

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### THE CURRICULUM

4.10

- I. The District curriculum shall be determined by
  - A. Students' needs as determined by data, research, assessments and surveys;
  - B. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District;
  - C. Florida Statutes, State Board of Education rules, and the School Board; and
  - D. Florida Department of Education developed and School Board approved Florida curriculum frameworks, State Student Performance Standards and course descriptions.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- IV. 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.
- V. 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.
- VI. 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 shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.
- VII. The importance of multi-cultural studies shall be encouraged and implemented in the regular curriculum of the schools.

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- A. Instructional materials used in the District shall give credit to and reflect the contribution of the many cultures and ethnic groups identified and recognized in the history of our civilization.
  - B. Textbooks shall be selected from the state adoption list on the basis of the extent to which they unilaterally treat the contributions of all groups to the progress of the human race through the ages.
  - C. Supplementary multi-cultural curriculum materials shall be acquired or developed by School Board employees and shall be available in all schools to provide additional resource materials to teachers and students for in-depth study of special interest areas. Curriculum materials shall provide for continuity of learning, reflecting the contribution of each ethnic group in a fused program of instruction.
  - D. The instructional staff members of each school shall incorporate available relevant multi-cultural materials and activities into approved courses of study at each grade level to provide continuous sequential learning experiences for students. Such activities as multi-cultural week, assemblies or special school projects may be conducted at individual school principal's discretion.
- VIII. The School Board recognizes the importance of Comprehensive Health Education and encourages its implementation in the regular curriculum of the schools. Comprehensive Health Education is required instruction in grades K-12. Comprehensive Health Education shall be taught efficiently and faithfully, using the books and materials required, following the prescribed courses of study and adopted standards, and employing the approved methods of instruction.
- A. Comprehensive Health Education shall address the concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; mental and emotional health; injury prevention and safety; nutrition; personal health; prevention and control of disease; and substance use and abuse
  - B. Comprehensive Health Education shall be considered a separate subject apart from physical education.
  - C. Comprehensive Health Education in grades 6-12 shall be taught by certificated health education teachers.
  - D. Comprehensive Health Education materials should be reviewed and approved by the Supervisor of Safe and Healthy Schools within the curriculum guidelines established by the School Board. All materials and speakers, which may be about or on a topic controversial or sensitive in nature, are to be reviewed by the School Health Advisory Council (SHAC).

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- IX. Personal, Social, and Family Relationships shall be a required course. A parent, as defined by Florida Statutes, shall have the right to request a waiver exempting his/her child from taking the course with no reason required and enroll the child in another course.
- X. The harmful effects of alcohol; tobacco use in any form; marijuana; all other drugs, including the abuse of prescription and over-the-counter drugs; shall be emphasized in an age and developmentally-appropriate manner within the instructional program of students in grades K-12.
- XI. Current, research-based, age and developmentally-appropriate information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and other sexually transmitted diseases (STDs) shall be taught in Grades K-12. Instruction shall address causes, transmission, signs, symptoms, associated risk factors, and means to prevent, control, and treat HIV, AIDS, and STDs.
- XII. The Superintendent or designee shall review curriculum frameworks, which are prepared and distributed by the Florida Department of Education and related to human reproduction, STDs, HIV, and AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for human reproduction, STDs, HIV, and AIDS education or are not reflective of local values and concerns, the School Health Advisory Council (SHAC) shall review and provide recommendations for instructional activities to the Superintendent, who shall advise the School Board.
- XIII. A student shall be exempt from instructional activities on human reproduction, HIV infection, AIDS, and/or STDs provided his/her parent(s) or legal guardian files a written request with the school principal.
- XIV. Throughout instruction in HIV infection, AIDS, STDs, or health education, when such instruction and course material contains instruction in human sexuality, the instruction shall include:
  - A. Teaching 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. Emphasizing that abstinence from sexual activity is an absolute way to avoid pregnancy, STDs, including AIDS, and other associated health problems.
  - C. Teaching 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. Providing instruction and material that is appropriate for the grade and age of the student.
- XV. A student shall be exempt from instructional activities on human reproduction,

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HIV, AIDS, and/or STDs provided his/her parent(s) or legal guardian(s) files a written request with the school principal. Parents shall be provided an opportunity to preview the material prior to instruction.

