

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### THE CURRICULUM

4.10\*+

- (1) The District curriculum shall be determined by:
  - (a) Students' needs as determined by studies, assessments and surveys;
  - (b) Continuous evaluation of curriculum effectiveness in meeting students' needs in the District; and,
  - (c) Florida Statutes, State Board of Education rules, and the School Board.
  - (d) Florida Department of Education developed and School Board approved Florida curriculum frameworks, State Student Performance Standards and Course descriptors.
- (2) The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- (3) The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- (4) The program of instruction can be found in the Student Progression Plan for elementary, middle and high school levels. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.
- (5) The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- (6) A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade location, length of the course, and credit value. No teacher

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shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.

- (7) Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete description shall be presented for School Board approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex education as provided in state-adopted textbooks, or information relating to sex education as required in other courses using duly-adopted textbooks and materials where the teaching of sex is an incidental part of the course.
- (8) It shall be the responsibility of the school to make students aware of the dangers and consequences of sexually transmitted diseases. The manner, scope, and levels at which this information will be presented shall be determined by the Superintendent or designee in consultation with instructional supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School Board for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.
- (9) Current, factual, age-appropriate information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and other sexually transmissible diseases shall be taught in Grades K-12. Instruction shall address causes, transmission, and prevention and shall be approved by the School Board.
- (10) The Superintendent or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Superintendent shall advise the School Board and provide recommendations for instructional activities.
- (11) A student shall be exempt from instructional activities on reproductive health or Acquired Immune Deficiency Syndrome (AIDS) provided his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.
- (12) In compliance with Florida Statute, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health

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education, when such instruction and course material contains instruction in human sexuality, a school shall:

- (a) Teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children while teaching the benefits of monogamous heterosexual marriage.
  - (b) Emphasize that abstinence from sexual activity is an absolute way to avoid pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.
  - (c) Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.
  - (d) Provide instruction and material that is appropriate for the grade and age of the student.
- (13) The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes.
- (14) The Superintendent or designee shall develop procedures to implement the provisions of the Florida Secondary School Redesign Act. Requirements of the Act shall be incorporated into the Student Progression Plan.
- (15) When dealing with political issues, the positions of all parties will be presented on a non-partisan basis. Partisan political literature will not be distributed in schools. However, schools may give out information relating to school district taxes or the need for construction bonds.
- (16) All course materials and verbal or visual instruction shall conform to the requisites and intent of all Florida law and the State constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents of the children engaged in such classes.
- (17) The Superintendent/designee shall develop procedures to assure all aspects of curriculum development and implementation are carried out.

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**STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 1000.21; 1001.43; 1003.413; 1003.41; 1003.42; 1003.43;  
1003.45; 1003.455; 1006.28; 1006.29;  
1008.25; 1010.305, F.S.

**STATE BOARD OF EDUCATION RULE:** 6A-1.0941; 6A-1.09412;  
6A-1.09414

**HISTORY:** **ADOPTED:**  
**REVISION DATE(S):** 10/13/03 (EDITORIAL); 11/11/02; 08/15/05  
04/16/07 (EDITORIAL)  
**FORMERLY:** 4.10, 4.113, 4.114, 4.117

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### STUDENT PROGRESSION PLAN

4.11\*+

The School Board shall approve the Student Progression Plan and copies shall be maintained in the District office and at each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, vocational education and alternative compensatory education. After School Board approval, the District's Student Progression Plan shall be made a part of this rule.

#### STATUTORY AUTHORITY:

1001.41; 1001.45, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1003.43; 1003.437; 1003.49, 1008.25, F.S.

#### STATE BOARD OF EDUCATION RULE:

6A-1.0941

#### HISTORY:

**ADOPTED:**  
**REVISION DATE(S): 10/13/03 (EDITORIAL); 04/14/08 (CITATION)**  
**FORMERLY: 7.143**

**EXCEPTIONAL STUDENT EDUCATION**

**4.12+**

Definition: An exceptional student shall mean any child who requires special instruction or related services to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality, as determined by a multi-disciplinary team which includes psychological, educational, and/or physical evaluation results provided by specialists qualified under State Board of Education rules. Exceptional Students include children with specific learning disabilities or children who are mentally handicapped, speech and language impaired, hearing impaired, visually impaired, physically impaired, emotionally handicapped, socially maladjusted, profoundly handicapped, or gifted.

