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Contact Us

Florida Department of
Education
325 W. Gaines Street, Suite
1044
Tallahassee, FL 32399-0400

Toll-Free: 800-447-1636

Fax: 850-245-0875

E-mail:

schoolchoice@fldoe.org

On the Web at:

floridaschoolchoice.org

Private School Annual Survey

If your school has not yet completed the Private School Annual Survey for the 2012-13 school year, please log on to the School Choice website at www.floridaschoolchoice.org, to complete the survey. **The survey must be submitted by mail, postmarked no later than May 1, 2013.** Completing a Private School Annual Survey is a requirement outlined in Section 1002.42(2)(b), Florida Statutes.

Private schools that do not complete and submit a current Private School Annual Survey by mail, postmarked by the May 1 deadline, will be removed from the Private School Directory and will not be able to be listed again until a 2013-2014 Private School Annual Survey is completed and submitted by mail. The 2013-2014 Private School Annual Survey will be available September 1, 2013.

Removal of your listing in the directory may affect your school's ability to participate in other state and federal programs such as the Bright Futures Scholarship Program or the National School Lunch Program.

To verify that the Department has received your survey, please login as a private school administrator on the School Choice website. Under *Step One: Annual Private School Survey* a date will appear after the bolded text stating "Hard-Copy Received." If there is no date, the Department has not received the signed, hard-copy of the survey.

Private School Closure

Florida law requires all private schools that close to notify the Department of Education of the date of transfer of student records, the location of storage, the custodian of such records, and the number of records to be stored. Closed private schools are required to transfer all permanent information contained in student records to the public school district in which the private school was located or to the principal office of the private school system or association of which the private school is a member. It is important to comply with these requirements in order to facilitate access to academic records by former students seeking to continue their education. If your private school is closing at the end of the 2012-13 school year, please contact the Office of Independent Education & Parental Choice at 800-447-1636.

Updating School Information

It is very important to keep school information current in order to receive important updates and other information in a timely fashion. Additionally, the private school directory is used by the public in order to find information on private schools, and to determine which private schools are available for students throughout Florida. Inaccurate information in the directory may result in missed e-mails and phone calls from parents of prospective students and other interested parties.

Private school administrators may update contact information and other important school information at any time using their private school login and password. Updates to the private school directory are made automatically by logging in at https://www.floridaschoolchoice.org/login/login_private_school.asp and making changes on the annual survey.

School Health Updates

- **School Health Administrative Guidelines (May 2012)** – Available at http://www.doh.state.fl.us/Family/school/attachments/Documents/SH_%20Guidelines.pdf
 - **Final Rule 6A-6.0253, Florida Administrative Code (F.A.C.), Diabetes Management** – This new rule, effective November 25, 2012, is located at <https://www.flrules.org/gateway/ruleNo.asp?id=6A-6.0253>
 - **Final Rule 64D-3.046, F.A.C., Immunization Requirements: Public and Nonpublic Schools, Grades Preschool, Kindergarten Through 12, and Adult Classes** – This amended rule, effective April 2, 2013, is located at <https://www.flrules.org/gateway/ruleNo.asp?id=64D-3.046>
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Private School Students and Testing Information

Beginning with the Spring 2013 EOC assessment administration, private school students may participate in the Algebra 1, Biology 1 and Geometry EOC Assessments. We anticipate that many of your middle and high school students will be seeking this opportunity during May and June of this year. This testing may be done without the previous obligation of enrolling these students within the district in order to accommodate them.

Additionally, the Department of Education is currently working to establish a concordant score for the Postsecondary Education Readiness Test (PERT) in an effort to satisfy the Algebra 1 EOC. Therefore, the Commissioner of Education has reached out to college system presidents and asked that the PERT Mathematics assessment be offered to private school students (both middle and high) at their local college at a cost of no more than \$10 per test.

The Bureau of K-12 Student Assessment is providing further guidance to our school districts regarding computer-based test setup and scheduling options for these students, as well as other test administration and scoring information.

