

Escambia County School District



Standard Operating Procedures

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Pensacola, Florida 32503

850-469-5580

<https://www.escambiaschools.org/departments/enrollment-services/enrollment-services-home>

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Introduction

An Office of Enrollment Services is hereby established in the division of Curriculum and Instruction. The Office of Enrollment Services shall be responsible for the oversight of all functions related to student assignment to any district school or magnet school. Related functions shall include the following:

- A. Ensuring compliance with relevant federal, state or district statutes, orders, rules or guidelines related to student assignment.
- B. Coordinating the development of agreements with adjoining districts pertaining to school assignment or transfers.
- C. Developing modifications in the school attendance zones in consultation with the Student Attendance Zone Advisory Committee (SAZAC) and Transportation for recommendation to the Board.
- D. Processing requests for student transfers and forwarding the recommendations of the Student Transfer Committee to the Superintendent and the Board.
- E. Coordinating student selection and enrollment in district magnet schools and academies/programs.
- F. Coordinating activities pertaining to the placement of foreign students including those students participating in exchange programs as identified by the advisory list from the International Educational Travel and Exchange Program.
- G. Facilitating school assignment and transportation for families with school-age children identified as homeless.
- H. Coordinating transition of military students, when necessary, per the standards of the Military Child Education Coalition of which the school district will be a member.
- I. Coordinating the assignments of students who transfer under the *Opportunity Scholarship* program.
- J. Coordinate the assignment and be the point of contact for students in Foster Care.
- K. Coordinating the department of Student Records, serving the public with archival record requests.

ENROLLMENT SERVICES CONTACTS

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STUDENT ASSIGNMENT



Student Assignment

Parents/Guardians may establish residence for purposes of student assignment by the following:

- a) Provide documentation of homestead exemption which identifies the head of household and the address of the dwelling used as the homestead; or
- b) Provide a copy of the most recent mortgage statement reflecting the owner's primary dwelling address; or
- c) Provide a copy of lease agreement which indicates the location of the residence, parties to the agreement and the effective date; or
- d) Provide current rent receipt indicating location of property, landlord, tenants and date issued; or
- e) Provide copy of power, water or gas bill documenting the customer's name and address where the service is provided.

ESE, ESOL and Alternative Education Student assignment of eligible students participating in specialized programs requiring placement in a school or center other than the residentially assigned school shall be coordinated by the respective department.

Student Transfer Procedure

Parent/Guardian

The parent(s)/guardian(s) shall submit to the Office of Enrollment Services a student transfer request form with appropriate documentation for their student(s) to be transferred to a school out of their respective school attendance zone. The form is available in the Office of Enrollment Services or on the District's website. The parent/guardian shall be responsible for submitting any additional information that may be required for consideration.

Superintendent

The Superintendent shall present to the Board his/her recommended action pertaining to the student transfer request. The Superintendent may refer a request back to the Enrollment Services office for further consideration. The Superintendent has the authority to involuntarily transfer or assign a student to another zoned school of attendance when such placement is determined to further the interest of the Board in maintaining a safe and orderly school environment. A student who is repeatedly disruptive or who poses a threat to the health, safety, or welfare of others may be assigned involuntarily to an alternative school.

The Board

Final action on a student transfer request shall be made by the Board. The Board may approve, modify or reject any request for transfer recommended by the Superintendent. No principal shall enroll a student in a school to which the student is not properly assigned.

Transfer Limitations

All transfers are approved through the end of the established level. Families of students completing PreK, 5th or 8th grade must apply for a transfer to the new level.

What are your Choice options?

- You may choose to have your child attend your residentially zoned school based on the custodial parent/guardian's permanent address.
- If you have a change of address, you may choose to have your child remain at his/her current school, or enroll in your residentially zoned school. If you move, and wish to remain at a school that would be out of the residential zone, you are required to notify the Enrollment Services Office to submit an application and current proof of address.
- You may participate in the district's controlled open enrollment and select up to 3 schools that you would wish for your child to attend. Application periods and deadlines apply.
- If a transfer is approved, the student is encouraged to remain at the requested school for a minimum of one school year and may remain there until completion of the school's highest-grade level.
- Re-application is not required each school year unless there is a change of address.

Sibling Support- Students who have siblings enrolled at a school other than their residentially zoned school may apply for reassignment to that same school based on sibling support. The students must be attending the school the same year as the requested reassignment, reside in the same household, and have the same custodial parents or guardians.

Students assigned for sibling support may remain at the assigned school until they change levels. If the student in the school is there on grandfathering reassignment or an expired choice program, then a sibling may not request sibling support reassignment.

Over to Under Capacity- Any student assigned to a school at or over capacity may request to attend any school under capacity.

Employee Choice- Parents/guardians who are employed full time by the school district may request that their child/children attend another school not yet at capacity. Schools which are designated as overcapacity by the school district, or deemed as a magnet school, may not accept employee choice students unless the parent is employed at the school being requested. Upon separation of the employee from employment, the student's school assignment may be continued based on a review of the student's grades, discipline and/or attendance.

Military Option- Military families new to the area may apply for students to attend the school of their choice through the Enrollment Services Office. A copy of the family's recent orders to an Escambia County installation are required.

Hardship Reassignment - Students *may* be allowed to attend a school other than their zoned school based on a documented safety or medical hardship. A request for student transfer form must be completed, signed by the parent or guardian and submitted to the Enrollment Services Office for review by the coordinator.

A hardship is defined as a documented safety, medical, or supervision issue that is beyond the student's and parent's/guardian's control which may have a negative impact on the student's educational process, safety, mental health, or physical well-being.

- a) Illness or physical disability - Transfer requests based on an illness or physical disability of a non-ESE Student shall be supported by a written recommendation by the attending physician and/or a 504 Plan.
- b) Students not eligible to receive Exceptional Student Education (ESE) services but who experience emotional, mental or other psychological disorders may be granted a transfer to another school. Transfer requests shall be supported by a letter from a licensed mental health professional recommending a transfer and/or a 504 Plan.
- c) A documented hardship not listed above, which, after investigation cannot reasonably be addressed at the assigned school, is grounds for transfer if the transfer to another district school has a reasonable expectation of enhancing the students' academic achievement and social development.
- d) Homeless children who live within the county shall be admitted to school in the district and shall have access to free public education.
 - i. A "homeless child" is defined as a child who meets any of the criteria as per the National Center for Homeless Education:
<http://www.serve.org/NCHE/definition.php>
 - ii. The district shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
 - iii. A homeless child shall be given a thirty (30) day exemption to provide proof of age, certification of a school-entry health examination and proof of immunization.
 - iv. Each homeless student shall be provided the services that are available for all other students including transportation, school nutrition programs, and education services for which the child meets the eligibility criteria such as Exceptional Student Education, Title I, and Limited English Proficiency programs.