- (1) Upon recommendation of the Superintendent, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.
- (2) The annual plan for special programs and procedures for exceptional students shall include: screening procedures; pre-referral activities; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.
- (3) The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education.
- (4) The exceptional student education program shall conform to the provisions adopted by the Board and approved by the Commissioner and shall function in accordance with the provisions of law, State Board of Education rules, and other applicable provisions of Board rules.
- (5) Every parent, as defined by Florida Statutes, of an Exceptional Student Education shall be informed about the services that are available and appropriate for the student's disability.

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**STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 1000.21; 1001.42; 1001.43; 1003.01  
1003.57; 1006.07, F.S.

**STATE BOARD OF EDUCATION RULES:** 6A-6.0131; 6A-6.0331; 6A-6.03411

**HISTORY:** **ADOPTED:**  
**REVISION DATE(S):** 11/11/02; 01/10/05 (CITATION);  
04/16/07 (CITATION); 04/18/07 (CITATION)  
**FORMERLY:** 7.124, 7.126

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### **DROPOUT PREVENTION PROGRAM**

**4.13+**

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Dropout Prevention Program shall be incorporated through the Student Progression Plan.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43; 1003.53 F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-6.0523**

**HISTORY:**

**ADOPTED:**  
**REVISION DATE(S): 10/13/03 (EDITORIAL); 08/15/05 (EDITORIAL)**  
**FORMERLY: 6.133, 7.120**

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### ADULT EDUCATION

4.14\*+

The School Board shall establish and maintain an Adult Education Program which is based on a needs assessment and is designed for basic skills education, secondary education, or life-long learning pursuant to Florida Statutes and State Board of Education rules. This program shall be the direct responsibility of the Superintendent. Course and credit requirements for the GED Diploma and the Adult General Education Program shall be approved by the School Board and incorporated into the Pupil Progression Plan.

- (1) The program shall be designed for:
  - (a) An individual who has reached the compulsory school age and has legally withdrawn from the elementary or secondary school of last attendance.
  - (b) A high school student who can be more effectively served in this program and who needs a course(s) required for high school graduation; and,
  - (c) Any adult resident who desires to further his / her education.
- (2) A student who withdraws from the regular high school program and subsequently enrolls in the Adult General Education Program shall be permitted to re-enter the regular high school program with the written permission of the regular high school principal and the adult education administrator.
- (3) A student who is enrolled in the Adult General Education Program is expected to attend every class. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.
- (4) An official transcript showing acceptable course work or credit completed by a student shall be placed in the student's record. An official transcript is one received directly from the school or school district.
- (5) Fees for adult courses shall be charged as allowed by Florida Statutes and State Board of Education rule.
- (6) Any student enrolled in the area technical center may withdraw from courses to enter active military duty without penalty. Students may reenroll as per Florida State Statutes.

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**STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 1000.04; 1001.42; 1001.43, F.S.

**STATE BOARD OF EDUCATION RULES:** 6A-6.011, 6A-6.014, 6A-6.021

**HISTORY:** **ADOPTED:**  
**REVISION DATE(S):** 11/11/02; 01/10/05; (CITATION)  
**FORMERLY:** 6.105, 7.103, 7.104,  
7.105, 7.106, 7.127, 7.131, 7.136

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### **HOMEWORK ASSIGNMENTS**

**4.16**

Excessive homework shall not be assigned. In a departmentalized situation, a teacher in a given subject matter area shall not monopolize the student's homework time to the detriment of other courses being taken by the student. Homework, when assigned, shall:

- (1) Meet the needs of the individual student;
- (2) Be thoroughly explained to the student;
- (3) Result in learning and not be busywork or a repetition of what the student already knows;
- (4) Be assigned with sufficient time for a student to obtain any resource that is needed or required;
- (5) Not be assigned as a disciplinary measure; and,
- (6) Be reasonable in length of time for completion of the assignment.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43; 1006.28, F.S.**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S):  
FORMERLY: NEW**

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### SUMMER SCHOOL

4.17

- (1) The School Board shall authorize summer school programs when needed. The Superintendent shall determine the building site(s).
- (2) It shall be the responsibility of the summer school principal to complete payroll and attendance reports and to maintain proper accounts of all funds. Registration fees as determined by the School Board shall be charged for students who do not generate State funds.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.42; 1001.43, F.S.

