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3-1 INSTRUCTIONAL MATERIALS

(A) Principals and teachers must observe the school law which forbids them to sell materials to pupils at a profit. Only those supplementary materials which have been authorized in advance may be required for class use. The principal is charged with the responsibility of deciding what authorized supplementary materials are needed for use in the schools. Disciplinary action or the withholding of school credits for the purpose of requiring pupils to buy or pay for supplementary materials ordered by the principal is prohibited. Supplementary materials ordered by the principal are personal obligations of the principal and cannot be assumed by the school system nor by the principal’s successor.

(B) The School Board of Okaloosa County, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action.

(C) The duties and responsibilities of the district superintendent include:

(1) The requisition, purchase, receipt, storage, distribution, use conservation, records, and reports of management practices and property accountability of instructional material.

(2) The provision for an evaluation of any instructional materials to be requisitioned that have not been used previously in the schools of the district.

(D) The duties and responsibilities of principals include:

(1) The principal collects money from each pupil or their parents for any instructional materials the pupil has lost, destroyed, or unnecessarily damaged.

(2) The principal sells any instructional material used in the school to any parent requesting such material, in accordance with School Board policies prescribing the procedures for selling instructional materials.

(3) All funds received from the sale, exchange, loss, or damage of instructional materials are deposited in the district school fund and added to the appropriation for instructional materials.

(4) The principal provides for the proper care of all instructional materials issued to students or which are in storage.

(5) The principal prepares forms prescribed by the State Board of Education to properly account for all instructional materials.
(6) The principal prepares and transmits textbook records and reports by the Department of Education and prepares and transmits any supplementary records and reports as directed by the Superintendent.

(E) Procedures for determining the propriety of instructional materials and standards used to determine the propriety of the material shall include:

(1) The age of the children who normally could be expected to have access to the material.

(2) The educational purpose to be served by the material. In considering instructional materials for classroom use, priority shall be given to the performance standards provided for in Florida Statutes 229.565 and 232.2454 and which include the instructional objectives contained within the curriculum frameworks approved by the State Board of Education.

(3) The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.

(F) Procedures for disposal of surplus textbooks are as follows:

(1) After state adoption has expired, no less than one (1) year individual schools will submit a list of surplus textbooks to the district textbook office.

(2) The district textbook office will submit a list of all surplus textbooks ten (10) years old or newer that will not be utilized in the school district to the School Board for approval and forward the list to DOE.

(3) After 30 days required by the state to notify other counties of surplus books available, the following steps can be taken to dispose of surplus books:

   (a) Free distribution to the public

   (b) After books have been offered free, the remainder may be sold. Recommend 25 cents per book. Any monies received from textbook sales must be placed in instructional materials budget.

   (c) Recycle

(4) Schools that choose to dispose of surplus textbooks must follow the steps outlined above.
(G) Policies dealing with annual allocation:

(1) On or before July 1 each year, the Commissioner shall certify to the superintendent of each district the estimated allocation of state funds for instructional materials.

(2) The district is authorized to issue purchase orders subsequent to March 15 in an aggregated amount which does not exceed 20 percent of the year's allocation and subsequent to May 1 in an aggregated amount which does not exceed 90 percent of the current year’s allocation, for the purpose of expediting the delivery of instructional materials which are to be paid for from ensuing years allocation. The district shall use the annual allocation for the purchase of instructional materials included on the state adopted list. No less than 50 percent of the annual allocation shall be used to purchase materials for instruction to students enrolled at the grade level for which the materials were designed. Up to 50 percent of the annual allocation may be used for the purchase of materials, including library and reference books and non-printed materials, not included on the state adopted list and for the repair and renovation of textbooks and library books. Notwithstanding the provisions of this subsection, school districts may use 100 percent of that portion of the annual allocation which is designated by the district for the purchase of instructional materials for kindergarten, and 75 percent of that portion of the annual allocations which is designated for the purchase of instructional materials for first grade, to purchase materials not on the state adopted list.

(3) In any year in which the total allocation for the district has not been expended prior to June 30, the district will carry forward the remaining amount to the next year’s allocation.

(4) Where an adoption is not in effect or a school chooses to use non-state adopted materials as major tools, prior to their use with students, an evaluation of the materials, using MIS Form 1459, must be completed by the school and filed with the Director of Elementary/Secondary Education for audit purposes. Materials previously state adopted may continue to be used for as long as the content remains current.

(H) Policies for carrying out the evaluation of instructional materials:

(1) Each year a district textbook plan and an evaluation of newly state adopted materials is carried out.