Guardianship – Educational guardianship enables a person other than the parent to enroll and make educational decisions for the student. The guidelines for granting educational guardianship are:

- a) When a student's parent or legal guardian resides outside of Escambia County, becomes incarcerated, or is deployed for military operations, temporary guardianship may be granted to a resident of Escambia County for school enrollment purposes. Both the parent and temporary guardian must complete the Change of Authority in Focus and provide documentation prior to the student's enrollment. The school assignment for the student will be based on the verified address of the temporary guardian.
- b) A student whose parent/guardian resides in Escambia County may be assigned to a school based on the residence of a temporary guardian only when verification of the need is provided by a local agency such as the Department of Children and Families or legal documentation is provided. Without such documentation, the student will be assigned to schools based on the verified residence of their parent or legal guardian.

Sequential Academic/Technical Programs:

- a) Transfers may be granted for eligible students to participate in approved District academic or technical courses. Students granted a transfer must have and maintain passing grades, acceptable behavior, and attendance. Transfers for students who withdraw from the course prior to completion should be recommended for recension. The Office of Enrollment Services will monitor each transfer request and notify the residentially zoned school of numbers and academic reasons, verifying students were appropriately placed in the corresponding program or academic course.
- b) Requests for transfers to enroll in other schools or technical programs must be submitted according to the School Choice calendar prior to the year the student wishes to enroll.
- c) Requests for students new to the district may be considered at time of enrollment.

Completion of the Current School Level

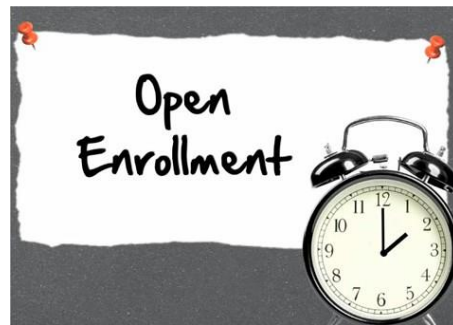
Students moving out of the attendance zone during the school term as a result of the relocation of the family residence may be granted a transfer to complete the school level in his/her current school. Transfers to complete the school level shall be subject to the student having and maintaining acceptable behavior, attendance and academic progress. The recommendation of the principal may also be considered, should the eligibility be in question.

Upon relocation of the family residence during the summer prior to the beginning of the terminating (exit year) grade, the following transfers may be granted:

- a) Elementary or middle school students may be granted a transfer to complete the final year if the student was enrolled in the requested school at the end of the school year;
- b) High school students who have completed their junior year in the requested school shall be granted a transfer to complete the senior year.

Choice Enrollment Program (Controlled Open Enrollment)

- a) The Enrollment Services Office shall oversee an opportunity for all students in Escambia County to apply for assignment to any district school that is within the Escambia County boundaries, as determined by the address of the student's parent or legal guardian. Approval of Choice applications will be determined by criteria established by the School Board of Escambia County, and shall be limited by school and program capacity.
- b) Applications to participate in this voluntary Controlled Open Enrollment Program shall be available online during a pre-determined open choice application period. The form shall be submitted electronically by the student's enrolling parent or legal guardian and must be received prior to the close of the Choice application period.
- c) Students who have been approved through the Choice process to attend a school out of their assigned area will be expected to adhere to the following rules:
 - 1) High School athletic eligibility at the Choice school will be determined according to provisions of the Florida High School Athletic Association (FHSAA).
 - 2) Students approved for Choice Enrollment are assigned until the highest-grade level offered within the school. Students are not required to reapply each year to remain in the school of their choice. However, the principal may recommend that the student be withdrawn and returned to his/her zoned school if the student incurs excessive lateness or unexcused absences. The principal's recommendation will be sent to the Enrollment Services Office for consideration.
 - 3) Students who are approved for Choice are expected to continue in attendance at the Choice school throughout at least one school year. Student may return to their zoned school due to transportation limitations at any time. Students are not eligible to apply for additional Choice schools until open enrollment of the following year.



Over-Capacity Schools

Facility Capacity - Physical space must be available at the requested school prior to transfer. Transfers shall not be granted into schools if the current enrollment equals 95% of the facility's permanent capacity.

Program Capacity - Transfers shall not be granted into district approved programs beyond the program's established capacity.

Transportation- Transportation to a school that is outside the student's attendance area is the responsibility of the parent/guardian. Parents may request bus transportation, on a space availability basis, from a stop within the attendance boundaries of the approved school of choice.

The Transportation Department may revoke transportation services for students attending a school of choice if enrollment on a bus increases and there is no longer space to accommodate students who reside within the attendance boundaries of the school. For students with disabilities who are approved to enroll at a school of choice, special transportation will not be provided to or from the student's home. It is the responsibility of the parent/guardian to ensure their child's safety and welfare while traveling to and from an assigned bus stop. Students are not to cross dangerous roads or intersections to get to a bus stop.

Student transportation to a Choice option school outside the student's residential attendance zone is the responsibility of the parent/guardian, but parents/guardians may request school bus transportation for students who reside more than two (2) miles from the Choice school, utilizing the School Choice Transportation Form. Student transportation within the Choice zone will be provided on a "space available" basis from a designated local school bus stop serving the student's Choice school. Students whose residentially-zoned school exists in a Choice zone that includes fewer than two (2) high performing schools will be offered the opportunity to request a high performing school choice outside of their Choice zone designated by the District. Student transportation to assigned high performing schools outside the student's Choice zone will be provided via center-to-center (C2C) school bus transportation between the student's residentially-zoned school and the Choice school on a space available basis.

Athletics- The district's middle and high school interscholastic athletic program adheres to the rules and policies of the Florida High School Athletic Association. School Choice approval must be determined in accordance with FHSAA policies in order for the student to participate in the interscholastic athletic program.



Appeals

For Escambia County residents for whom a school choice is denied for a reason other than overcapacity, the parent, guardian, or student of legal age shall have the right of appeal to an Appeals Board. The Appeals Board may be composed of three voting members from the following:

- Deputy Superintendent
- Director, Student Services
- Director, Elementary, Middle, High School, School Transformation, Workforce
- Workforce Specialists
- Enrollment Services Specialists

The Appeals Board shall be chaired and facilitated by the Coordinator of Enrollment Services.

A challenge of a student assignment may be made on the grounds that the School Choice process was not followed, the extenuating circumstances of the criteria or to appeal the denial of a reassignment.

