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## Contact Us

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## Welcome

From the Office of Independent Education, welcome to the March Scholarship Programs Newsletter. As Spring break season sets in, it is important to take care of any issues you may have with compliance for the 2014-15 school year. Helpful links for compliance can be found under the [Compliance Resources](#) section of the Florida School Choice website. If you have any questions about how to update any information regarding your private school and you cannot find answers on the website, please contact your [regional manager](#).

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## Ethics Policy

Florida law requires private schools that participate in the state scholarship programs to adopt policies that establish standards of ethical conduct for teachers and administrators. To meet these statutory requirements, your school's policy must contain several specific elements. The policy must include

- a requirement that teachers and administrators be trained on your school's policy;
- the duty of school staff to report alleged employee or administrator misconduct that affects the health, safety, or welfare of students; and
- the procedures for reporting alleged employee or administrator misconduct.

In addition, your school's policy must point out the laws that provide immunity from liability for those who report a teacher or administrator's misconduct.

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Toll-Free: 800-447-1636  
Fax: 850-245-0875  
E-mail:  
[schoolchoice@fldoe.org](mailto:schoolchoice@fldoe.org)  
On the Web at:  
[www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

Notices with information about how to report misconduct must be posted at your school site and on your school's website. Several sample notices are available through our website.

For more information on this and other compliance topics, contact your Regional Manager.

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## McKay Parent Affidavits

McKay Scholarship Rule requires that parents of participating students must have a Parent Affidavit on file with the Department. The form, which is available through our website, must be signed and notarized to affirm the validity of the parent's signature.

To find out if your current students have a valid Parent Affidavit on file, select "McKay Student List" when logged in to our website. If there has been a parent or guardian name change, you may see a "parent mismatch" message indicating that a new affidavit is needed. The upcoming April 1 payment provides a convenient opportunity to obtain notarized affidavits from parents when they are present to restrictively endorse the payment to your school.

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## FTC Norm-Reference Testing

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program are reminded of the requirement to administer, or make provisions for FTC students in grades 3-10 to take one of the nationally norm-referenced tests identified by the Department of Education. The approved assessments and specific instructions are available on the School Choice website at:

[www.floridaschoolchoice.org/Information/  
CTC/norm\\_referenced\\_assessment.asp](http://www.floridaschoolchoice.org/Information/CTC/norm_referenced_assessment.asp).

Participating private schools must make arrangements to administer one of the approved listed tests during the 2013-14 school year, unless the private school has requested and received approval to use an alternate assessment. If you have any questions related to this requirement, please review the information on the page lined above, or contact your Regional Manager.

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## Spotlight on...

# Adam Emerson

Adam Emerson is the Department of Education's new Charter Schools Director. Mr. Emerson comes to the Department after having spent two years at the Thomas B. Fordham Institute in Washington D.C., where he surveyed the charter school landscape nationally. He's no stranger to Florida, though: he spent nearly ten years covering public education issues for The Tampa Tribune and then continued to examine school choice policy in Florida for several advocacy and public policy groups.

Adam also helped direct the public affairs at Step Up For Students, the nonprofit that helps administer the Florida Tax Credit Scholarship Program. His wife, Kelly, is a public school teacher, and they have two daughters, Audrey and Caroline.

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## Mark Your Calendar



**March 1**— Scholarship Compliance Forms due for 2014-15 participation.

**March 2**—Date by which a new student must be enrolled to receive the fourth quarterly payment.

**March 3-10**—Attendance Verification week for the final payment period.

**May 1**—Date by which all Compliance issues must be resolved.

**June 1**—Date by which requests for missing payments must be submitted.

**July 3**—Intent filing deadline for the September 1 payment.

**August 2**—Enrollment deadline for the September 1 payment.

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*Questions? Please contact your Regional Manager.*

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