(2) The district superintendent or designee shall appoint district councils. Whether or not the district elects to participate in the pre-adoption evaluation of materials submitted for adoption, the district council shall utilize criteria developed by the State Instructional Materials Council.
(3) All persons serving on instructional materials councils must complete the Department of Education training program prior to beginning the review and selection process.

(4) District Council evaluation sessions shall be open to the public.

(5) Pursuant to Section 233.115, Florida Statutes, members of the district council are prohibited from accepting gifts, money, emoluments or other valuables which shall directly or indirectly influence the adoption or purchase of any instructional materials. From the time the district council of a subject area convenes until the Okaloosa County School Board acts on the recommendation, no publishing or manufacturing company or representative may discuss materials under consideration with teachers or other school officials unless formally invited by the designated coordinator. If this policy is violated, the violating company’s materials will no longer be considered for adoption by the district council.

(6) The procedural aspects for evaluating and recommending instructional materials will be detailed in the Elementary/Secondary Instructional Materials Plan.

(7) In the event that, after good faith acquisition of instructional materials by a district school board, the instructional materials are found to be not in accordance with the requirements of this subsection and the school board is unable to acquire other instructional materials which meet the requirements of this subsection in time for them to be used as intended, the school board may use the acquired materials, but only for that academic year.

Statutory Authority: Sections 230.22(2), 233.34; 233.37; 233.39; 233.43, 233.46, Florida Statutes
Laws Implemented: Sections 233.34; 233.37; 233.46, Florida Statutes
Adopted: August 14, 2000
3-2 TEXTBOOKS

(A) A Textbook Plan, updated annually, will be distributed to each school, and it shall include as a minimum:

(1) A listing of all state adopted materials recommended for use in Okaloosa County.

(2) Procedures to be followed in purchasing state adopted materials.

(3) Procedures to be followed in the use of flexibility funds to purchase materials not included on the state adopted list.

(B) All student textbooks will be collected at the end of the last class that a student attends school, either at the end of the year or during the year.

Statutory Authority: Section 230.22(2), Florida Statutes
Laws Implemented: Section 233.34, Florida Statutes
Adopted: August 14, 2000
3-3 OPERATIONAL POLICIES FOR OKALOOSA DISTRICT SCHOOL MEDIA CENTERS

(A) School Library Media Centers

(1) School media centers are an integral part of the curriculum and the “heart” of the total school program. Media centers provide an open, flexible program with continuous access to the media center and its resources.

(2) The media specialist works cooperatively with teachers in planning appropriate library media activities and skills units to enhance student performance.

(3) The media specialist provides training to teachers and students in the effective use of technology and other media resources.

(4) Each school shall have a library media committee to assist in the development and updating of media center policies and procedures, give input on the selection of materials and promote a positive, student-centered media program as an integral part of the school curriculum and to review any criticism of materials.

(5) Each media center has an Okaloosa County District Media Specialists’ Handbook containing operational policies and a program of sequential skills development.

(B) Criteria for Library Book Selection/Collection Program

(1) The term “collection” program denotes the processes necessary to develop and maintain a collection. The media specialist carries out the program by:

(a) Learning about the existing collection or creating one

(b) Knowing the community (external environment)

(c) Assessing needs of the school’s programs and the users and selecting books which support the curriculum of the school including input from the principal, teachers, students, and media specialist.

(d) Establishing collection development policies and procedures (the overall plan) which should build a curricular-oriented collection with the accompanying policies, staff expertise, and realistic budgeting practices.
(e) Creating the basis for selection (policies and procedures to guide selection decisions).

(f) Referencing a variety of recommended sources for the appropriate grade level such as textbook bibliographies, library review journals, and curriculum association booklists.

(g) Identifying criteria for evaluating materials.

(h) Planning for and implementing the selection process: identifying and obtaining tools, arranging for personal examination of materials, involving others in decision making.

(i) Establishing acquisition policies and procedures (guides to obtaining materials).

(j) Setting up a maintenance program.

(k) Creating collections that reflect democratic ideals, intellectual freedom, and cultural diversity.

(l) Evaluating the collection and making book selections with a view toward a balanced collection.

(C) General Selection Criteria

(1) Intellectual content and its presentation

(2) Authority

(3) Appropriateness of content to users

(4) Scope

(5) Accuracy of Information

(6) Treatment

(7) Arrangement and organization

(8) Literary merit

(9) Materials available on the subject

(10) Durability of information
(11) Reputation of author

(12) Special features

(13) Value to the collection

(14) Aesthetic quality

(15) A view toward a balanced collection

(16) Format

(D) **Library Materials Selection and Adoption**

(1) Objectives of Selection - The media 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 media center shall consist of the following:

   (a) Materials that will enrich and support the curriculum, taking into consideration the varied interests, 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 judgements in their daily life.