The following procedure shall be followed:

- Each request for appeal must be in writing on the approved appeal form available in the Enrollment Services office. Appeals based on denial of assignment under the Choice Plan may be accepted at any time; appeals based on denial of a reassignment request must be received by the Enrollment Services Coordinator within three working days after notification of denial.
- Appeals will be heard only at scheduled times.
- Additional information presented at an appeal hearing by the Coordinator of Enrollment Services may necessitate the hearing being temporarily recessed for referral back to the principal(s) involved for reconsideration, pending completion of the hearing process.
- Three members shall be present for recommendations on all appeals. An affirmative decision to recommend the appeal (reverse the denial) of any transfer or reassignment shall require a simple majority of those voting. If a member determines that he or she cannot cast an objective vote for any reason, that member must abstain from voting. If the abstention causes the council to fall below a quorum, the appeal shall be rescheduled to the next appeals meeting.
- Any recommendation of the Appeals Board which is averse to the student may be appealed to the Superintendent's office. However, no appeal will be heard or considered by the Superintendent until the final recommendation of the Appeal Board is rendered.
- The Coordinator of Enrollment Services will notify the parent/guardian of student of the recommendation of the Appeals Board. When the recommendation is a denial of the request for reassignment, the parent/guardian shall be notified of their right to appeal to the Superintendent's office. Each request for appeal to the Superintendent must be in writing and must be received within three working days after notification of the denial.



Duration of Transfer Approval –

Applicable to ALL transfers, including Scholarship Programs

Once granted a transfer under this policy, a student may continue enrollment in the receiving school through the exit year provided the circumstances upon which the transfer was granted remain unchanged. Failure to report to the Office of Enrollment Services within thirty (30) days any change of circumstances in which the transfer was granted may result in revocation of the transfer and the student's return to the original designated school. Students granted a transfer must maintain passing grades, acceptable behavior, and attendance. If the student incurs excessive lateness, excessive check outs, or unexcused absences, the principal can request through the Office of Enrollment Services for the student to be returned to their residentially zoned school. No request for return may be considered by the Office of Enrollment Services until the principal demonstrates that a good faith effort has been made to employ parental assistance to rectify the student's deficiencies. Parents will be notified in writing and given 10 days to withdraw the child (ren).

Penalty for Misrepresentation

Attempts to circumvent the assignment/transfer procedure shall be grounds for denying a request or revocation of the transfer. Additionally, individuals that provide false statements on the transfer or assignment request with the intent to mislead may be subject to related penalties as provided in Sections 775.082, 837.06 or 775.083, Florida Statutes.

Rescinding permission for out-of-district students

1. The principal/assistant principal will have at least one face to face conference with the parent to explain the problem and to work with the parent to resolve it. If the parent does not come for the conference, a social worker may be used to relay need for conference.
2. The administrator must look at the problem area. If improvement is seen, the rescinding process will end.
3. Requests to rescind permission, along with the documentation of the conference and the reason for the request should be sent to Enrollment Services in accordance with established timelines. Please include the most current parent address. (Consider the severity of rescinding permission and look for really chronic problems – 10 unexcused days for attendance, 10 days tardy, 10 unexcused check outs, for example.)
4. Timeline for rescinding permission:
 - The End of the school year
5. Probation: Can be used to stay at the school, but must be monitored.
6. School Choice will mail a letter to the parent giving the parent 10 days to withdraw the student from your school and enroll in the zoned school. (The current school will receive an email, as will the home school principal and data clerk, that the letter has been sent. The student should be withdrawn at the end of the 10 days, if not before.)
7. Parents can appeal the decision, and another meeting will be held to discuss the situation.

Magnet Programs or Schools

Purpose of Magnet Schools and Academies/Programs: The purpose of magnet schools, and/or academies and programs is to prepare students for a diverse society and offer unique educational opportunities. A student whose custodial parent or guardian is a bona-fide full-time resident of Escambia County, Florida, shall be allowed to enroll or remain enrolled in an education program designated by Resolution of the School Board as a magnet program, a magnet school or a school of choice, based on capacity.

Voluntary School Choice Duration Policy

The voluntary transfer of a student from one school to another may be revoked if excessive attendance, tardiness, or check outs develop at the receiving school and the student shall be reassigned back to the residentially zoned school.

Expectations

Each student applying to a magnet school or academy/program must meet and maintain the criteria as set by the school and approved by the school board. The criteria shall be on file in the Office of Enrollment Services. Each school may have specific requirements based on the program design and qualifications may be available through the Office of Enrollment Services.

Return of Expelled Students to Magnet or Career/Academy Programs

The following procedures should be followed in requesting a return placement:

1. Students are removed from a magnet school, career academy or program outside their home zoned school district.
2. Students request to return to same school. Principal agrees to allow student to return.
3. Appeal form is completed.
4. Committee would be formed to include: Level director, principal of school, Enrollment Services Coordinator, and one other curriculum/workforce specialist.
5. Committee would consider:
 - a. How did the incident impact the school?
 - b. Was returning to same school discussed as an option at the hearing? Conditions should have been prescribed at that time.
 - c. Were the conditions to return met?
 - d. Can the student be a program completer with the missed time?
6. Committee would decide and inform Superintendent and parent.



Definitions

Office of Enrollment Services: The Office of Enrollment Services is the central information site for parents to receive information regarding schools in the district and choices available. The Office of Enrollment Services is responsible for maintaining information on schools and choices available to parents, selection of students through a lottery process, notification of parents as to the status of their child's application, and assisting schools with public relations information regarding the district. Complete information is maintained on the district's website, including the Choice Calendar.

Choice Academy/Program: An academy includes both academic and technical curricula within the context of an industry or career area. A program has a specific theme with required courses. Applications must be made in order to be accepted into the academy/program.

Magnet School: A magnet school is a school with a particular academic focus such as science, technology or the arts. A magnet school with an attendance zone is a school that has a zone from which students are assigned to the school and do not need to make an application. A magnet school without an attendance zone is a school that does not have any assigned zone from which students are assigned and the entire population must make an application.

School within a School: A school within a school is a magnet school housed within another school. The school within a school is considered a separate school for graduation rankings only.

Charter School: A charter school is a non-regulated public school administered by an independent agency that operates under the auspices of the Board. Charter schools have great latitude in the development of educational programs and may offer specialized programs designed to serve a specific population of students. Charter programs may serve students in grades PreK-12.



School Choice Application Process

The Office of Enrollment Services will be responsible for all district recommended activities. Individual programs may include activities they deem necessary as agreed upon by both the program and the schools involved.

Applications must be submitted yearly. If a student is not selected for the current school year, the parent must resubmit an application for consideration into the lottery for the next school year.

The Office of Enrollment Services will support marketing activities for all district recommended programs, in collaboration with the district's communication coordinator.

All applications shall be processed through the Office of Enrollment Services. Applications for early admissions to the International Baccalaureate Program must be turned in according to the School Choice Calendar. All out-of-county students that apply for the IB program will be notified of acceptance or denial after high school registration is complete.