Please contact your local school district assessment coordinator for more information.

Preparing to Set Standards for the U.S. History EOC Assessment

A committee of educators from across the state will meet this August to review the U.S. History EOC Assessment and the U.S. History Achievement Level Descriptions and, based on their review, to propose cut scores for this assessment. This process is called standard setting. In preparation for this meeting, the draft U.S. History Achievement Level Descriptions were posted for thirty days of public review beginning in mid-March. Please go to <http://fcatt.fldoe.org/standardsetting.asp> under "Memoranda and Press Releases" for a link to the memo that describes how you can provide feedback. As a Florida educator, your input is very important to us!

Bullying Resources for Educators

How can I create a bully-free school environment?

Adult intervention is one of the best defenses against bullying. Educators can first learn the warning signs as well as the myths of bullying, especially of social bullying, which research indicates is more difficult for adults to identify than other forms of bullying. Educators can intervene when they see bullying occur and can send a clear message that the school does not tolerate bullying. Some steps that schools can take to ensure a bully-free school environment include the following: (1) identify where and when bullying occurs; (2) train all school personnel to recognize bullying; (3) increase adult supervision at campus "hot spots"; (4) create an anti-bullying task force charged with educating students and staff; and (5) integrate anti-bullying materials into curriculum for discussion and role-play. Educators can use staff meetings, assemblies, parent conferences, and most importantly daily interactions with students to establish a culture of acceptance, tolerance and respect.

Training Resources

- [Creating a Safe and Respectful Environment in Our Nation's Classrooms](#). This training toolkit is made up of two modules to address bullying in classrooms. Specifically, it is designed to assist teachers in cultivating meaningful relationships with students while creating a positive climate in the classroom.
- [Creating a Safe and Respectful Environment on Our Nation's School Buses](#). This training toolkit is made up of two modules to address bullying on school buses. Specifically, it is designed to assist school bus drivers in cultivating meaningful relationships with students while creating a positive climate on the bus.

More information on bullying prevention is available from the Department of Education's Office of Safe Schools: <http://www.fldoe.org/safeschools/bullying.asp>

Project 10

Project 10: Transition Education Network assists Florida school districts and relevant stakeholders in building capacity to provide secondary transition services to students with disabilities in order to improve their academic success and post-school outcomes. Project 10 serves as the primary conduit between the Florida Department of Education, specifically the Bureau of Exceptional Education and Student Services (BEES), and relevant school district personnel in addressing law and policy, effective practices, and research-based interventions in the area of transition services for youth with disabilities.

Project 10 is currently focusing on: Capacity Building, Interagency Collaboration, Transition Legislation and Policy, and Student Development and Outcomes. The project also supports transition initiatives developed through BEES and the BEES Transition Steering Committee.

Visit the Project 10 Web site for more information: <http://www.project10.info/>.

Private School Participation in School Lunch Programs

The Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness administers child nutrition programs for the State of Florida. Good nutrition is imperative to a child's growth, development and learning. It is our vision that every child in Florida will have access to a nutritious meal full of fresh fruits and vegetables and will be educated on making healthy choices and the importance of those choices on their life.

Schools with high school grades or under that are public or private nonprofit organizations may participate in the school lunch program. Schools that choose to take part in the lunch program receive cash subsidies and donated foods from the United States Department of Agriculture (USDA) for each meal they serve. In return, they must serve lunch meals that meet federal requirements, and they must offer free or reduced-price lunch meals to eligible children. Schools can also be reimbursed for snacks served to children through age 18 in afterschool educational or enrichment programs.

Any child at a participating school may purchase a meal through the National School Lunch Program. Currently, children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Children from families with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals for which students can be charged no more than 40 cents. Children from families with incomes over 185 percent of the poverty level pay a full price, though their meals are still subsidized to some extent. The income levels are updated by USDA effective July 1. Schools set their own prices for full-price paid meals but must operate their meal services as nonprofit programs.

