



Private School Newsletter

January 2014

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Private School Annual Survey

Thank you to the private schools that have already submitted the Private School Annual Survey for the 2013-2014 school year! If you have not already completed the Annual Survey, please visit the School Choice website as soon as possible. Submitting a Private School Annual Survey is one of the requirements outlined in Section 1002.42(2)(b), Florida Statutes, which states in part:

"Each private school shall annually execute and file a database survey form on a date designated by the Department of Education."

We encourage you to complete the Annual Survey for the 2013-2014 school year and take advantage of the benefits which include:

- Being listed in the Directory of Private Schools, where parents can access and view your school's information;
- Serving as the first step in applying to participate in the McKay and Florida Tax Credit Scholarship Programs;
- Receiving timely updates on federal initiatives or changes affecting private schools;
- Allowing eligible students in your school to qualify for a Bright Future's Scholarship; and
- Receiving informational updates from the Florida Department of Education on issues or requirements affecting private schools including IDEA, Title I, attendance requirements, retention of records, and student immunizations.

Please visit the School Choice website at www.floridaschoolchoice.org, click on "Private School Annual Survey," <https://www.floridaschoolchoice.org/login>

schoolchoice@fldoe.org

On the Web
at: www.floridaschoolchoice.org



[/login_private_school.asp](#), log-in using your four-digit school code and password, and complete your Annual Survey. The surveys must then be printed, signed, notarized, and mailed to the Office of Independent Education and Parental Choice by May 1, 2014 in order to be included in the Directory of Private Schools.

The failure of any institution to submit the annual database survey form and notarized statement of compliance with the fingerprinting and criminal background provisions of Section 1002.42(c), Florida Statutes, shall be judged a misdemeanor. Submission of data for a nonexistent school or an institution providing no instruction or training, the purpose of which is to defraud the public, is unlawful and the person or persons responsible commit a misdemeanor of the second degree, punishable as provided in Section 775.082, or Section 775.083, Florida Statutes. Persons owning or operating a private school found to have been convicted of a crime involving moral turpitude commit a misdemeanor of the first degree, punishable as provided in Section 775.082, or Section 775.083, Florida Statutes.

Private School Closure

When a private school shuts down, or has no students, it is required to transfer all permanent student records to the superintendent of the public school district in which it was located. If a member of a private school system or association, the school may transfer records to the principal office of the system or association. The school should then 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. The department acts as a clearinghouse and maintains a registry of transfers of student records.

It is not the intent of the Legislature to limit or restrict the use or possession of any student records while a school is operational, but to facilitate access to academic records by former students seeking to continue their education or training after a private school has become defunct. **(Section 1002.42, F.S.)**

Immunization Requirements

for Children Entering or Attending Childcare, Family Daycare, Preschool and/or School

Students in Florida public schools and private schools must meet minimum health readiness and immunization requirements. Requirements are determined by grade level.

School immunization and readiness information is posted at: <http://www.floridahealth.gov/healthy-people-and-families/childrens-health/school-health/enrollment.html>

Please call the Department of Health, School Health Services Program, at (850) 245-4475 for more information.

Bullying Prevention

Bullying in schools is of increasing focus for Florida public and private schools, districts, and for the Florida Department of Education.

Florida Statute 1006.147, also known as The Jeffrey Johnston Stand Up for All Students Act, requires Florida public school districts to adopt an official policy prohibiting bullying and harassment of students and staff on school grounds, at school-sponsored events, and through school computer networks.

Please visit <http://www.fldoe.org/safeschools/bullying.asp> for more information.

“Just For Parents”

The mission of the Bureau of Family and Community Outreach is to empower families and communities with resources and information needed to promote a high quality education for their children. The

Bureau reaches out to serve Florida's diverse families and communities in a number of ways, including the Just for Parents online community. We encourage you to participate in our online community and hope you will share this resource with your family and friends. <http://www.fldoe.org/family/>

Florida Bright Futures Scholarship Program

A New Generation of Bright Futures Students

Before a Florida private high school is permitted to submit student transcripts for a Bright Futures evaluation, the school is required to be registered with the Florida Department of Education. Once your school completes the survey, your students will be able to select your school on their Florida Financial Aid Application, and authorized staff will be provided Bright Futures and State Student Financial Aid Database (SSFAD) security logons to facilitate transcript submissions.