   (d) Materials representative of the many religious, ethnic, and cultural groups and their contributions to our 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) Responsibility for Selection of Materials - Educational materials shall be selected by professionally trained personnel employed by the School Board which may include, but not be limited to, principals, teachers, supervisors, and media specialists. Coordinating the selection of educational materials and recommending purchases shall be the responsibility of the professionally trained media personnel.
(3) Criteria for Selection of Education Materials:

(a) The standards to determine the propriety of the educational materials shall be pursuant to Section 233.165, 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 for materials from administrators, faculty, parents, and students shall be given high priority.

(c) Materials shall be considered on the basis of overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation of significance of the author/artist/composer/producer, etc.; and, format and price.

(4) Gifts - 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.

(5) 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, the Association for Educational Communications and Technology, the H. W. Wilson Co., R. R. Bowker, Educational Film Library Association, and others generally accepted by the educational media profession

(ii) Media staff, curriculum consultants, faculty, students, and community representatives

(iii) Media committee when appointed by the principal to serve in an advisory capacity in the selection of materials and to examine sets of materials and materials acquired by subscription.
(b) Media specialists shall follow these procedures in maintaining the media center collection:

(i) Purchase materials which are outstanding, frequently used, and serve a definite need

(ii) Replace periodically worn or missing basic items

(iii) Withdraw items from the collection which are out-of-date or no longer useful.

Statutory Authority: Section 230.22(2), Florida Statutes
Laws Implemented: Section 233.165, Florida Statutes
Adopted: August 14, 2000
3-4 EFFECTIVE USE OF EDUCATIONAL MEDIA

(A) All use of educational media in the school and/or classroom should follow the “fair use” guidelines of the Copyright Law of the United States, Title 17, United States Code, as referenced in Chapter 3, Section 3 of School Board Policy.

(B) Educational media should be used effectively as an integral part of the curriculum to supplement and enhance classroom lesson plans, not for entertainment or reward.

(C) Educational media should be carefully previewed by the teacher prior to class viewing to insure the appropriateness in content and grade level and also to allow the teacher time to plan effective enhancement and evaluative activities.

Statutory Authority: Section 230.22(2), Florida Statutes
Laws Implemented: Section 233.165, Florida Statutes
Adopted: August 14, 2000
PROCEDURE FOR HANDLING CRITICISM OF LIBRARY BOOKS OR EDUCATIONAL MATERIAL

(A) Criticism of any book or educational material should be submitted on the district Request for Review of Media (Book or Educational Material) form to the library committee and the principal of the school involved.

(B) Use Request for Review of Media form, MIS 1007.

(C) After the school principal and library committee review the material and the criticism, the school principal will forward material, criticism and recommendations to the standing district committee made up of a School Board Member, the Assistant Superintendent for Instruction, a Media Services Department representative, a Language Arts district administrator, a librarian, a teacher, and a lay person.

(D) After a careful review of the criticism and of the material, final recommendations will be made to the Superintendent of Schools and the School Board, whose responsibility it will be to make disposition of the criticism.

Statutory Authority: Section 230.22(2), Florida Statutes
Adopted: August 14, 2000
3-6 INSTRUCTIONAL PROGRAM

(A) Changes in Existing Program

If a principal desires to make a major change in the instructional program, he must submit a request to the Assistant Superintendent of Instruction, in writing. The Assistant Superintendent of Instruction shall present the request to the Superintendent for final approval. The Assistant Superintendent of Instruction will notify the requesting principal, in writing, the final disposition of the request.

(B) Additions to the Instructional Program

(1) If a principal desires to add any additional subjects, courses or activities to the instructional program, he must follow the same procedure as listed in paragraph (A) above.

(2) If a principal wishes to initiate a new course, he must submit the course outline to the Assistant Superintendent of Instruction for approval.

Statutory Authority: Sections 230.22(2), 231.001, Florida Statutes
Laws Implemented: Section 231.085, Florida Statutes
Adopted: August 14, 2000
The School Board shall provide an appropriate program of special instruction, facilities, and services for exceptional students as prescribed by the State Board as acceptable, including the following provisions.

(A) The School Board shall provide the necessary professional services for diagnosis and evaluation of exceptional students.

(B) The School Board shall provide the special instruction, classes, and services, either within the district school system, in cooperation with other district school systems, or through contractual arrangements with approved non-public schools or community facilities, which meet standards established by the Commissioner.

