



Monday, September 18, 2017
FCSB WORKSHOP

WILLIE SPEED BOARD ROOM
5:30 P.M.

1. MEETING OPENING

A. CALL TO ORDER

2. COMMENTS/DISCUSSION ITEMS

- A. Transportation of Students with Disabilities (Summers)
- B. 2017-18 Virtual Instruction Program Policies & Procedures (Summers)
- C. 2017-18 Home Education Program Policies & Procedures (Summers)
- D. Policy Revisions 3410, 4430.04, 3430.04 and 1430.04
- E. Master Board Program - Site Visits & Training (Moses)
- F. Handicap Accessible Van for Gretchen Route Quotes
- G. FCS Emergency Exit

3. ADJOURNMENT



Franklin County District Schools

85 School Rd., Suite 1

Eastpoint, FL 32328

Superintendent Traci Moses

tmoses@franklin.k12.fl.us

(850)670-2810 ex. 4111

TO: Traci Moses, Superintendent
FROM: Sue Summers, Special Programs Director
DATE: August 25, 2017
RE: Transportation of students with disabilities

As permitted under chapter 6A-3 Rules of the state Board of Education, I am submitting for your approval, a request for transportation other than school buses for the following students, effective August 24, 2017.

<u>Name of Student</u>	<u>Driver</u>	<u>School</u>	<u>Mileage/Remuneration</u>	<u>Duration*</u>
██████████	Ricky Edgecomb	FCLC	16 miles/1 way \$14.24 daily	204 days
██████████	Joseph McDaniel	FCLC	16 miles/1 way \$14.24 daily	204 days
██████████		FCS	12 miles/2 way \$10.68 daily	204 days

CC: Transportation
Financial Services Director
Accounts Payable

DISTRICT 1
GEORGE THOMPSON

DISTRICT 2
PAM MARSHALL

DISTRICT 3
TERESA ANN MARTIN

DISTRICT 4
STACY KIRVIN

DISTRICT 5
CARL WHALEY

The Franklin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, pregnancy or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints or request for additional information regarding discrimination or harassment may be sent to: Karen Peddie, Director of Human Resources, 85 School Road, Eastpoint, Florida 32328 850-670-2810 X 4101, kpieddie@franklin.k12.fl.us



FRANKLIN COUNTY SCHOOL DISTRICT 2017-18

Virtual Instruction Program Policies & Procedures



Approved by the Franklin County School Board

Date

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practice conducted by this School District, except as provided by law. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth group, as required by the Boy Scouts of America Equal Access Act.

DRAFT

FRANKLIN COUNTY VIRTUAL INSTRUCTION PROGRAM

POLICIES & PROCEDURES

2017-18

STUDENT ELIGIBILITY FOR 2017-18 SCHOOL YEAR

Franklin County School District provides **eligible** students with the option of participating in virtual instructional programs. The school district virtual program shall consist of the following:

- Full-time and part-time virtual instruction for students in grades K-12;
- Full-time or part-time virtual instruction for students enrolled in dropout prevention and academic intervention programs under s. 1003.53, Department of Juvenile Justice programs under **s. 1003.52**, core-curricula courses to meet class size requirements under **s. 1003.03**, or Florida College System institutions.

A **full-time** virtual school student is defined as one who spends the majority of their time in the virtual school. There may be times when a full-time virtual student comes on to the local campus to take courses.

A **part-time** student is defined as one who spends the majority of their time on the local campus but takes some classes virtually.

Virtual Instruction Provider Options for Franklin County Students

Provider	Grades	Full-Time	Part-time
K-12/FuelEd	K-12	X	X
Florida Virtual School	K-12	X	X
FLVS Franchise through PAEC	6-12	X	X

Student Eligibility Requirements

- The student spent the prior school year in attendance at a public school in this state and was enrolled and reported by the school district for funding during the October and February for purposes of the FEFP surveys.
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to this state from another state or from a foreign country pursuant to a permanent change of station orders.
- The student was enrolled during the prior school year in a virtual instruction program under **s. 1002.455**, or a full-time FLVS program under **s. 1002.37(8)(a)**.
- The student has a sibling who is currently enrolled in a virtual instruction program and the sibling was enrolled in that program at the end of the prior year.
- The student is eligible to enter kindergarten or first grade.
- The student is eligible to enter grades 2 through 5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School.

Eligibility for Participation through Florida Virtual School

- **Florida Virtual School Full Time**-- All Florida students regardless of prior school experience (public, private and home education) are eligible to enroll in the FLVS FT public school.
- **Florida Virtual School Part Time**—Students in kindergarten or first grade are eligible to enroll. Florida students (public, private and home education) in grades 6-12 are eligible to enroll in FLVS middle and high school courses. Students in grades 2-5 must meet one of the eligibility criteria specified in **s 1002.455, F.S.**
- **Franchise of Florida Virtual School**—All grades 6-12 students (public, private and home education) who reside in a district that operates a franchise are eligible to enroll in the franchise as full-time or part-time students. Elementary students are required to meet one of the eligibility criteria outlined in **s. 1002.455, F.S.**

ENROLLMENT IN THE FRANKLIN VIRTUAL INSTRUCTION PROGRAM

Enrollment in the Full-Time Franklin Virtual Instruction Program is available before the start of each semester. Student/parent should complete the enrollment packet and submit it to the Special Programs Office. Students who plan to attend the Full-Time Franklin Instructional Program can enter the program during an open enrollment period.

Students are required to complete courses within the parameters of the Franklin County School Calendar.

Once a student has entered the Franklin Virtual Instruction Program, they are no longer a student at any of the local brick and mortar schools. Students will have up to 5 days into the semester in which to withdraw from the program. If students continue in the virtual program after the 5 day drop option, they will not be allowed to return to the local district school and must remain in the virtual instruction program until the end of the semester. Individual Education Plan (IEP) teams will determine the appropriate placement for students with disabilities.

ENROLLMENT PERIODS

Start Date	Primary Registration Window
30 days prior to 1 st day of School	June-August 1 st
30 days prior to the start of 2 nd	December-January 10 th

Flyers are sent home to parents with the 3rd grading period report card outlining virtual enrollment options and enrollment dates. Parents interested in choosing this educational option for their student can apply during the enrollment windows. Flyers are also posted on the district website.

CURRICULUM

Curriculum for all students enrolled in the Franklin County Virtual Instruction Program is governed by the district Student Progression Plan; <https://f01803254.schoolwires.net/cms/lib/FL01803254/Centricity/Domain/15/SPP%201617%20revised%208-10-16.pdf>. Curriculum is aligned to the Florida Standards and/or Next Generation Sunshine State Standards for each grade level and subject.

REQUIREMENTS FOR TESTING

All courses include meaningful assessments of student learning. Teachers are in regular contact with all students. Periodically, standardized testing and academic interventions require students to attend face-to-face activities. Teachers may exercise the option of having students take face to face proctored assignments and exams to ensure fidelity. Students are expected to actively participate in all courses on a weekly basis in order to maintain educational integrity.

In addition to the virtual school assessments, full time students are required to take statewide assessments to meet promotion and graduation standards so that their learning can be compared to students statewide. **All statewide assessments will be taken at the school in the student's district, at another school in the district, or at a location established by the district.**

PROMOTION/RETENTION

All students who choose to participate in Franklin Virtual Instruction Program are governed to the district Student Progression Plan; the plan may be reviewed at: <http://franklincountyschools.org>. Students must meet all of the local and state requirements for promotion, retention, and good cause exemptions.

ATTENDANCE

All students enrolled in a virtual school program are subject to compulsory attendance requirements of s 1003.21 Florida Statutes. The Franklin Virtual Instructional Program offers a true distance learning experience that does not require seat time as in a traditional classroom.

Students are considered truant if there is no participation in the online courses for more than one week without prior approval and will be reported as truant to the proper authorities. Students who have not worked in a course for 4 weeks will be dropped from that course without prior notice. Middle school and high school students will typically spend 5-6 hours daily on coursework and homework.

