION (GRADES K-5)

### I. ADMISSION, PLACEMENT, TRANSFERS AND ATTENDANCE

#### A. *Age Requirements*

Florida law requires that all children who have attained the age of six (6) years or will have attained the age of six (6) years by February 1 of any school year or who are older than 6 years of age, but who have not yet attained the age of sixteen (16) years are required to attend school regularly during the entire school term. (F.S. 1003.21)

Regular attendance as required by statute may be fulfilled by:

- attendance in a public school supported by public funds;
- a parochial, religious, or denominational school;
- a private school supported in whole or in part by tuition charges, endowments, or gifts; or
- a home education program that meets the requirements of state statute. (F.S. 1003.01)

Children who have attained the age of five (5) years on or before September 1 of the school year shall be eligible for admission to public kindergarten under the rules prescribed herein. Children who have attained the age of four (4) years on or before September 1 of a school year are eligible for admission to prekindergarten early intervention programs during that school year subject to availability and the rules prescribed by the St. Lucie County School Board.

Children with disabilities who have attained the age of three (3) years shall be eligible for admission to public special education programs and for related services under rules adopted by the School Board. (F.S. 1003.21)

An eligible exceptional student may be enrolled in one (1) or more of the following programs:

- Deaf or Hard-of-Hearing
- Speech Impairment
- Visual Impairment
- Language Impairment
- Developmentally Delayed
- Physically Impaired with Orthopedic Impairment
- Physically Impaired with Other Health Impairment
- Physically Impaired with Traumatic Brain Injury
- Autism Spectrum Disorder
- Specific Learning Disabilities

- Dual-Sensory Impaired
- Homebound or Hospitalized
- Intellectual Disabilities Emotional/Behavioral Disabilities

**B. Documentation for Admission**

The parents of students seeking admission to St. Lucie Public Schools must provide the following documentation:

Evidence of birth date; one of the following:

- birth certificate
- baptismal certificate showing the date of birth
- an insurance policy on the child's life, which has been in force for two or more years
- a bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent
- a passport or certificate of arrival in the United States showing the age of the child
- a transcript of record of age shown in the child's school record of at least four (4) years prior to application stating date of birth
- or failing any of the above, an affidavit of age sworn to by the parent accompanied by a certificate of age signed by a public health officer or other designated licensed practicing physician that states that the child has been examined by the same and this individual believes that the age as stated in the affidavit is substantially correct. (F.S.1003.21)

Evidence of a recent physical examination, within one year of enrollment in school

Certification of required immunization for poliomyelitis, diphtheria, rubella rubeola, pertussis, mumps, tetanus, and other communicable diseases, as determined by rules of the Department of Health and Rehabilitative Services. (F.S. 1003.22)

Certificate of Immunization as described in (F.S. 1003.22) and School Board Policy 5.04. Evidence of recent physical examination as described in (F.S.1003.22) and School Board Policy 5.04.

(F.S. 232). States that student must report to the district at the time of initial registration any previous expulsions, arrest resulting in a charge or any juvenile justice action taken against the student.

**C. Placement of Students**

A child who has attained the age of six (6) years on or before September 1 of the school year shall be admitted to the first grade upon satisfactory completion of a kindergarten program in a public or non-public school. No child shall be admitted or promoted to first grade until such child has satisfactorily completed kindergarten or otherwise satisfies the criteria for admission.

Students entering St. Lucie Public Schools from schools in other Florida districts or from out-of-state schools shall be admitted to the grade level designated by the educational institution from which the student is transferring in accordance with a reciprocal

agreement. If official records are not immediately available, the principal of the receiving school shall temporarily place the student according to the information available.

**Interstate Compact on Educational Opportunity for Military Children - S. 1000.36, F. S.**

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents.

Except as otherwise provided in Section C, this compact applies to the children of:

- Active-duty members of the uniformed services, including members of the National Guard and Reserve on active-duty orders pursuant to 10 U.S.C. ss. 1209 and 1211;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.
- Specify that this interstate compact applies to local education agencies.

This compact does not apply to the children of:

- Inactive members of the National Guard and military reserves;
- Members of the uniformed services now retired, except as provided in Section A;
- Veterans of the uniformed services, except as provided in Section A; and
- Other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active-duty members of the uniformed services.

**Educational Records and Enrollment**

A child's official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, that school shall enroll and appropriately place the student based on the information provided in the unofficial records pending verification by the official records, as quickly as possible.

When the student enrolls, the receiving school shall request the student's official education record from the school in the sending state. Upon receipt of the request, the school in the sending state shall process and furnish the official educational records to the school in the receiving state within 10 days or within such time as is reasonably determined under the rules adopted by the Interstate Commission.

Student will have 30 days from the date of enrollment to obtain any immunization required by the receiving state. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.

Students will be allowed to continue their enrollment at grade level in the receiving state



commensurate with their grade level, including kindergarten, from a local education agency in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending state is eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

**Assistance to Transitioning Students from Military Families - 1003.05, F.S.**

Dependent children of active duty military personnel who otherwise meet the eligibility criteria for special academic programs offered through public schools shall be given first preference for admission to such programs even if the program is being offered through a public school other than the school to which the student would generally be assigned. If such a program is offered through a public school other than the school to which the student would generally be assigned, the parent or guardian of the student must assume responsibility for transporting the student to that school. For purposes of this subsection, special academic programs include magnet schools, advanced studies programs, Advanced Placement, dual enrollment, Advanced International Certificate of Education, and International Baccalaureate.

***D. Attendance***

**Compulsory School Attendance & Declaration of Intent to Terminate School Enrollment (F.S. 1003.21)**

Pursuant to Section (F.S. 1003.21), all children who are either six years of age or who will be six years old by February 1, or who are older than six years of age but who have not attained the age of 18 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

### **Official Attendance**

When Daily Attendance procedures are being used, attendance will be taken at the beginning of the school day.

### **Enforcement of Attendance (F.S. 1003.26)**

Parent is Required to be Contacted

- After each unexcused absence or absence for which the reason is unknown.

Means of Parent Contact

- Contact can be by phone, auto call system, mail, in-person by school representative.

Required Documentation

- Phone log noting date and time of call, official making call, family member contacted, and outcome of conversation.
- Mail – copy of dated notice or postal service return-receipt.
- Personal Contact – parent’s signature on form(s)/letter.

Referrals to Student Services

- Refer prior to or upon the 10th unexcused absence in any 90-day period and after school efforts to resolve have not been successful. Schools will provide Student Services with documentation of efforts to resolve the truancy.

### **Parent/Guardian Responsibility**

Each parent and guardian of a child within compulsory attendance age is responsible for the child’s attendance as required by law (F.S. 1003.24). The only conditions under which the parent or guardian is not responsible are:

- The student missed school with the permission of the principal.
- The student cannot attend due to the financial inability of the parent to provide necessary clothes for the child and this inability is reported in writing to the Department of Student Services or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing a truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services.
- The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable, and the student is not eligible for Homebound/Hospitalized services.