(C) The School Board shall provide information annually describing the Florida School for the Deaf and the Blind and all other programs and methods of instruction available to the parent or guardian of a sensory-impaired student.

(D) The School Board, once every three (3) years, shall submit to the Department its proposed procedures for the provision of special instruction and services for exceptional students.

(E) The School Board shall ensure that no student is given special instruction or services as an exceptional student until after he/she has been properly evaluated, classified, and placed in the manner prescribed by rules of the Commissioner. The parent or guardian of an exceptional student evaluated and placed or denied placement in a program of special education shall be notified of each such evaluation and placement or denial. Such notice shall contain a statement informing the parent or guardian that he/she is entitled to a due process hearing on the identification, evaluation, and placement, or lack thereof.

(F) In providing for the education of exceptional students, the superintendent, principals, and teachers shall utilize the regular school facilities and adapt them to the needs of exceptional students to the maximum extent appropriate. Segregation of exceptional students shall occur only if the nature or severity of the exceptionality is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Statutory Authority: Section 230.22(2), Florida Statutes
Laws Implemented: Section 230.23(4)(m), Florida Statutes
Adopted: August 14, 2000
3-8 PTA’S, PTO’S AND OPEN HOUSE ACTIVITIES

(A) Each elementary school, grades K-5, in Okaloosa County shall establish and maintain either a Parent-Teacher Association or a Parent-Teacher Organization.

(B) Each school shall have two (2) open house functions during the course of the school year.

Statutory Authority: Section 230.22(2), Florida Statutes
Adopted: August 14, 2000
MUSIC ACTIVITIES

(A) Political Performances

A school music group will not perform for any political candidate or any political function without prior approval of the School Board.

(B) Non-School Performances

All local non-school performances shall be under the coordination and supervision of the Director.

(C) Grading

1. Student grades shall not be lowered when the principal has given permission for the student to participate in other events and activities.

2. Students shall not be used in any way to determine other students’ grades, abilities or position in groups.

3. Non-school trips (tours, college or professional games, private festivals) shall not be included in student grades.

(D) Chaperone for Trips

One (1) chaperone for each ten (10) students will be provided for all school related trips.

(E) Student Purchases

Students are required to purchase the following basic instruments and accessories to participate in skill classes: flutes, clarinets, saxophones, trumpets, trombones, pads, sticks, mouthpieces, reeds, violins, violas, cellos, guitars, ukuleles, choral uniforms, and band footwear.

(F) Guidelines for Band Directors Concerning Band and Auxiliary Groups

1. Directors will make the final selection of all drum majors, twirlers, and auxiliary group members. Other professionals and para-professionals may be used in the selection and training of these members at no cost to the individual student. Tryout results will be announced by June 1 of each year.

2. Performing uniforms will be prescribed by the Director and provided from band funds. All students are expected to provide footwear. Twirlers should provide their own batons.
(3) At the beginning of each school year, Directors will provide a written set of performance standards, audition skills, and other requirements for each group of students and parents.

(4) Auxiliary group captains will be selected by the Director.

(5) Directors who plan to phase out twirling or auxiliary groups will announce this intent by April 1 to the student body and band parent group two years before the phase-out.

(6) Every consideration must be given to retaining a Senior member of an auxiliary group on the basis of two years of satisfactory performance.

(G) Procedures for Processing Complaints Concerning Music Activities

(1) Parents and student will discuss their problem with the Director. If not resolved, the next step will be:

(2) Parents and Director will discuss the problem with the school principal. If the problem is still not resolved, the next step will be:

(3) Parents, Director and Principal will meet with the Superintendent of Schools or his designee to resolve the problem.

Statutory Authority: Section 230.22(2), Florida Statutes
Adopted: August 14, 2000
3-10 LANGUAGE IDENTIFICATION

(A) Any parent registering a student for the first time in Okaloosa County must complete the Language Identification Form, MIS 4025. If the answer to any of the three (3) questions is a language other than English, the student will be referred to the district English for Speakers of Other Languages (ESOL) coordinator for further assessment and placement.

Statutory Authority: Section 230.22(2), Florida Statutes
Law Implemented: Section 233.058, Florida Statutes
State Board of Education Rule: 6A-6.0902
Adopted: August 14, 2000
3-11 ADULT BASIC AND GENERAL EDUCATION PROGRAMS

(A) The Adult Education Program shall be under the direction of the Superintendent. General supervision is assigned to designated certified district level staff.

(B) The organization and administration of the local Adult Education Program shall assure that the kind and extent of general education services needed will be identified and provided in an effective and economical manner.

(C) An adult student is one who is beyond the age of 16 and who has legally left the elementary or secondary school or a high school student who is taking an Adult Education course required for high school graduation.