INSTRUCTORS

All online courses are taught by in-field/highly qualified teachers who are certified to teach in Florida. Students are assigned an instructor for each course. Instructors are available via web conference, email, or telephone. Support services are available to all students through the virtual instruction provider.

All Franklin Virtual Instruction Program teachers have met all required background screening and certification requirements. The Director of Special Programs reviews each teacher's background screening and certification credentials. Each teacher's background screening and a copy of their Florida Teaching Certificate is kept on file at the District Office.

FRANKLIN VIRTUAL INSTRUCTION PROGRAM ALTERNATIVE PLACEMENT

Students may choose to attend the Franklin Virtual Instruction Program in lieu of ALTERNATIVE SCHOOL. However, a student who attends Franklin Virtual School instead of ALTERNATIVE SCHOOL must serve their time at ALTERNATIVE SCHOOL before returning to their home school. Students attending Franklin Virtual School as an alternative to ALTERNATIVE SCHOOL will not be allowed to participate in interscholastic/extracurricular activities or other student functions in their home school such as, but not limited to, graduation exercises, senior trip, prom, pep rallies, sports, marching band, clubs, etc. Students may be allowed to attend school events open to the public not occurring during school hours unless that privilege has been revoked.

EXTRACURRICULAR ACTIVITIES

A student who has chosen to be enrolled in the Franklin Virtual School is no longer associated with a brick and mortar school. Students enrolled in Franklin Virtual School may participate in interscholastic extracurricular activities. Interscholastic extracurricular activities are school-authorized, athletic or education-related activities for students that occur during or outside of the regular instructional school day. Such activities include athletics, marching band, chorus, and academic clubs. Students must meet specific academic and conduct requirements during the period of participation, must meet any additional requirements set by the school, must meet the same residency requirements as other students in the school at which he or she participates, and must have the same standards of acceptance, behavior, and performance that are required of other students in extracurricular activities. The student must register his or her intent to participate in interscholastic activities with the school before the beginning date of the season for the activity in which he or she wishes to participate. **Activities such as prom and Sr. Trip are not considered interscholastic extracurricular activities. Franklin Virtual School does not publish the pictures of seniors.**

GRADUATION

Franklin Virtual School awards a high school diploma that can be used for entry into a university, community college, vocational school, or the military. The diploma will read graduate of Franklin Virtual School.

The following options are available to students who graduate from the Franklin Virtual Instruction Program

1. Walk in graduation exercises through the Franklin Alternative Education Program;
2. Receive their diploma and forego graduation exercises.

Students who complete their 12th grade year at Franklin Virtual School in lieu of ALTERNATIVE SCHOOL will not be eligible to participate in graduation exercises at their home school.

USE OF TECHNOLOGY F.S. 1002.45(10)(d)

If requested, Franklin County School District can provide a computer, computer monitor, printer and/or reimbursement for Internet services to qualified students who do not have computer or Internet access in his or her home. Students requesting the use of technology must qualify for free or reduced-priced school lunches under the National School Lunch Act, or on the direct certification list.

If issued equipment, it is the responsibility of the parent/guardian to return all equipment undamaged. If the equipment is damaged, the parent **WILL** be held financially responsible for the repair and/or replacement. The parent is also responsible for monitoring their child's access to appropriate content on the Internet.

Reimbursement for internet services will be given at a rate of \$21.95 per month. In order to receive reimbursement, parents will be required to submit a signed and dated invoice with a copy of the internet bill showing the parent's name and address. The invoice must be turned in to the Special Programs Office by the 2nd day of each month in order for reimbursement to be approved by the School Board. The internet reimbursement is only available for August through May. **The school district does not offer the stipend for the summer months. (See Attachment B)**

ACADEMIC INTEGRITY

Franklin County Virtual Instruction Program expects a full commitment to academic integrity from each student.

Academic Integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.

***It is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation. Any person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.**

PARENT INVOLVEMENT

As the parent, you will continue to receive updates and information about your child's progress. We strongly feel that a parent's involvement in a child's education is critical. Virtual education teachers provide frequent online reports for parents. Parents can always see how their child is performing. **The parents or a responsible adult must be available to assist the student as a learning coach.** The learning coach is an adult who can monitor and assist the student with the online instruction.

VIP CONTRACTS

All VIP contracts will comply with district policies and the requirements of **s. 1002.45 F.S.**

Each contract with an approved provider must at minimum:

- Set forth a detailed curriculum plan that illustrates how students will be provided services and be measured for attainment of proficiency in the Next Generation Sunshine State Standards for each grade level and subject.
- Provide a method for determining that a student has satisfied the requirements for graduation in **s. 1002.3105(5), s. 1003.4281, or s. 1003.4282** if the contract is for the provision of a full-time virtual instruction program to students in grades 9 through 12.
- Specify a method for resolving conflicts among the parties.
- Specify authorized reasons for termination of the contract.
- Require the approved provider to be responsible for all debts of the virtual instruction program if the contract is not renewed or is terminated.
- Require the approved provider to maintain significant amounts of education data to support the VIP administration and to meet District reporting needs for compliance with State funding, information, and accountability requirements in State law.
- Specify a method to implement, maintain, and use appropriate, administrative, technical, or physical security measures to the full extent required by Federal law at a minimum to maintain the confidentiality of education records and protect the confidentiality, availability, and integrity of critical and sensitive education data.

The Special Programs Director and Director of Finance will monitor each provider's compliance with contract terms and quality of instruction to include confirmation or verification that the VIP provider: Protected the confidentiality of student records.

- Supplied students with necessary instructional materials.
- Maintained data to support the District's reporting needs for compliance with State funding, information, and accountability requirements in State law.

The Director of Special Programs will also review and document the established student-teacher ratios, provided in the VIP contract to determine the reasonableness of the ratios.

FRANKLIN VIRTUAL INSTRUCTION PROGRAM PARTICIPANT AGREEMENT/ENROLLMENT FORM

(Attachment A)

Franklin Virtual Instruction Program offers two start dates for the 2017-18 school year. Submission of materials does not guarantee acceptance. All materials will be reviewed and eligibility confirmed. Notification of acceptance will be emailed to the parent/guardian at the email address provided below.

Indicate your preferred start date:

Select Start Date	Start Date	Primary Registration Window
<input type="checkbox"/>	30 Days prior to 1 st day of school	June-August 1 st
<input type="checkbox"/>	30 Days prior to the start of the 2 nd semester	December 7, 2017-January 6, 2018

Please indicate the provider that you intend to enroll with:

- ☐ K-12/FuelEd (Grades K-12)
- ☐ PAEC Franchise for FLVS (Grades 6-12)
- ☐ FLVS (Grades K-12)

Enrollment in the Franklin Virtual Instruction Program is a commitment by both the student and family. Failure to meet program requirements may jeopardize eligibility for the following year. By signing below, you are indicating your knowledge of the commitment necessary and your agreement with the program policies and expectations.

Student Name

Current Grade Level

Date

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Email

Parent Address

Phone #

Students will have up to 5 days into the semester to withdraw from the virtual program. If a student withdraws from Franklin County Virtual School within the 5 days, they will be required to return to the traditional school setting.

***If enrolling more than one student, this agreement MUST be signed and submitted for each child.**

FRANKLIN VIRTUAL INSTRUCTIONAL PROGRAM REQUEST FOR TECHNOLOGY

(Attachment B)

Section 1002.45 (3)(d), of the Florida Statutes states that each virtual instruction program operated or contracted by a school district must provide “each full-time student enrolled in the program who qualifies for free or reduced-price school lunches under the national School Lunch Act, or who is on the direct certification list, and who does not have a computer or Internet access in his or her home:

1. All equipment necessary for participants in the virtual instructional program, including, but not limited to, a computer, computer monitor, and printer; and
2. Access to reimbursement for all Internet services necessary for online delivery of instruction.”

Households requesting the equipment and/or Internet reimbursement must complete the information below and submit with registration materials.