### **Project ROCK**

Students suspended out-of-school who attend Project ROCK can be coded as R (Project ROCK) for the dates that the school confirms that the student attended the program. A day of attendance at Project Rock will not count as out-of-school suspension.

### **Attendance Codes, Excused Absences, Unexcused Absences (F.S.1003.26)**

Attendance Codes

C – Clinic

E – Excused

G – Guidance

~~I – BIC (not an absence)~~

O – Out of School Suspension

R – Project ROCK (not an absence) Students suspended out of school who attend Project ROCK can be coded as R for the dates the program verifies.

S – School Activity/Field Trip (not an absence) In cases where there is a question about the validity of the activity, the Zone Assistant Superintendent shall make the determination.

T – Excused Tardy

U- Unexcused Tardy

1 – Unexcused Tardy

2 – Absence due to excessive tardies (K-5 only)

**Excused Absences** - Absences are excused when an appropriate *explanation* is provided by the parent within 3-days of the student's return or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)

- Illness of the student
- Major illness in the student's immediate family
- Medical appointment of the student
- Death of family member or friend
- Required Court Appearance
- Religious holiday of the student or student's family's faith
- Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- Major disaster that justifies the absence that has been approved by the principal
- Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester
- Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route
- Other planned absences approved in advance by the principal
- Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel. Absences for this reason cannot exceed 5-days annually. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Physician Referral for Hospital/Homebound Services absences should be excused from the date the physician's referral for Hospital/Homebound is received. Should the student not be found eligible for Hospital/Homebound services, absences occurring after the determination will be excused or unexcused based on the above policies.
- A student of an active duty military member may be excused from absences related to deployment activities as approved by the Principal.

**Unexcused Absences** – Unexcused absences are all failures to attend school other than those

specifically excused by the principal or designees. (F.S. 1003.26)

- Truancy
- Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason cannot exceed 5-days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Take Your Son or Daughter to Work Day
- Failure to provide an explanation
- of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation advise the school to excuse absence documentation received after the expiration of the 3-day period. Physician explanations received after the 3- day period will also authorize the school to excuse the absence(s).
- Failure to provide a Physician's Authorization when required missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late
- Immunization non-compliance
- Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2-days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as in-attendance and will have the absence unexcused.
- Out of school suspensions.

**Reporting Attendance Cases to Problem Solving Team (PST) /Attendance Committee (F.S. 1003.26)**

**When:** Student has accumulated at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within 90 calendar days

**By Whom:** Teacher or any school staff with knowledge of the student's attendance  
Required Participants: School Social Worker or contracted caseworker; school attendance officer; parent shall be invited and encouraged to attend

**Purpose of Meeting:** To determine if a pattern of non-attendance is developing or exists and to develop interventions that shall be implemented

**Interventions:** Interventions may include, but are not limited to:

- frequent communication between school and family
- mentoring
- counseling
- evaluation for alternative education program
- attendance contracts
- agency referral(s)
- other interventions, including but not limited to a Truancy Petition pursuant to (F.S. 984.151)

### **Truancy Petition**

The Superintendent may file a truancy petition pursuant to procedures in F.S. 984.151 when:

- A student has 5 unexcused absences in a calendar month or 10 unexcused absences in a 90 calendar-day-period
- The PST/SST has met and efforts to correct the attendance has been unsuccessful
- The parent has been notified as to the unexcused absences or absences for which reasons are unknown and that a Truancy Petition is being filed.

School's Responsibility:

- Partner with Student Services to prepare the Petition
- Provide Student Services will all verifications of notification to and conferences with the parent to inform and discuss attendance
- Copies of all parent and physician excuses and phone logs
- Verification that the recorded attendance is true and correct according to School Board policy

Filing of Truancy Petitions:

- Filed in Circuit Court in the 19<sup>th</sup> Judicial Circuit
- All supportive documentation becomes part of the Court file
- Parent(s) named in the Petition will receive a copy of the Petition when the Petition is served

### **Habitual Truants (F.S. 1003.27)**

Each public school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. Each designee of the governing body of each private school, and each parent whose child is enrolled in a home education program, may provide the Department of Highway Safety and Motor Vehicles with the legal name, sex, date of birth, and social security number of each minor student under his or her jurisdiction who fails to satisfy relevant attendance requirements and who fails to otherwise satisfy the requirements of s. 322.091. The district school superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s. 322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s. 322.091.

### **Homebound/Hospitalized**

Students in the Homebound/Hospitalized Program are required to follow the same attendance policies contained herein:

- Parents of students who are confined to the home will provide the homebound teacher with a written explanation of the reason for absence within three (3) days of the absence.
- The teacher will forward the written explanation to the ESE District Office
- Parents of students, who are receiving services in the Homebound/Hospitalized Program due to an intermittent illness, will provide

written explanation of the reason for absence directly to the school of enrollment.

**Physician Authorization Requirement (F.S. 1003.24)**

SICKNESS, INJURY, OR OTHER INSURMOUNTABLE CONDITION.

Attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a licensed practicing physician, or was impracticable because of some other stated insurmountable condition as defined by rules of the State Board of Education. 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 for more than the number of days permitted by the district school board.

Each district school board shall establish an attendance policy that includes, but is not limited to, the required number of days each school year that a student must be in attendance and the number of absences and tardinesses after which a statement explaining such absences and tardinesses must be on file at the school. Each school in the district must determine if an absence or tardiness is excused or unexcused according to criteria established by the district school board.

**When Required**

Student has accumulated a total of **10 excused** or **5 unexcused** absences within a **semester**, subsequent absences of 3 or more consecutive days may not be excused unless documentation is received demonstrating that attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a physician

Student has accumulated a total of **15 excused** absences or **8 unexcused** absences within the **school year**, subsequent absences of 2 or more consecutive days will not be excused unless: (a) the parent has on file with the school a statement from a licensed physician documenting the student's chronic medical condition and a valid release allowing the school to communicate with the physician, and/or (b) documentation is received demonstrating that attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a physician.

**Must Contain**

- Dates of the absences for which excuse is sought
- Reason for the absence

**Exceptions**

Students with certain communicable illnesses and chronic medical conditions that do not require physician treatment such as chicken pox and influenza, in which the student is still contagious and cannot return to school. Consideration will also be given for insurmountable circumstances that directly involve the student's primary family, such as a family death that requires them student to accompany the parent or guardian out of town for a brief period of time.

### **Physician (Defined)**

A person practicing as a physician licensed under Chapter 458 (medical practice), 459 (osteopathic medicine), Chapter 460 (chiropractic medicine), or Chapter 461 (podiatric medicine, Florida Statutes.

