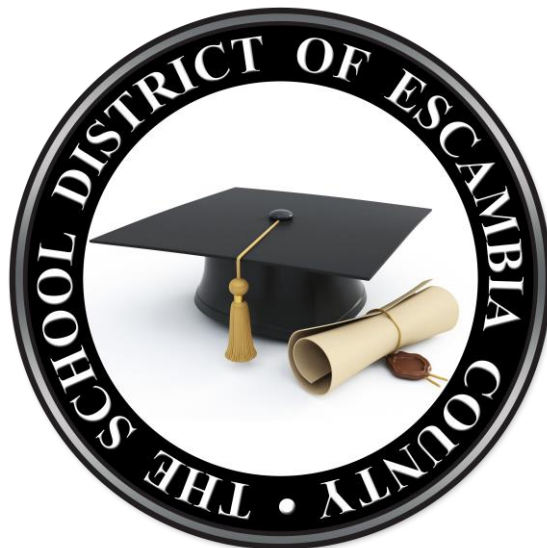


# **School Advisory Council (SAC) Handbook**

**—2018-2019—**



**Prepared by the Office of Continuous Improvement**

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### **Escambia County School District: “Making a Positive Difference”**

#### **Mission**

The mission of the Escambia County School District is to provide an environment that creates opportunities for all students to achieve their highest potential while building a foundation for continuous learning.

#### **Vision**

Create a District where parents want to send their children, students want to learn, teachers want to teach, and employees want to work.

## **SCHOOL ADVISORY COUNCIL GUIDELINES**

### **1. Establishment and Membership**

Section 1001.452(1)(a), Florida Statutes and Chapter 1.08 of the Rules and Procedures of the District School Board of Escambia County, directs that an advisory council for each school in the district be established. The council shall be comprised of teachers, students, parents, education support employees, the principal, and other citizens who are representative of the ethnic, racial, and economic makeup of the community served by the school (within +/-15 percentage points).

Recognized school-wide support groups such as PTAs or Booster Clubs which meet all criteria established by Florida Law, State Board of Education Rule, School Board policy or Superintendent's guidelines may hold representation on the School Advisory Council. A majority of School Advisory Council members must be persons who are not employed by the school district.

The principal shall be a member of the council but shall not serve as chairperson.

Representatives shall include business / community members who shall be elected by the School Advisory Council to serve.

There shall be a minimum of two students on the council for each high school or vocational-technical center.

The council shall maintain a working relationship with other school organizations and encourage input from these groups. Members from these groups are encouraged to attend School Advisory Council meetings, when possible.

### **2. Size**

Each School Advisory Council shall have a minimum of 10 members.

### **3. Nominations and Election of Members**

The principal shall ensure that the selection of the School Advisory Council is made in a democratic manner adhering to guidelines and policy established by the School Board. All parents, school district employees, business / community members and students at the secondary and vocational/technical levels are eligible to be nominated. The composition of the council shall be representative of the community that the school serves.

The School Advisory Council shall notify all stakeholders of the nomination and election process in a timely manner in order to ensure widespread participation.

Prospective members must be nominated and elected by their peer groups.

- a. Parents must be elected by parents.
- b. Students must be elected by students.
- c. Teachers must be elected by teachers.
- d. Education support employees must be elected by education support employees.

The School Advisory Council shall elect business/community members to serve on the council after reviewing the list of nominees prepared by the school principal and School Advisory Council.

- a. The school principal and School Advisory Council chair shall seek candidates who are interested in making a commitment to participate on the School Advisory Council by representing business and the community.
- b. Letters, newsletters, or other media releases shall be used by the school principal and the School Advisory Council chair to seek candidates.
- c. The school principal and the School Advisory Council chair shall prepare a list of individuals seeking nomination to the School Advisory Council for electing the business and community representatives.

**\*Charter Schools may use their Board of Directors as their School Advisory Council. However, the Escambia County School District encourages charter schools to follow these guidelines.**

**Should the School Board determine that the membership is not representative of the ethnic, racial, and economic community served by the school, the Board may appoint additional members in order to achieve proper representation.**

#### **4. Duties**

Each School Advisory Council shall perform such functions as are prescribed by regulations of the School Board or are requested by the school principal; however, no School Advisory Council shall have any of the powers and duties now reserved by law to the School Board.

The intended function of the School Advisory Council is to provide all stakeholders an opportunity to actively participate in the development of educational priorities, assessment of the school's needs and identification of resources.

Each School Advisory Council shall assist in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes. Each School Advisory Council shall define adequate progress for the school and for each school goal in the school improvement plan.