- XVI. All science curriculum guides and science instruction that relate to biological experimentation in grades K-12 shall meet the requirements specified in Section 1003.47, F.S. A student may be excused from such experiments upon written request of his/her parent(s).
- XVII. The School Board recognizes the importance of physical education and encourages its implementation in the regular curriculum of the schools. The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes. The K-12 physical education program shall stress physical fitness and encourage a healthful, active lifestyle for all students. Physical education program outcomes include:
  - A. Instruction in a variety of motor skills that are designed to enhance the physical, mental, and social/emotional development of every child;
  - B. Fitness education and assessment to help children understand, improve, and/or maintain their physical well-being;
  - C. The development of cognitive concepts about motor skills and fitness;
  - D. Opportunities to improve their emerging social and cooperative skills and gain a multi-cultural perspective; and
  - E. The promotion of regular amounts of appropriate physical activity now and throughout life.
- XVIII. All students shall be required to wear appropriate dress for physical education as prescribed by the school. All middle and high school students shall be required to change into appropriate dress for physical education as prescribed by the school. A student may be permitted to wear other appropriate physical education attire when his/her parent(s) or guardian files an objection based on religious or medical reasons. Physical education apparel such as shorts, shoes or tee shirts shall be sold to students only on a nonprofit basis.
- XIX. All swimming courses must be taught by an instructor who is certified by the American Red Cross [e.g., Water Safety Instructor (WSI)], Swim America, YMCA, or is a certified lifeguard. A certified nonteaching lifeguard must be present in addition to the instructor. All students participating in an approved swimming program and/or activity must have written parental permission.
- XX. Character Education, which is secular in nature, shall be taught efficiently and faithfully, using the books and materials required, following the prescribed methods of instruction, and shall stress such character qualities as fairness, attentiveness, patience/perseverance, initiative/courage, patriotism,

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responsibility, citizenship, kindness/caring, respect, honesty/trustworthiness, self-control, tolerance, and cooperation. in grades K-12.

- XXI. The Superintendent or designee shall develop procedures to implement the provisions of the Middle Grades Reform Act.
- XXII. The District shall provide an instructional program in the recycling of waste materials for elementary and secondary grades. The program shall familiarize students and their families with the recycling of waste and shall encourage the participation of schools, communities and families in recycling programs.
- XXIII. When dealing with political issues, the positions of all parties will be presented on a nonpartisan 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.
- XXIV. Prior approval of the Superintendent or designee shall be required when speakers deal with controversial issues or address areas where the School Board specifically requires prior approval.
- XXV. 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 or guardians of the children engaged in such classes.
- XXVI. The Superintendent/designee shall develop procedures to assure all aspects of curriculum development and implementation are carried out.

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

**LAW(S) IMPLEMENTED:** 403.714, 1000.21, 1001.42, 1001.43, 1003.415, 1003.42, 1003.43, 1003.45, 1003.455, 1003.46, 1003.47, 1006.28, 1006.29, 1008.25, 1010.305, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0941, 6A-1.09412, 6A-1.09414

**HISTORY:** ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: IGA, IHAC, IHAD, IHAE, IHAM, IHAMA, IHAMC, IHAO, IMB, IMC

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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, acceleration mechanisms, job entry, career and technical education, education of English Language Learners (ELL), and alternative compensatory education. After School Board approval, the District's *Student Progression Plan* shall be made a part of this rule. The *Student Progression Plan* will be available on the District web site.

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

**LAW(S) IMPLEMENTED:** 1001.43, 1003.43, 1003.437, 1003.49,  
1008.25, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0941

**HISTORY:** ADOPTED: APRIL 1, 1997  
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FORMERLY: IA

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### EXCEPTIONAL STUDENT EDUCATION

4.12

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 an eligibility determination team (EDT) which includes psychological, educational, and/or physical evaluation results provided by specialists qualified under State Board of Education rules. Exceptional students include children with intellectual disabilities, speech impairments, language impairments, who are deaf/hard of hearing, visually impaired, physically impaired with orthopedic impairments, physically impaired with other health impairments, physically impaired with traumatic brain injuries, emotion/behavior disabilities, specific learning disabilities, autism spectrum disorder, developmental delays, and who are participating in the home/hospital program as a student with disabilities.

- I. Upon recommendation of the Superintendent, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.
- II. 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.
- III. The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education and is hereby incorporated by reference and made a part of this policy.
- IV. Every parent of an exceptional student shall be informed about the services that are available and appropriate for the student's disability.
- V. Decisions with respect to students are made without regard to race, ethnicity or gender during the referral, identification, assessment, placement and re-evaluation processes. Members of the Multidisciplinary Team (MT) which determine Exceptional Student Education program eligibility and placement, shall be diverse in racial, ethnic, and gender composition whenever feasible.
- VI. In order to monitor compliance with this policy, the Superintendent shall submit to the Board, by July 1 of each year, a report showing the following information:
  - A. Data indicating the numbers of students referred, identified, assessed, placed and re-evaluated as a part of the Exceptional Student Education process, disaggregated by race, ethnicity and gender.
  - B. Any recommended changes which the Superintendent feels are necessary to ensure decisions are made in a fair and equitable manner without regard to race, ethnicity or gender during these processes.