Does your home have Internet access?	Yes	No
Does your home have a working computer?	Yes	No
Does your child qualify for the free/reduced Lunch program?	Yes	No

On behalf of my student, I am requesting (Check all that apply):

- ☐ Computer, monitor, and printer
- ☐ Internet stipend (No more than \$20 per month)

If issued equipment, it is the responsibility of the parent/guardian to return all equipment undamaged. If the equipment is damaged, parent WILL be held financially responsible for the repair and/or replacement. **By signing below, I accept responsibility for monitoring my child's access to appropriate content on the Internet and will return all issued equipment to Franklin County Schools undamaged when my student's enrollment ends.** I understand that I will be financially responsible for any damage to the equipment issued to my student.

Internet reimbursement will be denied if the student is not logging on and completing assignments as outlined by the provider.

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date

***This request will be reviewed to determine eligibility for equipment and/or Internet services.**

EQUIPMENT DAMAGE/REPLACEMENT SCHEDULE

(depending on replacement prices)

Laptop	\$1,200
Mouse	\$25
Power Cord	\$50
Speakers	\$25
Printer	\$150

FRANKLIN COUNTY VIRTUAL INSTRUCTION PROGRAM
POLICIES & PROCEDURES
2017-18

I have read and understand the Franklin Virtual Instructional Program Policies & Procedures.

Parent Signature

Date

DRAFT



FRANKLIN COUNTY SCHOOL DISTRICT 2017-18

Home Education Program Policies & Procedures



Approved by the Franklin County School Board

Date

Dear Parent/Guardian:

This Home Education information packet is intended to inform you of the legal requirements and to serve as a guide for future reference.

For a complete review of the Florida Statutes related to Home Education, Section 1002.41,01 please refer to www.leg.state.fl.us Statute Title XLVIII, Chapter 1002.

Please keep this information with your important papers as it will be a valuable reference for you in the coming months.

OVERVIEW

The Florida Home Education Program (Florida Statutes, 1002.41) is sequentially progressive instruction of a student designed and implemented by the parent or guardian in order to satisfy the requirements of the compulsory school attendance law (Florida Statute 1003.21).

A Home Education Program is not defined in law or rule as a school. The purpose of the Home Education Program is to permit parents to comply with the compulsory school attendance law while teaching their children at home. For the purpose of this document, “parent” refers to the parent or guardian.

To establish a Home Education Program, a parent must:

- Provide written notice to the district Home Education Department to establish and maintain a Home Education Program. We have enclosed the “Notice of Intent to Establish a Home Education Program” form for your convenience, to be completed for this purpose (see last page).
- Written notification may also be accomplished by way of a personal letter, but must include the names, street address, phone number, and birth dates of all children to be enrolled in the program and must be signed by the parent/guardian. **This written notification does not need to be resubmitted annually, unless there has been a break in the Home Education process.**
- The Home Education Program applies only to student’s ages 6 through 18. Five-year-old children who turn 6 after February 1 and who are being taught kindergarten at home are not required to register for the Home Education Program until the following school year. However, if a letter of intent is filed for a five-year-old kindergartner, the parent must keep a portfolio which must be evaluated yearly.
- A child who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age. **IF the parent files a formal declaration of intent to terminate school enrollment with the district Home Education Department.**

- Official acknowledgement of the establishment of your Home Education Program will be sent to you by the Home Education Department upon receipt of your written notification of such. This written acknowledgement should be kept in your Home Education file as proof of your child's educational status.
- **The parent who assumes responsibility for educating a child at home also assumes the responsibility for providing curriculum, educational materials, and evaluations necessary to determine student progress. The school system does not supply textbooks, curriculum guides, computers, or educational standards for the Home Education student.**
- A family that has established a Home Education Program as required by statute may enlist the help of a tutor, the Florida Virtual School, correspondence courses, or other means to provide the sequentially progressive instruction.

If you are a parent/guardian of a student who enrolls in Home Education after having been identified as exhibiting a pattern of nonattendance while in public school, you must comply with a Home Education Review Committee pursuant to Section 1003.26(f), Florida Statutes.

- The Review Committee shall review the student's progress every 30 days until it has been determined that the legal requirements have been met.
- If you fall in this category you will receive a follow-up letter regarding this required review.
- If your child is under a specific court order to attend school, you should consult with his/her Department of Juvenile Justice case manager, as Home Education may not meet the provisions of such a court order.
- If the parent/guardian fails to provide a portfolio to the Review Committee, the Home Education Department will terminate the Home Education Program and require the parent to enroll the child in a public or private school within three days.
- After the Home Education Program is terminated, the parent/guardian is not eligible to re-enroll the child in a Home Education Program for 180 calendar days. Failure of the parent/guardian to enroll the child in one of the attendance options previously listed after termination of the Home Education Program will constitute non-compliance with the compulsory attendance requirements and may result in criminal prosecution.

If you wish to proceed with a Home Education Program after reviewing the enclosed information, send written notification of the establishment of your Home Education Program to:

Franklin County School District
Home Education Department
85 School Road Suite 1
Eastpoint FL 32328

MAINTAINING A PORTFOLIO

Upon official establishment of your Home Education Program, a portfolio of records and materials must be maintained by the parent/guardian for each student being home educated.

Each portfolio must be kept for at least two years and must include a log of educational activities and reading materials used, along with samples of writings, worksheets, workbooks, and any other creative materials used or developed by the student.

ANNUAL EDUCATIONAL EVALUATION

An educational evaluation must be completed annually on each child being home educated according to Florida Statutes, 1002.41(1) (c). The parent/guardian shall select the method of evaluation, make provisions to obtain the evaluation, and submit a copy of the evaluation to the Home Education Department annually (see Pg. 6 - Evaluation Options).

This evaluation shall be due one calendar year from the date of receipt of your written notification. This date will be reflected on the acknowledgement letter you receive from the Home Education Department upon the establishment of your Home Education Program (see sample letter). **Completion of the annual educational evaluation, in and of itself, does not guarantee grade progression in the same manner as a student attending public school.**

PARTICIPATION IN THE STATEWIDE ASSESSMENT PROGRAM

Home Education students may participate in the statewide assessment program at the school determined to be their zoned school, according to the student's home address.

Registration for statewide assessments by Home Education students must be completed by filling out the online registration form located on the Franklin County website (www.franklincountyschools.org, click **Departments**, click **Assessment and Accountability**, then click **Home Education**). English/Language Arts, Science, Math and End-of-Course (EOC) assessments administered in the spring will have a February registration deadline. End-of-Course (EOC) exams are also administered in July, September and December. Those administrations will have a registration deadline one month in advance of the administration. Please check the website for registration deadlines.

Statewide assessment participation may be used to satisfy the annual educational evaluation requirement. Statewide assessment participation is completely optional.

NEW ASSESSMENT SCHEDULE

Home Education students may participate with a private school which offers standardized testing and this option may also be used to satisfy the annual educational evaluation requirement. You may contact the private school of your choice to inquire as to whether they offer standardized testing to Home Education students. Please remember that the standardized testing option will only be accepted to satisfy the annual evaluation requirement provided the teacher who administers the test holds a valid, current teaching certificate. The Home Education Department requests that a copy of this certificate be submitted along with the standardized test results.

Participation in statewide assessment program and standardized testing with a private school is completely optional.



85 School Road
Eastpoint FL 32328
(850) 670-2810

Traci Moses, Superintendent

Franklin County School Board
Stacy Kirvin, Chair
Teresa Ann Martin, V Chair
Pam Marshall
George Thompson
Carl Whaley

Date:

Parent Name
Street Address
City, State Zip

Re: Student Name
DOB:

This is to acknowledge receipt of your written intent advising that you have established a Home Education Program in Franklin County and are teaching your child (ren) under provisions of Section 1002.41(1) (a), Florida Statutes.

Date of receipt of your child's (ren's) homeschool enrollment is **month/day/year**.