Each magnet/academy program has a deadline posted on the School Choice Calendar located on the district's Enrollment Services website. Once this deadline has passed, the lottery process will be run as soon as possible from thereafter. Students will be notified and must commit to the school of choice by the deadline according to the School Choice Calendar. Registration cards will serve as a commitment from the student for attendance in the program. Students will be notified through email concerning acceptance. If a parent does not complete the registration process, the student will not be considered. Those students will be placed outside the pool and will not be considered until all pools have been exhausted.

Students will only be allowed to enter academies/programs, magnet programs and magnet schools at the beginning of the school year.

Transportation is not offered for magnet programs or academies/programs for students attending out of their assigned zone. The three magnet schools, West Florida Technical High School, Brown-Barge Middle, and N. B. Cook Elementary, and the School-Within-A-School, International Baccalaureate at Pensacola High School, are provided center to center transportation. Selected bus stops are assigned, and parents are responsible for student supervision in the morning and afternoons.



Controlled Open Enrollment

In order to promote and encourage parental involvement and ensure students have access to a school that meets their needs, the Florida Legislature enacted [Section 1002.31, Florida Statutes](#), which directs each school district to develop a controlled open enrollment plan.

A controlled open enrollment plan allows school districts to make student school assignments using the parents indicated preferential school choice as a significant factor.

Beginning with the 2017-18 school year, each district school board and charter school must adopt a controlled open enrollment plan that allows a parent from any school district in the state to enroll his or her child in and transport his or her child to any public school that has not reached capacity. The controlled open enrollment plan is in addition to the existing choice programs such as magnet schools, alternative schools, special programs, advanced placement, and dual enrollment.

The Enrollment Services Office shall oversee an opportunity for all students currently residing in Escambia County to apply for assignment to any district school that is within a designated zone as determined by the address of the student's parent or legal guardian. Approval of Choice applications will be determined by criteria established by the School Board of Escambia County, and shall be limited by school and program capacity.

Applications to participate in this voluntary Controlled Open Enrollment Program shall be available online during a pre-determined open choice application period. The form shall be submitted electronically by the student's enrolling parent or legal guardian and must be received prior to the close of the Choice application period.

Districts must provide preferential treatment in their controlled open enrollment processes to:

- Dependent children of active duty military personnel whose move resulted from military orders;
- Children who have been relocated due to a foster care placement in a different school zone;
- Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent; and
- Students residing in the district.



Lottery Process

A lottery process will be utilized to select students whenever the number of eligible applications exceeds the program/school's capacity. Applications may be randomly audited by a team consisting of the Office of Enrollment Services, the Office of Evaluation Services, the Deputy Superintendent and/or the Assistant Superintendent for Curriculum and Instruction.

The electronic database will be processed through Evaluation Services to generate a selection list. Student selection will be based on the following criteria:

1. Students of Active Duty Military transitioning to the area within the last 12 months, met all the eligibility requirements, and submitted a copy of the official orders will be automatically selected.
2. Siblings, provided they meet the eligibility criteria, will be automatically accepted if two or more siblings of the same family, residing at the same address, with the same custodial parents or guardians, are enrolled at that school during the same school year.
3. Children of full-time district employees assigned to the requested school, who apply by the deadline and meet the eligibility criteria, will automatically be accepted into the school/program.
4. Students residing in the school district.
 - a) The formula to determine how many students are selected from each school is as follows:
 - i. Capacity of the school/program/grade level and/or facility will have numbers that ensure that normal attrition will not affect the ability to offer academic programs during the course of the year or maintain class size reduction requirements.
 - ii. Number of incoming students assigned to each school, including home school and private school students, at the desired grade level.
 - iii. Percentage of students selected from each school to reach capacity.
 - b) Private school students and home school students will **not** be given priority, other than those listed above.
 - c) All magnet/choice schools will follow district calendar for lottery dates and application deadlines. This calendar will be developed by the Office of Enrollment Services in conjunction with magnet/choice schools.
 - d) Eligibility for entry into the lottery system for individuals seeking admission to magnet schools, and/or academies/programs must meet individual school criteria before being permitted to participate in the lottery system for the district. Each student applying to a magnet school or choice academy/ program must meet and maintain the criteria as set by the school and approved by the Curriculum Council. The criteria shall be on file at the school and in the Office of Enrollment Services.

Foreign Exchange Students

1. Organizations desiring to place foreign exchange students in Escambia County Schools shall be included on the Advisory List of the International Educational Travel and Exchange Programs as published by the Council on Standards for International Educational Travel and subject to regulations governing Secondary School Visitor Program as prescribed by the United States Information Agency (USIA).
2. Persons representing approved organizations and seeking placement of an exchange student in Escambia County District Schools **must be a resident of Escambia County and registered with the Office of Enrollment Services at 30 E. Texar Drive, Pensacola, FL, 32503.**
3. Foreign exchange students shall be enrolled in the appropriate school, based on the host family attendance zone, within the first 8 days of the semester. School assignments and placements must be approved by the Enrollment Services Office prior to registration.
4. Foreign exchange students must be between the ages of 15 and 18 and eligible for enrollment in their home country. Foreign exchange students should have no more than 11 years of primary and secondary study excluding kindergarten. Foreign exchange students that have graduated or otherwise completed the last year of attendance in high school or their countries equivalent to high school will not be placed in the Escambia County School District.
5. Foreign exchange students must possess a level of English proficiency that will enable the students to function effectively in the classroom environment. Standardized Assessments may be submitted to the Office of Enrollment Services to validate English proficiency. Organizations that place an exchange student in Escambia County District Schools are responsible for validating the English proficiency and the district will not provide services to students that are deficient in English skills. The organization is responsible for fees associated with all required tutoring services. The principal along with appropriate district staff may also determine English proficiency and recommend alternative placements for the student.
6. The number of foreign exchange students enrolled in any one school shall be limited to 10 with no more than 2 from the same country.
7. Foreign exchange students may ***not*** participate in graduation ceremonies and related activities. Foreign exchange students are not eligible to seek a diploma from the school district or State of Florida. Expenses associated with evaluating a foreign transcript, if required, will be the responsibility of the placing organization.
8. Foreign exchange students are subject to the rules and policies of the assigned school, the Escambia County School District, the sponsoring organization the student represents, the Standards of Council on Standard for International Travel and the regulations governing the Designated Exchange Visitor Program, administered by the United States Information Agency.

9. Organization Representatives:
 - a. May not act as both the host family and area supervisor for any student place in the Escambia County School District;
 - b. Must secure host family placement prior to departure from the student's home country;
 - c. Must secure prior written acceptance for the enrollment of any student through the Office of Enrollment Services, 30 E. Texar Drive, Pensacola, FL 32503; 850-469-5580;
 - d. Must maintain a monthly schedule of personal contact with the student, host family, and school personnel;
 - e. Must increase the level of contact with the student, host family and school personnel when problems dictate such action is warranted.
10. In the event circumstances necessitate a change in host family, the sponsoring organization representative shall notify the Office of Enrollment Services.
11. Application for foreign exchange students desiring acceptance to the fall semester will be accepted at the same time the Office of Enrollment Services is processing high school academic transfers. Applications may be returned once high school registration is complete or the school reaches student capacity. If foreign exchange applications have a deadline, it must be notated in a letter from the organization placing the student.