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

**LAW(S) IMPLEMENTED:** 1001.42, 1001.43, 1003.01, 1003.57,  
1006.07, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0131, 6A-6.03411

**HISTORY:** ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: IHBA

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### POSTSCHOOL SERVICES FOR EXCEPTIONAL STUDENTS

4.121

Exceptional education students who may need post-school services from the Department of Health and Rehabilitative Services and any other appropriate state agency shall be identified by the District during an individualized educational plan meeting.

- I. Written consent shall be obtained pursuant to Florida Statutes prior to submitting the student's name and classification of exceptionality to any state agency.
- II. Notification of exceptional students who turn sixteen (16) years of age during the school year and who may need post-school services shall be sent to the appropriate agency each school year. The notification shall include the total number of students by classification of exceptionality.
- III. Information submitted to the Department and other appropriate agencies is exempt from the provisions of Florida Statutes.
- IV. Transition services which are needed by exceptional education students shall be identified pursuant to State Board of Education rules.
- V. Transition plans may be developed for an exceptional education student in conjunction with an individual educational plan.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**119.07, 1002.22, F.S.**

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
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FORMERLY: IBHA**

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### CAREER AND TECHNICAL EDUCATION

4.13

- I. The District is committed to providing quality educational opportunities for all students so that each student may enter the work force with entry level skills, the military service and/or postsecondary education without remediation. The intent is to provide opportunities that inspire all students to acquire and use the knowledge and skills needed to succeed in a culturally diverse and technologically sophisticated world.
- II. The goals of the career and technical education program are:
  - A. To enable students to develop career awareness from elementary grades through secondary education;
  - B. To provide industry standard classrooms and programs in various career fields; and
  - C. To provide career pathways from secondary to postsecondary education.
- III. The District shall collect data on students who are participating in and who have completed a career education program and shall submit reports as required by Florida Statutes and State Board of Education rules. Data shall not contain personally identifiable information unless prior written approval is obtained from the individual or parent as defined in Florida Statutes.

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

**LAW(S) IMPLEMENTED:** 1001.51, 1002.22,  
1003.491, 1003.492, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.065, 6A-10.0341

**HISTORY:** ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: IHAI

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### **DROPOUT PREVENTION PROGRAM**

**4.14**

The Superintendent or designee shall develop, for the School Board's approval, a Comprehensive Dropout Prevention Plan pursuant to Florida Statutes. The plan shall include all alternative education and safety net programs. The plan is hereby incorporated by reference. These plans will be listed on the District web site.

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

**LAW(S) IMPLEMENTED:** 1001.43, 1003.53, F. S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0523

**HISTORY:** **ADOPTED: APRIL 1, 1997**  
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**FORMERLY: IHBH**

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### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

4.15

The English for Speakers of Other Languages (ESOL) Program shall implement and English language acquisition program according to the Florida Department of Education and School Board approved English Language Learners (ELL) Plan. The plan is written to comply with the requirements of the No Child Left Behind Act of 2001 and the federal court order META Consent Decree.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1002.20, 1003.56, F. S.  
NO CHILD LEFT BEHIND ACT OF  
2001, P. L. 107 – 110  
META Consent Decree**

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
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FORMERLY: NEW**

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### **HOMEWORK ASSIGNMENTS**

**4.16**

Homework may be assigned as a supplement to the learning tasks accomplished during the regular school day.

- I. Individual differences shall be taken into consideration when assignments are made.
- II. The student shall receive adequate orientation to task procedures, demands, and expectations of homework assignments.
- III. Learning tasks shall not be assigned as homework for punitive reasons.
- IV. The length of time for completion of the assignment shall be reasonable.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

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

**HISTORY:**

**ADOPTED: APRIL 1, 1997**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: IKB**

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### **SUMMER SCHOOL PROGRAM**

**4.17**

- I. The Superintendent may recommend to the School Board summer school/intersession program. The Superintendent shall determine the building site(s).
  
- II. Summer school/intersession programs shall be available to students who require instruction beyond the one hundred eighty (180) day school year for promotional purposes and to high school students who are enrolled in academic and career and technical education courses to meet graduation requirements. Student eligibility requirements shall be defined in the District's summer school procedures manual.
  
- III. 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.**

**LAW(S) IMPLEMENTED:**

**1001.42, 1001.43, F.S.**

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: IHCA**

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### STUDENT FEES

4.18

#### I. Instructional Fees

- A. Students shall not be required to pay an instructional fee for enrollment in any course that is
1. Approved by the School Board
  2. Listed in the Course Code Directory and Instructional Personnel Assignments Manual published by the Florida Department of Education; or
  3. Taught on School Board property during the regular school day; however, students may be charged for the cost of materials for take home projects made in class.