Please note: If you are using Florida Virtual School, we will verify the account online or a copy of this confirmation letter must be faxed to FLVS (Florida Virtual School): Fax: (407) 513-3480 Phone: (407) 513-3587 Toll Free: (800) 374-1430

Along with providing written notification of your intent to homeschool and maintaining a portfolio of records and materials, Florida Statute, 1002.41(1) (c) also requires an annual educational evaluation to be completed on each child being home schooled.

Your child's evaluation shall be due annually on **June 15**, *(Please see list of options enclosed)*.

Students who are registered with and taking three or more classes through the *Florida Virtual School* may submit a FLVS Student Transcript to satisfy the annual educational evaluation requirement.

Failure to submit the required annual evaluation of your student's Home Education Program constitutes non-compliance with the requirements of the Driver's License law, Section 322.091, Florida Statutes.

Completion of the annual educational evaluation, in and of itself, does not guarantee grade progression in the same manner as a student attending public school.

Sue Summers

Sue Summers,
Special Programs Director
Franklin County Schools

SELECT ONE OF THE FOLLOWING OPTIONS TO COMPLETE THE REQUIRED ANNUAL EDUCATIONAL EVALUATION:

Option 1.

- A. Arrange for a certified teacher to review and discuss the educational portfolio and school work for the year with your child. The teacher must have a current, valid Florida certificate to teach academic subjects at the elementary or secondary level.
- B. Have the teacher make a written report, which includes statements, which document the student's progress in relation to his/her ability. This report should be signed and dated by the teacher.
- C. **A photocopy of the teacher's current, valid Florida Teacher's Certificate (valid for academic subjects at elementary or secondary level) must be submitted with the above report.**

OR

Option 2.

- A. Arrange for a certified teacher to administer a nationally normed student achievement test. The test should be appropriate for your child's age or grade level. The teacher must have a current, valid teaching certificate to teach academic subjects at the elementary or secondary level. For your information, the following is a list of the most commonly used achievement tests in public schools within the State of Florida:

California Achievement Test
Comprehensive Test of Basic Skills
Stanford Achievement Test
National Test of Basic Skills

Metropolitan Achievement Test
Iowa Test of Basic Skills
Comprehensive Assessment Program

- B. **A photocopy of the teacher's current, valid Florida Teacher's Certificate (valid for academic subjects at elementary or secondary level) must be submitted with the above report.**

OR

Option 3.

Participate in a state student assessment test used by the School District and administered by a certified teacher, at a location and under testing conditions approved by the School District. Franklin County Schools offers participation in statewide, standardized English/Language Arts, Math, Science and End-of-Course (EOC) assessments to Home Education students for this purpose. Registration for statewide assessments by Home Education students must be completed by filling out the online registration form located on the Franklin County website (www.franklincountyschools.org, Departments, Assessment and Accountability, Home Education). English/Language Arts, Science, Math and End-of-Course (EOC) assessments administered in the spring will have a February registration deadline. End-of-Course (EOC) exams are also administered in July, September and December. Those administrations will have a registration deadline one month in advance of the administration, please check the website for registration deadlines.

OR

Option 4.

- A. Arrange for a state licensed psychologist holding a current license under Florida Statute 490.003(3) or (5) to evaluate your child and provide a written, signed, and dated report documenting the student's educational progress.
- B. **A photocopy of the teacher's current, valid Florida Teacher's Certificate (valid for academic subjects at elementary or secondary level) must be submitted with the above report.**

OR

Option 5.

Students who are registered with and taking three or more classes through the Florida Virtual School may submit a FLVS Student Transcript to satisfy the annual educational evaluation requirement.

SOURCES FOR PURCHASING TEXTBOOKS

For a listing of instructional materials used by Franklin County Schools (FCS), refer to the FCS website: <http://franklincountyschools.org>, click **Departments**, look for **Instructional Services**, click **K-12 Curriculum**, then **Instructional Materials**.

State adopted instructional materials may be ordered from the Florida State Book Depository, P.O. Box 6578, Jacksonville, FL 32236, Telephone (904) 781-7192, at the parent's expense. Visit the Florida State Book Depository website at www.fsb.com.

PLEASE NOTE:

- **Neither the state of Florida nor the Franklin County school district issues high school diplomas to Home Education students.** However, a Home Education student may take the General Education Development (GED) test at an education center and be awarded a **GED** diploma by the State of Florida if the student receives a passing score. Home Education students may also pursue a high school diploma, once they have turned 16 years of age, through Adult Education at Franklin County Adult School.
- **It is strongly recommended that Home Education parents affiliate with a Home Education support group of their choice for further guidance and direction.** A listing of area support groups may be found by accessing www.fpea.com, click onto Support Groups.
- Students using correspondence school curriculum must be registered with FCS and comply with Florida statutes related to Home Education, including the annual evaluation requirement

ENTRANCE INTO ELEMENTARY/SECONDARY PUBLIC SCHOOL BY HOME EDUCATION STUDENTS

Work or evidence of achievement by a student transferring into a Franklin County public school from a Home Education Program shall be evaluated by the principal or designee. Students shall be required to validate their current course or grade placement through satisfactory completion of academic work in Franklin County public schools within a grading period. An appropriate achievement or subject-level test may be used to determine grade placement if deemed necessary.

HELPFUL WEBSITES:

A great starting place – hundreds of links: www.Homeschool.com

The **Franklin County Public Library** has numerous resources for Home Education students. Please visit: <http://fcpl.wildernesscoast.org/>

www.fldoe.org

<http://www.fpea.com>

<http://www.flvs.net>

Florida Department of Education

Florida Parent Educators Association (877) 275-3732

Florida Virtual School (407) 513-3587

BRIGHT FUTURES SCHOLARSHIP PROGRAM

Home Education students who have been registered with the local school district in which the family resides, according to Section 1002.41, Florida Statutes, during grades 11 and 12 may qualify for a Bright Futures Scholarship. For information regarding eligibility criteria and required documentation call (888) 827-2004. Information regarding the Bright Futures Scholarship Program is also available on the Florida Department of Education's Home Page (<http://www.firn.edu/brightfutures>).

DUAL ENROLLMENT

Home Education students who are registered according to Section 1002.41, Florida Statutes are eligible to participate in dual enrollment opportunities with Gulf Coast State College, in accordance with Section 1007.27(4) and 1007.271(10). For information regarding eligibility criteria and required documentation contact the Mr. Roderick Robinson, Director of Gulf Coast State College, at (850) 769-1551 ext. 5503 rrobinso9@gulfcoast.edu

FLORIDA VIRTUAL SCHOOL

Home Education students who are registered with FCS are eligible for participation in Florida Virtual School, a public internet school offering elementary, middle, and high school courses. For information including FLVS admissions, course information, and course progression recommendations, please access the Florida Virtual School website @ www.flvs.net, click on "I Am a Parent/Student" and or you may call a FLVS Customer Care Representative at (407) 513-3587.

To register for courses at FLVS, Home Education students must provide FLVS with verification from their school district that the student is registered with that school district as a Home Education student.

HOME EDUCATION STUDENT PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

Home Education students in middle and high schools are eligible to participate in interscholastic extracurricular activities provided that the following conditions are met:

1. The student is enrolled in Home Education with the Franklin County School District and has met the requirements of the Home Education Program, pursuant to Section 1002.41, Florida Statutes.
2. The Home Education student maintains all eligibility requirements as required by the Florida High School Athletic Association, FCS District and their zoned school.
3. The Home Education student meets the same residency requirements as other students in the school in which he/she wishes to participate.
4. The parent/guardian agrees to provide transportation for their student to and from all extracurricular activities.
5. The parent completes the enrollment forms from the school zoned for their residential address.
6. The parent completes the "Request for Partial Enrollment" form from the district Home Education Department.
7. The parent completes the required FHSAA EL7 form for high school participation.

To obtain additional information about participation in interscholastic extracurricular activities, contact your student's zoned high school.

