

FRANKLIN COUNTY SCHOOL DISTRICT

Parent's right to know
Information Handbook
2015-2016



*Praise Your
Children
and
They Will Blossom!*

Franklin County School District does not discriminate based on race, color, religion, sex, national origin, age, handicap, or marital status or against any group officially affiliated with the Boy Scouts of America or any other youth group listed in title 36 of the United States Code as a patriotic society.

Dear Parents:

Your child's education is a responsibility shared by the District and family during the entire period the child spends in school. To ensure that your child is receiving the best education possible, schools, parents, and communities must work as knowledgeable partners.

To this end, we have developed this guide to assist you in becoming an active participant in your child's education.

Please feel free to contact my office if you need additional information.

Sincerely,

Nina M. Marks

Mrs. Nina Marks
Superintendent

* Disclaimer – The Franklin County School District Parent Guide is compiled of public information and documents, plans, manuals, and/or information approved by the school board. It is intended to be used as a reference only. For documents in entirety refer to www.franklincountyschools.org or contact the District Administrative Office at 850.670.2810.

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Our Motto:
Inspire from our hearts,
Lead with humility,
Soar with pride.



VISION

To create an educational atmosphere that inspires students to reach their maximum potential through the love of learning and the development of responsible citizenship, while providing an appropriate education that results in success for all students.

MISSION STATEMENT

To inspire our students, our colleagues, and ourselves to soar with pride in our daily endeavors, offering the best of ourselves at every opportunity, and to lead with humility, understanding that our greatest accomplishments lie in working together to achieve excellence.

To accomplish our mission, we will seek and provide visionary leadership, focus our decisions and activities to provide the maximum learning opportunities for each student and employ sound fiscal management practices.

Our mission will be realized in the context of a safe, nurturing and positive environment that values the contributions and needs of individuals while working effectively with our Board, staff, parents, and community to achieve our shared vision of a brighter tomorrow for our students.

WE BELIEVE THAT:

- Education is the combined responsibility of students, parents, schools and community.
- Open and honest communication is essential
- Education must be a priority of society.
- Education must be flexible and diverse.
- Visionary leadership and sound management are essential
- Education should promote responsible citizenship and ethical behavior
- Involvement improves education
- Education should provide a safe, healthful, nurturing environment.
- All individuals have dignity and self-worth.
- All individuals can learn.
- Education is the key to successful living.
- Learning is a life-long process.

FRANKLIN COUNTY

2015-2016 SCHOOL CALENDAR

School Board Approved – June 04, 2015

HOLIDAYS No School

September 7	Labor Day
October 9 & 12	Fall Break
November 6	Seafood Festival
November 25-27	Thanksgiving
December 21-31	Christmas
January 1	New Year
January 18	Martin Luther King Day
February 15	President's Day
March 14-18	Spring Break
March 28	Easter Holiday

EARLY RELEASE DAYS

September 16
October 21
December 18
January 27
February 24
March 25
April 20
May 31

Dates to Remember

August 10-11	Professional Development
August 12-14	Pre-planning
August 17	School Begins
October 16	End of the First Nine Weeks
October 23	Report Cards Home
November 11	Districtwide Veteran's Day Event
December 18	End of the First Semester
January 4	Teachers Return
January 5	School Begins
January 8	Report Cards Home
March 22	End of Third Nine Weeks
March 29	Report Cards Home
May 17-20	Senior Finals
May 24-27	Final Exams
May 31	Last day of School

FTE Week

July 6-10
October 12-16
February 8-12
June 13-17

Paid Holidays

September 6
November 26-27
November 6
December 24-25

Franklin County School Board

Nina M. Marks
Superintendent of Schools
(850) 670-2810

Monica Moron
Assistant to the Superintendent
mmorom@franklin.k12.fl.us

School Board Members

District 1
George Thompson
P. O. Box 694
Eastpoint, Florida 32328
Phone # 850670-8553
ThompsonGeorge48@yahoo.com

District 4
Stacy Kirvin
142 Deer Patch Lane
Apalachicola, Florida
Phone # 653-5243
skirvin@franklin.k12.fl.us

District 2
Pam Marshall
P. O. Box 839
Carrabelle, Florida 32322
Phone # 850-899-5324
pmarshall@franklin.k12.fl.us

District 5
Pam Shiver, Chair
P.O. Box 650
Eastpoint, Florida 32328
Phone # 850-670-8526
shiverpam@gmail.com

District 3
Teresa Martin, Vice Chair
101 Avenue M
Apalachicola, Florida 32328
Phone # 850-653-9781
Teresamartin3girls@yahoo.com

DISTRICT ADMINISTRATIVE OFFICES
85 SCHOOL ROAD, SUITE ONE
EASTPOINT, FLORIDA 32328
PHONE 850-670-2810 FAX 850-670-8579
www.franklincountyschools.org

1. Office of the Superintendent

Nina M. Marks, Superintendent
Monica Moron, Administrative Assistant to the Superintendent

2. District Administrative Staff Directory

A. District Receptionist

Office Services include: Copy, fax, and fingerprint services. Employment applications and inter-office mail.