### **Non-enrollment**

For students who are expected to enroll at the beginning of the year but do not return to begin the year, the district should carry the student on the class roster for 10 school days. If the student has not enrolled and has made no contact with the school to explain why the student did or will not enter, the district must remove the student from the roll as of the first day of school by entering the withdrawal code DNE (did not enter), recording the withdrawal date as of the first day of school and by deleting any attendance records associated with the student. If a parent contacts the school to state that the student will not enter, the school is to obtain the reason from the parent, log the call, and enter the correct withdrawal code instead of the DNE code. In cases where there was no contact from the parent(s), the school is to do the following:

- Contact the parent or persons listed as contacts for all students with a DNE and obtain the reason for the student not entering. These calls are to be logged and the DNE code updated to the proper code.
- Provide a list of students with their cumulative record to the Department of Student Services no later than the third working day after the 10<sup>th</sup> day. The list shall contain the student's full name, name of the parent or guardian, and an account of efforts to contact the parent, including phone numbers called.
- The Department of Student Services will attempt to contact the parent or guardian and will provide the school with the updated withdrawal code.
- The school must update the withdrawal code at any time during the school year that new information is obtained as to the reason the student did not enter.

### **Tardy**

A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. Tardies will either be excused or unexcused. Acceptable documentation to excuse a tardy is the same as those under the Early Pick-Up Policy (see below) and for excused absences. Schools have the authority to develop a school-specific tardy response system, as approved by an administrative body comprised of representatives from varying district departments.

Every 5<sup>th</sup> unexcused tardy for students in grades K - 5 will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court.

### **Early Pick-Up**

Students in grades K - 5 who are picked up from school prior to the end of the day will be marked as tardy for the day. The tardy will either be excused or unexcused. The tardy will be excused if the parent provides written documentation that the need to leave school early was for the same reasons that an absence from school would be excused. The parent's notation in the school's early pick-up log may suffice as meeting the requirement to provide written

documentation if the notation is sufficient. Every 5<sup>th</sup> unexcused tardy for students in grades K - 5 will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court.

For all students in grades K -12, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused.

The school principal or designee can approve an early pick-up or release beyond these limits after taking into consideration the reason as well as the student's attendance history, both daily and by period, and the number of early releases.

#### **Students with Documented Chronic/Serious Medical Conditions**

Students who have documented chronic/serious medical conditions can be expected to have multiple absences during the school year. These absences, when related to their condition, may be considered excused upon verbal contact with the parent for verification of reason for the absence. To be eligible for the written documentation waiver, the school must have a valid release to communicate with all treating physician so that the student's health and reason for the absence can be verified. Students with documented chronic/serious medical conditions must follow the Physician Authorization Requirement contained herein in order for absences for medical reasons of three consecutive days or more to be excused once the student has accumulated 10 excused or 5 unexcused absences or is under court jurisdiction for truancy. Examples of such conditions include:

- cerebral palsy
- cancer
- conditions that require suctioning
- conditions that require oxygen
- conditions that require gastric tubes
- conditions that require shunts
- insulin dependent diabetes
- seizure disorders with recent seizure activity
- severe asthma with recent asthmatic episodes
- sickle cell disease
- chronic conditions that cause severe pain
- juvenile rheumatoid arthritis with limited mobility
- students deemed medically fragile or medically complex

#### **Students Covered Under the Rilya Wilson Act**

Students covered under the Rilya Wilson Act, after notification of such coverage by United for Families (UFF) at the time of enrollment, will be reported to UFF at the end of the business day on dates of school absences and/or upon the seventh (7<sup>th</sup>) excused absence from school. In addition, students covered under the Rilya Wilson Act will not be withdrawn from school without the written permission of UFF.



### **Student Withdrawals Prior to the End of the Year**

Students who leave school prior to the last two weeks of school must enroll in another school and complete the course requirements, including examinations if appropriate.

Students who are required to leave school during the last two weeks of the year must show evidence that the withdrawal is mandatory and must complete final examinations, if appropriate, in order to complete the year, have final grades, and for a determination of promotion. If examinations are given, principals are authorized to make appropriate arrangements for the administration of the examinations.

Principals may waive the requirements for early withdrawal when unusual/extenuating circumstances preclude full compliance by the students. Approval prior to the student's leaving is mandatory.

### **Compulsory Attendance and Home Education Programs**

Pursuant to (F.S. 1002.41) and (F.S. 1003.26), students who enter a home education program and have exhibited a pattern of nonattendance will be subject to a portfolio review by the home education review committee. The committee will verify if the home education program is in compliance with (F.S. 1002.41.)

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to (F.S.1002.41), as is any parent involved in a home education program.

If the parent of a child who has been found to have exhibited a pattern of non-attendance and who has been enrolled in home education fails to provide a portfolio for review by the committee, the committee shall notify the superintendent of schools and Student Assignment. The superintendent shall terminate the home education program and require the parent to enroll the child in an attendance option provided under (F.S. 1003.01), within 3 days. Failure of a parent or guardian to enroll a child in an attendance option after termination of a home education program shall constitute non-compliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under (F.S. 1003.27). Student Assignment will coordinate the programmatic elements of this policy. When the superintendent has terminated home education, the parent or guardian shall not be eligible to re-enroll the child in the home education program for 180 calendar days.

### **Perfect/Commendable Attendance Recognition**

Schools are authorized to develop perfect/commendable attendance policies.

### **Withdrawal of Students for Non-Attendance**

Pursuant to F.S. 1003.26 and F.S. 1003.27, a school is not authorized to withdraw a student, ages 6-18, for non-attendance unless the following criteria have been met:

- Student meets the legal criteria by the State of Florida to be classified as an

habitual truant

- School has notified the parent of each unexcused absence according to policy and the child continues to not attend.
- School has notified the parent in writing of the total number of unexcused absences and that the student is in danger of being withdrawn for non-attendance. This notification will also inform the parent that the student will lose their pending or current driving privilege as a result of the withdrawal.
- The Problem Solving Team or Attendance Committee has made efforts to resolve the student's non-attendance.
- For elementary cases, a truancy petition has been filed in the Circuit Court and the student continues to not attend.

## II. SPECIAL PROGRAMS

### A. *Homebound/Hospitalized*

Definition of Homebound/ Hospitalized Student:

A Homebound/Hospitalized student is a student who has been medically diagnosed with a physical or psychiatric condition which is acute or catastrophic in nature, or a chronic illness, or a repeated intermittent illness due to a persisting medical problem(s) and which confines the student to the home or hospital, and restricts activities for an extended period of time. The annual medical diagnosis shall be by a licensed physician as defined in Chapters 458 and 459, Florida Statutes and is practicing in the State of Florida.

### Criteria for Eligibility

A student, who is homebound or hospitalized, is eligible for specially designed instruction if ALL of the following criteria are met:

- Is expected to be absent from school due to a physical or psychiatric condition for at least fifteen (15) consecutive school days or the equivalent on a block schedule, or due to a chronic condition, for at least fifteen (15) school days or the equivalent on a block schedule, which need not run consecutively and;
- Is confined to the home or hospital and;
- Will be able to participate in and benefit from an instructional program and;
- Is under medical care for illness or injury which is acute, catastrophic, or chronic in nature and;
- Can receive instructional services without endangering the health and safety of the instructor or other students with whom the instructor may come in contact and;
- The student is enrolled in a public school in kindergarten through twelfth grade (K-12) or a Pre-K exceptional student, prior to the referral for Homebound/Hospitalized services. These referral forms are available through the District Exceptional Student Education Office or the guidance counselor at the student's assigned school and;
- A parent/guardian or primary care giver signs parental agreement concerning Homebound/Hospitalized policies and parental cooperation.