(D) Program entrance and exit opportunities shall be permitted at anytime during the year. Course credit shall be based on demonstrated mastery of performance standards as appropriate.

(E) The district may award an Okaloosa County High School Diploma to students over the age of 16 who successfully complete the required course of study in the approved Performance Based Diploma Program or the approved GED Exit Option Program. The GED Exit Option Program includes successful completion of a vocational-technical course, career planning, and proven eligibility for a State of Florida High School Diploma. Only adult students or students over the age of 16 with approved hardship waivers are eligible for entry into the GED Exit Option Program. Hardship waivers are recommended by principals and approved by the Superintendent or Superintendent’s designee for Adult/GED program oversight.

Statutory Authority: Section 230.22(2), Florida Statutes
Laws Implemented: Section 228.061; 230.23(4); 232.01; 232.246(7), Florida Statutes
Adopted: August 14, 2000
3-12  GED - STATE OF FLORIDA HIGH SCHOOL DIPLOMA

(A) The designated administrator is authorized to act as agent of the State in administering tests; maintain a perpetual record of individual test results; provide for testing sites and materials; collect and disperse fees according to the law and rules of the State of Florida and the School Board of Okaloosa County.

(B) The district shall pay the annual contract fee as directed by the American Council on Education. Students shall pay the fees required for each section of the test and comply with procedural rules outlined in law and rule. Specific written procedures/guidelines for taking and/or retaking the GED shall be provided to students, upon request, by the office of Adult Education.

Statutory Authority: Section 230.22(2), Florida Statutes
Laws Implemented: Sections 229.053(1); 229.814 (1) (2) (3), Florida Statutes
State Board of Education Rules: 6A-6.020; 6A-6.021
Adopted: August 14, 2000
CHAPTER I COMPARABILITY REQUIREMENTS/EQUIVALENCY AMONG SCHOOLS

(A) The School Board receives Federal funds pursuant to Chapter I, P.L. 97-35 for remedial reading and mathematics in the elementary schools. The statutes require that these Federal funds be utilized to supplement and not supplant existing programs. The School Board shall exercise its general powers to ensure equivalency among schools in the following areas:

(1) Personnel

   (a) Instructional
   
   (b) Administrative
   
   (c) Education Support

(2) All resources will be allocated to schools on a district-wide formula based on the “projected” student enrollment for the ensuing school year, the grade levels of the school, and the instructional program to be served.

Adopted: August 14, 2000
3-14 HOME EDUCATION

(A) Definition

Home Education is the sequentially progressive instruction of a student of compulsory school age (6 - 16 years), in his/her home, by his/her parent/legal guardian.

(B) Rationale

Parents or legal guardians who choose to participate in a Home Education Program assume full and total responsibility for fulfilling all of the requirements of Florida Law in the education of their children. The Okaloosa County School Board shall neither oversee nor exercise control over the curricula, academic nor extra-curricular program for Home Education.

(C) Responsibilities of Parent/Guardian

(1) Initial Enrollment in Home Education - The parent or guardian must submit a signed statement of Intent to Home Educate to the Superintendent within thirty (30) days of the establishment of a Home Education Program. The statement must include name(s), date(s) of birth, address of the child/children to be included in the Home Education Program.

(2) Annual Educational Evaluation - The parent or guardian is responsible for submitting the documents listed below to the Superintendent.

(a) Annual educational evaluation at no cost to the school district, documenting the student’s educational progress at the level commensurate with his/her ability. By July 1, parents/guardians must submit either the evaluation or written notice specifying the date such evaluation will be submitted within the annual enrollment period. The parent/guardian may select one of the following methods of evaluation:

(i) A written evaluation of the student’s educational progress made by an individual who holds a valid professional Florida Educational Certificate with coverage in elementary or secondary education or school psychology, or holds a Florida license as a psychologist

(ii) The results of a national normed reference achievement test used by the school district and administered by a qualified test administrator
(iii) The state student assessment test or any other valid measurement tool as mutually agreed upon in writing by the Superintendent and the parent/guardian.

(b) Portfolio of records and materials as prescribed by law and made available for inspection by the Superintendent or designee upon fifteen days written notice. The portfolio shall be preserved by the parent/guardian for two (2) years.

(3) Termination of Home Education - The parent or guardian must provide written notice of program termination within thirty (30) days to the Superintendent, regardless of the reason for termination.