Office of Finance

Office Services include: Financial Services, Information Systems, Facilities Planning, Personnel, and Employee Benefits

Shannon Venable, Director of Financial Services
Crystal Millender, Accountant
Diane Curry, Fiscal Specialist – Payroll & Insurance
Darlene Riley, Fiscal Specialist – Accounts Payable
Morna Smith Personnel / Records Specialist

B. Office of Administrative/Curriculum Services/Instructional Services/Exceptional Student Education

Sue Summers, Director of Special Programs

Office Services include: School Accountability, School Improvement, Exceptional Student Education, Code of Conduct, Pupil Progression Plan, English Language Learners (ELL), Section 504 Students, Comprehensive Reading Plan, Medicaid, Staffing Specialist

Nick O'Grady, Director of Curriculum & Vocational Education

Office Services include: Regional Accreditation, Instructional Technology, Administration, Program Development, Curriculum, Educator Certification, In-service, Staff Development, Adult & Alternative School, Home School, Vocational Education, Guidance and Testing, 21st Century After School Program Coordinator

Jeanette Malone, Certification Specialist and Secretary for Instructional Services/
Special Programs

C. Office of Auxiliary Services

Al London, Director of Auxiliary Services

Office Services include: Custodial, Maintenance, Technology, Management Information Systems (MIS), Transportation, and Safety & Security

FRANKLIN COUNTY SCHOOLS – A QUICK OVERVIEW

Franklin County sits in the Big Bend area of northern Florida's panhandle along the Gulf of Mexico between Panama City to the west and Tallahassee to the east. There are 11,000 residents within 545 square miles of the county/school district. Franklin County consist of three cities, Apalachicola, Eastpoint and Carrabelle and is highly regarded for it's the rich seafood harvest especially oysters. Students have access to certification and four year degree programs through Gulf Coast College, Florida State University Florida A&M University, Haney Vocational Center, Tallahassee Community College and Lively Technical Center.

There is one school site Franklin County School PK – 12, one charter school Apalachicola Bay Charter, and one private school the Baptist School.

Franklin County elects its school superintendent every four years. Five elected school board members serve staggered terms. Everyone who works with the students must have cleared a background check and fingerprint review. There are over 204 employees in the district, including 62 teachers. The majority of teachers in our schools have 12 or more years of teaching experience and almost half hold an advanced degree.

In 2012, the Franklin County School System achieved District Accreditation as a Quality School System through AdvancED, a coalition of accrediting agencies and the world's largest educational community. This internationally recognized, higher level of accreditation is a powerful systems approach and measures how all parts of our school system work together to ensure high quality and continuous improvement.

A wealth of information is available on the school district's website at <http://www.franklin.k12.fl.us.org>. The website contains information and documents – including pages that are just for parents. Families can also write or visit the Franklin County School Board office located at 85 School Road, Eastpoint, Florida 32328 or call the district operator at 850-670-2810.

WHO GOES TO SCHOOL?

A child must turn 5 on or before September 1st in order to enter kindergarten. Enrolling in school for the first time is easy. All you need is proof of your child's age, a medical examination, contact information in case of emergency, and proof of residence your address. In certain grades, including kindergarten, you will have to provide documents showing that your child's immunizations are up to date.

By law, children up to age 16 must come to school and parents may be prosecuted if children don't attend. Your child can't succeed in school if he doesn't attend regularly. Too many absences could affect your child's academic performance and prevent your child from moving on to the next grade.

Prekindergarten

Pre-kindergarten students are served in a setting which includes the Volunteer Pre-kindergarten (VPK) program and Exceptional Student Education Pre-kindergarten program. A child must be 4 years old on or before September 1st to be eligible for the VPK program. In order to be enrolled in a VPK program a child must have a VPK certificate. Parents may apply for a VPK certificate with the Early Learning Coalition of Northwest Florida (1-850-747-5400).

Children who are 3 or 4 years old may be served in the pre-kindergarten exceptional student education program if they meet eligibility criteria. Child-Find screenings are conducted by FDLRS/PAEC several times throughout the year in order to identify children with special needs. These children are referred for evaluation and may be placed in the exceptional student education program if the evaluation results meet the criteria for placement in a program for students with disabilities. Screenings by appointment only 1-877-873-7232 ext. 2310.

Students with disabilities meeting eligibility criteria will be served in special programs.

Students with disabilities may be placed in the Exceptional Student Education Program. At the time your child is placed in this program, educators will complete a document called an Individual Education Plan or IEP.

Students in ESE programs are entitled to stay in school until they reach the age of 22 or obtain a standard diploma.

For questions, accommodations, complaints or appeals regarding services in your child's school, contact your child's principal. For district policies and practices, contact the District ESE office at 670-2810, ext. 4109 or 4108.

School Physical Examinations

Students in grades kindergarten through 12th grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the past 12 months. The exam record should be taken to the child's school upon enrollment. Although a specific form is not required, it is recommended that Florida's standardized School Entry Exam form (DH 3040) be used to document completion of a physical examination. It must be completed by a health care provider licensed to perform physical examinations. For students transferring to a Florida school, a comparable form from another state would be acceptable, if completed within 1 year.

ENROLLING IN FRANKLIN COUNTY SCHOOLS

Any student enrolling in Franklin County Schools for pre-kindergarten through 12th grade, including students from non-public or out of state schools, must follow the enrollment guidelines and provide requested information.

- Pre-K age requirements

Children who:

- Are four years of age or older on or before September 1, are eligible for admission into pre-k early intervention programs, or
- Meet eligibility requirements may be staffed into the exceptional student education pre-k program.

If you would like information on enrolling your child in a pre-kindergarten program, call the Director of Special Programs office (670-2810).

- Kindergarten age requirement:

Children who are five years of age on or before September 1 of the school year are eligible for admission to public kindergarten during that school year.