Students shall not be penalized when they are unable to purchase supplementary materials which are recommended for purchase by the teacher.

- B. Students may be required to pay a user fee when they elect to participate in an optional course or activity conducted in private facilities off the school campus. The activity and use of such facility shall be approved in advance by the Superintendent or designee. Students who do not participate in such off-campus activities shall be provided appropriate options on campus with no adverse effect on their grade for the activity for the grading period.

#### II. Fees for Ancillary Programs and Classes Offered on School Board Property

The School Board shall authorize all fees supporting ancillary programs and classes offered on School Board property. Such fees shall be set in amounts which will recover the cost of providing such programs and classes after deducting any state and federal funding received. All fees must be paid to the District and must be included in the School Board's budgetary accounts. Any excess revenue derived beyond a break-even point shall go into the individual school's account in accordance with District accounting procedures.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.42, F.S.

#### HISTORY:

ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: JQ

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### TITLE I COMPARABILITY

4.19

Funds allocated to the District, under Public Law 107-110, shall be used to increase the learning opportunities for the economically disadvantaged, and shall be used to supplement the basic curriculum. The funds shall not be used to supplant services which are normally considered the School Board's responsibility. Comparability procedures are as follows:

- I. The annually adopted District Staffing Plan shall include a formula for providing equitable staffing of administrative, instructional, counseling, and auxiliary services at all schools.
- II. Staff who are funded by Title I shall be paid pursuant to salary schedules adopted by the School Board.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S

**LAW(S) IMPLEMENTED:**

1001.41, 1001.42, F.S.  
Public Law 107-110

**STATE BOARD OF EDUCATION RULE(S):**

6A-6.0131, 6A-6.03411

**HISTORY:**

**ADOPTED: APRIL 1, 1997**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: IHBC**

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### **INSTRUCTIONAL MATERIALS SELECTION AND ALLOCATION 4.20**

The School Board shall be legally responsible for all materials relating to the operation of District schools and the Chief Officer, Academic Services shall coordinate the selection of instructional materials.

I. 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.

#### II. Selection of District-Adopted Textbooks and Instructional Materials

The primary objective for District-adopted textbooks and instructional materials, which may include state-adopted and non-state adopted textbooks and instructional materials, is to unify the curriculum of the total District educational program and to place new and current instructional materials in schools. The recommendation process shall be in accordance with these provisions. A committee of selected instructional. District staff and laypersons shall evaluate textbooks and instructional materials for potential use in District schools and shall provide recommendations and concerns to the Chief Officer, Academic Services regarding the evaluation results. The Superintendent shall establish procedures for the evaluation process.

#### III. Selection of Non-state Adopted Textbooks and Instructional Materials

The supervisor of a discipline shall convene an Instructional Review committee of instructional staff members to review and consider non-state adopted textbooks and supplemental instructional materials for use in the District. The committee shall make recommendations to the Superintendent or designee following the evaluation process developed when appropriate.

#### IV. Selection of Textbooks and Supplementary Materials for Career and Technical Education

The Director, Career and Technical Education or his designee shall review new textbooks and supplementary materials for technical content and accuracy. The Superintendent or designee may consult with the appropriate occupational advisory committee to review and make recommendations on new textbooks or supplementary materials. Procedures described in II I. shall be followed, when appropriate.

**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.42, 1006.28, 1006.29, 1006.31,**

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1006.32 F.S.

**HISTORY:**

**ADOPTED: APRIL 1, 1997**  
**REVISION DATE(S): 11/10/08**  
**FORMERLY: IJ, IJL**

**MANAGEMENT OF TEXTBOOKS**

**4.24**

The principal shall be responsible for the proper care and storage of textbooks. The following shall be observed by the principal.

- I. Students shall be informed that textbooks are on loan from the District and that proper care and accounting of the books is required.
- II. All textbooks received by the school shall be properly accounted for by the principal or designee.
- III. A student who loses or damages a book beyond normal usage shall be assessed the purchase price of the damaged or lost book.
  - A. Prior to withholding textbook(s), the principal shall send a written notification to the parent/guardian to ask for a conference regarding the lost or damaged textbook.
  - B. Each school shall be responsible for developing a procedure for giving each student access to textbook materials for homework assignments should textbook(s) be withheld. The procedure will contain a requirement that a copy of each textbook shall be available in each classroom for a student to utilize during the regular class period. In addition, one copy will be available in the media center for homework assignments.
  - C. A student who is not financially able to pay for replacing a lost or damaged textbook may have an appeal initiated by a parent/ guardian, teacher, or school administrator. The appeal will include a written statement that neither the student nor his family can financially afford to pay for the lost/damaged textbook. If the appeal statement is proposed by a parent/guardian or teacher, it will be submitted to the principal for his/her approval.
  - D. Failure to collect such sum or denial of appeal by the principal may result in the suspension of the student in extracurricular activities (i.e. graduation) or satisfaction of the debt through community service activities at the school site as determined by the principal.
- IV. A report card or progress report shall not be withheld from the parent/guardian nor the permanent record for failure to pay an assessment for lost or damaged books or for any other reason.
- V. Teachers shall inventory books issued to students at the end of each grading period and shall determine whether books are receiving proper care.
- VI. The principal or designee shall submit to the District at the closing of each school year an annual inventory of all District adopted instructional materials.