### **Procedures for Determining Eligibility Full Time**

The minimum evaluation to determine eligibility shall be an ANNUAL medical report from a licensed physician. This report shall include ALL of the following:

- A description of the disabling condition or diagnosis with any medical implications for instruction and;
- A statement by the treating doctor that the student is unable to attend school and;
- A description by the treating doctor of the plan of treatment and;
- Recommendations by the treating doctor regarding school re-entry and;
- An estimated duration of the condition or prognosis made by the treating doctor.

The completed Homebound/Hospitalized referral must be sent to the ESE District Office.

An eligibility meeting is scheduled at the student's assigned school.

An IEP (individual education plan) is developed or revised prior to assignment to the Homebound/Hospitalized Program and to a school based program due to an acute, chronic or intermittent condition.

The parent, guardian, or primary care giver must sign parental agreement concerning Homebound/ Hospitalized policies and parental cooperation.

### **Procedures for Determining Eligibility Intermittent**

The minimum evaluation to determine eligibility shall be an ANNUAL medical report from a licensed physician. This report shall include ALL of the following:

- A description of the disabling condition or diagnosis with any medical implications for instruction and;
- A statement by the treating doctor that the student is unable to attend school and;
- A description by the treating doctor of the plan of treatment and;
- Recommendations by the treating doctor regarding school full-time re-entry and;
- An estimated duration of the condition or prognosis made by the treating doctor and;
- A statement by the treating doctor indicating that the student could attend school with accommodations and/or;
- A statement by the treating doctor indicating that the student could attend partial days of school and/or;
- A statement by the treating doctor indicating that the student could attend school, but may require Homebound/Hospitalized services on an intermittent basis when the student's documented medical condition prevents them from attending school.

The completed Homebound/Hospitalized referral must be sent to the ESE Office.

An eligibility meeting is scheduled at the student's assigned school.

An IEP (individual education plan) is developed or revised prior to assignment to the Homebound/Hospitalized Program and to a school based program due to an acute, chronic, or intermittent condition.

The parent, guardian, or primary care giver must sign parental agreement concerning Homebound/Hospitalized policies and parental cooperation.

### **Dismissal from Homebound/Hospitalized**

Prior to returning to school the following must occur:

- A doctor's permission to return to school (Doctor's Release Form) must be completed by the doctor. This form is available from the District ESE Office or school guidance counselor.
- Parents/Guardians should call their child's assigned school to request a dismissal staffing five (5) days prior to the student's return to school.
- Parents must fax a copy of the Doctor's Release Form to the District ESE Office; Fax 772-429-3979.
- A dismissal or discontinuation staffing will be scheduled with the student's assigned school.

A student may also be dismissed from the Homebound/ Hospitalized Program for any of the following reasons:

- Medical eligibility expires.
- The student is no longer confined to the hospital or home.
- Failure to keep scheduled appointments in which case an IEP meeting will be scheduled to include an ESE District Specialist from the Homebound/Hospitalized Program, teachers, parents, and student to discuss excessive absences or other matters that occur.
- Students enrolled in the Homebound/Hospitalized Program will be dismissed effective the last day of school.

### **General Responsibilities**

The parent/guardian or primary caregiver shall commit to the following:

- Ensure the student's activities are restricted to the home or hospital.
- Provide a quiet, clean, well ventilated setting where the teacher and student will work.
- Ensure that a responsible adult is present whenever a teacher is providing in-home instruction.
- Establish a schedule for student study between teacher visits.
- Have the student ready for homebound services at the scheduled time.
- Notify the homebound teacher immediately, but no later than two (2) hours prior to a scheduled instructional session, if the student is unable to keep the scheduled time.

The Homebound/Hospitalized staff strives to work closely with families, as well as the administrative and instructional staff at each student's assigned school. The goal is to provide needed services while the student is eligible and facilitate a smooth transition for each student as he/she returns to the assigned campus.

### ***B. Digital Learning/Virtual Education***

#### **Digital Learning s.1002.321**

St. Lucie School District provides multiple opportunities for student participation in full-time and part-time kindergarten through grade 12 virtual instruction.

#### **Part-time Virtual Instruction**

Students may request part-time instruction through on-line learning through FLVS. Approval for courses is granted through the school guidance counselor if the course is an appropriate course for the student and the course enrollment is in compliance with the St. Lucie Public Schools Student Progression Plan. In order to receive part time virtual instruction, a student in grades K-5 must meet at least one of the eligibility criteria in s.1002.455 (2). Grades that are in progress do not transfer between traditional school and virtual schools; therefore, students progressing through a traditional class or a virtual class are encouraged to complete the course in order to earn the credit. The district will not be held accountable for dropped or failed classes that interfere with a timely promotion.

Public school students receiving part-time instruction by the Florida Virtual School in courses requiring statewide end-of-course assessments must take all statewide assessments required pursuant to s.1008.22 (3)(c)2. All statewide assessments must be taken at the school that the student ~~would be assigned through district assignment procedures~~ attends.

Additional part time virtual instruction is provided through courses delivered in the traditional setting through direct instruction through virtual instruction or through blended courses consisting of both traditional classroom and online instructional techniques pursuant to s.1003.498.

Students enrolled in traditional schools requesting to take all of their classes on-line will be referred to determine eligibility for one of our available full-time virtual options.

#### **Full-time Virtual Instruction**

St. Lucie Public Schools also operates a district operated virtual school, Mosaic Digital Academy, MDA, under s.1002.45 (1) (b). MDA offers full-time instruction to eligible students in grades K - 12. The school is staffed with local, highly qualified teachers providing a personalized learning environment.

In addition, there are two Virtual Instruction Providers available for full time virtual instruction for eligible students. Students may also enroll in The Florida Virtual School for full time instruction.

Parents will be provided with notification of the open enrollment periods for full-time virtual instruction which will be a minimum of 90 days and will end 30 days before the first day of school.

#### **Student Eligibility for K-12 Virtual Instruction: S.1002.455, FS.**

Students are eligible to participate in virtual instruction if:

- The student spent the prior school year in attendance at a public school in the state and was enrolled and reported by the school district for funding during the October and February for purposes of the Florida Education Finance Program surveys.
- 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 foreign country pursuant to the permanent change of station order.
- The student was enrolled during the prior school year in a virtual instruction program under s.1002.415 or a full-time Florida Virtual School program under s.1002.37(8)(a).
- The student is a sibling who is currently enrolled in a virtual instruction program and the sibling was enrolled in that program at the end of the prior school year.
- The student is eligible to enter kindergarten or first grade or 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.