- First grade entry requirements:

Children who:

- are six years of age on or before September 1,

- complete kindergarten
- meet the age requirement from the transferring state.
- Information needed to enroll your child in school:
 - Evidence of residence within the school district* – The residence of a student is defined as the primary residence of the student’s parent/guardian or of either parent when custody is shared and mutually agreed upon. Reasonable proof must include one item from each of the following categories.
 - Category 1 – Mortgage Deed, Lease/Rental Agreement, Homestead Exemption, Property Tax Record
 - Category 2 – Driver License, Voter Registration Card, Insurance Bill
 - Evidence of Birth Date* – One of the following legal evidences of age is required for all students. A homeless child shall be given temporary exemption from this requirement for 30 days.
 - Certified record of birth
 - Certificate of baptism showing date of birth and place of baptism. Must be accompanied by an affidavit sworn to by the parent.
 - Insurance policy on the child’s life that has been in force for at least two years.
 - Authentic contemporary religious record of the child’s birth. Must be accompanied by an affidavit sworn to by the parent.
 - Passport certificate of arrival in the United States showing the age of the child.
 - School transcript showing the date of birth for at least 3 years prior to application.
 - Students Social Security Card*
 - Proof of Recent Physical Exam*
 - Florida Certification of Immunization Blue Form* – Immunizations may be obtained from the public health department or private doctor and must be current. Be for entering 7th grade, student must have proof of current booster shot.

2015-2016 SCHOOL ENTRY REQUIREMENTS

Immunization Record

The Florida Certification of Immunization, Form 680, must be used to document the immunizations required for entry and attendance in Florida schools. These forms are not available to the public and must be completed by a Florida physician or a Florida county health department. It is recommended that parents obtain a copy of the child's complete immunization history before leaving the current state of residence. The county health department that serves the area where the child will be residing will need this information.

Public/Non-public Schools Kindergarten Through 12th Grade

(children entering, attending, or transferring to Florida schools)

- Four or five doses of DTaP
- Three, four, or five doses of IPV
- Two doses of MMR
- Two or three doses of hep B
- Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the healthcare provider.

Public/Non-public Schools Kindergarten Through 12th Grade

(children entering, attending, or transferring to Florida schools)

- Four or five doses of DTaP
- Three, four, or five doses of IPV
- Two doses of MMR
- Two or three doses of hep B
- Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the healthcare provider.

Additional Immunization Requirements for 7th Grade Entry

Effective with 2009–2010 school year (then an additional grade is added each year thereafter), in addition to compliance with all other immunization requirements, children entering, attending, or transferring to the seventh grade in Florida schools must complete the following:

- One tetanus-diphtheria-pertussis (Tdap)

WHAT CAN YOU DO TO HELP YOUR CHILD SUCCEED IN SCHOOL?

- Talk with teachers - Ask the teacher(s) for ideas on how you can help your child learn more at home.
- Show your support by visiting your child's school, attending special events and/or volunteering to assist in the classroom and reading information that is sent home.
- Read with your child and let your child read to you.
- Show an interest in what is done in school each day when your child gets home.
- Tell your child that you believe he/she can do well in school.
- Offer praise and encouragement for achievement and improvement.
- Be patient.
- Set goals together and establish a daily routine: Plan, Do and Finish.
- Set the tone for test taking:
 - Remind your child to listen and follow directions;
 - Work with your child on following directions;
 - Make sure your child is not only mentally, but also physically ready to take tests----be sure your child has a good night's sleep and a good breakfast!

- Be sure that your child makes up work when absent. (Check Report Cards)
- Teach respect for self, hard work, and responsibility and talk with your child about positive traits
- Show your values by your actions.
- Monitor your child's activities after school, in the evening, and on weekends.
- Involve your child in a variety of activities
- Monitor TV time, computer time, Internet sites and programs
- Talk with your child and spend time with your child.
- If you need help with a school-related problem, contact your child's teacher(s), the school counselor or the principal.

HOMEWORK STRATEGIES:

- ✓ Make sure your child has a quiet, well lit place to do homework.
- ✓ Make sure the materials your child needs, such as paper, pencils and a dictionary are available.
- ✓ Help your child with time management.
- ✓ Be positive about homework.
- ✓ When your child does homework, if possible, you do homework or read.
- ✓ When your child asks for help, provide guidance, not answers.
- ✓ When the teacher asks that you play a role in homework, it will benefit your child to do so.
- ✓ If homework is meant to be done by your child alone, stay away.
- ✓ Stay informed and know what the specific assignment is.

EDUCATIONAL CHOICES

Franklin County Schools offers a variety of school choice options for students and their families.

Home Education – Families may decide that the best option is to educate their children (ages 5-16) at home. Details of the program requirements that must be met prior to starting a home school program are available upon request from the Office Curriculum and Vocational Education. A student seeking to enter or re-enter Franklin District Schools from a home education program must meet all entrance requirements that any other students must meet. The student shall be placed academically in the same manner as any other student that seeks to enter public school below the ninth grade. Special considerations are outlined in the School Board adopted program to award credits for grade 9 and above.

Private Schools -- Franklin School District collaborates with private schools to serve all students.

- McKay Scholarship - The McKay scholarship is available to students with disabilities whose families are seeking different learning opportunities for their students. Contact the exceptional student education office 670-2810 for more information.
- Florida Tax Credit Scholarship Program
- Personal Learning Scholarship account available to students with disabilities. Contact the Florida Department of Education, Bureau of Exceptional Student Education at 245-0475.

Opportunity Scholarship – Students from an adjacent county who have been verified as eligible for the Opportunity Scholarship by that county may attend a Franklin County school with a grade of C or better. For more information, contact the Director of Special programs at 670-2810.

Charter School – There is one charter school that has contracted with Franklin County Schools to offer services to students. For more information contact Apalachicola Bay Charter School.

Virtual Education – Virtual schooling meets the demands of today’s digital learners through individualized instruction that moves beyond four walls and a clock. Franklin County offers two approved programs of instruction from kindergarten through 12 grade students residing in Franklin County. Florida Virtual School Connections and A+ provide virtual instruction to full-time kindergarten through 8th grade students residing in Franklin County. Florida Virtual School Full-time offers K-12 virtual school, and a part-time 6-12 virtual school. For more information call 670-2810.