#### HISTORY:

ADOPTED:  
REVISION DATE(S):  
FORMERLY: 7.151

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### ACADEMIC AND CAREER PLANNING

4.18

- (1) Middle grade students shall participate in a career and education planning course during the seventh or eighth grade. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop realistic academic achievement and career goals for postsecondary experience. By the end of the course, each student shall have completed a four (4) to five (5) year academic and career plan (ePersonal Education Planner) based on postsecondary and career goals.
- (2) The academic and career plan shall include
  - (a) A destination;
  - (b) A major area of interest;
  - (c) A list of courses to meet the requirements of the destination and major area of interest.
- (3) Destinations shall include
  - (a) Four (4) year college or university, community college plus university, or military academy degree;
  - (b) Two (2) year postsecondary degree;
  - (c) Postsecondary career certificate;
  - (d) Immediate employment or entry level military; or
  - (e) A combination of any of these destinations.
- (4) The destinations shall accommodate the needs of exceptional education students to the extent appropriate for individual students. These students may follow the courses outlined in the *Student Progression Plan*.
- (5) Completion of the academic and career plan shall be required for promotion to grade nine (9).
- (6) Secondary schools shall ensure that students and parents are aware of the destinations and the process of developing and revising academic plans.

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- (7) The District shall encourage the business community to support career preparation by providing internships and apprenticeships.
- (8) Each high school principal shall
  - (a) Designate an instructional or administrative staff member to serve as a specialist who will
    - (i) Coordinate the use of student achievement strategies;
    - (ii) Assist teachers in integrating academic and career curricula, using technology, providing feedback about student achievement and implementing career and technical preparation programs;
    - (iii) Coordinate the review of academic plans; and
    - (iv) Coordinate the collection and retention of signed academic plans.
  - (b) Implement strategies to improve reading, writing and mathematics skills and eliminate deficiencies in these areas.
  - (c) Ensure that each student shall have an academic advisor if parental involvement is not evident.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.4156, 1003.491, 1006.02, 1007.21, F.S.**

**HISTORY:**

**ADOPTED: 04/14/08  
REVISION DATE(S):  
FORMERLY: NEW**

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### ALLOCATION OF INSTRUCTIONAL MATERIAL

4.20\*

- (1) The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable basis to District schools. The allocation of these materials shall be based solely on student full-time equivalent membership funds, school enrollment and membership, or similar indicators of the schools' student population and needs.
- (2) Student fees may be charged only for special need areas when recommended by the principal and approved by the Superintendent.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1006.28, F.S.

#### HISTORY:

ADOPTED:  
REVISION DATE(S):  
FORMERLY: 7.154

**SELECTION AND MANAGEMENT OF INSTRUCTIONAL MATERIALS**

**4.21+**

The School Board shall be legally responsible for the instructional materials used in the operation of district schools. Responsibility for the selection and management of the materials is that of the principal of the school. The principal is also responsible for assuring that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed and for effectively communicating to parents, as defined by Florida Statutes, the manner in which instructional materials are used to implement the curricular objectives of the school.

- (1) The following standards will be used to determine the propriety of instructional materials for selection:
  - (a) The age of the children who normally could be expected to have access to the material,
  - (b) The educational purpose to be served by the material, with priority being given to the selection of materials that encompass state and District performance standards,
  - (c) The consideration of the racial, ethnic, socioeconomic, and cultural diversity of the district,
  - (d) The degree to which the material would be supplemented and explained as part of normal classroom instruction.

Consideration should be given to recommendations made by district committees who have reviewed the available materials in a subject area. No books or other material containing hardcore pornography or other prohibited material by Florida Statute shall be used.

