



Scholarship Bulletin | March 2016

## 2016 Legislative Session

The 2016 session of the Florida Legislature concluded March 11, and some of the bills that passed will impact state scholarship programs. Watch for updates on the outcome of session in future newsletters from our office.

## 2016-17 Compliance Renewal

Schools that are scheduled for a “full renewal” of scholarship compliance documentation must submit as part of the renewal package a copy of their ethics policy for review by our office. The information below is provided to help your school understand this requirement.

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.

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.

## McKay Upcoming Deadlines

### **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.

## More Information

[Regional Managers](#)

[McKay Calendar](#)

[McKay Deadlines](#)

[Application & Renewal Instructions](#)

[McKay Student Technical Assistance](#)

[Compliance Resources](#)

[McKay Parent Affidavit](#)

[Update Notification Form](#)

## Reminder to FTC schools

Private schools participating in the Florida Tax Credit (FTC) Scholarship Program must report the results of nationally norm-referenced tests or the statewide assessments administered by the private school in grades 3 through 10 to the parent and to Learning Systems Institute. Please send copies of score sheets with name, testing date, and national percentile ranking by August 15, 2016, to:

## Employee Fingerprinting

In this compliance renewal season, it is important for both renewing schools and new participants to understand the employee fingerprinting requirements. Every employee or contracted personnel with direct student contact must electronically submit a set of fingerprints through the Florida Department of Law Enforcement (FDLE) for a state and national background screening. The screening results must be securely stored at the school's location and be available for inspection by the Department of Education should your school be selected for a site visit.

Please note that Department of Children and Families (DCF) background checks do not meet the statutory screening requirements for participation in the state scholarship programs. Only teachers with a valid Florida teaching certificate are exempt. If you have any questions about these requirements, please review the [Employee Compliance Resources](#) available on the School Choice website.

## FTC Norm-Referenced 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:

<http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/ftc/annual-assessment-requirement.shtml>

Participating private schools must make arrangements to administer one of the approved listed tests during the prior 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 linked above, or contact your Regional Manager.

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For information about upcoming deadlines or questions about the project, please contact Melissa Dyehouse via phone (850-645-0396) or email

([mdyehouse@lsi.fsu.edu](mailto:mdyehouse@lsi.fsu.edu)) or go to:

<http://schoolreporting.net>.

## Other Resources



In an effort to help Floridians fully understand the Zika Virus and the steps that can be taken to reduce the possibility of encountering mosquitos, Be Ready Florida has assembled a comprehensive selection of informative [Zika Virus Awareness and Safety Videos](#).

These and other videos, some specifically developed for school campuses, are available through the [Just in Time Disaster Training Library](#). The purpose of the library is to provide a single, easy to search source in which individuals, agencies and organizations can access preparedness, response and recovery training for a wide variety of areas.

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