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**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAW(S) IMPLEMENTED:**

**1006.28, 1006.42 F.S.**

**HISTORY:**

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**August 2, 2011**

**FORMERLY: EDB**

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### CHALLENGED MATERIALS

4.30

Complaints concerning instructional materials and requests for reevaluation of instructional materials including library media materials shall be presented in writing and shall bear the complainant's signature. Such complaints and requests shall be referred to the Superintendent by the Supervisor of Instructional Materials.

- I. Written complaints and requests for reevaluation of instructional materials shall contain as much of the following information as possible:
  - A. The title of the book, recording, film, or other item of instructional material under consideration.
  - B. The name and address of author, publisher, or sponsor.
  - C. Citation of the pages and specific passage or items in question.
  - D. Identification of the complainant and a statement of his/her basis for criticizing or requesting of a reevaluation of the particular item.
- II. The following procedures shall be followed in handling such complaints and requests for reevaluation of instructional materials.
  - A. The Chief Officer, Academic Services or designee and a committee appointed by the Superintendent or their designee shall evaluate the complaint or request. The committee shall be composed of at least two (2) instructional staff members and at least one (1) lay person.
  - B. The author, publisher, or sponsor of the materials may be notified of the complaint and shall be given an opportunity to submit a report or to provide additional information pertinent to the matter. While the complaint or request for reevaluation is being processed as described in II.C., the materials shall be designated parental permission; provided, however, they may be checked out by students with written parental consent. District adopted materials may continue to be used under teacher supervision.
  - C. The committee shall consider the material both on the basis of its individual merits and its relationship to the total instructional program. The committee shall submit a signed written report to the Chief Officer, Academic Services and the Superintendent who shall present the report with appropriate comments to the School Board.
  - D. The complainant shall be notified by the Chief Officer, Academic Services when action has been taken by the Superintendent or designee on the complaint or request for reevaluation. When materials are removed from the District, a notification shall be sent to the author, publisher, or sponsor

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and to personnel concerned with the action.

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

**LAW(S) IMPLEMENTED:** 1001.41, 1001.43, F.S.

**HISTORY:** ADOPTED: APRIL 1, 1997  
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FORMERLY: KEC

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### EXTRACURRICULAR PROGRAM

4.40

Extracurricular activities shall be defined as planned school sponsored activities which exist as a part of the total school program, but are not a part of the regular curricular offerings, the extracurricular program shall include both competitive activities and student organizations. All of these activities 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. Eligibility for participation in extracurricular interscholastic student activities, including cheerleading, shall be as outlined in the Bylaws of the Florida High School Athletic Association, Inc. (FHSAA) and pursuant to Section 1006.15, Florida Statutes.

I. The principal/designee shall be responsible for determining each student's eligibility for participating in interscholastic extracurricular activities. Any school which allows an ineligible student to participate shall be subject to the penalties set forth by the FSHAA Bylaws.

II. Students attending a secondary school which does not have an athletic program shall be allowed to participate in activities under FHSAA Bylaws.

III. 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; however, this does not apply to charging admission for students who are spectators of extracurricular activities.

IV. Funds derived from extracurricular activities shall be processed according to the District's accounting procedures and the FHSAA bylaws.

V. Academic eligibility for cheerleaders shall be the same as required of team and organization members who are subject to FSHAA Bylaws.

VI. To ensure fair and equitable access to extracurricular activities for all students and because all students benefit from exposure to staff with diverse backgrounds, the principal shall select faculty advisors, directors, coaches and sponsors for extracurricular activities that are diverse in racial, ethnic and gender composition. Students shall not be excluded from any extracurricular activity, or from any position of leadership therein, on account of race, ethnic background or gender. Students shall not be denied participation in activities due to lack of ability to pay for expenses related to the activity.

To monitor fair and equitable access to extracurricular activities for all students, the Superintendent shall submit to the Board, by July 1 of each year, a report showing the following:

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A. Data indicating participation in selected extracurricular activities disaggregated by race, ethnicity and gender. The Superintendent or designee shall select the activities to be reported each year which shall be representative of all extracurricular activities and shall be rotated from year-to-year. The Superintendent shall ensure that all activities are reviewed within a five (5) year period.