HOME EDUCATION STUDENT PARTICIPATION IN PARTIAL ENROLLMENT

Home Education students are eligible to participate in partial enrollment provided the following conditions are met:

1. The student has met all related criteria pursuant to Section 1002.41, Florida Statutes including submission of a satisfactory evaluation for the previous school year.
2. The student and parent/guardian requests and completes the "Request for Partial Enrollment" form from the FCS Home Education Department. The FCS Home Education Department verifies that the student has met the partial enrollment criteria, signs the "Request for Partial Enrollment" form and returns it to the student/parent. The "Request for Partial Enrollment" form signed by the FCS Home Education Department signifies to the school that the registration process may begin.
3. The student who wishes to enroll in a course in order to be eligible to participate in the related interscholastic extracurricular activity may do so with or without prior enrollment in Home Education, provided they have met the academic eligibility requirements outlined by FHSAA and school board policy.
4. The student must meet the same registration requirements as full-time students, and must register prior to the start of the semester they will attend.
5. The student who is excluded from a class/course at his/her zoned school due to space limitations may attend another school if space in the class/course is available and a variance is granted.
6. The student will be subject to all applicable rules and regulations pertaining to full-time students, including required immunizations.
7. The parent/guardian agrees to provide transportation for the student to and from all classes/courses.

Frequently Asked Questions and Answers

Definition and Responsibilities

1. What is home education?

Section 1002.01, F.S., defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian, in order to satisfy the requirement for compulsory education as defined in Section 1002.20, F.S. Current law does **not** prescribe a curriculum or course of study for home education programs.

2. Who can teach in a home education setting?

Any parent who complies with the reporting, record keeping, and student evaluation requirements specified in statutory law may conduct a home education program. The parent is not required to be a certified teacher.

3. What are the responsibilities of parents who establish a home education program?

As required by Section 1002.41, F.S., to establish a home education program and maintain compliance with the statute, a parent must:

- a. Send a written notice of intent to the school district superintendent.
- b. Maintain a portfolio of records, consisting of a log of educational activities, writings, worksheets, and creative materials used or developed by the student
- c. Make the portfolio available for inspection by the superintendent upon a 15-day notice. (The legislation does not require the superintendent to inspect all portfolios.)
- d. Provide an annual educational evaluation for the student's educational process to the school district superintendent.
- e. Preserve each student's portfolio for two years.
- f. Submit a letter of termination upon completion of the home education program or change of residence.

4. How long has home education been a means of meeting the regular attendance requirement in Florida?

The law creating Florida's home education program became effective June 17, 1985.

5. What is the distinction between a home education program and an umbrella/satellite school?

A home education program refers to a parent who has registered with the local school district home education office and has agreed to comply with the home education requirements as listed in Florida Statutes. An umbrella/satellite school refers to a private school offering programs or services to homeschool families.

6. Must a district's packet of information regarding home education include a form letter for the registration and termination of home education program?

No. School districts are not required to provide forms, although some districts do so to facilitate processing of information.

7. Does the school district have the authority to exceed the Florida Statutes with local policies?

The school district must abide by the home education guidelines as listed in Florida Statutes. A district may **not** enact policies that would apply additional guidelines to home education programs or that would make it more difficult for students to participate in home education.

8. If a home education parent employs a tutor to instruct his or her student, who is responsible for the records?

If the parent is participating in a home education program, as defined in the law, the parent is responsible for all records.

9. What happens to the records of a student who is withdrawn and entered into home education?

Cumulative records of a home education student are retained by the school district, pursuant to local board policies.

10. How do districts report transcripts to the Department of Education for home education students who take courses at a public school?

Districts may report this information using the number 0998. This will place home education transcripts in a separate and unique category, identifiable from all other students.

11. Do parents have access to any state-appropriated funds for home education?

The only state funds that may be used by home education families are available through the Gardiner Scholarship Program for students with disabilities. Information on this program is available at <http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/gardiner/>

12. Are home education students eligible for Bright Futures Scholarships?

Yes. Home education students may qualify for a scholarship through the Bright Futures Scholarship Program if they are registered with their districts as home education students during the 11th and 12th grades. The Florida Bright Futures Scholarship Program provides a Home Education Program Packet, which conveys eligibility criteria specific to home education students, including required college admission test scores, community service documentation, district registration confirmation, and dates for financial aid application deadlines. The Home Education Program packet is available from <http://www.floridastudentfinancialaid.org/ssfad/bf/homepac.htm> or by telephone, toll-free at 1-888-827-2004.

13. How may a parent contact other parents who have chosen home education for their children?

There are home education support groups in every district. In addition to district support groups, there are also statewide groups to support home educators. Florida Parent Educators Association (FPEA), a statewide support group, may be contacted toll-free at (877) 275-3732 or online at <http://www.fpea.org>. LIFE of Florida, an inclusive state support and networking group for home learners, may be accessed at <http://www.learningis4everyone.org>

14. May a parent implement a home education program for a 5-year old, even though regular attendance begins at age 6?

Districts are not required to accept a letter of intent for a 5-year old; however, some districts have chosen to accept these letters. In that case, the home education parent should maintain a portfolio, and the student will be evaluated in the same manner as a student who is subject to regular attendance.

Instruction

15. How can a parent provide “sequentially progressive instruction?”

There are many methods a parent may use to direct a home education program. As reflected in Florida Statute, a parent may:

- a. Instruct the student;
- b. Enroll the student in courses part-time in a public or private school;
- c. Enroll the student online in the Florida Virtual School;
- d. Enroll the student in correspondence courses;
- e. Hire a tutor, or
- f. Choose any other means that provides “sequentially progressive instruction” directed by the parent.

16. Are parents required to have a Florida teaching certificate to home educate?

No. A parent is not required to have a valid Florida teaching certificate to home educate a student. Furthermore, the instruction is no longer required to take place in the home nor must the parent be the person to deliver instruction.

17. Are home education students bound by the required school hours that apply to public school students?

No. There are no specific hourly attendance requirements for students in a home education program.

18. Do home education students have the same opportunity as public and nonpublic school students to enter a college of their choice?

Yes, depending on the student’s qualifications and the admission requirements of the postsecondary institution. In order to understand the specific admission requirements of a postsecondary institution, home educators should directly contact the admissions office of the institution in which they have an interest.

19. Do school districts provide instructional materials to home education students?

There is no requirement for districts to provide instructional materials to home education students.

20. May home education students enroll at specialized or magnet schools?

Yes. Most districts have established a selection process for any student wishing to attend a magnet school. A home education student would adhere to the same process as a public school student.

21. May home education parents dually enroll a home education student at a postsecondary institution?

Yes. Home education students may enroll directly with the postsecondary institution pursuant to Section 1007.271(10)(a), F.S., or use the district’s interinstitutional articulation agreement. Contact the district home education contact for specific information about the local interinstitutional articulation agreement. If the home education student enrolls through the district’s interinstitutional articulation agreement as the basis for dual enrollment, the student is effectively enrolled in the district for the course(s) and the district may earn FTE and must provide instructional materials.

A home education student not using the district’s interinstitutional articulation agreement must provide proof of enrollment in the home education program and be responsible for instructional materials.

22. May home education students participate in local district course offerings?

Although there is no requirement to do so, some districts provide opportunities for home education students to enroll in specified courses in district schools. Districts may report FTE funding for home education students enrolled in district courses.

23. What type of diploma do home education students receive?

There is no diploma issued by the public school system in Florida for the completion of a home education program. While not required, some students elect to culminate their home education program by taking the General Educational Development (GED) test. The toll free number for information pertaining to the GED is 1-800-237-5113.

24. Do students who have been home educated have the option to return to public school?

Yes. Any student who is within the compulsory attendance age has the right to enroll in a public school. Current district policies and Florida State Board of Education Rule 6A-1.09941, govern the grade placement of home education students.

25. How does a home education student at the high school level transfer into a public school when the previous course work is not awarded in the traditional manner?

State Board Rule 6A-1.09941 establishes a uniform transfer of credit at the high school level as follows: If the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period.