Please contact the Enrollment Services Office with any questions. 850-469-5580.



Guiding Principles of the Student Assignment Plan

The principles of the Student Assignment Plan are aligned to federal and state law, School Board policies, and the District Strategic Plan. The guiding principles of the student assignment plan are the following:

- A. predictable feeder patterns;
- B. multiple school options to address individual family circumstances;
- C. zoned schools that are reasonably close to each student's residence;
- D. students with access to peers from multiple cultures and diverse backgrounds that possess a broad variety of diverse skills, talents, and abilities;
- E. that transportation issues for parents and families are reduced, along with transportation costs for the District;
- F. a simple application process.

Defining School Zones

A program's capacity will be determined annually for all schools. The following will be taken into consideration when determining capacity for school zones:

- A. density of population;
- B. program capacity of school facilities;
- C. transportation patterns;
- D. educational offerings;
- E. placement of District application programs and schools;
- F. guiding principles of the Plan as set forth above.

Program capacity will be controlled through a five (5) year plan just as are construction and capital improvements. Any additional changes to program capacity shall be made between school years unless program needs require an immediate adjustment to be made. The Board seeks to minimize the rezoning of residential grids to the extent reasonably possible. The aspirational goal is that, unless necessitated by school closings, a student will not be rezoned more than once at each of the elementary, middle, and high school levels.

Student Assignment Process

- A. Students in Kindergarten, Grade 6 and Grade 9 shall be assigned to their zoned school.
- B. All other students will be assigned to the school they are currently attending.
- C. Students who qualify for Exceptional Student Education and English for Speakers of Other Languages programs will exercise their options from among the schools that offer the needed services. These students will not be disadvantaged in the assignment process.
- D. Changing schools during the school year may occur only when there is a change of address, substantiated hardship, or administrative reassignment.

General Process

Students are assigned to schools based upon their acceptance to a school, placement in their zoned or space available school, or to a career academy, academic program or special program. The timeline for assignments will be announced each year. All student assignments are processed in the Office of Enrollment Services and coded on the School Choice tab. Schools only enroll students within their residentially zoned attendance area or approved on the School Choice tab in Focus.

Controlled Open Enrollment Period

Open enrollment is an annual process that allows parents to request assignment to a school. Parents requesting a different school must apply during this period. Requests will not be granted unless there is space available. Timelines and procedures shall be published annually on the district website. Students will not lose their current seat assignment when seeking a different school during the open enrollment period. However, if a parent accepts the new seat assignment, the previous assignment is surrendered and may not be requested again unless there is an available seat at the school.

Hardship Exceptions

Whenever possible, hardship exceptions may be requested by the 8th day of each semester. Parents may request individual assignment exceptions for the following reasons:

A. Medical Condition: A request may be made if the student has a medical condition that requires attendance at a different school from the one assigned. A written order from a licensed physician is required for a transfer based on medical condition. The order must include: 1. a description of the student's condition; 2. the reason this condition requires the removal of the student from his/her zoned school; 3. the reason this condition requires the enrollment of the student in the requested school; 4. the duration of time for which the zoning exception is needed.

B. Parents Employed by School Board: Children of full-time Board employees may be transferred to the school site at which their parents are employed full-time. Children of full-time employees may also be granted zoning exceptions on a space-available basis. These transfers are granted with the understanding that the arrangement will not interfere with the work hours or the responsibilities of the employee and that s/he must arrange before and/or after-school care for the child.

C. Change of Residence: If the primary legal residence of the parent, legal guardian, other person with primary legal custody, or the adult student changes during the school year, parents may choose to have their child remain in the school, but will not be afforded transportation. Parents are responsible to ensure timely student arrival and pickup. Excessive tardies, late pickups, or frequent absences will result in the loss of the exception and assignment to the zoned school.

D. Certain Students Affected by Attendance Zone Changes: Students entering Kindergarten, sixth, or ninth grade whose primary legal address is rezoned to a different school will attend the newly zoned school. Parents of students in other grades under these circumstances may request to attend the new zoned school through the open enrollment process or remain at the current school through the highest grade, but in either case, transportation will be provided if the student is otherwise eligible. In connection with the adoption or implementation of attendance zone changes, the Board may provide for additional exceptions on such terms and conditions as the Board may determine to be appropriate under the circumstances.

E. Students Residing in Another County: If a parent, legal guardian, other person with primary legal custody, or an adult student has his/her primary legal residence in a county in Florida other than Escambia County, Florida, s/he may apply for an exception. If approved for school attendance in the District, the student will be assigned to the requested school, provided the school has available space and it is the best interest of the educational program at the school. A student on suspension or who has been expelled cannot be approved for transfer to the District. To receive final approval, an out-of-county student may be required to provide a written release from the home district's school superintendent.

F. Temporary Supervision within the County: A student who lives within the District but whose parent, legal guardian, or other person with primary legal custody lives outside the county may be enrolled if, in accordance with applicable law, a relative or other responsible adult accepts in writing the temporary supervision.

G. Siblings of Students: If a student is assigned to a non-residentially zoned school, his/her siblings may be considered for assignment to the same school on a space available basis.

H. Hardship: If the student's attendance in the assigned school creates substantial and undue hardship for the family, a request for a hardship exception will be considered. The hardship must be based upon unusual facts and circumstances applicable to the individual parent, legal guardian, other legal custodian, or adult student in question. Hardship exceptions shall be granted based upon a case-by-case analysis by the Office of Enrollment Services.



Zoning Exception Rules

The following provisions apply to all zoning exceptions:

- A. The student's behavior and school attendance may be considered when reviewing requests for assignment exceptions.
- B. A student's zoning exception may be revoked by the Superintendent if the student has multiple unexcused absences, has excessive disciplinary referrals, or is not making sufficient academic progress.
- C. The Board is not responsible for providing transportation to students with zoning exceptions.
- D. In reviewing requests for hardship zoning exceptions, consideration shall be given to whether the requested school has sufficient space available for the student and is projected to have sufficient space for the student in the future.

Assignment Process after the Application Periods

The Office of Enrollment Services will facilitate the following circumstances:

- A. Students entering the District during the school year;
- B. Students moving from one zoned area to another during the school year and want to change schools. The student may remain at the current school until the end of that school level;
- C. Student has been dismissed from magnet or charter schools;
- D. Student was assigned to a school using false information;
- E. Student is assigned to a different school by the Superintendent or designee, pursuant to Board policy.