Special School and School Site – Some students needs cannot be met in a regular school setting. Franklin County Schools offers an alternative setting to meet the educational needs of students.

PARENT INVOLVEMENT

The Franklin County School Board elects to augment the economically disadvantaged students by use of federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The Franklin County District prepares and presents to the Department of Education a plan for the delivery of services which meets the requirements of the law. The purpose of the plan is to ensure that all children have a fair, equal, and significant opportunity to meet the challenging state standards.

The plan is developed in consultation with parents and staff, using the number of students eligible for free and reduced lunches under the Richard Russell National School Lunch Act to supplement general local and state funding awards, in an effort to promote student success and achievement.

The plan includes 3 elements:

- Comprehensive Needs Assessment
- Comprehensive Plan
- Annual Evaluation

Title I funds are used only to supplement, not supplant, state and local funds. The Franklin County School District uses state and local funds to provide educational services to schools receiving Title I assistance.

Parents who have children in Title I schools have the right to request information about the professional qualifications of teachers and paraprofessionals.

In addition, parents shall be provided:

- Information on the level of achievement of their children on the required state assessments.
- Schools will notify parents by letter, if their child is taught by a teacher who is not highly qualified for four consecutive weeks.

HOW FRANKLIN COUNTY SCHOOLS' USE TITLE I FUNDS

- Additional Teachers and Paraprofessionals
- Parent Involvement Activities and Workshops*
*Parent Involvement Information can be found at www.franklincountyschools.org
- Additional Supplies to support the classrooms
- Staff Training

ABC and Franklin County School are both Title I schools. This means that our Title I money can be used to upgrade the educational programs in ways that may impact every student.

This also means that every parent/guardian of a student in our schools are Title I parents.

The Franklin County School Parent Involvement Plan describes how the school involves parents in organized, ongoing and timely ways in the planning, review, and improvement of programs and provides opportunities for parents to learn how to work with their children to improve school achievement. It relates directly to the Title I program and to the district's parent involvement policy.

If you would like further information on Title I, call 670-2810.

Parents must be part of the group that develops', implements and evaluates the parent involvement plan.

So call your child's school and get involved.

We encourage parent involvement through:

- Membership in School Advisory Council
- Conferences
- Workshops and School Programs
- Business Partnerships
- Faith Community Partnerships
- Volunteer Program

We will be asking for parent input through:

- Surveys of needs, interest, and school climate
- Conferences
- School Advisory Council
- PTO
- Conferences
- Workshops and School Programs

REPORTING TO PARENTS:

We communicate with parents and keep them informed in a timely manner regarding their child's education through:

- FOCUS Student Information System (www.franklincountyschools.org)
- Parent/Teacher Conferences
- Individual Student Assessment

- Marquee Notices
 - The Seahawk Scoop
 - Open House
 - Book Fairs
 - Student Programs
 - Parent Involvement Meetings
 - School Advisory Council
 - PTO
 - IEP Meetings
 - Progress Reports
 - Report Cards
- Report cards are issued to parents to provide an evaluation of their child's academic achievement and social and physical development. At Kindergarten-12 level report cards will be issued at the conclusion of each nine (9) week grading period with grades that indicate the progress and level or achievement of the student.
 - Parents are informed that students must successfully master standards on the 10th grade Statewide assessment in English Language Arts, Algebra 1 EOC and have 2.0 GPA, in order to receive a standard diploma upon completion of all district and state requirements for graduation. Comments in conduct and effort are to objectively reflect the student's progress independent of academic achievement. Standards for comments in these areas are explained to the students.
 - Parents receive reports on their child's performance on the district adopted standardized achievement test administered countywide and on the Statewide assessments. Parent/teacher conferences may be initiated either by the parent or by school personnel.

EFFECTIVE PARENT/TEACHER CONFERENCES

- ❖ Conference tips for parents / Questions and topics parents should consider
 - Be sure to decide if your child should attend the conference. If so, prepare your child for the conference by discussing what will occur.
 - Be on time.
 - What is the purpose of the meeting?
 - What are your child's strengths?
 - What are your child's areas of need?
 - Discuss things you feel the teacher should know about your child (as needed)
 - Personality traits
 - How your child gets along with family and friends
 - Effective discipline strategies used at home
 - Health of your child
 - Rewards your child prefers
 - Discuss your perception of how your child is doing academically.

- How can you be involved in assisting in your child's academic progress?
- How does the teacher measure your child's academic progress?
- How can you work together to maintain success and work on problem areas?
- How can you keep open communication with the teacher?

TEACHER QUALIFICATIONS *Non-Highly Qualified Status /Title I Section 1111 (h)(6)

(A) QUALIFICATIONS- At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- i. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ii. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- iii. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- iv. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION- In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:

- i. information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- ii. timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(C) FORMAT- The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

INFORMATION PARENTS NEED TO KNOW

Attendance

Florida law requires each parent/guardian of a child from five to sixteen years of age to be responsible for the child's attendance. It is the parents/guardian's responsibility to notify the school regarding the reason for a student's absence in a timely fashion. For more information, call your child's schools or log on to the Franklin County School web site at <http://www.franklin.k12.fl.us> and search for the Student Code of Conduct.

Student Code of Conduct

The Franklin County School Board and our community hold the highest expectations for the conduct of the students in the Franklin County schools. The expectations of all students are outlined in the “Student Code of Conduct,” which may be found by logging on the Franklin County Schools web site at <http://www.franklin.k12.fl.us.org>.