### III. CURRICULUM AND INSTRUCTION

#### General Program Requirements (F.S. 1003.42)

- (1) Each district school board shall provide all courses required for middle grades promotion, high school graduation, and appropriate instruction designed to ensure that students meet State Board of Education adopted standards in the following subject areas: reading and other language arts, mathematics, science, social studies, foreign languages, health and physical education, and the arts.
- (2) Members of the instructional staff of the public schools, subject to the rules of the State Board of Education and the district school board, shall teach efficiently and faithfully, using the books and materials required that meet the highest standards for professionalism and historic accuracy, following the prescribed courses of study, and employing approved methods of instruction, the following:
  - (a) The history and content of the Declaration of Independence, including national sovereignty, natural law, self-evident truth, equality of all persons, limited government, popular sovereignty, and inalienable rights of life, liberty, and property, and how they form the philosophical foundation of our government.
  - (b) The history, meaning, significance, and effect of the provisions of the Constitution of the United States and amendments thereto, with emphasis on each of the 10 amendments that make up the Bill of Rights and how the constitution provides the structure of our government.
  - (c) The arguments in support of adopting our republican form of government, as they are embodied in the most important of the Federalist Papers.
  - (d) Flag education, including proper flag display and flag salute.
  - (e) The elements of civil government, including the primary functions of and interrelationships between the Federal Government, the state, and its counties, municipalities, school districts, and special districts.
  - (f) The history of the United States, including the period of discovery, early colonies, the War for Independence, the Civil War, the expansion of the United States to its present boundaries, the world wars, and the civil rights movement to the present. American history shall be viewed as factual, not as constructed, shall be viewed as knowable, teachable, and testable, and shall be defined as the creation of a new nation based largely on the universal principles stated in the Declaration of Independence.

- (g) The history of the Holocaust (1933-1945), the systematic, planned annihilation of European Jews and other groups by Nazi Germany, a watershed event in the history of humanity, to be taught in a manner that leads to an investigation of human behavior, an understanding of the ramifications of prejudice, racism, and stereotyping, and an examination of what it means to be a responsible and respectful person, for the purposes of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions.
- (h) The history of African Americans, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the contributions of African Americans to society. Instructional materials shall include the contributions of African Americans to American society.
- (i) The elementary principles of agriculture.
- (j) The true effects of all alcoholic and intoxicating liquors and beverages and narcotics upon the human body and mind.
- (k) Kindness to animals.
- (l) The history of the state.
- (m) The conservation of natural resources.
- (n) Comprehensive health education that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; mental and emotional health; injury prevention and safety; Internet safety; nutrition; personal health; prevention and control of disease; and substance use and abuse. The health education curriculum for students in grades 7 through 12 shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.
- (o) Such additional materials, subjects, courses, or fields in such grades as are prescribed by law or by rules of the State Board of Education and the district school board in fulfilling the requirements of law.
- (p) The study of Hispanic contributions to the United States.
- (q) The study of women's contributions to the United States.
- (r) The nature and importance of free enterprise to the United States economy.
- (s) A character-development program in the elementary schools, similar to Character First or Character Counts, which is secular in nature. Beginning in school year 2004-2005, the character-development program shall be required in kindergarten through grade 12. Each district school board shall develop or adopt a curriculum for the character-development program that shall be submitted to the department for approval. The character-development curriculum shall stress the qualities of patriotism; responsibility; citizenship; kindness; respect for authority, life, liberty, and personal property; honesty; charity; self-control; racial, ethnic, and religious tolerance; and cooperation.
- (t) In order to encourage patriotism, the sacrifices that veterans have made in serving our country and protecting democratic values worldwide. Such instruction must occur

on or before Veterans’ Day and Memorial Day. Members of the instructional staff are encouraged to use the assistance of local veterans when practicable.

**Homework**

Homework Assignments - (F.S.1001.41; F.S.1001.42,)

Each school shall have a written homework policy.

- Emphasizes homework as an integral part of the student’s total instructional program;
- Requires that homework assignments reinforce learning skills introduced during classroom instruction; and
- Assures that homework is not given in excessive amounts or for disciplinary reasons.

**IV. Grading and Reporting Procedures**

**Grading and Report Cards**

Report cards will be issued quarterly. It is the teacher’s responsibility to determine grades based on the following criteria:

- A minimum of nine (9) academic grades should be posted each nine weeks on a teacher’s grade book to apply toward a student’s grades in grades 1-12. Resource teachers in grades 1-5 should post a minimum of 5 grades per 9 weeks. If a teacher is using weighted grades, then there should be at least 3 grades in each weighted category. These grades should include homework, assessments, reports, laboratory activities, research papers, notebooks, portfolios, special projects and any special activities that relate to a content area. This would not include non- academic grades for example a grade for following dress code, returning a signed Code of Conduct and so forth. All grades should be determined on student academic achievement only.

*NOTE: For students who transfer from outside the district the quarter grades will be determined by the transfer grade and process outlined in the section on transfer students in this document.*

- Mastery of the course objectives that have been identified for each course in the state course description and are compatible to the Common Core State Standards and the Next Generation Sunshine State Standards where applicable.
- Teacher evaluation based on mastery of performance standards and exit criteria.

**Uniform Grading System**

In grades K-2, the indicators are:

- 4 (Above Standard )
- 3 (At Standard)
- 2 (Approaching Standard)
- 1 (Below Standard)
- 0 (Not Attempted)

Students in grades 3-12 will be awarded letter grades to indicate student progress.

<i>Grade</i>	<i>Percent</i>	<i>Grade Point Average</i>	<i>Definition</i>
A	90-100	4	outstanding progress
B	80-89	3	above average progress



C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure
I	0	0	Incomplete*
W	N/A	N/A	withdrawn Dual Enrollment

*\*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. (See Make-up Work Section) If the student does not make up all work by the designated period of time then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: the "I" will calculate as a Zero on the report card until the "I" is replaced with a grade. At that time, an adjusted GPA will be calculated for the student.*

**Grading ESOL Students**

All students must be graded according to grade level appropriate and equal to their peers. ESOL students should not be retained solely on the basis of their limited English proficiency.

**Make-Up Work**

**K- 12**

- Allowed for all absences, excused or unexcused.
- Student has 1 day to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.
- All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year.
- Students whose work is turned in after the end of the grading period for quarters one through three, will receive an "I" or incomplete. If the work is turned in on-time, the student will receive the grade for the work (see grade provisions for students in grades 9 -12 below).
- Incomplete grades become "F" or "0" if not replaced with the grade for the makeup work that was turned in on time.
- Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence.

**K-5 Provisions**

- Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments.
- Graded at full credit.

**IV. PROMOTION, ACCELERATION AND RETENTION**

**General Requirements**

The purpose of the instructional program in the schools of St. Lucie County is to provide appropriate instructional and selected services to enable students to perform at or above their grade level academically. Promotion, however, is based primarily on student achievement and is not automatic. A student may not be promoted based on age or other factors that constitute social promotion.

(F.S.1008.25)

When a student is retained, he or she must receive an intensive program that is different from the previous year's program. A school district must consider an alternative placement\* for a student who has been retained for 2 or more years. The State Board of Education must adopt rules to address the promotion of Limited English Proficient (LEP) and Exceptional Student Education (ESE). The DOE must study the effect of mobility on the performance of highly mobile students.