Eligibility for Extra-Curricular Activities for Home Education and Charter School Students

Home education and charter school students are eligible to participate in extracurricular activities at their zoned school in accordance with State law, Federal law, and District policies, as well as rules and regulations of any governing body recognized by the Board.

Private School and Home Education Students

Services shall be provided to private school and home education students with disabilities or who are gifted at their zoned school or at other locations as required by applicable law and Board policy.

Home education students who desire to enroll in public school courses shall be assigned on a space available basis to their zoned school.

Available course offerings are determined annually and requested through the Course Authorization form available through the Office of Enrollment Services.

Glossary of Terms

Appeals Process. The process that outlines the steps a parent may take when s/he feels the rules or procedures of the Student Assignment Plan were not followed.

Hardship. The student's attendance in the assigned school creates substantial and undue hardship for the family. The hardship must be based upon unusual facts and circumstances applicable to the individual parent, legal guardian, other legal custodian, or adult student in question. Hardship exceptions shall be granted based upon a case-by-case analysis of such facts and circumstances.

Program Capacity. The number of spaces available at a given school based upon State and District guidelines for room usage, staffing model, and class size amendment rules.

Proximity. The distance a student lives from the school. All proximity distances will be computed to the nearest hundredth of a mile.

Zoned School. The designated school for each student in the District is determined by consideration and weighing of factors including, without limitation, proximity, keeping neighborhood students together to the extent practicable, program capacity, and feeder patterns from one (1) school level to the next.



Home School



Home Education Programs

To establish a home education program and maintain compliance, as required by Section 1002, Florida Statutes, the parent must:

1. Send notice of intent to the district's Enrollment Services office within 30 days of beginning your home education program.
2. Maintain a portfolio of records.
3. Make the portfolio available for inspection by the superintendent upon a 15-day written notice.
4. Submit an annual evaluation for each child to the superintendent on the anniversary date, one year after the letter of intent was submitted, and each year thereafter.
5. Preserve the child's portfolio for two years.
6. Submit a notice of termination within 30 days upon completion of your home education program when you stop home educating your child, or upon moving from the county.

Five-year-old children who are home schooled for kindergarten, are not required to register for the Home Education Program. The Escambia County School Board's *Student Progression Plan* states that students entering first grade must be 6 years old on or before September 1 of the school year and have successfully completed kindergarten.

School districts are not authorized to award a diploma to a home education student. School districts, adult high schools, and community colleges are not authorized to provide regular high school diplomas to home school students who complete a high school course of study. Escambia Virtual Academy may issue a high school diploma upon successful completion of all graduation requirements. Any Florida home schooled student who has earned nineteen (19) high school credits and wants to graduate with an Escambia County High School Diploma, must be enrolled in their respective zoned high school by the first day of school of their senior year. In addition to meeting all graduation requirements, a passing score on all sections of the FSA is required. A home education student can take and pass the General Equivalency Diploma (GED) test at an education center and be awarded a GED diploma by the state of Florida, or utilize a curriculum provider (i.e., correspondence school) that offers a credential to the student. For information on GED programs, please contact George Stone Technical College (850) 941-6200.

Home education students must be given the same opportunity as public-school students. The law prohibits any requirement that would make participation less accessible for home education students. Home education students are required to participate at the public school for which they would be zoned based on home residence. Home education students must meet the same entrance and immunization requirements as other students attending public school. In accordance with Section 1006.15(4) (c), Florida Statutes, a home education student must enroll in a class if that is a requirement for an extracurricular activity. For example, the school must allow a home education student to take a band class during the day if that class is required for participation in the school's marching band.

A student seeking to enter or re-enter an Escambia County public school from a home education program must meet all state and district entrance requirements. The student shall be placed academically as any other student who seeks to enter a public school. Grade level placement may be adjusted, if warranted, following classroom observations and assessment.

A parent is not required to have a valid Florida teaching certificate to home educate his/her child. There will be expenses associated with home education such as books, materials, testing, and any other instructional materials you choose to utilize. All expenses for home education are paid by the parent. The parent/guardian who assumes the responsibility of educating a student at home also assumes the responsibility for providing curriculum, instruction, educational materials, and evaluations necessary to determine student progress.

Curriculum vendor information may be located on the Internet. Your public library can provide Internet access and materials that can supplement home education programs. The key words "Florida Home Education" and also "home education" will yield many results through an internet browser.

Portfolios

Section 1002.41(1)(b), Florida Statutes defines a portfolio as: "(1) A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used; (2) Samples of any writings, work sheets, workbooks, or creative materials used or developed by the student".

Included in the portfolio are:

1. Sequentially progressive lesson plans written during instruction;
2. A list of titles of reading materials, textbooks, and other materials used during instruction; and
3. Samples of each child's work.

The portfolio shall be preserved by the parent/guardian for two years and shall be made available for inspection by the district school superintendent, or the district school superintendent's agent, upon 15 days' written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.

By law, all parents who home educate their children must submit an annual evaluation within one year of the date the Notice of Intent to Home Educate form was filed, and annually thereafter. An annual evaluation must be submitted for each home education student. The annual evaluation requirement must be met by submitting one of the following:

- Portfolio evaluated by Florida certified teacher.
- Results of nationally-normed achievement test taken by the student and administered by certified teacher.
- Results of a state student assessment test taken by the student.
- Student evaluation by an individual holding a valid active license in psychology.

Superintendent/Parent Agreement for other valid measurements; e.g., PSAT, SAT, or ACT scores, grades earned through dual enrollment at community college, Escambia Virtual Academy or Florida Virtual School.

Section 1002.41(2) requires the parent to provide an annual evaluation for each child. Failure to do so places the home education program in noncompliance. The superintendent may, after notice to the parent, terminate the home education program and require the child to enroll in public or private school to meet the compulsory attendance law.

Home school students are not required to take any type of state assessment. An annual evaluation is the only evaluation mandated by law. If you choose to have your child take the Florida Standards Assessment (FSA), arrangements must be made with the district home education office. If you are using Escambia Virtual Academy as your service model, please contact the Coordinator of Virtual Instructional Programs.

Items to be considered if you want your home education student to take the FSA:

- The deadline for writing, or reading, math and science is four weeks before the test administration. The testing schedule can be found on the district website at Evaluation Services.
- Parents are responsible for signing up and getting dates/times to report.
- Students can ONLY be tested at their grade level with the same subject area tests offered to public school students.
- High school students who took the Grade 10 FSA in reading or math and failed may NOT take a retake version until the next test administration.

ESE students must follow these procedures:

1. The parent must take a copy of the most recent IEP to the office at least one week prior to the test date.
2. If an IEP is not produced, the student can still test, but will not be eligible to receive accommodations.
3. The parent is responsible for obtaining the IEP from a previous school.

Special education students participating in home education may enroll in Exceptional Student Education related services. For additional information, contact the Office of Exceptional Student Education.

Students who are assigned to an alternative education program or another school for disciplinary reasons must complete the program before returning to their school of assignment.

