

Private School Newsletter



Office of Independent Education & Parent
325 West Gaines Street • Suite 1044 • Tallahassee, FL • 32399-0400 • 1-800-447-1636 • www.floridaschoolchoice.org

Summer 2014

In This Issue

[Private School Annual Survey](#)

[Closing Requirements](#)

[Updating School Information](#)

[Summer Feeding, which option meets your needs?](#)

[Office of Student Financial Assistance-State Scholarships and Grants \(OSFA\)](#)

[Bullying Resources for Educators](#)

[Private Schools and the Title I Program](#)

[Services for Parentally Placed Private School Students-IDEA Part B](#)

Private School Annual Survey

If your school has not yet completed the Private School Annual Survey for the 2013-14 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, 2014.** 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 2014-2015 Private School Annual Survey is completed and submitted by mail. The 2014-2015 Private School Annual Survey will be available September 1, 2014.

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.

[Project 10](#)

[Just For Parents](#)

Contact Us

FL 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: www.floridaschoolchoice.org

Closing Requirements

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 2013-14 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.

Summer Feeding, which option meets your needs?

During the summer when school is not in session, children still need healthy meals to grow properly; because of this the USDA has options to provide meal service to children ages 18 and under. Please see below and determine which option best meets your needs.



The Summer Food Service Program (SFSP)

The intent of the SFSP is to bridge the gap in nutrition during the summer months by serving nutritious meals to children 18 years and younger while school is not in session. The SFSP allows both School Food Authorities and non-profit organizations to provide meals to children. The reimbursement for the SFSP is higher than the Seamless Summer Option program due to the paperwork involved with the program. Please visit <http://www.fns.usda.gov/school-meals/opportunity-schools> to see if this option is right for your sponsorship.

Sonia Siegel, 850-617-7450 sonia.siegel@freshfromflorida.com

The Seamless Summer Option (SSO)

Designed for School Food Authorities (SFAs) participating in the NSLP. The goal of SSO is to provide children meals throughout the summer while assisting SFAs to continue the same meal service rules and claiming procedures used during the regular school year. Additionally, the SSO program allows for meal service when there is a 10 day vacation from school. Please check out this [link](#) to see if this option is right for your sponsorship.

Lisa Church, 850-617-7413 lisa.church@freshfromflorida.com

National School Lunch Program (NSLP)

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.freshfromflorida.com/Divisions-Offices/Food-Nutrition-and-Wellness/Nutrition-Programs/National-School-Lunch-Program/Apply-to-be-a-Sponsor>

Phone:

1-800-504-6609 Ext. 7439 Brenda Dekle

Email:

NSLPprospectivesponsor@freshfromflorida.com

Office of Student Financial Assistance-State Scholarships and Grants (OSFA)

The Florida Financial Aid Application (FFAA) opened December 1, 2013, for 2013-14 high school graduates and 2014-15 mid-year graduates. By now, many of these graduates have already received an early evaluation.

As the end of the school year approaches, **don't forget to schedule time to submit your seniors' final transcripts** within 30 days after high school graduation.

Your seniors' transcripts may be submitted in Practice 2014 Final Evaluation and should include all courses and grades, service hours earned during high school, and students' graduation dates. As soon as all edits are made and transcripts are complete and accurate, transfer

the student records to Production 2014 Final Evaluation.

The FFAA closes August 31, 2014.

Certification

OSFA is preparing for the 2014-15 award year application evaluations for the **José Martí Scholarship** Challenge Grant Fund (José Martí) and needs your certification for these applicants.

- District guidance coordinators or public high school principals, and Florida private high school principals are required to **complete student certification by May 15, 2014.**
- Certification of the 7th semester unweighted grade point average (GPA) is required for all applicants.

Financial Aid Application Status Report

The enhanced **View Financial Aid Application Status Report** is now available to all public high schools and districts and to private high schools. At a glance, counselors can see if students from their high schools have **filed the Free Application for Federal Student Aid (FAFSA) and/or the FFAA.**

The information available is LAST NAME, FIRST NAME, MI, DOB, HIGH SCHOOL NAME, FAFSA Submitted (Complete=Error Free Incomplete=with Errors), and FFAA STATUS.

To access the FAFSA Report, public high schools, districts, and private high schools may, from the State Programs page at <http://www.FloridaStudentFinancialAid.org/ssfad/home/uamain.htm>, select the **High Schools** tab, select **View Financial Aid Application Status**, and log in to your account.

Security

Each professional is provided with a User ID and PIN to access the State Student Financial Aid Database (SSFAD) and one to access the Bright Futures Online Transcript Entry and Evaluation System. The SSFAD logon is used to access the Financial Aid Application Status Report (mentioned earlier). The Bright Futures logon is used primarily to move your student transcripts.

Please note that the SSFAD User IDs and PIN will be deactivated after 90 days of inactivity. If you have forgotten your PIN or have lost your access, please contact the security designee at your school to reset your PIN or reactivate your User ID. Security designees are district coordinators for the public schools and high school principals for the private schools.

If you need assistance with SSFAD or Bright Futures security, call 888-827-2004 or email OSFASecurity@fldoe.org.

For the Bright Futures security logon to remain active, private schools must complete a current School Choice Annual Survey by the

submission deadline.

Resources

- Florida Bright Futures Scholarship website at www.FloridaStudentFinancialAid.org/ssfad/bf
- Counselor Training and Resources: E-Learning Programs, Training Manuals for Self-Study, Webinar registration ("Classroom" via computer with the teleconference via telephone) and PowerPoint BFS Program Presentations are available for high school counselors under the Training tab after logging on at www.FloridaStudentFinancialAid.org/ssfad/bf/hsguid.htm

Bullying Resources for Educators

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>

Private Schools and the Title I Program

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.

Services for Parentally Placed Private School Students-IDEA Part B

School districts where a private school is located have an obligation to ensure that such private school students have an opportunity to participate in programs assisted by or carried out under Part B of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004).

IDEA Part B requires school districts to expend a proportionate amount of the IDEA Part B funds for providing special education and related services to parentally placed private school students with disabilities. These services are provided through a Services Plan and not an Individual Education Plan (IEP). Once a student enrolls in a private school, the IEP does not apply.

Parentally placed private school students receiving services through a Services Plan should be reported for each designated survey period during the school year. For McKay Scholarship students, the school of enrollment should be identified as 3518.

Additional information about these IDEA 2004 Part B requirements can be found in the Technical Assistance Paper entitled Students with Disabilities Enrolled by Their Parents in Private Schools, at <http://info.fldoe.org/docushare/dsweb/Get/Document-6084/dps-2011-23.pdf>. Contact the Bureau of Exceptional Education and Student Services, at (850) 245-0475, for more information.

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 (BEESS), 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 BEESS and the BEESS Transition

Steering Committee.

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

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/>