STUDENT DETENTION, SEARCH, AND SEIZURE – FCSB Policy 5.31

- (1) Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first effected or the immediate vicinity thereof.
- (2) If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.
- (3) Stolen or illegal property which is seized during a search of the personal property of the student or his/her locker or other student storage area shall be given to law enforcement authorities, when appropriate.
- (4) Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text:

Notice to Students

School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

- (5) The following provisions shall apply to canine searches for screening for illegal substances:
 - (A) Canine sniffers shall be used primarily for school purposes to bring disciplinary action against students who are found in possession of illegal substances.
 - (B) Parents, students, School Board employees, and the public shall be informed that public school campuses, including, but not limited to, buildings, parking areas, athletic and recreational areas, and lockers are School Board property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.
 - (C) Students shall be informed that automobiles, trucks, vans, or other transportation means located or operated on School Board property is a privilege granted by the School Board, and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

- (D) The Superintendent or designee shall determine at what times and in which schools the canine sniffers shall be utilized. The school principal or designee shall be notified each time the canine sniffers are brought on campus.
- (i) The canine sniffers shall be controlled and directed at all times by qualified handlers from the Sheriff's Department or local police departments.
 - (ii) Searches shall be conducted at the qualified handler's direction in cooperation with the School Board's administrative personnel.
 - (iii) School Board administrative personnel shall be responsible for necessary parental notification, student disciplinary action, student due process, and public relations related to such searches.
 - (iv) Custody, analysis, and disposal of the illegal substance shall be the responsibility of law enforcement.
- (E) The primary purpose of the canine sniffer program shall be to refer students to police authorities for criminal prosecution. The circumstances in some cases may make it advisable to refer that case to law enforcement due to the serious nature of the offense, dangerous nature or sizable amount of the contraband seized, past school disciplinary or criminal record of the suspect, or serious disruption of school that has occurred or is likely to occur. The decision to refer a case to police authorities shall be made by the school principal, after consultation with the qualified handler and Superintendent or designee.

STUDENT ACADEMIC STANDARDS, ASSESSMENTS, AND GRADES

Student Progression and Promotion

The Franklin County School Board has an established comprehensive program for student progression. The FCS Student Progression Plan is on the Web at: <http://www.franklin.k12.fl.us.org>.

Promotion is based on each student's achievement in the required course work.

Students on Regular Pupil Progression

Florida Statute requires that all school districts set expected levels of student performance in English Language Arts, Mathematics, Science and Social Studies at each grade level. These levels of performance are used to identify students who must receive remediation and those who may be retained. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion or administrative placement.

Elementary Progression

Kindergarten through Second Grade

State Standards identify the essential skills and knowledge in each subject area that a kindergarten through second grade student needs to succeed academically at each grade level. Satisfactory achievement of the SS is a direct indicator of student progress.

The standards may be accessed at: <http://www.floridastandards.org/homepage/index.aspx>.

Minimum Expectations for Kindergarten through Second Grade

Students enrolled in kindergarten through second grade are expected to meet the following expectations:

- Master each State Standard at 70% or greater in all core content areas taught.
- Attain a passing grade in four of the core courses: English Language Arts, Mathematics, Science and Social Studies.

The standards may be accessed at: <http://www.floridastandards.org/homepage/index.aspx>.

Minimum Expectations for 3rd – 4th Grades

- Student scores Level 2 or higher on the Statewide Assessment taken in the spring of 3rd grade.
- Student scores Level 2 or higher on the Math portion of the Statewide Assessment.
- Student demonstrates mastery of state standards in English Language Arts, Math, Science, and Social Studies as evidenced by grades of 60% or above in on-grade-level instruction as shown on the report card. The curriculum is prescribed by the grade level specific Curriculum Guide.

NOTE: If the student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring at Level 2 or higher on the statewide assessment test required under s.1008.22 for grade 3, the student must be retained. FS 1008.25 (5) (b)

Middle School Progression

Students on Regular Pupil Progression

All students in middle school receive instruction in state and district grade level objectives and competencies approved in Mathematics, English Language Arts, Social Studies, Science, Physical Education and Career Exploration as well as in a range of exploratory/elective areas, including but not limited to Music, Art, and Career and Technical Education. The State Standards Benchmarks identify the essential skills and knowledge in each of these subject areas.

The standards may be accessed at: <http://www.floridastandards.org/homepage/index.aspx>.

Each middle school will offer at least one high school mathematics course for which students may earn high school credit.

In addition Franklin County Schools has set expected levels of performance for those areas used to identify students who may need remediation and those who may be retained. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion or administrative placement. Satisfactory achievement of the FSS benchmarks is a direct indicator of student progress.

All students are continually monitored for progress throughout the school year. Instruction is adjusted accordingly to help students reach their full potential.

A student working below grade level or repeatedly earning a grade of "D" or "F" on the Pupil Progress Report Card is in danger of not meeting expectations for promotion to the next grade.

Promotion from middle school to high school requires successful completion of all grade level requirements (grades 6-8). Promotion from middle school requires that a student successfully complete the following courses:

- English Language Arts – 3 middle school or higher courses
- Mathematics – 3 middle school or higher courses

- Social Studies – 3 middle school or higher courses that include one semester of study of state and federal government and civics education
- Science – 3 middle or higher courses
- Career and Education – 1 course
- Computer literacy skills.
- One semester per year of physical education unless a waiver applies.
- Comprehensive health education

Expected Performance Levels

Middle school students in Florida and Franklin County schools are expected to meet state and local performance standards as follows:

Grades 6, 7, and 8

- Earn a yearly passing final grade in English Language Arts, Mathematics, Science, and Social Studies
- Score proficient on all statewide assessment.

Students with disabilities are required to meet the same standards as non-disabled students unless they are working on SS Access Points and taking the Florida Alternate Assessment.