For more information about participating in the National School Lunch Program, please call Brenda Dekle at 850-617-7439 or Wendy Rude at 850-617-7434. You may also e-mail NSLPProspectiveSponsor@FreshFromFlorida.com for additional information.



Ready-To-Use Materials for Autism Awareness Month



We know that progress in practice demands knowledge, skill and a willingness to act on what we learn. When we think about serving individuals on the autism spectrum, we know that we have many gaps. Hoping to lessen some of the gaps, the organizations in the IDEA Partnership are sharing the tools for your use during Autism Awareness Month. These tools were developed with participation by a variety of stakeholders and vetted by the Office of Special Education Programs (OSEP).

The IDEA Partnership is a community of 50+ national organizations that work together on the issues they share. The Partnership is funded by OSEP and sponsored by The National Association of State Directors of Special Education (NASDSE)

Explore Our Tools

- Review the [Collection on Autism Spectrum Disorders](#)
- View the [video on Collections](#)
- Download the [flyer on Collections](#)
- Download an activity to use with any group
 - [Handout](#)
 - [Directions](#)

Ideas for schools and school communities

Autism Awareness month is a great time to focus on needs of staff and families. Learn more at constantcontact.com.

Ideas for organizations

Professional and family organizations have a special opportunity during April. Learn more at constantcontact.com.

Ideas to come together across agencies

Agencies and schools share responsibility for ASD outcomes. ASD Awareness Month is a chance to come together. Learn more at constantcontact.com.

Bright Futures Scholarship Program



Counselors, please continue to remind your students, including mid-year graduates who wish to be funded spring 2014, to file the 2013-14 Florida Financial Aid Application online

at https://www.FloridaStudentFinancialAidsg.org/ua/SAWSTUA_uaform.asp. Students must complete community service hours by high school graduation. When you enter and submit student transcripts, be sure community service hours are included.

Students can use their User ID and PIN to monitor the progress of their application and awards and view all notifications from our office. The Bright Futures website at <http://www.FloridaStudentFinancialAid.org/SSFAD/bf/> displays the Student Financial Aid Recipient History as a green button to provide your students easy access.

Should you have questions regarding the *Florida Financial Aid Application* or identification of your Florida Bright Futures Scholarship Program applicants, please call our Bright Futures School Counselor line toll-free at 1-888-827-2004 (Prompt 2).

On July 1, check the State Scholarship & Grant homepage for any changes to state scholarship and grant programs. <http://www.FloridaStudentFinancialAid.org/SSFAD/home/uamain.htm>

The website at <http://www.FloridaStudentFinancialAid.org/SSFAD/bf/hsguid.htm> contains information to assist private schools with student transcript entry. The webpage also provides the latest information about the Florida Financial Aid Applicants List and the Practice Evaluation System. Counselors should be entering student transcript data **now** as early Bright Futures

evaluations have begun.

Log in to the link at the top of the High School Guidance Counselor page to access details related to your students. [Guidance Counselors Log on to the Online Transcript Entry and Evaluation System](#)

Take advantage of the training available at [Guidance Counselors Log on to the Online Transcript Entry and Evaluation System](#). After you login, select the HELP feature from the top right of the toolbar. You will find manuals and new recorded sessions to help you through the Bright Futures evaluation process.

Due to increased security with the Department of Management Services (DMS), high school counselors who wish to register for Bright Futures initial eligibility WebEx sessions will need the session number. To register for the remaining 2013 training programs at <https://suncom.webex.com>, enter the session number from the table below. DMS WebEx site has discontinued listing future training sessions and the search feature. If you have questions regarding this new process, please contact Customer Service toll free at 1-888-827-2004, Prompt 2.

Private Schools and Title I

The Title I program provides supplemental educational services so that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Generally, to qualify for assistance under Title I, a student must reside within the attendance area of a participating public school located in a low-income area and be failing, or at risk of failing, to meet student academic achievement standards.