(D) Participation in Interscholastic Extra-curricular Activities

The parent or guardian must assure enrollment and successful progress in Home Education as required above and documented for the school principal the student’s academic eligibility for participation in the interscholastic extra-curricular activity. The procedures listed below apply to Home Education students and students entering grade nine from a Home Education Program who wishes to participate in interscholastic extra-curricular activities. “Extra-curricular” is defined as an activity which occurs outside the regular instructional school day and is not related to courses or programs for which students receive grades or earn credits toward high school graduation.

(1) Parents must provide verification to the school from the Superintendent’s designee that the student is enrolled in Home Education in Okaloosa County and has not been placed on probation or withdrawn due to lack of compliance.

(2) Home Education students must register with the school his/her intent to participate in interscholastic extra-curricular activities as a representative of the school prior to the beginning date of the season for the activity in which he/she wishes to participate and complete Florida High School Activities Association enrollment forms.

(3) Home Education students must abide by all rules and regulation of the FHSAA, Okaloosa District Schools, and established team/club/group rules. Failure to follow these rules and regulation may result in suspension from participation.

(4) Home Education students must participate at the public school which is in their attendance zone. Enrollment as a ninth grader cannot be sooner than their peers.
(5) Home Education students must meet the same standards of acceptance, citizenship, and performance as required of other students in athletic activities. An academic portfolio and report card must be submitted to the principal/designee for each school reporting period during the period of participation in the interscholastic extra-curricular activities.

(6) Home Education students must meet the same residency requirements as other students in the school at which he/she participates.

(7) Home Education students must complete the athletic physical examination and participation form (MIS 4178) before participating in any athletic practice or game.

(8) Home Education students who transfer from a Home Education Program to a public school prior to or during the first grading period of the school year shall be academically eligible to participate in interscholastic extra-curricular activities during the first grading period provided the student has a successful evaluation from the previous school year.

(9) Any public school or non-public school student who has been unable to maintain academic eligibility for participation in interscholastic extra-curricular activities shall be ineligible to participate in such activities as a Home Education student until such time as the student has successfully completed one grading period in home education.

(D) Responsibilities of Okaloosa County School District

It is the responsibility of the Superintendent or designee to:

(1) Accept and maintain enrollment and annual evaluation documentation as required by law.

(2) Accept and review annual educational evaluation. The Superintendent, or designee, must determine if the student has demonstrated educational progress at a level commensurate with his/her ability. If such progress has not been achieved, the parents will be notified in writing and will have one (1) year probationary period to provide remedial instruction. Lack of progress/probationary status is determined by two (2) consecutive years of achievement test results at or below the lower quartile on norm referenced tests or academic performance greater than one (1) year below grade level for chronological age. At the end of one (1) year probationary period, the student must be re-evaluated. Continuation in the Home Education Program will be contingent upon the student’s progress at the end of the probationary period.
(3) Facilitate registration for GED testing for students age 18 and convey GED diploma issued to eligible students by the State of Florida.

(4) At the request of parents/guardians, monitor/maintain enrollment for kindergarten age [refer to (5)(a)] and those 16 to 18 years of age who are being educated at home by their parents/guardians.

(5) Assure that:

(a) Students returning to public school are placed according to the Pupil Progression Plan for grades K-8. Note: Okaloosa School District does not accept students in grade 1 from a Home Education Kindergarten program.

(b) High school credit is not accepted from a Home Education Program.

(c) Okaloosa District schools award a diploma or certificate only to students enrolled full time in an Okaloosa public school and who meet the standards required for such diploma or certificate.

Statutory Authority: Section 230.22(2), Florida Statutes
Laws Implemented: Sections 232.425; 232.02; 232.0201, Florida Statutes
Adopted: August 14, 2000
3-15 BIOLOGICAL EXPERIMENTATION

Live animals on the premises of Okaloosa County schools is discouraged at all levels. Before a live animal can be introduced into a classroom, a written request must be approved by the Superintendent or his/her designee. If a request is approved, the following guidelines must be followed:

(A) A science teacher or other qualified adult supervisor should assume primary responsibility for the condition under which any study that involves live animals is conducted. If the school faculty does not include persons with training in the proper care of laboratory animals, the services of such a person on a consulting basis should be sought. Often a local veterinarian is pleased to offer this kind of help.

(B) Each study involving animals should have as a clearly defined objective the teaching/learning of some scientific principle(s) and must align with benchmarks contained in the district adopted Course of Study.

(C) All animals used must be lawfully acquired in accordance with state and local laws.

(D) Studies involving anesthetic drugs, surgical procedures, pathogenic organisms, toxicological products, carcinogens, or radiation, should be undertaken only under the direction of a certified teacher or other qualified adult and comply with state law as defined in Florida Statute 233.0674.