- (2) No school may participate in a pilot program of materials being considered for adoption by the state during the 18 months prior to the official adoption of the materials by the Commissioner of Education. However, publishers, manufacturers, and/or agents are not prohibited from supplying sample copies of materials necessary for examination and review as part of the selection process.
- (3) The principal of the school will provide to the superintendent's designee prior to April 1 a list of selected materials planned for purchase for a subject during the first two years of the state adoption cycle. If non-adopted materials are selected, a list of the titles and publishers will be

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provided with documentation that the selections and reasons for the selections have been reviewed and approved by the School Advisory Council.

- (4) The Superintendent or designee shall notify the Department of Education by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in the district.
- (5) The principal is to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts collected to the Assistant Superintendent of Finance. If the material is lost or destroyed during the first year of use, the purchase price of the material shall be collected. If the material has been in use for more than one year and is in the current adoption period, a sum ranging between 50 and 75 percent of the purchase price shall be collected. If the material is damaged, the sum shall be determined by the physical condition of the book. Upon reasonable effort by the principal to collect the sum, failure to satisfy the debt may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal. The principal may not delay the transfer of a pupil's permanent record or delay the awarding of grades due to failure of payment of assessment on lost, destroyed, or damaged materials.
- (6) The principal, when requested by the parent of a pupil in the school, shall sell to the parent any instructional materials used in the school. The costs of the materials to the parents would be prorated based on the original purchase price, number of years of adoption, and number of years used.
- (7) All money collected from the sale, loss, or damage of instructional materials shall be transmitted to the Finance Department to be deposited in the district school fund and added to the district appropriation for instructional materials.
- (8) Principals shall see that all books are fully and properly accounted for annually.
- (9) Instructional materials purchased by district School Board on behalf of dual enrollment students shall be the property of the School Board.

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**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

1000.21; 1001.43; 1006.28; 1006.29(5)  
1006.31; 1006.32; 1006.42, F.S.

**HISTORY:**

**ADOPTED: 10/13/03**  
**REVISION DATE(S): 01/10/05 (CITATION); 04-16-07 (CITATION)**  
**FORMERLY: NEW**

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### EDUCATIONAL MEDIA MATERIALS SELECTION

4.22

- (1) Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:
  - (a) Materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served.
  - (b) Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
  - (c) A background of information enabling students to make intelligent judgments in their daily life.
  - (d) Materials representative of the many religious, ethnic, and cultural groups and their contributions to the American heritage.
  - (e) A comprehensive collection appropriate for the users of the media center which places principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.
- (2) Criteria for Selection of Educational Materials -
  - (a) The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.
  - (b) First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection (i.e., administrators, faculty, parents, and students) shall be given high priority.
  - (c) Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

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- (d) Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.
- (3) Procedures for Selection -
- (a) In selecting materials for purchase, the school media specialist shall evaluate the existing collection and shall consult with:
    - (i) Reputable, unbiased, professionally prepared selection aids such as those published by the American Library Association and other reputable publishing companies generally accepted by the educational media profession.
    - (ii) Media staff, curriculum consultants, faculty, students, and community representative.
    - (iii) Media committee appointed by the principal to serve in an advisory capacity in the selection of materials.
  - (b) In specific areas, the media specialist shall follow these procedures:
    - (i) Purchase materials which are outstanding and frequently used;
    - (ii) Replace periodically worn or missing basic items;
    - (iii) Withdraw out-of-date or unnecessary items from the collection; and,
    - (iv) Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

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**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1000.21; 1001.43; 1006.28; 1006.34(2)(b), F.S.**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S): 08/15/05 (EDITORIAL); 04/16/07 (CITATION)  
FORMERLY: 7.146**

**CHALLENGED MATERIALS**

**4.30**

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- (1) School-community citizens may register their concerns with the principal of the school where material is being challenged.
- (2) All concerns shall be presented in writing on a printed form that is available in each school office or the Superintendent's office. A complainant who does not complete and return the form shall receive no consideration. The statement shall include the following information:
  - (a) Author, compiler, or editor;
  - (b) Publisher;
  - (c) Title;
  - (d) Reason for objection;
  - (e) Page number of each item challenged; and,
  - (f) Signature, address and telephone number of person making criticism.
- (3) These procedures shall be followed for school level appeals:
  - (a) A committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened.
  - (b) Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
  - (c) Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.
  - (d) The complainant shall be informed in writing concerning the committee's recommendations.