The *2014-15 Florida Financial Aid Application (FFAA)* opened December 1, 2013, for 2013-14 high school graduates, who must apply by high school graduation. Students who will graduate mid-year (December) of the 2014-15 academic year and desire funding for spring term 2015 must apply by August 31, 2014. The FFAA closes August 31, 2014.

After first semester grades are awarded, "Practice 2014 Early Evaluation" should be submitted within 30 days with courses in progress. After edits are complete, "Practice..." should be transferred to "Early 2014 Production".

Tools and Contacts

See below for locations where you can find the tools that will help you, your students, and their parents stay informed about the Florida Bright Futures Scholarship Program.

- **Florida Bright Futures Scholarship Program**
website: www.FloridaStudentFinancialAid.org/SSFAD/bf/
- **2014 High School Graduates Florida Bright Futures Scholarship**
brochure: <https://www.floridastudentfinancialaidsg.org/pdf/bf>

[_brochure.pdf](#)

- **Counselor Training and Resources:**

E-Learning Programs, Training Manuals for Self-Study, Webinar registration and PowerPoint presentations are available for high school counselors on the website www.FloridaStudentFinancialAid.org/SSFAD/bf/hsguid.htm. Select the Help tab.

- **Bright Futures and SSFAD security contact information:**

OSFASecurity@fldoe.org, or toll-free at 1-888-827-2004

Private Schools and Title I

Under Title I, Part A, local education agencies (LEAs) are required to provide services to eligible private school students, staff who instruct these students, and their parents. The scope of the Title I services provided to private schools must be equitable (not necessarily identical) to those provided in public schools.

Title I provides supplementary instruction to private school students who are most at risk of failing to meet high academic standards and who live in Title I attendance areas.

Instruction may take place before or after school, in the summer, or during the school day. Title I services may be provided on site at a private school, including religiously affiliated schools, or at other locations by public school teachers or through a third-party contractor. Services must be secular, neutral, and non-ideological. Services may include books, materials, and equipment necessary to implement the Title I program, extended-day services, summer programs, Saturday programs, counseling programs, and computer-assisted instruction (CAI) with non-instructional computer technicians who supervise computer labs, maintain discipline, and escort students to and from class.

Funding for Title I services is based on the number of private school students from low-income families who reside in Title I public school attendance areas. To receive services, a student must live in a Title I attendance area and have been identified as failing or at risk of failing academic achievement standards.

LEA officials must meet and consult with appropriate private school officials annually to notify them of the intent and purpose of Title I

and to design the program. Consultation between the LEA and private school officials must occur before any decision is made that could affect the ability of private school students, teachers, parents and other instructional staff to receive benefits under Title I. Consultation usually starts in November and/or December in preparation for the next school year. Consultation is an ongoing process and must be timely and meaningful.

The goal of the consultation process is to design and implement a program that will provide equitable services and meet the needs of eligible private school students, their teachers, and parents. The consultation must continue throughout the implementation and assessment of activities. This ongoing process addresses issues such as: timelines, methods for feedback, data collection, the size and scope of equitable services, the proportion of the Title I funds the LEA will allocate for services, the identification of eligible private school children's needs, decisions about the delivery of services, how, where, and by whom the services will be provided, an assessment of the services, program improvement, services provided to teachers and families of participating private school children, using a third-party provider, the complaint process, implementing LEA-wide activities, and a review of policies/procedures related to ownership of equipment and materials purchased with Title I funds.

Under Title I, Part A, LEAs are required to maintain written affirmations that the required consultation has occurred annually and was timely and meaningful. These affirmations should be signed by an agency official for each participating private school.

Fast Facts

- Only private schools with an official nonprofit status are eligible for Title I, Part A, services.
- Individual students, parents, and teachers that instruct those students are eligible for services, not the private school.
- Services are available for Title I private school students' families and teachers.
- LEAs must establish, in consultation with private school officials, multiple educationally related, objective criteria to identify private school students for Title I services.
- The LEA, in consultation with private school officials, must administer the agreed upon program.
- The LEA may not delegate responsibility for program planning,

design, and implementation to private school officials, staff, or third-party contractors.