(E) All mammals used in a classroom should be inoculated for rabies, unless purchased from a reliable scientific company.

(F) The following animals should never be brought into the classroom: wild rabbits, snapping turtles, poisonous snakes, or insect that may be disease carriers. Students should not bring their pets to the classroom unless the activity is carefully planned by the teacher and follows the process required for approval.

(G) Before a small animal is brought into the classroom for observation, teachers are expected to assume responsibility for instructing students in the proper care and handling of animals. Appropriate and immediate action should be taken should a student suffer any injury from contact with an animal.

(H) Plans should be made for care of classroom animals over the weekends and during vacation periods. After the period of animal observation is concluded, animals should be returned to their natural or adopted environment.

Statutory Authority: Section 230.22(2), Florida Statutes
Law Implemented: Section 233.0674, Florida Statutes
Adopted: August 14, 2000
3-16  SCHOOL IMPROVEMENT AND ACCOUNTABILITY

(A) In order to fulfill the School Board’s responsibility for school and student performance, there is hereby established and required to be maintained in the District, a system of school improvement and educational accountability as provided by Statute and School Board of Education Rule.

(B) The system shall include, but need not be limited to, the components required by law, including school improvement plans approved by the School Board.

(C) Each school in the District shall have a school improvement plan fully implemented and operational.

(D) Each school improvement plan shall be developed, implemented, and maintained in accordance with the then-current edition of District publication, “Procedures Manual for School Improvement and Educational Accountability,” as is adopted by the School Board.

(E) The School Board shall establish an advisory council for each school and develop procedures for election, appointment and operation of advisory council members. A majority of the members of each school advisory council must be persons not employed by the School Board.

Statutory Authority: Sections 230.22(2); 230.23(20), Florida Statutes
Laws Implemented: Sections 229.591(2); 229.591(3); 229.592; 230.23(16), Florida Statutes
Adopted: August 14, 2000
3-17 SCHOOL IMPROVEMENT PLAN APPROVAL

(A) School improvement plans shall be submitted to the School Board for approval.

(B) If all plans are approved, the Superintendent and Board Chairperson shall so notify the Commissioner of Education.

(C) If the School Board declines to approve a plan, the Board shall state the problematic elements within the plan and recommendations for change.

(D) If a School Advisory Council does not wish to modify a disapproved plan, a Dispute Resolution Process shall be used as outlined below:

   (1) A Dispute Resolution Committee composed of the District Coordinator of School Improvement, the School Board Member representing the district in which the school is located, the principal of the school, and the School Advisory Council chairperson shall be formed.

   (2) The Committee shall, within thirty (30) days, resolve the differences; the School Advisory Council shall present the revised Plan to the School Board for approval.

   (3) If after thirty (30) days, the Dispute Resolution Committee is unable to resolve the conflict, a circuit court mediator shall be employed. The District and the school shall divide the costs of mediation equally.

   (4) Should the School Board not approve the School Improvement Plan following this process, the Florida Commission of Education Reform and Accountability shall be notified of the need for assistance.

Statutory Authority: Sections 230.22(2); 230.23(20), Florida Statute
Law Implemented: Section 230.23(16) Florida Statute
Adopted: August 14, 2000
3-18 GUIDELINES FOR INTERNATIONAL EDUCATIONAL TRAVEL AND EXCHANGE PROGRAM

The School Board of Okaloosa County, Florida, encourages participation in foreign student exchange programs in order to improve foreign students’ knowledge of the American culture and language through active participation in American family, school and community life; to improve American students’ knowledge of a foreign culture; and to contribute to international understanding through a sharing of personal experiences.

(A) The Superintendent or his/her designee shall approve the admission of each foreign exchange student/visitor.

(B) Only Exchange Programs who have a local (Okaloosa County) representative may sponsor a foreign exchange student/visitor program in the Okaloosa County School District.

(C) The designated sponsoring organization shall assume responsibility for the student’s health, safety, and legal obligations.

(D) Placement of the foreign exchange student/visitor in the school shall be arranged prior to the student’s arrival in the United States.

(E) No placement will be made after first semester.

(F) Procedural clearance for enrollment in an Okaloosa County school must be finalized not less than fifteen (15) workdays prior to the visitor’s departure from the country of origin. If subsequent documentation indicates that such procedural clearance was not finalized within the required time frame, the foreign exchange student/visitor shall not be admitted to an Okaloosa County school. Requests for procedural clearance submitted from any designated sponsor after the required fifteen (15) workday period shall not be honored.