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- (4) These procedures shall be appropriate for District level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the instructional materials coordinator as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated.
- (a) The following shall serve as a review committee for elementary schools:
- (i) The chairperson of a School Advisory Council or designee;
  - (ii) Elementary media specialist;
  - (iii) Elementary principal;
  - (iv) A curriculum supervisor;
  - (v) Three (3) instructional staff members at the elementary level; and,
  - (vi) Two (2) parents, as defined by Florida Statutes, of elementary age students.
- (b) The following shall serve as a review committee for secondary schools:
- (i) A Chairperson of a School Advisory Council or designee;
  - (ii) Secondary media specialist;
  - (iii) Secondary principal;
  - (iv) A curriculum supervisor;
  - (v) Three (3) instructional staff members at the secondary level; and,

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- (vi) Two (2) parents, as defined by Florida Statutes, of secondary age students.
- (c) The committee's review shall be treated objectively, unemotionally, and in a business-like manner and shall be conducted in the best interests of the student, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- (d) The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.
- (5) A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

### STATUTORY AUTHORITY:

**1001.41; 1001.42, F.S.**

### LAWS IMPLEMENTED:

**1000.21; 1001.41; 1001.43, F.S.**

### HISTORY:

**ADOPTED:  
REVISION DATE(S): 04/16/07 (CITATION)  
FORMERLY: 7.111**

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### INTERSCHOLASTIC PROGRAM

4.40

Interscholastic extracurricular activities shall be defined as a planned secondary school-sponsored competitive activities which exist or are performed between students representing schools, school districts, regions, or the state. The extracurricular program shall be considered an essential part of the total school program and shall be under the principal's direction and general supervision. The principal shall select the personnel to direct and to act as advisors for the various extracurricular activities. Care shall be exercised to limit the load assigned to any one teacher.

- (1) The principal shall be responsible for determining each participant's eligibility in interscholastic extracurricular activities pursuant to the By-laws of the Florida High School Athletic Association, Inc. Any school which allows an ineligible student to participate shall be subject to the penalties set forth by the Bylaws of the Florida High School Athletic Association, Inc.
- (2) All extracurricular activities shall be self-supporting, when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. Provided, however, this does not apply to charging admission for students who are spectators of extracurricular activities.
- (3) Funds derived from extracurricular activities shall be processed according to the District's accounting procedures.
- (4) Students may be suspended from extracurricular activities based on procedures established by the Superintendent.
- (5) Appropriate adult supervision consistent with Florida Statutes shall be provided all students.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1006.15;  
1006.20(9); 1012.22, F.S.

#### HISTORY:

**ADOPTED:**  
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**FORMERLY: 7.128, 8.422**

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### NON-SCHOOL RELATED TRIPS

4.41

The following provisions shall apply to trips in which students and teachers voluntarily and individually participate and which are not sponsored, endorsed, or supported by the School Board or within the scope of the regular instructional program.

- (1) Trips shall be organized between the individual participants and any sponsoring agency.
- (2) The School Board shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.
- (3) Promotional activities shall not include the name of the individual school or School Board.
- (4) Class time may not be used for planning or advertising such trips.
- (5) Participation in such travel by employees and students shall be subject to the District's leave and attendance policies.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.41; 1001.43, F.S.**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S):  
FORMERLY: NEW**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### **PUBLIC APPEARANCE OF SCHOOL GROUPS**

**4.42**

No school group may make a public appearance without the principal's approval.

- (1) Requests for any school group or organization to make a public appearance shall be directed to the principal for approval.
- (2) School groups may participate in or perform for a political function by parading or playing instruments provided it is a community rally.
- (3) School groups may be used for school activities, civic programs, and community benefit programs.