Parents wishing to terminate home school programs need to provide written notice of termination of the home education program to the Enrollment Services Office within 30 days of the termination. After terminating your program, you must re-enroll your child or children in a public or private school if they are of compulsory school attendance age (6-16).

Scholarship Information for Home Schooled Students

Information regarding all state of Florida administered awards can be found online at <http://www.Floridastudentfinancialaid.org>.

Bright Futures eligibility may be determined at the end of the first term of the senior year. Home Education Packets may be downloaded from the Bright Futures website at <http://www.Floridastudentfinancialaid.org/SSFAD/bf>.

All home-educated students must meet the general requirements for the Florida Bright Futures Scholarship Program except the requirement to earn a standard Florida high school diploma. In lieu of the diploma, all home-educated students must be registered with the district in which they reside for a minimum of two years. To receive documentation of registration with Escambia County School District, please contact the office at (850) 469-5580.

Students must complete a Florida Financial Aid Application (apply online at www.floridastudentfinancialaid.org or call toll free at 1-888-827-2004 for a hard copy). All documentation must be sent to the attention of the Florida Bright Futures Scholarship Program, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303-4759. Additional information may be obtained by calling 1-888-827-2004.

The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools. The procedures shall be as follows:

Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or 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 as outlined in subsection (b) of this rule.

Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection (c) of this rule.

Alternative Validation Procedure- If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:

1. Portfolio evaluation by the superintendent or designee;
2. Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
3. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
4. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
5. Demonstrated proficiencies on the FCAT; or
6. Written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least ninety (90) days from date of transfer to prepare for assessments.

Dual Enrollment/ Early Admissions for Home School Students

1. Students who have earned a GPA at a regular high school must meet the district GPA requirement of 3.0 for entry and must maintain a 2.0 to continue college work.
2. Students can enroll as an Early Admissions student at the beginning of the 11th grade. To continue in 12th grade, the student must maintain full time status (12 hours a term). Students may not be retained in order to gain more college credit.
3. Students in Early Admissions will be monitored for credits earned and must be enrolled as a full-time student, if no other work is being completed. A student who drops to part time status will not be allowed to continue the next semester.



The Florida Statute Relating to Home Education

Section 1003.01(13) Regular School Attendance

“Regular school attendance” means the actual attendance of a student during the school day as defined by law and rules of the State Board of Education. Regular attendance within the intent of Section 1003.21 may be achieved by attendance in:

- a) A public school supported by public funds;
- b) A parochial, religious, or denominational school;
- c) A private school supported in whole or in part by tuition charges or by endowments or gifts;
- d) A home education program that meets the requirements of Section 1002; or
- e) A private tutoring program that meets the requirements of Section 1002.

Section 1002.01 Home Education Program

(1) A “home education program” means the sequentially progressive instruction of a student directed by his or her parent to satisfy the attendance requirements of Sections 1002.41, 1003.01(13), and 1003.21(1).

Section 1002.41 Home Education Programs

(1) A “home education program” is defined in s. 1002.01. The parent is not required to hold a valid regular Florida teaching certificate.

(a) The parent shall notify the district school superintendent of the county in which the parent resides of her or his intent to establish and maintain a home education program. The notice shall be in writing, signed by the parent, and shall include the names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. The notice shall be filed in the district school superintendent’s office within 30 days of the establishment of the home education program. A written notice of termination of the home education program shall be filed in the district school superintendent’s office within 30 days after said termination.

(b) The parent shall maintain a portfolio of records and materials. The portfolio shall consist of the following:

1. A log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used.
2. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

The portfolio shall be preserved by the parent for two years and shall be made available for inspection by the district school superintendent, or the district school superintendent's agent, upon 15 days' written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.

(c) The parent shall provide for an annual educational evaluation in which is documented the student's demonstration of educational progress at a level commensurate with her or his ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the district school superintendent's office in the county in which the student resides. The annual educational evaluation shall consist of one of the following:

1. A teacher selected by the parent shall evaluate the student's educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level;
2. The student shall take any nationally normed student achievement test administered by a certified teacher;
3. The student shall 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;
4. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of Section 490.003(7) or (8); or
5. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by the district school superintendent of the district in which the student resides and the student's parent.

(2) The district school superintendent shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the district school superintendent shall notify the parent, in writing, that such progress has not been achieved. The parent shall have one year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the one-year probationary period, the student shall be reevaluated as specified in paragraph (1)(c). Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.

(3) A home education program shall be excluded from meeting the requirements of a school day.

Section 1003.21 School Attendance

(1)(a)1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years...are required to attend school regularly during the entire school term.

Section 1003.26 Enforcement of School Attendance

1. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to Section 1002, the district school superintendent shall provide the parent a copy of Section 1002.41 and the accountability requirements of this paragraph. The district school superintendent shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student as defined by Section 1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with 1002.41(1) (b). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2 do not apply once the committee determines the home education program is in compliance with Section 1002.41 (1) (b).

2. If the parent fails to provide a portfolio to the committee, the committee shall notify the district school superintendent. The district school superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of "regular school attendance" under Section 1003.01(13) (a), (b), (c), or (e), within three days. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent to enroll the child in an attendance option as required by this subparagraph after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory attendance requirements of Section 1003.21 and may result in criminal prosecution under Section 1003.27(2). Nothing contained herein shall restrict the ability of the district school superintendent, or the ability of his or her designee, to review the portfolio pursuant to Section 1002.41(1) (b).

FSA Procedures for Students Enrolled in:

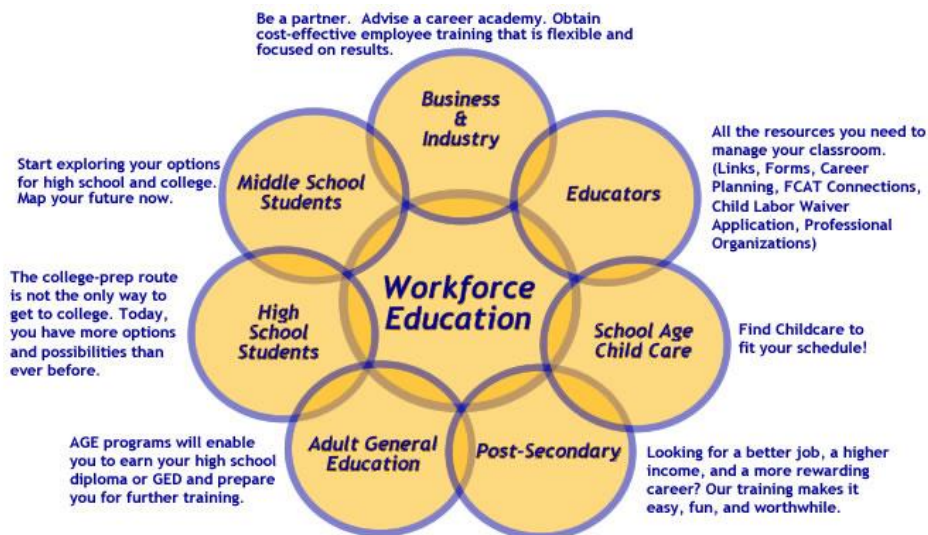
Home Education, Family Empowerment Scholarships, Florida Corporate Tax Credit (CTC), Florida Virtual School, and/or Connections Academy