REQUIRED INTERVENTIONS

Intensive Reading {FS 1003.4156(1)(b)} For each year in which a student scores below proficient on statewide assessment in ELA, the student must be enrolled in and complete an intensive course the following year.

Intensive/Integrated Mathematics

For each year in which a student scores at the lowest level on statewide assessment Mathematics, the student must receive remediation the following year. This remediation requirement will either be integrated into the student’s required mathematics course at the next grade level or be achieved by enrolling the student in an intensive math class.

Middle school students enrolled in Algebra 1, Geometry, and/or Biology will be required to take the state authorized End of Course Exam for each subject. (See your child’s guidance counselor for more information).

HIGH SCHOOL CREDIT

Credit earned by a student in a course designated in the *Course Code Directory* as grade 9-12 may be used to satisfy high school graduation requirements. All high school credit courses taken will be counted in the cumulative grade point average used for high school graduation.

Note: High school courses with a mandated End of Course exam will not have a final grade until EOC exams are factored in as 30% of the yearlong grade.

Diploma Designations

Scholar Diploma Designation

In addition to meeting the 24-credit standard high school diploma requirements a student must:

- Pass the ELA Grade 11 statewide assessment once implemented
- Earn 1 credit in Algebra 2 (must pass statewide assessment)

- Earn 1 credit in statistics or an equally rigorous mathematics course
- Pass the Biology EOC
- Earn 1 credit in chemistry or physics
- Earn 1 credit in a course equally rigorous to chemistry or physics
- Pass the U.S. History EOC
- Earn 2 credits in the same world language
- Earn at least 1 credit in Advanced placement (AP), IC, AICE or a dual enrollment course.

Merit Diploma Designation

In addition to meeting the standard high school diploma requirements a student must:

- Attain one or more industry certifications from the list established (per s.1003.492,F.S.)

Postsecondary Options

State University System

Admission into Florida’s public universities is competitive. Prospective students should complete a rigorous curriculum in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida’s public universities, a first-time-in-college student must meet the following minimum requirements:

- High school graduation with a standard diploma
- Admission test scores
- 16 credits college preparatory academic courses
- 4English (3 with substantial writing)
- 4 Mathematics (Algebra 1 level and above)
- 3 Social Sciences
- 2 Works Language (sequential, in the same language)
- 2 approved electives

www.flbog.edu/forstudents/planning

The Florida College System

Includes 28 state colleges. This institutions offer career-related certificates and two-year associate degrees that prepare students to transfer to the bachelor’s degree program or to inter jobs requiring specific skills. Many also offer baccalaureate degrees in high-demand fields. Florida College System institutions have and open door policy. This means that students, who have earned a standard high school diploma, have earned a high school equivalency diploma or have demonstrated success in postsecondary coursework will be admitted to an associate degree program. www.fldoe.org/fcs

Financial Aid

The office of Student Financial Assistance administers a variety of postsecondary educational state-funded grants and scholarships. www.floridastudentfinancialaid.org

Bright Futures

The Florida Bright Futures Scholarship Program rewards students for their academic achievements during high school by providing funding to attend a postsecondary institution in Florida.

www.floridastudentfinancialaid.org/SSFAD/bf/

Accelerated Programs for High School Students

Studies show that students that complete a solid academic program in high school, including advanced courses, are more likely to be successful in college. Franklin County Schools provides several

acceleration mechanisms that give students an opportunity to simultaneously earn high school and college credit. For more information on program availability, contact your school counselor. Examples of acceleration mechanisms and advanced course work options with specific website resources include the following:

Dual Enrollment and Early Admission <http://www.fldoe.org/articulation/pdf/duaenrollfaqs.pdf>
Advanced Placement (AP) Programs <http://www.collegeboard.com/student/testing/ap/about.html>
The Florida Virtual School (FLVS) offers student access to Advanced Placement (AP) courses <http://www.flvs.net>

TESTING AND ASSESSMENT

There are three levels of assessment classroom, district wide, and statewide. Students take teacher directed tests in their classes, such as chapter test, to determine if they have mastered benchmarks or skills. The district provides Writes Upon Request four times a year to help assess progress in writing and a criterion referenced test to determine mastery of math and reading benchmarks. The state assessment, ELA 3-11 and math 3-8 and end of course exams have some components that measure Florida State standards/Next Generation Sunshine State Standards.

The following information provides a brief description of the test, the time of the year they are given, and the grade level(s) to which the tests are administered. For more information about testing, please contact your child's school.

ACT/SAT

The ACT and SAT test measure skills acquired throughout a student's education. A minimum ACT and SAT score is required by some colleges for admission. Scores may be used by admissions offices to evaluate how well prepared a student is to do college work. The tests are administered several times a year to high school students and a test fee is charged. For information, contact the guidance office at your child's high school.

AP – Advanced Placement Examinations

High schools that offer Advanced Placement courses also provide Advanced Placement examinations. These courses and examinations help colleges recognize candidates' qualifications for advanced placement in college work. Some colleges offer college credit for certain scores on AP exams. These exams are administered in high schools each year. For more information, contact the guidance office at your child's high school.

CELLA – Comprehensive English Language Learning Assessment

Florida uses the CELLA as a tool to measure the progress of English Language Learners (ELLs) proficiency in English; thus, ensuring the skills needed in school to achieve at high levels, academically. CELLA is administered in March and April.

FLKRS – Florida Kindergarten Readiness Screener

Early Childhood Observation System (ECHOS)

Florida Assessment for Instruction in Reading (FAIR)

During the first 30 days of school, all Florida kindergarten students will be assessed for school readiness. Teachers will observe students and complete an ECHOS and the FAIR. These are not achievement tests and should not be used to place or select students for program.