#### **STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

#### **LAWS IMPLEMENTED:**

**1001.43; 1006.07, F.S.**

#### **HISTORY:**

**ADOPTED:  
REVISION DATE(S):  
FORMERLY: 2.122**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### SCHOOL FUNCTIONS

4.44

- (1) Any school social function shall be chaperoned and shall be approved by the principal prior to scheduling.
- (2) Faculty members shall be encouraged to attend social functions.
- (3) Dances sponsored by the school or held on school property shall be subject to the following conditions. Dances shall be:
  - (a) Attended by the principal or designee; and,
  - (b) Well chaperoned with at least (1) chaperone being a parent, as defined by Florida Statutes.
- (4) A student shall lose all privileges under this rule if he/she is unable to behave in an appropriate manner.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1000.21; 1001.43; 1006.07, F.S.

#### HISTORY:

ADOPTED:  
REVISION DATE(S): 04/16/07 (CITATION)  
FORMERLY: 2.107

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### CHAPERONES FOR SCHOOL FUNCTIONS

4.45

All school functions including field trips and extracurricular events and recreational activities such as picnics, parties, excursions, and similar activities under the sponsorship of the school shall have one (1) sponsor and additional chaperones for each as determined needed by the principal. A sponsor is a School Board employee who is certificated by the Florida Department of Education. Chaperones are volunteers and shall be approved by the principal in compliance with procedures outlined by the Superintendent. The principal may use his/her discretion in determining whether additional chaperones are necessary. Activities sanctioned by the Florida High School Athletic Association, Inc., shall be governed by the regulations of that association. Activities of vocational career and technical education student organizations shall be governed by rules of the State Board of Education.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43; 1003.31; 1006.07, F.S.**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S): 10/13/03 (EDITORIAL)  
FORMERLY: 2.107, 6.185**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### STUDENT CLUBS AND ORGANIZATIONS

4.50

- (1) All student clubs and organizations shall be approved by the principal before they can operate within a school center.
- (2) All student clubs and organizations shall comply with the following:
  - (a) The decision of a member of an organization shall not be one of the factors in selecting additional members.
  - (b) The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
  - (c) There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.
  - (d) Dues shall be reasonable and not prohibitive.
  - (e) All meetings shall be held on School Board property. This may be waived for special meetings and events upon the faculty sponsor's request and principal's approval.
  - (f) A faculty sponsor shall be present at all meetings.
  - (g) All social events shall be adequately chaperoned.
  - (h) All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
  - (i) A student club or organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the regulations of the local school.
- (3) Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- (4) Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43; 1006.07; 1006.09;  
1006.135; 1006.14, F.S.**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S): 01/10/05 (CITATION); 04/16/07 (EDITORIAL)  
FORMERLY: 6.118, 6.150, 6.182, 6.187**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### STUDENT PUBLICATIONS

4.51

The school principal may approve establishment of a school newspaper or magazine for students and their parent(s), as defined by Florida Statutes.

- (1) The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school. Publications shall conform with School Board rules relating to communications with the public.
- (2) The principal shall not allow advertisements of intoxicants or tobacco products.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1000.21; 1001.43; 1006.28, F.S.**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S): 04/16/07 (CITATION)  
FORMERLY: NEW**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM

4.60+

- (1) Provisions of the District and state-wide testing program for students shall be set forth in the Testing Handbook for District Schools. The Handbook shall be approved by the School Board and is hereby incorporated by reference and made a part of these rules.
- (2) No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background.
- (3) Test modifications shall be made for students with disabilities and Individual Education Plans (IEP) to ensure aptitude and achievement are measured and not their disability.
- (4) The parent, as defined by Florida Statutes, of each student must be notified as to the progress of the student towards achieving state and district expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results must be reported to the parent.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1000.21; 1001.11(5); 1001.43; 1008.22;  
1008.34, F.S.

#### HISTORY:

**ADOPTED:**  
**REVISION DATE(S): 01/21/04 (EDITORIAL); 04/16/07 (CITATION)**  
**FORMERLY: 7.147**

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### SECURITY OF TESTS

4.61

All mandatory tests administered by or through the State Board of Education and District administered national norm-referenced achievement tests shall be secured pursuant to Florida Statutes and State Board of Education rules.