26. May a home education student attend summer school?

Home education students may be allowed to attend summer school, if the district offers summer school.

Evaluation

27. What does the annual educational evaluation include?

A student in a home education setting must be evaluated once a year to demonstrate educational progress at a level equivalent to his or her abilities. The parent/guardian selects the method of evaluation from those provided in Florida Statute, then files a copy of the evaluation annually in the superintendent's office. The evaluation must consist of one of the following:

- a. A Florida certified teacher chosen by the parent/guardian may evaluate the child's progress based on the review of the portfolio and discussion with the student;
- b. The student may take any nationally normed student achievement test administered by a certified teacher;
- c. The student may take a state student assessment test used by the school district and administered by a certified teacher, at a location and under testing conditions approved by the school district;
- d. The student may be evaluated by a psychologist holding a valid, active license pursuant to the provisions of Section 490.003 (7) or (8), F.S.; or
- e. The student may be evaluated with any other valid measurement tool as mutually agreed upon by the school superintendent of the district in which the student resides and the student's parent/guardian.

28. What requirements must be met by a teacher conducting an annual evaluation of a home education student?

As defined in Section 1002.41, F.S., a teacher who evaluates a home education student must hold current certification in academic subjects at the elementary or secondary level in the state of Florida. Of the five evaluation options described in the law, three involve a certified teacher.

29. How does a parent locate an evaluator for the annual evaluation?

Parents may contact the local district home education office or a local parent group to obtain the names of available evaluators.

30. Does the home education student have the right to take standardized tests at the local school district?

School districts are required to provide state assessment tests, if the parent chooses this option as a form of evaluation. School districts may offer standardized tests to home education students.

31. May a district set a deadline for the annual evaluation?

“Annually” is defined in Florida Statute as one year from the date of the letter of intent. However some home educators may choose to follow the requested deadline in order to follow the traditional school calendar.

32. What is the appropriate recourse when a district does not receive an annual evaluation on a home education student?

Section 1002.41, F.S., requires the parent to provide for an annual evaluation of the home education student. Failure to do so places the home education program in non-compliance and permits the superintendent, after notice to the parent, to terminate the program. Non-compliance with this requirement should trigger the district’s policy regarding non-compliance with compulsory school attendance.

33. What is the definition of a portfolio?

Section 1002.41, F.S., defines a portfolio as “A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used and samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.”

34. How long must the portfolio be preserved?

The portfolio shall be preserved by the parent/guardian for two years and shall be made available for inspection by the superintendent, or the superintendent’s agent, upon a 15-day written notice. The superintendent, or the superintendent’s agent, is not required to inspect all portfolios.

35. May a school district require that a home education student take the FCAT in order to return to public school?

No

36. May a home education student use more than one of the methods listed in Section 1002.41, F.S., to satisfy the annual evaluation component?

No. While a parent may utilize several methods to assess student progress in the regular course of providing a home education program, for the purposes of Section 1002.41, F.S., only one method may be selected and submitted to the school district.

37. May a home education student take the FCAT for reasons other than fulfilling the evaluation requirement of Section 1002.41, F.S.?

The only statutory authority which permits home education students to take the FCAT is the provision that permits parents to elect FCAT as the official annual evaluation.

Nonattendance-Truancy

38. Can the parent of a student who has been found to exhibit a pattern of nonattendance enroll that student in a home education program?

Yes. However, at the time that a student who has been found to exhibit a pattern of nonattendance is enrolled in a home education program, the home education contact will:

- a. Provide the parent or guardian with a copy of the home education law, Section 1002.41, F.S., and the accountability requirements of the truancy law, Section 1003.26, F.S.; and

- b. Refer the parent or guardian to a home education review committee composed of members as specified in Section 1003.26, F.S.

39. How will the home education contact know which students have been found to exhibit a pattern of nonattendance?

When a school's student study team determines that a student has been found to exhibit a pattern of nonattendance, the law requires that the principal of the school notify the superintendent of schools and the district home education contact. The home education contact is expected to maintain this information to verify whether a student who is being enrolled in a home education program has been found to exhibit a pattern of nonattendance.

40. What are the accountability requirements for home education, once a student has been found to exhibit a pattern of nonattendance?

The parent must submit a portfolio, as defined by Section 1002.41, F.S., to be reviewed by a home education review committee every 30 days until the committee determines that the home education program is in compliance with Section 1003.26, F.S. The first portfolio review must occur within the first 30 calendar days of the establishment of the home education program.

41. Who serves on the home education review committee?

According to Section 1003.26, F.S., the home education review committee is to be composed of the school district contact for home education and **at least** two home educators **selected by the parent** from a list of eligible home education parents maintained by the district. Eligible home education parents are those who have conducted a home education program for at least three years and who have indicated a willingness to serve on a home education review committee.

42. How does the school district home education contact develop a list of eligible home educators?

The home education contact may wish to send a letter to all parents who have conducted a home education program for at least three years, inviting them to submit their names as possible candidates for a home education review committee. The list will be made up of those parents who indicate a willingness to serve on such a committee.

43. What will happen if the home education review committee determines that the home education program is in compliance with the statute?

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to Section 1002.41, F.S., as is any parent involved in a home education program.

44. What will happen if the parent of a student who has been found to exhibit a pattern of nonattendance, and who has been enrolled in home education, fails to provide a portfolio for review by the committee?

The committee shall notify the superintendent of schools who shall then terminate the home education program and require the parent to enroll the student in an attendance option provided under Section 1002.41, F.S., within three days. Failure of a parent or guardian to enroll a student in an attendance option after termination of a home education program shall constitute non-compliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under Section 1003.27(2), F.S.

45. How long should the home education contact keep a student's name on the list of students who have been found to exhibit a pattern of nonattendance?

If a student was placed on the list more than 90 days prior to the parent enrolling the student in a home education program, the home education contact should check with the school to determine if the student is still considered to be at-risk for nonattendance

46. How can I get more information about truancy and driver's licenses for home education students?

You may contact the Florida Department of Motor Vehicles at (850) 922-9000.

47. May a home education student be automatically dropped at the age of 16?

No. The family must notify the school district if the student wishes to terminate the home education program. Section 1003.21, F.S. requires that students terminating enrollment at age 16 must be notified that their earning power is likely to be reduced. It is in the best interest of the student for the district to maintain home education records until the completion of high school.

48. Which member of district personnel is responsible for processing waivers for employment of home education students?

School districts are not required to process waivers for employment of home education students except to confirm, with a release for information from the parent, that the student is enrolled in home education.

Interscholastic Extracurricular Activities

49. How is the term "extracurricular activity" defined by the law?

An "extracurricular activity" is defined as "any school-authorized or education-related activity occurring during or outside the regular instructional day, Section 1006.15, F.S." This definition was added to the Act to make it clear that any activity outside of classroom activities and instruction should be considered extracurricular.

For example, some school districts had excluded home education students from musical clubs and ensembles by stating that the performance groups were part of curricular instruction and outside of the realm of extracurricular activities. The 1997 amendment clarifies that a district may not define "extracurricular" in such narrow way. District policies that apply a more narrow interpretation of "extracurricular," and exclude students on this basis, are contrary to the law and legislative intent. Activities outside of classroom instruction are generally defined as extracurricular and open to home education students.

50. May home education students participate in "interscholastic extracurricular activities" offered at public schools?

Yes. To participate in "inter-scholastic extracurricular activities", Section 1006.15 F.S., requires that home education students be given the same opportunity as public school students. The law prohibits any requirements that would make participation less accessible for home education students and creates a broad definition of "interscholastic extracurricular activities" that covers any activity occurring during or outside the regular school day. However, the law does allow for home education students to develop an agreement to participate in "interscholastic extracurricular activities" at a non-public school.

51. Is there a difference between an "extracurricular activity" and an "interscholastic-extracurricular activity?"

No. The terms are used interchangeably.