- The Office of Enrollment Services will field all calls and log the following information: Student's Name, Social Security Number, address, telephone number, and the name of the site where the student will test.
- The parent of the student is responsible for contacting the district office at least four weeks prior to the administration or by the scheduled deadline.
- Testing Center will prepare student's *To Be Scored* answer documents separately for each different site or entity to submit for return to the district warehouse.
- The Home Education Office will be notified that the student score reports are available for pickup from Evaluation Services. Home Education is responsible for conveying the student score reports to the parents.
- Student score reports for Escambia Virtual Academy and K12 are returned directly to each program. They are responsible for conveying the student score reports to the parents.





CAREER ACADEMY GUIDELINES



Career academies are small, personalized learning communities within a school in which select students and teachers participate during a two-, three-, or four-year span. Students enter the academy with parental knowledge and support. A career academy involves teachers from different subjects working together as an interdisciplinary team. Staff teams work together to implement the key features of the model and to provide students with exposure to the career field. Students are grouped together for several periods every day with a core group of teachers. This model promotes a family-like atmosphere and results in close student-teacher ties.

A career academy includes the following essential elements:

- ☐ A small learning community
- ☐ A college-prep curriculum with a career theme
- ☐ Partnerships with employers, the community, and higher education

By design, these three central elements of a career academy lead to a school that focuses on rigor, relevance, and relationships.

The career academy has a written definition of its mission and goals. These documents are available to the administrators, teachers, students, parents, advisory board, and others involved in the academy.

A career academy needs to have a well-balanced structure within the secondary school, reflecting its status as a small learning community. Structured elements include articulation, student recruitment and selection process, cohort scheduling, physical space for the career academy, and a career or industry theme. Career Academy students are “cohort scheduled” as follows:

- ☐ Career academy academic courses (2 academic courses as a minimum) are 80% “pure” academy students
- ☐ Career and technical courses are 100% “pure” academy students
- ☐ When class leveling is to occur, academy students are to remain in the “cohort” class and non-academy students are to be relocated.

Career academies exist in a variety of district and secondary school contexts which are important determinants of an academy’s success. Important elements include support from the school board and superintendent, support from the principal and secondary school administration, adequate funding, facilities, equipment, and materials. Appropriate teacher selection, leadership, credentialing, and cooperation are critical to an academy’s success. Faculty elements include a leader (teacher leader, team leader, coordinator, director, etc., teachers credentialed in their field), volunteers in the academy, counselors, and classified staff support. Since an academy places teachers and other adults into roles not normally included in their previous training, providing adequate professional time, leadership and support is important. Elements include common planning time for academy staff, professional development for teachers, and an orientation for parents and other district employees.

Procedures and Guidelines for Development, Design, and Implementation of ECSD Career Academies

The Escambia County School District is a leader in the quality and diversity of education. Through participation in one of the district's career academies, a student may take advantage of additional resources and innovative teaching techniques that focus on the child's individual talents or interest.

Career Academy Programs are designed to

- ☐ expand educational choices for students;
- ☐ set high expectations for all students to achieve academically;
- ☐ promote diversity within our schools;
- ☐ meet the interests and needs of students;
- ☐ enhance parent/community involvement;
- ☐ prepare students for further education and/or careers in the world of work;
- ☐ provide field-based and hands-on, minds-on learning experiences;
- ☐ offer mentorship, paid and non paid work experiences opportunities; and
- ☐ offer academic opportunities for higher education articulation to postsecondary education institutions.

In the Escambia County School District, the career academy programs have the following three goals:

- ☐ to improve academic achievement for all students participating in the programs,
- ☐ to provide a unique or specialized curriculum or approach, and
- ☐ to enhance our county, region, and state's workforce for economic development in a global market. District academies must be uniform in their developmental process.

The Escambia County School District's policy requires formal approval of all new and innovative programs (academies). Schools considering the development of a career academy shall complete a **Career Academy Application** and submit the application to the Office of Workforce Education.

Career Academy Application Review Process

The Director of Workforce Education will duplicate the application and conduct a review meeting with representatives from the following: secondary directors, Office of Enrollment Services, Office of Information Technology, Curriculum & Instruction, and the principal/designee submitting the application.

If the review committee finds modifications to the application are required, the submitting principal will be notified of the recommended changes. Once the review committee approves the application, the Director of Workforce Education will submit the application for school board approval. The principal shall attend the school board meeting when the application is being considered for approval. Upon board approval, the submitting school shall coordinate academy development with appropriate directors/subject area specialists.

Student Application Process for Career Academies

Students will adhere to the Office of Enrollment Services policies and procedures as stated in the “Voluntary School Choice Selection Policy” in Chapter 3, Section 3.02 of the Escambia County School District rules. The School Choice Calendar specifies the district career academy application deadlines for out-of-school-attendance-zone students.

The following summarizes the process:

- ☐ Students must complete an online application during predetermined enrollment dates available on the school district website.
- ☐ Academy applications are processed to determine eligibility.
- ☐ Students are notified of academy acceptance or non-acceptance.
- ☐ Students are notified by academy personnel to register and select courses.
- ☐ Every student enrolled in a career academy course must have a career academy application submitted to the Enrollment Services Office.

Student Career Academy Enrollment Criteria*

- ☐ Students must be entering grades 6 – 11.
- ☐ All students requesting acceptance into an academy must have a minimum of a “C” in core subject areas, and be seeking a standard high school diploma.
- ☐ Disciplinary records must reflect no more than a minimal number of minor occurrences and an acceptable attendance history.
- ☐ Upon acceptance, students must maintain at least an annual 3.0 GPA in the Career and Technical academy course requirements or achieve at least an overall 2.0 GPA and maintain acceptable attendance and behavior. Failure to maintain the appropriate GPA at the end of the school year will result in one of the following: the student being withdrawn from the academy and returned to his/her residential school or the student being withdrawn from the academy and re-scheduled into non-academy classes for the following school year (for students whose residential school is the location of the academy). The school must make a good-faith effort to employ parental assistance to rectify the student’s deficiencies prior to withdrawal.

Students who do not meet the enrollment criteria may request a waiver of the criteria. A committee comprised of a school academy coordinator, a school administrator, an enrollment services representative, ESE representative (as applicable) and a workforce education representative may determine conditional acceptance and notify the student of the outcome.