(G) The initial application must be accompanied by the required documentation and shall be submitted to the Superintendent’s office by the sponsor of the foreign exchange student/visitor. Applications and all documentation must be received by the school district no later than June 30th prior to Fall placement.

(H) The foreign exchange student/visitor shall be a high school (grades 9-12) student and shall present documented proof such as a birth certificate, driver’s license, or work permit, for example, showing that he/she will be at least fifteen (15) years of age, but not have attained the age of eighteen years and six months (18 1/2) prior to attendance at an Okaloosa County school.
(I) The exchange student/visitor shall not be a high school graduate or equivalent (General Education Equivalency Diploma or similar document) from the country of origin.

(J) The foreign exchange student/visitor must be proficient in the English language.

(K) To be eligible for enrollment in an Okaloosa County school, the foreign exchange student/visitor shall provide documentary evidence of the following:

1. Student application;
2. Birth certificate or passport in order to certify age of student;
3. Evidence of sufficient English language:
   a. A score of Fluent English Speaker on the LAS, scores from the CTBS Language Assessment Scales in reading comprehension and language expression that are above 50%, a score of Competent English Writer on the Individualized Developmental English Activities (IDEA) Assessment. Proficiency scores from the Second Language English Proficiency (SLEP) test or Test of English as a Foreign Language (TOEFL) are not acceptable.
   b. All assessment scores must be certified and sent to the school district before admittance will be considered.
   c. A Home Language Survey, by law, will be completed at time of registration. Based on the Home Language Survey, additional tests of the same type referred to in (K)(3)(a) will be administered during the first forty (40) school days. Okaloosa County reserves the right to dismiss any student who does not obtain a passing score, as determined by the District Limited English Proficient Plan, on these assessments.
4. Written statement from the student’s home school verifying that the foreign exchange student/visitor has no high school diploma or its equivalent;
5. Official transcript in English and criteria for translating foreign grades to American system;
6. Verification of insurance;
7. Verification of physical exam given within the last 12 months;
8. Verification of in-county domicile of host family (2 documents);
9. Written pledge of host family to provide student housing (must include time frame);
10. Power of attorney or custodial parent certificate for the host family;
11. Written statement of party responsible in case of emergency; and
12. The proper County Health Department certification for immunization.

(L) Both the total number of foreign exchange students/visitors at each high school and the number of foreign exchange students/visitors accepted from any one agency shall not exceed the number determined by the principal to be in the best interest of the school. If the total number of foreign exchange students/visitors exceeds five (5)
students per agency per high school, the school itself must designate, in writing, the additional number of students/visitors in excess of five (5) that they will accept from the agency.

(M) Prior to actually starting classes at the school, the exchange student/visitor shall meet with the school principal or his/her designee to finalize a class schedule. The final decision on the class schedule shall remain with the principal.

(N) No diploma will be issued from the Okaloosa County high school to a foreign exchange student/visitor unless the foreign exchange student/visitor presents both a translated transcript in the State of Florida transcript format certified by the student’s home school and meets all Okaloosa County requirements for graduation. The translated transcript must be presented at the initial enrollment of the student. No foreign exchange student/visitor shall participate in the graduation ceremony without receiving a diploma.

(O) The foreign exchange student/visitor shall be responsible for filing the following information at the school: name and address of the host family; name and address of an alternative contact in case of emergency; and name, address, and telephone number(s) of the sponsoring organization. (MIS Form 4058)

(P) Foreign students who attend schools in Florida under the auspices of recognized organizations shall be eligible to represent the school they attend in interscholastic activities provided they meet all of the Florida High School Activities Association’s requirements except the residence and transfer rules.

(Q) The foreign exchange student/visitor cannot participate in a school sponsored interscholastic activity if he/she has participated in that same activity on a professional level. A foreign exchange student/visitor who has accepted remuneration, gift, or donation for participation in a sport or participates under an assumed name becomes a professional and is thereafter ineligible to participate in that sport at the high school level.

(R) If the foreign exchange student/visitor wants to participate in athletics, he/she must present a cumulative grade point average (GPA) based on a 4.0 scale certified by the foreign exchange student/visitor’s home school which meets the requirements of the Florida High School Activities Association.

(S) All rules, regulations, and policies including, but not limited to, the Code of Student Conduct of the Okaloosa County School Board that apply to all students shall be adhered to by the foreign exchange student/visitor.

(T) In the event of a serious discipline violation and at the discretion of the principal, a foreign exchange student/visitor may not be allowed to continue attending any school in Okaloosa County.
Statutory Authority: Sections 1001.41; 1003.02, Florida Statutes
Laws Implemented: Sections 1003.02; 1003.22, Florida Statutes
Adopted: 2/28/05