Alternative Placement could be, but not limited to the following:

- Summer School
- Extended Day or Year

Decisions regarding student promotion, retention and good cause placement are primarily the responsibility of the individual school's professional staff. The final decision in regard to grade placement is the responsibility of the principal.

Mandatory retention is necessary for third grade students who score Level I on the FCAT Reading unless they qualify for good cause exemption or score in the 27<sup>th</sup> percentile on the SAT 10 beginning in May of 2013.

#### **Promotion Requirements K-8**

The district has defined specific levels of performance in reading, writing, science and mathematics for each grade level. These levels of performance will be used to identify students who must receive remediation and may be retained. (F.S. 1008.25(2) (a))

#### **Promotional Requirements Grades K-5**

Student promotion in St. Lucie County is based upon evaluation of each student's achievement in terms of appropriate instructional goals. The determination should reflect teacher judgment based upon the following:

- successful progress in the county adopted curriculum,
- progress monitoring,
- classroom assignments,
- daily observation,
- standardized tests, and
- other objective data.

In compliance with the School Boards Goal 1: Student Performance and Florida Statute (F.S. 1008.25(2) (a)), provide standards for evaluating each student's performance, including how well he or she masters the performance standards approved by the State Board of Education.

Performance levels are determined by various indicators that will include, but are not limited to, multiple measures using appropriate scales, grade-level assessments, and teacher judgment.

### Grade K – 3 READ Initiative

Beginning with the 2004-2005 school year, each school district shall:

- Conduct a review of student progress monitoring plans for all students who did not score above Level 1 on the reading portion of the FCAT and did not meet the criteria for one of the good cause exemptions in paragraph (6)(b). The review shall address additional supports and services, as described in this subsection, needed to remediate the identified areas of reading deficiency. The school district shall require a student portfolio to be completed for each such student.
- Provide students who are retained under the provisions of paragraph (5)(b) with intensive instructional services and supports to remediate the identified areas of reading deficiency, including a minimum of 90 minutes of daily, uninterrupted, scientifically research-based reading instruction and other strategies prescribed by the school district.
- Provide written notification to the parent of any student who is retained under the provisions of paragraph (5)(b) that his or her child has not met the proficiency level required for promotion and the reasons the child is not eligible for a good cause exemption as provided in paragraph (6)(b).
- Implement a policy for the midyear promotion of any student retained under the provisions of paragraph (5)(b) who can demonstrate that he or she is a successful and independent reader, reading at or above grade level, and ready to be promoted to grade 4.
- Provide students who are retained under the provisions of paragraph (5) (b) with a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals.
- In addition to required reading enhancement and acceleration strategies, provide parents of students instructional options:
  - Supplemental tutoring in scientifically research-based reading services in to be retained with at least one of the following addition to the regular reading block, including tutoring before and/or after school.
    - A “Read at Home” plan outlined in a parental contract, including participation in “Families Building Better Readers Workshops” and regular parent-guided home reading.
    - A mentor or tutor with specialized reading training.
- Establish a Reading Enhancement and Acceleration Development (READ) Initiative. The focus of the READ Initiative shall be to prevent the retention of grade 3 students and to offer intensive accelerated reading instruction to grade 3 students who failed to meet standards for promotion to grade 4 and to each K-3 student who is assessed as exhibiting a reading deficiency.

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- Establish at each school, where applicable, an Intensive Acceleration Class for retained grade 3 students who subsequently score at Level 1 on the reading portion of the FCAT.
- Report to the State Board of Education, as requested, on the specific intensive reading interventions and supports implemented at the school district level.

### **Good Cause Exemptions**

The student is a Limited Proficient (LEP) student who has less than two years of instruction in an English for Speakers of Other Languages (ESOL) program.

The Individual Education Plan (IEP) indicates that participation in the statewide assessment program is not appropriate for the student.

The student has demonstrated an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education (SAT-9 or SAT-10)

The student demonstrates through portfolio, that he or she is reading on grade level as evidenced by demonstration of mastery of the Common Core State Standards in reading equal to at least a Level 2 performance on FCAT.

The student participated in the FCAT and has an IEP or Section 504 plan that reflects the student has received intensive remediation as required by Florida law for more than two years but still demonstrates a deficiency in reading and has been retained once in either kindergarten, first, second or third grade.

The student has received intensive remediation in reading as required by Florida Law for two or more years, but still demonstrates a deficiency in reading and has been previously retained in either kindergarten, first, second or third grade for a total of two years.

To promote a student using a portfolio as a good cause exemption, there must be evidence that demonstrates the student's mastery of the Common Core State Standards in reading equal to at least a Level 2 performance on the Grade 3 FCAT 2.0 Reading. Such evidence must be an organized collection of the student's mastery of the Sunshine State Standard Benchmark for Language Arts that are assessed by the Grade 3 FCAT 2.0 Reading.

### **Successful Progression of Retained Third Graders**

Retained students must be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention must include effective instructional strategies, participation in summer reading camp, appropriate teaching methodologies necessary to assist those students in becoming successful readers, able to read at or above grade level as indicated by the score on the SAT-10 and able to be promoted to the next grade.

Intensive Interventions may include:

- a minimum of 90 minutes of daily, uninterrupted, scientifically based reading instruction
- small group instruction
- reduced teacher-student ratio
- more frequent progress monitoring
- tutoring or mentoring
- ~~transition classes containing 3<sup>rd</sup> and 4<sup>th</sup> grade students~~
- extended school day, week or year
- summer reading camps

Students who are retained in third grade must be provided with high- performing teachers as evidenced by student achievement data and annual evaluations, and at least one of the following:

- supplemental tutoring in addition to the regular reading block which could be before and/or after school
- read-at-home plan
- a mentor or tutor with specialized reading training

Intensive Acceleration Class for Retained Third Grader: Each district must establish at each school, where applicable, an Intensive Acceleration Class for Retained grade 3 students who subsequently score at Level I on the FCAT reading. The focus of the Intensive Intervention Class is to increase a child's reading level at least 2 grade levels in the school year.

The Intensive Acceleration Class must:

- Be provided to any student in grade 3 who scores at Level 1 on the reading FCAT and who was retained in grade 3 the prior year because of scoring at Level 1 on the FCAT reading
- Have a reduced teacher-student ratio
- Provide uninterrupted reading instruction for the majority of student contact time each day
- Incorporate opportunities to master the ~~Sunshine State~~ Standards in other core subject areas using reading
- Provide intensive language and vocabulary instruction
- Include weekly progress monitoring measures to ensure progress is made.