B. Any recommended changes which the Superintendent feels are necessary to ensure fair and equitable access to all activities.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

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

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: JJJ**

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

**4.42**

- I. Requests for any school group or organization to make a public appearance shall be directed to the principal for approval (For Field Trips see Policy 4.43).
- II. Students or student organizations shall not make public appearances to promote the political candidacy of any person or the interests of any private business enterprise.
- III. School groups may participate in school activities, civic programs, and community benefit programs.

#### **STATUTORY AUTHORITY:**

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

#### **LAW(S) IMPLEMENTED:**

**1001.43, 1001.54, 1006.07, F.S.**

#### **HISTORY:**

**ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: JJC**

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### **FIELD TRIPS**

**4.43**

- I. The Superintendent shall develop procedures to be followed relating to extracurricular field trips.
- II. Field trips held during or outside of school hours shall be of educational value to students. Proper attention shall be given to educational preparation of students for field trips to ensure that the experience gained is of optimum benefit.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.31, 1006.21,  
1006.22, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-3.0171**

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: IJOA**

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### SCHOOL FUNCTIONS

**4.44**

- I. Any school social function shall be chaperoned by an instructional or administrative staff member and shall be approved by the principal prior to scheduling.
- II. Faculty members shall be encouraged to attend social functions.
- III. A student shall lose all privileges under this rule if he/she is unable to behave in a pleasant and wholesome manner.
- IV. Two (2) parties per school year may be held during school hours.
- V. For middle schools, students are allowed to attend two (2) home athletic contests during school hours. Only one (1) event shall be held for any specific sport.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1001.54, 1006.07, F.S.**

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: JJB**

**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 for the first 10 students and one (1) additional chaperone for each 10 additional students. A sponsor is a School Board employee who holds a valid Florida Educator's Certificate. 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. (FHSAA), shall be governed by the regulations of that association. Activities of 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.**

**LAW(S) IMPLEMENTED:**

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

**HISTORY:**

**ADOPTED: April 1, 1997**  
**REVISION DATE(S): 11/10/2008**  
**FORMERLY: NEW**

**STUDENT CLUBS AND ORGANIZATIONS**

**4.50**

School student organizations and activities designed for students shall be encouraged as a part of extracurricular activities and shall be approved by the principal. Each organization shall have a certificated administrator or staff member, appointed by the principal to serve as a sponsor or advisor.

- I. Membership in student organizations shall be open to all interested or eligible students. Students shall not be denied participation or membership in a student organization based upon race, ethnic background or religion. In order to ensure fair and equitable access to student organizations for all students and because all students benefit from exposure to staff with diverse backgrounds, the principal shall select advisors and sponsors for student organizations who are diverse in racial, ethnic and gender composition. Students shall not be denied membership in organizations due to lack of ability to pay for dues or other expenses of membership. In order to monitor fair and equitable access to extracurricular activities for all students, the Superintendent shall submit to the Board, by July 1 of each year, a report showing the following:
  - A. Data indicating participation in selected student organizations disaggregated by race, ethnicity and gender. The Superintendent or designee shall select the organizations to be reported each year, which shall be representative of all organizations and shall be rotated from year-to-year. The Superintendent shall ensure that all activities are reviewed within a five (5) year period.
  - B. Any recommended changes which the Superintendent feels are necessary to ensure fair and equitable access to all organizations.
- II. Organizations shall be coordinated with and supplementary to the regular school program.
- III. Secret societies, social clubs, sororities, fraternities or any similar organizations are prohibited. This provision shall not be construed to prevent students from belonging to any organization fostered and promoted by school authorities, or which is first approved and accepted by the school authorities, and whose membership is selected on the basis of good character, good scholarship, leadership ability and achievement.
- IV. Approval from the Florida High School Athletic Association, Inc., (FHSAA) shall be sought for organizations, when applicable. Rules of organizations shall conform with FHSAA guidelines, when applicable.

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- VI. It is the intent of the Duval County School Board that all organizations operate with fairness, integrity, and transparency of process.