- The teachers who provide private school Title I services must be independent of the private school.
- LEAs that hire teachers to provide services must ensure they are highly qualified.
- Private schools are not entitled to receive a share of the funds for administrative costs, school and district improvement activities, or choice with transportation and SES.
- Private school services cannot be provided to all students, only academically needy students.
- Equipment for eligible private school children cannot be used by other non-participating students.

Please visit <http://www.fldoe.org/bsa/>, or contact the Bureau of Federal Educational Programs at (850) 245-9939 for more information.

The National School Lunch Program (NSLP) and School Breakfast Program (SBP)

The Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness administers Child Nutrition Programs for the State of Florida. We know that 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 may participate in the school lunch program. Schools that choose to take part in the lunch program receive cash subsidies and United States Department of Agriculture (USDA) foods 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 the students can be charged no more than 40 cents. Children from families with incomes over 185 percent of poverty 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 on how to participate in the National School Lunch Program, check out our website or contact us at the phone number or email address listed below.

Website: <http://www.freshforfloridakids.com/Sponsors/Programs/NationalSchoolLunchandSchoolBreakfastProgram/HowtoApply.aspx>

Phone:

Ms. Brenda Dekle, at 1-800-504-6609, Extension 7439

Email:

NSLPprospectivesponsor@freshfromflorida.com

Human Trafficking in Florida

Florida has been identified as a hub for human trafficking activity, citing one of the highest incidences of human trafficking in the country and has risen to the challenge to serve as a model to the nation in strengthening laws and educating citizens about what to look for and how to stop this form of modern day slavery and can include sex trafficking, labor trafficking or domestic servitude.

Florida ranks third in the nation in reports to the national human trafficking hotline. Each year, more than 300 Florida children are reported as human trafficking victims, and countless cases remain unreported. Human trafficking is a serious problem facing vulnerable children and adults throughout Florida affecting many

communities. Victims can be found in plain sight if we learn to identify the signs and take the time to look.

Since 2009, the Florida Department Children and Families investigated over 1,500 child trafficking cases. On average, girls enter the commercial sex trade between the ages of 12-14 years old and for boys, it's even younger. All of Florida's citizens, especially educators and others trusted by children need to be aware of the signs that a child is being exploited and know the steps to take to protect them.

The Governor's Office of Adoption and Child Protection collaborated with FDOE Healthy Schools to revise the Tool Kit. The tool kit and associated Human trafficking training helps to raise awareness in schools and in the community. Educators, other school/community-based professionals and parents have a critical role to play in recognizing potential human trafficking and in helping potential victims access specialized services.

The tool kit is expected to be released in spring 2014. A notice of release will be issued and links to the tool kit will be posted on the [FDOE Healthy Schools](#) website. We encourage you to use these resources in the stand against human trafficking.

National Missing Children's Day Poster Contest



Each year more than 1.3 million children are reported missing. Law enforcement, citizens and even children have been instrumental in keeping children safe and returning them home to their families, communities and schools. Every year, the U.S. Department of Justice (DOJ) takes time to commemorate the valiant and unselfish acts of the many organizations and individuals who bring our missing children home. On May 25, 2014, National Missing Children's Day, we will pause to focus our attention on children who have been recovered, as well as the children who are still missing.

As part of the annual commemoration, DOJ sponsors a national

poster contest and announces the winner at the annual National Missing Children's Day ceremony in Washington, D.C. The winner of this national contest, along with his or her teacher and parents, are flown to Washington to attend this special ceremony. I invite you to join us in our efforts to educate children across the country about safety issues by giving your fifth-grade students an opportunity to participate in this poster contest. Local schools participating in the event will have the opportunity to submit their winning poster for judging at the state level.

The Florida Department of Law Enforcement's Missing Endangered Persons Information Clearinghouse (MEPIC), along with the Florida Department of Education and other organizations, will be working together to select a winner to represent the state of Florida. The statewide winner will receive an all-expenses-paid trip to Tallahassee, Florida, for Missing Children's Day in September 2014. The winner will also receive a prize package, including a trip to Universal Studios, and his or her poster will be submitted to the U.S. Department of Justice for national judging.