#### **Transitional Instructional Setting for Retained Third Graders**

~~Students who have been retained in grade 3 and have received intensive instructional services, but are still not ready for grade promotion must be offered the option of being placed in a transitional instructional setting. Such a setting must specifically be designed to produce learning gains sufficient to meet grade 4 performance standards while continuing to remediate the areas of reading deficiency.~~

### ~~Mid-Year Promotion for Students in a Transitional Instructional Setting~~

~~Mid-year promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level. Students in a transitional instructional setting may be eligible for mid-year promotion as stated in the district mid-year promotion policy. Students who scores between 35-45 percentiles or higher on the SAT-10 should be placed in a 4<sup>th</sup> grade curriculum with remediation in 3<sup>rd</sup> grade skills.~~

~~Third Grade SAT-10—students can demonstrate proficiency by retaking the SAT-10 the first week of December and scoring in the 45<sup>th</sup> percentile or higher using spring norms.~~

~~After assessments have been administered and results show the student is on grade level, the teacher will recommend promotion to the principal. The principal will review promotion criteria and be responsible for the final decision on retention or promotion at that time.~~

### **Performance Indicators**

The teacher must provide compelling, verifiable evidence when student performance on appropriate grade-level assessments is not believed to be indicative of daily classroom performance.

### **Documentation of Evidence**

Teachers will assess student performance based on assignments and classroom participation. A variety of assessment procedures will be used to determine mastery standards for promotional purposes. Teachers shall maintain adequate documentation and evidence of student work.

Teachers are encouraged to maintain a portfolio of students' daily assignments, writing journals, reading samples, classroom observation, etc., to document student performance.

A student portfolio contains a systematic collection of evidence used by the teacher to monitor the student's academic growth over a period of time.

Portfolio assessment shall be defined in terms of the following characteristics:

- ongoing;
- multidimensional, providing a variety of measures;
- student-centered; and
- authentic, requiring students to apply what they have learned.

### **Deficiency Reporting to Parents/Guardians or Adult Students**

In addition to interim progress reports and report cards, parents must be notified in writing or by documented phone calls at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or

grade assignments. The teacher must maintain all documentation of the parent contact for one year. The opportunity for a conference with the teacher or principal must be provided for the parents or guardians of any child or an adult student who may fail and/or be retained. For students with disabilities, parents will be notified of student's progress on Individual Educational Plan (IEP) annual goals as well as receive reports of progress according to the same frequency as parents of non-disabled students.

Parents are to be notified annually in writing as to the progress of students toward achieving state and district expectations for proficiency in reading, writing, mathematics and science including the results on state assessment test. (F.S.1008.25)

It is a right of the parent and student to be notified immediately of a K-3 student who exhibits a reading deficiency with a description, understandable to the parent, of the exact nature of the difficulty. The parent then must be informed that the student will be given intensive reading instruction until the deficiency is corrected. The parent must also be told that if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he or she is exempt from mandatory retention for Good Cause.

Parents must be informed that the FCAT is not the sole determiner of promotion and that the following are considered as additional evaluations to determine if the child is reading at or above grade level: additional evaluations, portfolio reviews and other assessments.

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

Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year:

- The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion.
- By grade, the number and percentage of all students in grades 3-10 performing at Levels 1 and 2 on the reading portion of FCAT.
- By grade, the number and percentage of all students retained in grades 3-10.
- Information on the total number of students who were promoted for good cause.
- Any revisions to the district school board's policy on student retention and promotion from the prior year.

#### **Retention Parent Notification**

The principal will establish procedures for notifying parents of a student who is not meeting promotion requirements. Parents of a student not making satisfactory progress should be notified throughout the year. If a student is being considered for retention, the parents must be notified by the classroom teacher no later than the end of the third nine week period.

A student who is not meeting promotion requirements must be identified by the classroom teacher and be provided targeted interventions as determined jointly by the Problem-Solving Team and parents.

#### **Alternatives to Retention**

A student not meeting promotion requirements may have several alternatives. The student may:

- Be retained at the same grade level. The school's Problem Solving Team should review the student's records and recommend a program of remediation.
- Receive intensive remediation in a summer school program (if available). The student will be re-evaluated at the end of the program to determine placement. The school's Problem Solving Team should review the student's records and recommend a program of remediation.
- Referred for further evaluation if the student is not responding to targeted interventions.

#### **Retention and Promotion of ESOL Students**

ESOL students should not be retained solely on the basis of their limited English proficiency.

Limited English Proficient (LEP) students with less than two years of English for Speakers of other Languages (ESOL) instruction can be promoted in third grade if they fail the FCAT for Good Cause Exemption.

#### **Acceleration/ACCEL**

The St. Lucie Public School District offers many opportunities to our students including academically Challenging Curriculum to Enhance Learning (ACCEL) options. (F.S. 1002.3105) We offer whole-grade and midyear promotion; subject-matter acceleration; virtual instruction in higher grade-level subjects; and the Credit Acceleration Program. ACCEL options are educational options that provide academically challenging curriculum or accelerated instruction to eligible public school students in kindergarten through grade 12.

#### **Eligibility Criteria for ACCEL Options**

In order to participate in whole-grade promotion, mid-year promotion, subject-matter-acceleration; virtual instruction at higher grade levels, elementary age students must meet the highest levels of achievement in the appropriate grade level. Students eligible for whole grade and/or mid-year promotion must score in the top 1% on all available standardized tests for their grade level and if there is an FCAT administered in their grade level, the student must score level fives in all areas. Students must also meet age requirements for kindergarten and grade one.

In secondary grades, students may accelerate in grade level only by subject area acceleration offered at the school site or through virtual education. Students must demonstrate excellence in requested subjects through grades, standardized tests and teacher recommendations. The



student must also demonstrate the ability to balance the additional load and maintain a minimum of a 3.0 grade point average with no grades lower than a B.

All students requesting ACCEL options must also demonstrate satisfactory school attendance with no more than five unexcused absences per year. Teacher recommendations and counselor approval must consider grades, attendance, social maturity and behavior.

A parent seeking an ACCEL option for their child should contact the school principal. If a student is eligible to participate, the parent will sign a performance contract, related to the requested ACCEL option, executed by the student, the parent and the principal. (excludes subject area acceleration in grades 9-12.) . If the principal initiates the student's participation in the ACCEL option, the contract is not required but may be used at the discretion of the principal. If a student fails to meet the conditions of the performance contract, they will be dismissed from the ACCEL option.

*Notes:*

*Mid-year and Whole grade promotion options will only be considered for the beginning of each semester and will not be approved once the semester of instruction has started.*

## **V. Provisions for Exceptional Education Students**

### **Promotion**

Students with disabilities who are following the Common Core State Standards/Next Generation Sunshine State Standards are expected to meet the same promotion requirements as their non-disabled peers at the appropriate grade levels (see General Education Requirements for Promotion).

Students with disabilities, who follow a modified curriculum, as determined by the IEP, must master the appropriate Common Core State Standards/Next Generation Sunshine State Standards Access Points for Special Diploma. The teacher(s) of record is responsible for the assessment, remediation, and documentation of mastery of Standards for Access Points.

Student progress from grade to grade will be based on achievement. A student may not be promoted based on age or other factors that constitute social promotion.

### **If the student has a disability, the IEP team must convene to review the following factors when determining whether promotion or retention is appropriate.**

- successful completion of IEP goals and objectives
- chronological age
- grades earned in all courses
- attendance
- physical and social maturity
- alternate assessment
- need for extended school year

The school principal must confer with the student's IEP team, which must include

the parent, to consider all of the factors above when determining whether promotion or retention is appropriate.