52. What grade levels are allowed to participate in interscholastic extracurricular activities?

Section 1006.15, F.S., primarily addresses students in grades 9-12 but does not prohibit students in lower grades from participation. The by-laws of the governing organization regulate which students, and under what circumstances those students, may participate in the interscholastic extracurricular activity.

For example, Section 1006.20, F.S., designated the Florida High School Activities Association as the governing organization for athletics. For the purpose of athletics, the Association defines “high school” as grades 6-12. If athletics are offered in a grade 6-8 school that is governed by this Association, the athletic program must be made available upon request to home education students at that grade level. Section 1006.15, F.S., states that public schools may not belong to any governing organization that discriminates against an eligible home education student.

53. What if the extracurricular activity requires a class to be taken in order to participate?

If a class is required in order to take part in the extracurricular activity, such as band class during the day in order to take part in the school’s marching band, the district must afford the home education student the opportunity to enroll for that class, pursuant to Section 1006.15(5), F.S.

54. Do districts receive any funding when home education students participate in extra-curricular activities?

No, unless the home education student enrolls in a class required to participate in the extracurricular activity. The district may report that student for FTE purposes. Additionally, home education students may be required to pay any of the fees or costs that are required of all participating students.

55. May a district develop policies that restrict the access of home education students to extracurricular activities?

No. Districts may establish policies for participation that apply to all students, such as evidence of required immunizations, medical clearance for sports activities, auditions and class participation. However, the district may not enact policies that would apply different standards to home education students or make it more difficult for them to participate.

56. Must home education students who participate in extracurricular activities offered at public schools comply with school entry immunization requirements?

Yes. If the home education student is participating in extracurricular activities under Section 1006.15, F.S., the student must meet the same immunization requirements as students attending any non-home education program.

57. How are grade point average requirements applied to extracurricular activities?

In order to participate in extracurricular activities, a home education student must have the required 2.0 or better grade point average in academic courses. This applies to both public and home education students. The law allows for a method of evaluation of the student’s progress to be agreed upon by the parent and the principal. The evaluation may be based on a teacher’s review of the student’s work, grades earned through correspondence or at a postsecondary school, standardized test scores, or other method as allowed by Section 1002.41, F.S.

58. How does the district determine at which school the home education student may participate in extracurricular activities?

The home education student must meet the same residency requirements as other students to participate in extracurricular activities.

Exceptional Student Education

59. If a home education parent suspects that their child has a disability, is the school district required to evaluate the child?

Yes. The school district is obligated to “identify, locate, and evaluate” all children with disabilities, including those attending private schools and home education programs, in accordance with the Individuals with Disabilities Education Act (IDEA). This evaluation must be at no cost to the parent.

60. In this circumstance, how would a home education parent access evaluation services?

The parent should contact the exceptional student education administrator in the school district in which they reside.

61. What would be required of the home education parent?

The school district would require that the parent sign a written consent for the evaluation. The district is also required to review existing information on the child before conducting an evaluation. The parent may be asked to provide information from the child’s portfolio and may also be asked to complete checklists and/or informal observations.

62. After the evaluation is conducted, what will occur?

The parents will be invited to attend a meeting in which school district staff will review the outcome of their child’s evaluation. Following that review, a determination will be made regarding whether or not the child is considered an eligible child with a disability as defined by Florida State Board of Education Rules.

63. What is the school district’s obligation, if the child is eligible?

If the home education parent chooses to enroll the child in public school, the school district must ensure that a free and appropriate education is made available to the child.

64. What if the parent does not elect this option?

The district will typically propose to provide some level of service to the child through the use of a **services plan**. For instance, if it is determined that the child needs speech/language therapy services, the school district could allow the child to come to a public school near the child’s home for these services during the week.

Dual Enrollment

65. Does a home education student have to receive permission from the school district to participate in dual enrollment on the community college campus?

No. College and state universities often request proof of registration from the home education student. That information can be obtained from the local school district home education coordinator.

66. What is the school district required to do for home education students who have an articulation agreement with the community college or a state university?

The school district must provide the community college or state university with proof that a student is enrolled in a home education program pursuant to s. 1002.41 F.S.

67. May home education students take dual enrollment courses at district high schools?

Yes. Districts that have a part-time enrollment policy may enroll home education students in the school district and receive FTE for the student. This is a local decision that is articulated in the district pupil progression plan.

68. Does a community college have to provide instructional materials /textbooks for home education students?

No. The law specifically states that a community college is not prohibited from providing dual enrollment materials/books to home education students if the college is providing materials/books to other public or private students in dual enrollment pursuant to s. 1007.271(14)F.S.

69. **Is the school district responsible for the transportation of a home education student to a dual enrollment course?**

No.

70. **Is a home education student limited to the same course options as a public school student?**

Home school students are limited to the DE courses and programs offered by institutions for that term.

71. **Should community colleges report course grades to the student's school district?**

No. The school district has no record-keeping responsibility for home educated students.

72. **Is there a minimum age or grade level required of a home education student for participation in dual enrollment?**

The minimum age and the maximum years allowed for dual enrollment are outlined in the local articulation agreement.

73. **Is there a minimum GPA for home education students to participate in dual enrollment?**

No.

Traci Moses, Superintendent



Franklin County School Board
Stacy Kirvin, Chair
Teresa Ann Martin, V Chair
Pam Marshall
George Thompson
Carl Whaley

NOTICE TO ENROLL IN HOME EDUCATION

I, the undersigned Home Education parent named herein, hereby depose and say

1. My name is: _____ Date: _____
(please print name)

2. I am the parent/guardian of the following children, between the ages of 6 and 18, whom I intend to home educate.
(please use reverse side to list additional children)

Name	DOB	Sex	Race	Grade	Prior School
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. _____ 4. _____ 5. _____ 6. _____
Email Address Cell # Home # Facebook Name

7. Street Address/ _____ City/State/Zip Code

8. _____
Mailing Address (if different than above)

9. The other parent/guardian residing in this house is named: _____

Signature(s) of parents/guardians making the intent

If using FLVS, please check here ☐

Please return to:
Franklin County School District
Home Education Department
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810 phone/ (850) 670-8579-fax

The School Board of Franklin County Bylaws & Policies

3410 - COMPENSATION

Salaries of all instructional staff members shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board upon the recommendation of the Superintendent:

- A. grandfathered salary schedule for instructional staff who have continuing contracts or professional service contracts and were hired before July 1, 2014; or
- B. the performance salary schedule for instructional staff who were hired after July 1, 2014, or who held annual contracts as of July 1, 2014.

The base salary set forth in these salary schedules, as well as the amounts provided for adjustments and supplements shall be subject to collective bargaining.

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District.

Grandfathered Salary Schedule for Instructional Staff

The grandfathered salary schedule for instructional staff shall be used as the basis for paying instructional personnel hired before July 1, 2014, who have a continuing contract or a professional service contract. Each year instructional staff members who were hired before July 1, 2014 and who have a continuing contract or a professional service contract will have the opportunity to move from this salary schedule to the performance salary schedule for instructional staff.

A portion of each employee's compensation paid pursuant to the grandfathered salary schedule for instructional staff shall be based on demonstrated performance as evaluated in accordance with State law and Policy [3220](#), Evaluation of Instructional Personnel.

Pursuant to statutory requirements and subject to negotiation, the grandfathered salary schedule for instructional staff shall provide for differentiated pay for based upon the following District-determined factors:

- A. additional responsibilities;

The list of additional responsibilities for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

The principal shall submit to the Superintendent a list of staff members who are assigned one (1) or more of the additional responsibilities on the list that is set forth in the collective bargaining agreement.

The superintendent will authorize payment of the salary adjustment specified in the Board adopted annual salary schedule for instructional staff to the instructional staff members who are assigned these additional responsibilities.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

The list of school demographics for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

The principal shall submit to the superintendent a list of instructional staff members who are assigned to schools that have the demographics that were approved by the Board for the current school year.

The superintendent will authorize payment of the amount specified in the Board adopted salary schedule for instructional staff as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

C. critical shortage areas;

Upon the recommendation of the superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

The principal shall submit to the Superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or the District.