### National Honor Society

1. Affiliation – Each chapter shall be in good standing with the national Association of Secondary School Principals (NASSP), including the payment of yearly chapter dues;
2. Every chapter shall develop its own set of by-laws;
3. Selection – Each chapter shall use a student invitation packet to gather consistent information from students, use letters and notifications, and use a “blind” selection process based on the sample packet;
4. Notification – Each chapter shall publish the eligibility criteria and procedure for membership selection in school publications, announcements, posters, the web and all other appropriate means to communicate to all students;
5. Each chapter school’s principal shall appoint a chapter sponsor(s) who cannot be a member of the Faculty Council and who cannot vote on membership. The sponsor(s) may be reappointed yearly. Members may be reappointed in consecutive years;
6. Each chapter’s school’s principal shall appoint a diverse, five member Faculty Council for a term of one year;
7. Students must be enrolled for a minimum of one semester at the school where he/she is being considered for membership before being eligible for consideration. However, in accordance with the National Honor Society by-laws and regulations, the Faculty Council may waive this requirement, e.g. a military student who recently transferred.
8. GPA criteria must be the same average for each grade level as prescribed the National Honor Society’s by-laws and regulations;
9. Each chapter will provide an appeal process: The student is notified in writing of the non-selection and has a meeting with the NHS sponsor to receive feedback. An appeal to the sponsor for review by the Faculty Council can only be done on the basis of procedural error. If the sponsor determines that there has been a procedural error, then he/she can reconvene the Faculty Council to review the student’s case and appeal. A final appeal can be made to the school’s principal.
10. The District’s National Honor Society Oversight Committee is responsible for reviewing national and district procedures and to provide training to appointed sponsors.

- VI. Students shall be subject to the Code of Student Conduct when participating in clubs and organizations.

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

**LAW(S) IMPLEMENTED:** 1000.05, 1001.43, 1006.07, 1006.09,  
1006.14, 1006.63, F.S.

**HISTORY:** ADOPTED: April 1, 1997  
REVISION DATE(S): 11/10/2008  
FORMERLY: JICF, JJA

**STUDENT PUBLICATIONS**

**4.51**

The school principal may approve establishment of a school newspaper or magazine for students and their parent(s) or legal guardian.

- I. 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.
- II. The principal shall not allow advertisements which promote the use or sale of materials which are inconsistent with school objectives. This shall include, but not be limited to, the use or sale of intoxicants or tobacco.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1001.54, F.S.**

**HISTORY:**

**ADOPTED: April 1, 1997**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: JICE**

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### DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM

4.60

- I. 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. The testing program shall
  - A. Provide teachers with information which enables them to diagnose students' needs and to modify the instructional programs, when appropriate.
  - B. Report the effectiveness of instructional programs by classroom, schools and the District.
  - C. Provide guidance counselors and other school staff with data for assisting students in educational decision making.
- II. 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.
- III. Test modifications shall be made for students with disabilities and Individual Education Plans (IEP) and 504 Plans to ensure aptitude and achievement are measured and not their disability.
- IV. The parent or guardian 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 or guardian.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.11(5), 1001.43, 1003.435,  
1008.22, 1008.34, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-1.0941**

**HISTORY:**

**ADOPTED: April 1, 1997**  
**REVISION DATE(S): 11/10/2008**  
**FORMERLY: IL**

**SECURITY OF TESTS**

**4.61**

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

- I. 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 faculties of test security measures.
- II. 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.
- III. The testing coordinator shall coordinate the return and/or the destruction of test materials as directed by the Florida Department of Education.

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

**LAW(S) IMPLEMENTED:** 1001.11(5), 1001.43, 1008.22, 1008.24, 1008.34, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-10.042

**HISTORY:** ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: ILB

**HOME EDUCATION PROGRAM**

**4.70**

- I. Home education programs shall adhere to the provisions of Florida Statutes.
- II. The following provisions shall govern home education programs offered by a student's parent(s) or legal guardian.
  - A. The parent(s) or legal guardian shall
    1. 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(s) or legal guardian, 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(s) or guardian upon request.
    2. Maintain a portfolio of records and materials for a period of two (2) years. Section 1002.41, F.S., defines a portfolio as "A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used and samples of any writings, worksheets, workbooks, or creative materials used or developed by the student."
  - B. Portfolios will be inspected by a District employee upon fifteen (15) days written notice.
  - C. Parents shall provide an annual educational evaluation to their student(s) being home educated. 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.
  - D. 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(s) or legal guardian shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction. Continuation in the home educational program shall depend upon the student's educational progress at the end of the one (1) year probationary period.
  - E. 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.

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- III. 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 (FSHAA) and Florida School Music Association bylaws.
- IV. Students who have participated in a home education program, registered with the District during grades 11 and 12, and have met the SAT or ACT test score requirements for Home School Programs are eligible to participate in the Bright Futures Scholarship Program.
- V. Home education students may participate in Dual Enrollment programs so long as they enter into their own articulation agreement with the college or university. They are not eligible to participate in Dual Enrollment through the Duval County Public Schools' articulation agreements.

**STATUTORY AUTHORITY:**

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

**LAW(S) IMPLEMENTED:**

**1001.43, 1002.01, 1002.41,  
1006.15, F.S.**

**1009.53-539, 100.27(4),  
100271 (10), F.S.**

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: NEW**

**GRADING AND REPORT CARDS**

**4.80**

Individual progress reports of all students shall be made on report cards in the form of letter grades to parents and legal guardians.