Progress Monitoring in Reading

A number of instruments are used to determine how students are progressing in reading. These instruments are given at least three times a year to monitor students' likelihood to perform on the FCAT. Among those instruments used are: Classworks, FAIR, Accelerated Reader, and SuccessMaker.

Florida Alternate Assessment (FAA)

The FAA test is used to assess students with significant cognitive disabilities who are working on the Florida State Standards Access Point. Florida Statewide Assessments are being revised. New assessments are being developed for English/Language Arts and Mathematics. Beginning in 2014-2015 all courses will require an end of course exam.

GED – General Education Development Test

Adults who have not completed high school may attend GED Prep classes on Tuesdays and Thursdays from 6:00 to 8:00 pm at Franklin County School. To register for the GED test go to ged.com. For more information contact 670-2810 x 4127 or 4108.

PSAT/NMSQT – Preliminary SAT/National Merit Scholarship Qualifying Test

PSAT will be administered in October to grades 9, 10, and 11. The fee is paid by the College Board Florida Partnership for 10th grade students. The PSAT/NMSQT is the qualifying examination for the National Merit Scholarship Program for student in grade 11. The test measures critical reading, math problem solving, and writing skills.

Writes Upon Request

In an effort to provide students with opportunities to improve their writing skills and prepare for the FCAT 2.0 Writing Assessment, Franklin County Schools conducts the Writes Upon Request assessment program. This program assesses student writing in kindergarten through grade 10 once each nine weeks. Students are given grade appropriate prompts and time limits in which to respond.

Individual Evaluations

Individual evaluations are provided for any student who is not responding to RTI Tier III interventions. These evaluations address all of the eligibility determinations, evaluation, and procedural safeguards specific in IDEA and the need for special education services. Parental consent is required for any individual evaluation. Direct your questions to your child's school guidance counselor.

Tips to Help Your Child Prepare for Tests

- Provide a space and time for regular study.
- Emphasize the importance of testing without increasing fears.
- Teach relaxation techniques.
- Encourage your child to do his/her personal best while preparing for and taking a test.
- Encourage your child to find a study partner or group.
- Encourage your child to listen carefully to all directions given by the teacher and ask questions about anything that is unclear.
- Remind your child to carefully read the test directions and problems.
- Carefully monitor your child's homework and academic progress. Stay in touch with your child's teacher.

Grading Scales

All academic courses receive a numerical grade. Non-academic courses may receive an E, S, N, or U grade.

<u>Grade</u>	<u>Definition</u>
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Incomplete

The following numerical grading scale will be used in grades 1-12:

<u>Grade</u>	<u>Percent</u>	<u>Definition</u>
A	90-100	Outstanding progress
B	80-89	Above average progress
C	70-79	Average progress
D	60-69	Lowest acceptable progress
F	0-59	Failure
I	0	Incomplete

Interim progress reports are sent home at the halfway point of each grading period. Any academic problems indicated on these reports should be addressed with the child's teacher(s) or guidance counselor.

FAMILY AND STUDENT SERVICES

Adult Literacy Services – Family members who want to improve their basic reading and/or mathematics skills or get their GED can enroll in the Adult Education Program. Visit the district website or call 670-2810.

Exceptional Student Education – Eligible students with special needs have the right to special services. These are students with individualized education plans (IEP) or 504 plans. The plans, which include services and appropriate accommodations are developed and monitored by the school level IEP, MTSS or 504 teams.

Free Meals for Students – Franklin County Schools participates in the federal food and nutrition program and is able to offer families breakfast and lunch for their enrolled students.

Homeless Student Education - The Federal McKinney-Vento Homeless Assistance Act states that children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless. Homelessness includes any student who has to go stay somewhere other than the home due to fire, illness/hospitalization of a parent/guardian, parent/guardian going to jail, or a student who runs away or is kicked out of their home or lives in inadequate/substandard housing. If, due to a loss of housing, a child must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings, or doubled-up with relatives or friends, then he/she is eligible to receive services provided under the McKinney-Vento Act.

The McKinney-Vento Education for Homeless Children and Youth Program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, state educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

Homeless children and youth must have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all

students are held. In addition, homeless students may not be separated from the mainstream school environment.

Franklin County School District contracts with HSFA to establish relationships with the different Franklin County social service agencies and local churches which aid in the identification, protection and support of homeless families in an effort to identify homeless students and to provide needed services to those students. HSFA ensures quick enrollment of homeless students into Franklin County School and monitors the student's family environment regularly and works to ensure that the identified students attend school on a regular basis.

Health and Community Services – The Franklin County Schools has partnered with the Florida Health Department of Franklin County to provide health and dental services on the school campus. For more information call the school clinic at 670-2825. School guidance counselors are sensitive to family needs and are prepared to provide confidential help and referrals to community agencies. Contact the guidance counselor at your child's school if you have questions or need assistance.

Limited English Proficiency (LEP) Services – Students from families where English is not the native language can be tested to determine if they are eligible to receive accommodations to help them learn English more quickly. A student who has been determined to be eligible for English Language Learner (ELL) services will have an LEP plan developed which describes the accommodations needed. Families may bring a translator to any school conference or meeting or request a translator be present during those meetings. Call the guidance counselor at your child's school if you need further information.

Parents' Association (PTO) – Join the parent's association at your child's school. Parent's associations have a large impact on improving schools by sponsoring fundraisers that provide additional resources, encourage parent involvement in the life of the school and education of their children, and promote the quality of the school in the community.

The District Advisory Council – The District has a District Advisory Council to help determine the goals, budget, and evaluation of the school's improvement plan. Every school has a school improvement plan that guides the changes it will make every year in order to be more effective. Parents elect parents to serve on the council.