The superintendent will authorize payment of the amount specified in the annual salary schedule for instructional staff as an adjustment to the compensation of the staff members assigned in critical shortage areas.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties;

The list of job performance difficulties for which instructional staff members shall receive differentiated pay are set forth in the collective bargaining agreement.

The principal shall submit to the superintendent a list of instructional staff members whose assignment is characterized by the job performance difficulties set forth in the collective bargaining agreement.

The superintendent shall authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

The amount paid for each of these District-determined factors shall be subject to collective bargaining.

Further, as provided by law, these annual salary adjustments become part of the instructional staff member's base salary for the next school year.

Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the instructional staff member's salary. Salary supplements shall be paid to all instructional staff members who were hired before July 1, 2011 for any advanced degree held, and to all instructional staff members hired after July 1, 2011 but before July 1, 2014 for advanced degrees earned in their area of responsibility.

A. The principal shall submit to the Superintendent a list of instructional staff members who are eligible for the additional compensation provided by the annual salary schedule for all instructional staff members who were hired before July 1, 2011 for any advanced degree held, and to all instructional staff members hired after July 1,

2011 but before July 1, 2014 for advanced degrees earned in their area of responsibility.

- B. The superintendent will authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible for advanced degrees held.
- C. At a subsequent regular meeting, the list of instructional staff members who will receive this supplement shall be provided to the Board.

As provided by law, these annual salary supplements shall not become part of the instructional staff member's permanent base salary.

Performance Salary Schedule for Instructional Staff

Beginning July 1, 2014, the performance salary schedule shall be the basis for paying instructional staff members new to the District, returning to the District after a break in service without an authorized leave of absence, or appointed for their first time to an instructional staff position in the District.

The performance salary schedule shall also be the basis for paying instructional staff members on annual contract as of July 1, 2014.

Additionally, the performance salary schedule shall be the basis for paying instructional staff members with a continuing contract or a professional service contract who opt out of the grandfathered annual salary schedule and into the performance salary schedule.

The base salary for instructional staff members who opt into the performance salary schedule or who are required by State law to move to the performance salary schedule must be the salary paid in the prior year, including adjustments only.

The annual salary adjustment under the performance salary schedule for an instructional staff member rated as "highly effective" must be greater than the highest annual salary adjustment available to an instructional staff member of the same classification through any other salary schedule adopted by the Board.

The performance salary schedule must not provide an annual salary adjustment for an instructional staff member who receives a rating other than highly effective or effective for the year.

Salary Supplements

The performance salary schedule for instructional staff shall provide for the following salary supplements:

- A. assignment to a Title I eligible school;

The principal will submit to the superintendent a list of staff members who are assigned to a Title I school.

The superintendent will authorize payment of the supplement specified in the collective bargaining contract for assignment to a Title I school.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

- B. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

The principal will submit to the superintendent a list of staff members who were assigned to a school that improved by at least one grade level for the previous school year.

The superintendent will authorize payment of the supplement specified in the collective bargaining contract for one (1) year following improved performance in the school regardless of whether or not the teacher assignment is at the school that improved.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

- C. certification and teaching in the critical teacher shortage areas identified by the State Board of Education and/or District pursuant to State law;

Upon the recommendation of the superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

The principal shall submit to the superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

The superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned in critical shortage areas.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided.

D. assignment of additional academic responsibilities;

The list of additional academic responsibilities for which instructional staff members shall receive salary supplements are set forth in the collective bargaining agreement.

Each principal shall submit to the superintendent a list of staff members assigned additional academic responsibilities.

The superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned additional academic responsibilities. At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

E. advanced degree in the area of certification.

The principal shall submit to the superintendent a list of instructional staff members who have earned advanced degrees in their area of certification.

The superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

The amount paid for each of these salary supplements shall be subject to collective bargaining.

Credit for Previous Experience

The salary established for instructional personnel under the grandfathered salary schedule, and the base salary established under the performance salary schedule, will include a credit for previous experience earned in a position with similar responsibilities, as follows:

A. The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days or more than one-half (1/2) of the number of hours for the normal contractual period of service for the position held. In determining such

service, sick leave and paid holidays shall be counted, but all other types of leave and holidays will be excluded.

- B. Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position, and in accordance with provisions of the applicable collective bargaining agreement. In determining the number of days that must be served to constitute a full year of out-of-state teaching experience, the existing regulations of the State or District in which the contract was executed shall be used as the criteria.
- C. Transfer of previous experience in a position with similar responsibilities will be in accordance with the applicable collective bargaining agreement.
- D. An employee who claims credit for previous experience must complete and submit to Human Resources the Experience Verification Form (Form 3410 F1) within the first 120 days of employment, in order to receive credit for years of service.
- E. ~~Credit for experience will not be given for years for which the person is receiving a retirement benefit.~~ An instructional staff member who has previously retired and is eligible for hire shall be placed at step/ level ten on the placement schedule.

Bonuses and/or Severance Pay

If the Board provides bonuses and/or severance pay to instructional staff that are not included in an individual employment contract and/or pursuant to a collective bargaining contract, those bonuses and/or severance pay are subject to negotiations, but must strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

Instructional staff members should refer to the current collective bargaining agreement for more information regarding compensation.

F.S. 215.425, 1001.42, 1001.43, 1011.60, 1012.01, 1012.22, 1012.32, 1012.33

F.S. 1012.335, 1012.34, 1012.56

F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel

4430.04 - PERSONAL LEAVE

Support staff members may be allowed up to six (6) days of leave with pay for personal reasons each year, to be charged against accrued sick leave. Personal leave shall be non-cumulative, and must be approved in advance. Personal leave may be granted in increments of ~~one-half (1/2) or full days~~ one hour.

Support staff members may also request personal leave without pay. Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the Board for the following:

A. Maternity/Paternity Leave

Any full-time support staff member will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time support staff member may be granted parental leave for a period of up to one (1) year for the purpose of child-rearing.

Parental leave shall not extend beyond the balance of the school fiscal year in which the leave begins. When a support staff member requests that a leave of absence to extend beyond June 30th, re-application shall be made in accordance with Board policy.

C. Extended Personal Leave Without Pay

Upon the recommendation of the Superintendent, the Board may approve a support staff member's request for extended personal leave without pay. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the Board. When possible, requests for such leave should be initiated no later than May 1st.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to personal leave.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66
F.A.C. 6A-1.080, Maximum Extent of Leave

The School Board of Franklin County
Bylaws & Policies

3430.04 - PERSONAL LEAVE

Instructional staff members may be allowed up to six (6) days of leave with pay for personal reasons each year, to be charged against accrued sick leave. Personal leave shall be non-cumulative, and must be approved in advance. Personal leave may be granted in increments of ~~one-half or full days~~ one hour.

Instructional staff members may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the Board for the following:

A. Maternity/Paternity Leave

Any full-time instructional staff member will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time instructional staff member may be granted parental leave for a period of up to one (1) year for the purpose of child-rearing.

Parental leave shall not extend beyond the balance of the school fiscal year in which the leave begins. When an instructional staff member requests that a leave of absence to extend beyond June 30th, re-application shall be made in accordance with Board policy.

C. Extended Personal Leave Without Pay

Upon the recommendation of the Superintendent, the Board may approve an instructional staff member's request for extended personal leave without pay. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the Board. When possible, requests for such leave should be initiated no later than May 1st.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to personal leave.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66
F.A.C. 6A-1.080, Maximum Extent of Leave

The School Board of Franklin County
Bylaws & Policies

1430.04 - PERSONAL LEAVE

Administrators may use up to six (6) days of leave with pay for personal reasons each year. This personal leave is to be charged against accrued sick leave. Personal leave shall be non-cumulative and must be approved in advance. Personal leave may be granted in increments of ~~one-half or full days~~ one hour.

Administrators may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature.

Maternity/Paternity Leave

Any full-time administrator will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66
F.A.C. 6A-1.080, Maximum Extent of Leave

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