Under Title I, local educational agencies (LEAs) are required to provide services for eligible private school students, as well as eligible public school students. In particular, §1120 of Title I, Part A of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB), requires a participating LEA to provide eligible children attending private elementary and secondary schools, their teachers, and their families with Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families.

The Title I services for private school students must be developed in consultation with officials of the private schools. The NCLB Act strengthened these requirements by, among other things, requiring meetings with private school officials and a written affirmation signed by private school officials that the required consultation has occurred.

The amount of Title I funds allocated to each participating public school attendance area is determined mainly on the basis of the total number of low-income students -- both public and private -- residing in each area. Expenditures for private school students in each area generally are determined based on the proportion of students from low-income families residing in that area who attend private school.

The Title I services provided by the LEA for private school participants are designed to meet their educational needs and supplement the educational services provided by the private school. These services may be provided by the LEA, or by a contractor who is independent of the private school and any religious organization. Title I services or benefits must be secular, neutral, and non-ideological.

For information regarding private schools please contact Sally Hugo at sally.hugo@fldoe.org, 850-245-0680, or Jesssica Darling at Jesssica.darling@fldoe.org, 850-245-0681.

Educator Certification Fingerprint Processing Transition Plan

Please be aware of forthcoming changes to fingerprint processing for persons seeking educator certification. The changes are the result of a review of information on improved practices for quality fingerprint processing, expanded options available for fingerprint processing, and a process efficiency analysis by the Bureau of Educator Certification (BEC).

To ease this fingerprint processing transition for partners throughout Florida, the BEC recommends the following strategies to provide greater flexibility and convenience for eligible certification applicants. The following list provides a summary of target dates for implementation of this transition by impacted constituents, with further explanation following.

- **March 31, 2014-** BEC will no longer accept or process hard copy fingerprint cards, but will

accept only electronic fingerprint submissions, which must be through Livescan devices and service providers authorized by the Florida Department of Law Enforcement (FDLE).

- **June 20, 2014-** The Department of Education contract 04-019 with 3M Cogent Systems, Inc., expires for the statewide Automated Fingerprint Applicant Processing System (AFAPS). The Department plans to allow the contract to expire and does not intend to initiate a new one. Districts fingerprinting with 3M Cogent Systems under this contract must initiate a local Livescan fingerprinting option.

For the required state and national level background check, only governmental entities authorized by Florida Statutes that require fingerprinting of applicants can be recipients, not private entities. Thus, private school employers are not authorized to receive the level of results required of educator certification applicants. Licensing or employing agencies, however, may contract with service providers or even purchase Livescan devices to enable their applicants to electronically submit fingerprints for background screenings. After the AFAPS contract expires in June 2014, all eligible educator certification applicants must undertake the required background screening through direct submission via live capture electronic fingerprinting providers approved by the FDLE.

The FDLE website (<http://www.fdle.state.fl.us/>) provides a list of applicant Livescan vendors and service providers who have requested and established approval for submission through the FDLE. Their equipment and electronic data submissions were evaluated to verify compliance with both FDLE and the Federal Bureau of Investigation's (FBI) regulations and standards. Authorized entities may investigate direct purchase of Livescan equipment from the State Term Contract (STC) for Live Capture Electronic Fingerprinting Equipment (680-370-07-1) negotiated by the Florida Department of Management Services (DMS) and effective through November 28, 2013. The details of this STC, including approved contractors and how to use the contract, may be retrieved via the DMS website (<http://www.dms.myflorida.com/>).

Nearly half of all Florida school districts and many private school organizations already have direct relationships established for Livescan fingerprint processing of their employees. In addition, a pilot process has been initiated with Florida private school organizations to refer their eligible certification applicants for fingerprint processing through existing Livescan providers who direct results to the department's BEC. During the coming months, the BEC will make further arrangements to discuss plans for fingerprint processing transition with key stakeholders throughout Florida.

If you have questions or need assistance related to fingerprint processing transition for Livescan submission to the BEC, contact David LaJeunesse (David.LaJeunesse@fldoe.org or 850-245-0431).