School Volunteers and Mentors – All schools welcome volunteers and mentors. Volunteers may tutor students, assist in classrooms, office, clinic or media center. Volunteers supplement the work of teachers and school staff continually enhancing the quality of our children's education. After training, a mentor will work with the same student for a least an hour once a week. For more information, contact the volunteer office at 670-2810 or your child's school.

FRANKLIN COUNTY DISTRICT SCHOOLS



Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328

(850) 670-2810-Phone (850) 670-8579-Fax



TOGETHER
EVERYONE
ACHIEVES
MORE

Nondiscrimination Contact Information

No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.

An employee, student, parent or applicant alleging discrimination with respect to employment or any educational program or activity may contact:

Nick O'Grady
Equity and Title IX Compliance Officer
Franklin County Schools
85 School Road
Eastpoint, Florida 32328
(850)670-2810 X 4110
nogradey@franklin.k12.fl.us

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Sue Summers Director of Special Programs
Franklin County Schools
85 School Road
Eastpoint, Florida 32328
(850) 670-2810 X 4109
ssummers@franklin.k12.fl.us

District 1
George Thompson

District 2
Pam Marshall

District 3
Teresa Ann Martin

District 4
Stacy Kirvin

District 5
Pam Shiver

An Equal Opportunity Employer
www.franklincountyschool.org

RESOURCES FOR FAMILIES

Florida Department of Education
<http://www.fldoe.org>

Choice Office
Toll Free Parent Information
Phone Number: 1-800-447-1636
<http://www.floridaschoolchoice.org>

The Partnership for Family Involvement in Education
National: <http://www.thefamilyworks.org>

Family Network on Disabilities
www.fndfl.org

Florida PTA
<http://www.floridapta.org>

Family Education Network
<http://www.familyeducation.com>

ParentSmart
<http://www.parentsmart.com>

1-800-USA-LEARN
1-800-872-5327
Helping Your Child Learn To Read

Hengle Student and Family Assistance, LLC (HSFA)
109 12th Street
Apalachicola, Florida 32320
850-323-0982

Franklin County School District
<http://www.franklincountyschools.org>

GLOSSARY

Progress Monitoring Plan: A plan that parents and teachers work together to develop when a child is having trouble keeping up with the skills required at his grade level. This written plan is placed in a child's folder, and used to chart and measure progress.

State Standards: In Florida, these standards are what your child is expected to know at each grade level. Teachers are expected to cover this material. All report card grades are based on these standards.

Supplemental Education Services (SES): FREE tutoring provided under the No Child Left Behind (NCLB) Act. SES services in addition to instruction provided during the school day. These services must be of high quality research based, and specifically designed to increase a student's academic achievement. SES is available for Reading and Math, and parents can choose the private provider of their choice from those approved by the Florida Department of Education to serve children in Franklin County.

Exceptional Student Education Program (ESE): Through this program, which is also known as ESE, students with disabilities receive an education designed through an Individual Education Plan (IEP) to meet their specific needs. ESE students seeking regular diplomas take the same tests and are graded on the same scale as other students.

Individual Education Plan (IEP): Known as an IEP, this plan is developed for students with disabilities by a team of parents, educators, and a representative of the school district. The plan lists accommodations the student needs as well as academic goals and teaching methods.

Student Progression Plan: A long, technical document detailing federal, state and local rules concerning attendance, course of study, report cards, promotion and retention, testing, grading, academic standards, transfers, credits, honors, diplomas, scholarships, accelerated learning, and related topics. It is reviewed annually by the School Board and a committee of teachers, parents, students, and administrators to revise as needed. The full text is available in hard copy at every school.

Retention: This refers to students who do not move on to the next grade level at the end of the year due to poor academic performance. For example, a 4th grader who is unable at the end of the year to do 4th grade work is retained, or kept in the 4th grade for another year.

Extracurricular Activities: These are school-sanctioned activities, like clubs or athletic teams that are conducted either before or after school.

Teacher Qualifications: The district always makes an effort to hire teachers who are certified in the subject(s) that they are assigned to teach. In a few cases, teachers are hired out of field. Parents are notified in writing when this occurs. Parents have the right to request and receive information regarding the professional qualifications of their student's classroom teachers.

Proficiency: The student has the skills, knowledge and motivation to successfully master academic requirements.

Deficiency: The student is unable to master academic requirements.

Title I: A program funded by the federal government to improve students' academic achievement.

ESE Advisory Council: A resource in the district to provide direction and offer solutions to educational issues of students with disabilities.

School Advisory Council: A resource in each school and to the principal to provide direction and offer solutions to educational issues. Members are selected by their peers and include a strong representation of parents and community members.

Title I Parent Liaison: Serves parents of children in Franklin County Schools.

Volunteer Program: Parents and community members are invited and encouraged to become volunteers in the school system. Call the school of your choice for further information.

ELL Advisory Committee: A resource in the district to provide direction and offer solutions to educational issues of English Language Learner Students.

Franklin County Schools Parent Interest Survey
Franklin County School

As a parent I would be interested in supporting the school in the following areas:

Areas of Interest:

CLASSROOM ACTIVITIES:

- Distribute materials
- Help with individual students
- Chaperone field trips
- Assist in the library
- Read stories to students
- Listen to students read
- Assist in student supervision
- Classroom parties, trips, planning

SCHOOL ACTIVITIES

- Work at Athletic Events
- Help with Yearbook
- Help with book fair
- Help with Career Day
- Help with FCAT testing
- Serve on committees
- Help with research
- School dances, trips

ADDITIONAL OPPORTUNITIES

- School Advisory Committee
- Parent Teacher Organization (PTO)
- Parent Involvement Plan (review/suggestions)
- Parent Guide (review/suggestion)

Other areas of interest:

Name: _____

Address _____

Phone: _____

Email address: _____

Please return this form to your child's teacher or to the front office.