- (1) District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
  - (a) The testing coordinator shall instruct school test coordinators and principals on test security measures.
  - (b) Principals shall be responsible for informing their faculty of test security measures.
- (2) The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education rules.
- (3) The testing coordinator shall coordinate the return and/or destruction of test materials as directed by the Florida Department of Education.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.11(5); 1001.43;  
1008.22; 1008.24; 1008.34, F.S.

#### STATE BOARD OF EDUCATION RULE:

6A-10.042

#### HISTORY:

ADOPTED:  
REVISION DATE(S): 02/14/05  
FORMERLY: NEW

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### HOME EDUCATION PROGRAM

4.70

- (1) Home education programs shall adhere to the provisions of Florida Statutes.
- (2) The following provisions shall govern home education programs. The parent, as defined by 1000.21, F.S., shall:
  - (a) Notify the Superintendent or designee in writing within thirty (30) days of the establishment of a home education program. The notice shall be signed by the parent, and include the names, addresses, and birth dates of all children who shall be enrolled in the program. Copies of applicable Florida Statutes, and the home education policy will be given to the parent and a conference to discuss the requirements will be held with the parent.
  - (b) Maintain a portfolio of records and materials for a period of two (2) years. Contents of the portfolio shall include:
    - (i) A log made contemporaneously with the instruction, which designates by title the reading material being used; and
    - (ii) Samples of any writings, worksheets, workbooks, and creative materials used or developed by the student;
  - (c) Portfolios may be inspected by a District employee upon 15 days written notice.
  - (d) Provide an annual educational evaluation of each student in the home education program. The annual educational evaluation shall document the student's demonstration of educational progress at a level commensurate with his/her ability. A copy of the evaluation shall be filed annually with the School Board. The annual educational evaluation shall be conducted in accordance with Florida Statutes.
  - (e) The Superintendent shall receive and accept the results of the annual educational evaluation of the student in the home education program. If the student has not demonstrated educational progress commensurate with his/her ability the parent shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction. Continuation in the home education program shall depend upon the student's educational progress at the end of the one (1) year probationary period.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- (f) Home Education families are to provide written notice to the Superintendent's office of an address change or of their intention to terminate the home education program.
- (3) If the parent of a child who has been identified as exhibiting a pattern of non attendance, enrolls the child in a home education program, the Superintendent shall:
  - (a) Provide the parent a copy of 1002.41.
  - (b) Refer the parent to a home education review committee as required in 1003.26(f).
  - (c) Require the home education review committee to review the portfolio of the student every 30 days until the home education program is in compliance. The first portfolio review must clear within the first 30 calendar day of the establishment of the program.
  - (d) Terminate the home education program and require the parent to enroll the child in an attendance option that meets requirements of 1003.01(13)(a), (b), (c), or (e) within 3 days, if the parent fails to provide a portfolio to the committee.

If a home education program is terminated pursuant to (3) of this subparagraph, the parent shall not be eligible to re-enroll the child in a home education program for 180 calendar days.

Failure of the parent to enroll the child in an approved attendance option shall constitute non compliance and may result in criminal prosecution.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1000.21; 1001.41; 1001.43; 1002.01; 1002.41, F.S.**

**HISTORY:**

**ADOPTED:**  
**REVISION DATE(S): 02/14/05; 08/15/05; 11/14/05 (CITATION); 01/08/07**  
**FORMERLY: 7.135**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**PARTICIPATION OF HOME SCHOOLED STUDENTS IN  
EXTRACURRICULAR ACTIVITIES**

**4.71**

Home-education students currently enrolled in home-education programs registered with the School District, as well as students entering grades nine (9) through twelve (12) in a public school from a home-education program, are eligible to participate in extracurricular activities, provided they meet all Florida Statutes' requirements and rules established by the School Board and Florida High School Athletic Association and Florida School Music Association by-laws.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43; 1002.41; 1006.15, F.S.**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S): 10/13/03 (EDITORIAL); 01/10/05 (CITATION)  
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**REPORT CARDS**

**4.80\***

Policies relating to the content and issuance of student report cards shall be set forth in the Student Progression Plan.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1003.33, F.S.

HISTORY:

ADOPTED:  
REVISION DATE(S): 01/10/05 (EDITORIAL)  
FORMERLY: NEW