Students enrolled in one or more of the following programs as their only exceptionality(ies) must follow general education curriculum, with or without accommodations, and shall meet all of the promotional requirements for basic education.

- Gifted
- Speech Impairment
- Homebound/Hospitalized
- Visually Impaired

### **Retention**

The principal will establish procedures for notifying parents of a student who is not meeting promotion requirements. Parents of a student with disabilities, who is not making satisfactory progress throughout the year, should be notified by convening the IEP team. The IEP should be reviewed to ensure that appropriate goals, special education services, and provisions for progress monitoring are in place to address the lack of expected progress. If a student is being considered for retention, the parents must be notified by the classroom teacher no later than the end of the third nine week period.

### **Benchmark Testing Progress Monitoring Assessments**

For students with disabilities, the following applies as it relates to ~~benchmark testing progress monitoring assessments~~:

Any student with a disability exempted from FCAT and alternately assessed will be exempted from the ~~benchmark progress monitoring assessment tests~~.

Any student with a disability following a modified (not parallel) ESE curriculum in any setting, and participating in FCAT, will take the benchmark tests. The grade will not be averaged for a final grade. (Classes with 7 million course codes indicate a modified curriculum. Students with Individual Education Plans specifically indicating special diploma standards be taught in a general education setting may be considered in this category.)

- Any student with a disability participating in an ESE course with a general education course code will take the ~~progress monitoring assessments benchmark tests and their grade will receive value added points according to the standard district criteria~~.
- Any student with a disability participating in the general education curriculum in the general education classroom will take the ~~progress monitoring assessments benchmark tests. Their grade will receive value added points according to the standard district criteria~~.

### **Extended School Year**

Extended school year is based on requirements of the Individuals with Disabilities Act (IDEA) and implementing regulations at 34CFR-300.309. Extended school year (ESY) services must be considered by the individual educational plan (IEP) or family support plan (FSP) teams (for

children ages three through five years) as part of the provision of a free and appropriate public education (FAPE) for students with disabilities. Extended school year services have been identified in case law as individualized instructional services beyond the regular 180-day school year for students with disabilities receiving special education services. ESY is defined in more detail at 34-CFR 300.309(b) as –special education and related services that (1) are provided to a child with a disability; (i) beyond the normal school year of the public agency; (ii) in accordance with the child’s IEP; and (iii) at no cost to the parent of the child; and (2) meet the standards of the State Education Agency (SEA).

Parental requests for ESY services must be considered. However, if the ESY services are requested by the parent but the IEP or FSP team does not see the provision of the requested ESY services as necessary for provision of FAPE, then a written informed notice of refusal must be provided.

### **Determination of ESY Services**

Determination of the need for ESY services is an IEP or FSP team decision (for children ages three through five years) designed to ensure the provision of FAPE. The need for ESY services must be determined for every student with a disability (Pre-K – 12), every year. If need is demonstrated in the area of academic skills (or for Pre-K students, developmentally appropriate pre-academic skills), communication, independent functioning, and self-sufficiency, and/or social/emotional or behavioral skills, as they relate to critical life functions, special education or related services may be required. ESY is not intended to provide education beyond that which has been determined necessary by the IEP or family support plan team to ensure FAPE. In many cases, not all of the services specified in an individual student’s IEP or FSP for the 180-day school year need to be provided as part of ESY services. The IEP team will determine the services needed during ESY and the goals and objectives that are to be addressed. The team will review the worksheet entitled: Criteria that can be used to determine whether a student is eligible for ESY services include, but are not limited to:

- Regression/recoupment
- Critical point of instruction
- Emerging skills
- Nature or severity of disability
- Interfering behaviors
- Rate of progress
- Special circumstances (e.g., transition from school to work)

It is important that a variety of criteria or factors be considered in order to ensure provision of FAPE. For example, it would be inappropriate to rely on regression/ recoupment data to make a determination of need for a Pre-K student, while discussion of interfering behaviors or emerging skills might be significant for that child.

The consideration of both formal and informal evaluations, as well as documentation of individual student performance, are valuable in assisting an IEP or family support plan team in determining need and extent of ESY services for a student.

Eligibility for ESY services and/or the duration of services cannot be limited based on the type or degree of disability. The fact that a student has made progress toward annual goals or has met annual goals during the school year also does not exclude a student from receiving ESY services.

*What Criteria are **INAPPROPRIATE** for Determining ESY Services?*

ESY services are required for those students with disabilities who require these services in order for FAPE to be provided. ESY is **NOT**:

- Child care
- Respite care
- Intended to maximize educational opportunity or potential growth
- Based on specific area of disability, level of service, or type of classroom placement
- One size fits all
- A longer school day

### **IEP Annual Goal Progress Reports for Students in ESE Programs**

Annual Goal Progress Reports for individual education plan (IEP) annual goals and education plan (EP) goals must be provided to parents to communicate student progress toward annual goals. IEP progress reports must be provided at least as often as that of general education students in their assigned school or more frequently as identified by the IEP. This requirement is in addition to the academic progress reports and report cards (Rule 6A-6.03028). The minimum frequency for reporting progress for students with disabilities is every 4 ½ weeks. The minimum frequency of reporting progress for students in the gifted program is every 9 weeks for grades K – 5, every 18 weeks for grades 6-8, and every 36 weeks for grades 9-12.

### **Placement of Transfer ESE Students**

Individual education plans (IEPs) and educational plans (EPs) for transferring exceptional students (State Board of Education Rule 6A-6.0334)

A student in an ESE program, who had an IEP or EP in effect in a previous Florida school district and transfers to St. Lucie County, will, in consultation with the parents, be provided a free and appropriate public education (FAPE). Services will be comparable to those described in the student's IEP or EP from the previous Florida school district until St. Lucie Public Schools either:

- Adopts the student's IEP or EP from the previous district; or
- Develops, adopts, and implements a new IEP or EP that meets the applicable requirements of Rules 6A-6.03011 through 6A-6.0361, F.A.C.

If a student in exceptional education has an IEP or EP that was in effect in a previous school district, in another state or United States Territory, transfers to St. Lucie County within the same school year, St. Lucie Public Schools will, in consultation with the parents, provide the student with FAPE (including services comparable to those described in the student's IEP or EP from the previous school district), until St. Lucie Public Schools:

- Conducts an initial evaluation pursuant to subsections 6A-6.0331(4) and (5), F.A.C., if determined necessary; and
- Develops, adopts, and implements a new IEP or EP that meets the applicable requirements of Rules 6A-6.03011 through 6A-6.0361, F.A.C.
- St. Lucie Public Schools is not required to obtain parental consent for the initial provision of services for transferring students in exceptional programs determined eligible for services in Florida under this rule.

To facilitate the transition of a transfer student with a disability, St. Lucie Public Schools will take reasonable steps to promptly obtain the student's records, including the IEP or EP and supporting documents and any other records relating to the provision of special education or related services to the student, from the previous school district in which the student was enrolled.