- I. Grading shall be a measure of a student's progress and achievement in mastering his/her subject matter.
- II. These reports shall be supplemented by written academic warnings to a student's parent(s) or legal guardian when the student is not making satisfactory progress at any time during a grading period. The student will be given the opportunity to complete Grade Recovery, if eligible, and the parents will be offered the opportunity for a conference with the teacher and/or principal/designee. A student may not receive a grade of "F" if this procedure has not been followed.
- III. The grading system for students shall be set forth in the District Student Progression Plan and shall conform with Florida Statutes.
- IV. The method of reporting student progress shall be determined to be of at least equal value to the usual grading system when the structure of a School Board approved special instructional program necessitates a unique method of reporting student progress to parents or legal guardians. Elementary schools desiring to use other reporting methods, such as conferences in lieu or report cards, shall secure the Superintendent's or designee's approval.
- V. Descriptive comments to supplement letter grades are encouraged at all grade levels. Such comments shall be required at the lower grade levels to provide each student's parent(s) or legal guardian with a comprehensive description of his/her performance. At all levels, individual cases requiring more extensive explanation shall be handled, when possible, in conferences with the student's parent(s) or legal guardian, teacher(s), and appropriate supportive personnel.
- VI. Report cards shall be considered the property of students and their parents or legal guardians and may not be withheld to force payment of dues, fines, or other monies which are owed to the school. In such cases, a principal may request a student's parent(s) or legal guardian to call, send a note, or schedule an interview before releasing report cards.
- VII. Circumstances for reducing a student's academic grade shall be specified in the District Student Progression Plan.
- VIII. The teacher shall have the primary responsibility for giving grades to indicate a student's progress in class, subject to the school principal's review. The principal may request a review of the information recorded by a teacher to justify the grades of a student. However, the grades given a student by a teacher shall be subject to modification only by the Superintendent when cause is found.

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

**LAW(S) IMPLEMENTED:** 1003.33, 1003.437, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

**HISTORY:** **ADOPTED: APRIL 1, 1997**  
**REVISION DATE(S): 11/10/08**  
**FORMERLY: \_\_\_\_\_**

**GRADUATION REQUIREMENTS**

**4.90**

I. Requirements for a Standard or Special Diploma

The District *Student Progression Plan* shall specify graduation requirements for a Standard and Special Diploma for high school, early admission and advanced studies, and exceptional student education services. Such requirements shall be in accordance with Florida Statutes and State Board of Education rules.

II. High School Diplomas

High school diplomas shall be issued only upon authority of the School Board to students who have met all graduation requirements as specified in the District *Student Progression Plan*. Diplomas shall be furnished by the School Board at no cost to students and shall bear the school principal, Superintendent, and School Board Chairperson's signatures.

III. Certificate of Completion

Students electing the 24 or 26 credit general requirement option who have not met all graduation requirements shall be awarded either a certificate of completion or a college placement test eligible certificate of completion. Students who receive either of the two certificates of completion are eligible to participate in graduation exercises. Students entitled to either certificate of completion may elect to remain in secondary school as a full-time or part-time student for up to one additional year. Any student who has received either certificate of completion who subsequently meets requirements for a standard high school diploma shall be awarded a standard high school diploma following District Student Progression Plan procedures.

IV. High School Equivalency Diploma

A. A candidate for a high school equivalency diploma shall be at least eighteen (18) years of age on the date of the examination, except in extraordinary circumstances as defined in IV.B., in which the candidate must have reached the age of sixteen (16).

B. A candidate seeking to take the examination for an equivalency diploma prior to age eighteen (18) must present medical evidence from one or more attending physicians attesting to the fact that said student is unable to attend on a full time basis. As an alternative, a candidate must present documented evidence from a recognized social agency of an undue hardship that precludes full time attendance in school.

V. Graduation Exercises

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- A. Graduation exercises shall be held as near as possible to the last day of school. The date of graduation shall be approved by the Superintendent or designee.
- B. Caps and gowns shall be standard apparel for senior high school commencement exercises. The style and color of caps and gowns shall be selected by the individual school. Any senior who does not desire to participate in the graduation exercises may be excused.
- C. The principal is authorized to exclude, prior to or during graduation exercises, any student for misconduct or for refusing to follow established rules or procedures for graduation exercises.

### VI. Promotion Exercises

Informal promotion exercises are permissible in elementary, middle and high schools. No student shall be denied the opportunity to participate in the exercises. These exercises shall be

- A. Informal programs which are held during the school day and prior to the last day of school;
- B. Planned in terms of students' interest and planned to include all students; and
- C. Conducted with minimal expense to schools and students.

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

**LAW(S) IMPLEMENTED:** 1001.32, 1001.42, 1001.54, 1003.43, 1003.435, 1003.438, 1006.07 F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955, 6A1.996, 6A-6.020

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