The theme for the poster contest is "Bring Our Missing Children Home." Submissions must be handcrafted and measure 8 ½ x 14 inches. We suggest that schools start as soon as possible on school-level poster contests and classroom discussions. Those schools interested in participating are asked to submit their poster(s) for state-level judging, postmarked by January 31, 2014, to the following:

Ms. Dinah Johnson
Florida Department of Law Enforcement
Missing Endangered Persons Information Clearinghouse
2331 Phillips Road
Tallahassee, Florida 32308

A complete information packet can be found at <http://mecptraining.org/poster-contest/>. If you have any questions or need additional information about this national contest, please send an email to mepic@fdle.state.fl.us or mc.day@fvtc.edu.

U.S. Department of

Education-Private School Universe Survey (PSS)

With increasing concern about alternatives in education, the interest and need for data on private education has also increased. The Institute of Education Sciences-National Center for Educational Statistics (NCES) has made the collection of data on private elementary and secondary schools a priority.

The purposes of this data collection activity are; a) to generate biennial data on the total number of private schools, teachers, and students; and b) to build an accurate and complete list of private schools to serve as a sampling frame for NCES surveys of private schools.

Information: <http://nces.ed.gov/surveys/pss/>

Private school

search: <http://nces.ed.gov/surveys/pss/privateschoolsearch/>

Request Addition of Your

School: http://nces.ed.gov/surveys/pss/privateschoolsearch/school_requestform.asp

Department of Education Paperless Communication System

By signing up for the Paperless Communications System, you will be able to receive e-mail notices containing links to messages, reports, legislative updates, technical assistance papers and official memorandums issued by the Department. Please visit <http://data.fldoe.org/communications/> to sign up.

School Certification for the Federal Teacher Loan

Forgiveness Program

Certification of a school will result in the school being placed on the annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits, a federal list of schools which will then allow certain teachers currently repaying a Perkins Loan or a Stafford/FFEL Loan to contact their loan providers and possibly have a portion of their loan forgiven through the Federal Loan Forgiveness Program for Teachers.

The criteria for determining school eligibility for certification are:

- Applicants for certification must be registered as a nonprofit private school with the Florida Department of Education (FLDOE). ;
- Private schools must be nonprofit. A copy of IRS correspondence determining the school's Nonprofit Status is needed with the Private School Eligibility Application form and;
- School grades must be Elementary and/or Secondary (K-12);
- Schools must determine that 35% or more of their students are considered low income in relation to the total membership (K-12) of the school* and;

Once you have determined school eligibility and believe the school meets all the above criteria, complete the Nonprofit Private School Eligibility Application form to request certification. A separate form is needed for each school. You can submit qualifying information for past years by changing the school year on the form and providing appropriate data for that year following the same process as for the current application school year. New forms must be completed each school year.

Visit http://www.floridaschoolchoice.org/Information/Private_Schools/assistance_resources/ftlfp.asp for more information.

NOTE: The Florida Department of Education does NOT make determinations as to teacher loan forgiveness. All questions about loan reductions need to be made by the teachers to the teacher's loan company and not to the FLDOE. Information concerning the cancellation or reduction of loans can be found at the following [http://www.floridaschoolchoice.org/Information/Private_Schools/assistance_resources/ftlfp.asp](#)

Federal site: <http://www.studentaid.ed.gov>.

Events:

2014 Healthy Schools Summer Academy for Teachers of Health

Content: Scheduled for June 9 – 11, 2014 in Gainesville Florida. Visit <http://www.fldoe.org/BII/CSHP/> for updates and details as they become available.

Preventing Risk-Taking Through Schools and Communities

Workshop: January 23-24, 2014 in Charleston, SC.

Visit <http://www.healthadvocatesllc.com/> for details.

2014 FSHA Annual Training and Conference: April 30 – May 2, 2014 at the Orlando Rosen Centre Hotel. Visit <http://www.fsha.net/> for details.

National Drug Facts Week begins January 27.

Visit <http://drugfactsweek.drugabuse.gov/> for more information.