Each School Advisory Council shall provide input into the school's educational plan (School Improvement Plan) and budget. Each School Advisory Council shall approve all expenditures from the Educational Enhancement Trust funds (lottery funds) allocated to the school. A principal may not override the recommendations of the School Advisory Council for these funds. These monies may not be used for capital improvements, nor may be used for any project or program that has a duration of more than 1 year; however, a School Advisory Council may independently determine a program or project formerly funded under this paragraph should receive funds in a subsequent year.

The School Advisory Council shall assist in the preparation of reports regarding the performance of students and educational programs.

## 5. Operational Procedures

Operational guidelines shall be established and mutually agreed upon by members of the School Advisory Council.

- a. Each School Advisory Council must develop bylaws. The bylaws will be approved by the Office of Continuous Improvement and School Choice.
- b. The officers of each School Advisory council shall include, but not be limited to, the following: chair, vice-chair, and secretary.
- c. The duties of all officers shall be listed in the bylaws.
- d. Each School Advisory Council meeting shall be documented by, but not limited to, the following: (1) notice of meetings; (2) agenda; (3) sign-in sheet; and (4) minutes of meetings. **All schools are required to submit the agenda and minutes to the Office of Continuous Improvement and School Choice.**
- e. Each School Advisory Council shall hold a **minimum of four meetings per school year.**
  - i. A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the membership of the Council constitutes a quorum.
  - ii. At least three (3) days' advance notice in writing must be provided to all members of the School Advisory council of any matter that is scheduled to come before the council for a vote.
  - iii. Meetings should be scheduled when parents, students, teachers and staff, business persons, and members of the community can attend.
  - iv. Any member who has two unexcused consecutive absences from a School Advisory Council meeting shall be replaced according to the procedures in the bylaws.

## 6. Term of Office

Elections for School Advisory Council shall be held in September each year. No elected member shall serve more than three consecutive terms.

Vacancies on the council shall be filled by the chairperson who will appoint a replacement member from the same peer group for the remainder of the unexpired term.

## 7. Removal of Member

Any member of a School Advisory Council may be removed for cause at any time by vote of the School Board.

## 8. Training and Development

Training shall be available based on the needs identified and requested by the School Advisory Council. Training may involve, but not be limited to, the following:

- Purpose of the School Advisory Council
- Decision-making Processes
- Facilitative Leadership
- Parliamentary Procedures
- Budget
- Understanding FSA and End of Course (EOC) scores
- Understanding Learning Gains
- The Florida Continuous Improvement Model
- Differentiated Accountability
- School Reports

## MAJOR DUTIES OF THE SCHOOL ADVISORY COUNCIL

1. *Actively participate in the development of educational priorities, assessment of the school's needs, and the identification of resources.*

[District Strategic Plan](#)

Parent Satisfaction Survey

District Services Survey

Employee Engagement Survey

2. *Assist in the preparation and evaluation of the School Improvement Plan (SIP).*

<http://www.floridacims.org/>

3. *Be knowledgeable about the Florida Accountability System (School Grade).*

<http://schoolgrades.fldoe.org/>

4. *Provide input into the school's budget.*

Contact your school's principal for resources.

5. *Approve all SAC expenditures from the Educational Enhancement (Lottery) Trust Fund.*

SAC/SIP monies were appropriated in June of 2017. See principal for details.

6. *Join with the school principal and staff in awarding the A+ recognition funds when the school grade improves by one letter grade or is an "A".*

Florida Department of Education link: <http://www.fldoe.org/evaluation/schrmain.asp>

Our School District's Budgeting Website: <http://ecsd-fl.schoolloop.com/budgeting>

7. *Decide on the status of uniforms at your school.*

The Grades Pre-K-12 Student [Rights and Responsibility Handbook](#), 2017-2018  
(Reference Guide for Students and Parents)

## **ROLES OF SAC MEMBERS**

### **The Principal:**

- Serves as a resource providing information regarding the local school educational program.
- Is not a passive resource person or a dominant figure.
- Encourages leadership from within the council.
- Assists in training members in leadership skills.
- Arranges for presentations of interest to the council.
- Keeps the SAC apprised of county policies, curriculum, etc.
- Establishes, maintains, and regularly consults with the SAC, involving it in decisions in accordance with stated purposes and policies.
- Develops, through positive actions, feelings of trust and understanding among SAC, community and staff.
- Facilitates the distribution of SAC minutes and agendas.
- Serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision.

### **The Chairperson:**

- Works closely with the administrator and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
- Calls the meeting to order, maintains order, and sees that the meeting is properly adjourned.
- Instructs the secretary and other officers in their duties.
- Sees that minutes are taken, prepared, read, approved, and properly filed in the school.
- Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.

### **The Secretary:**

- Keeps accurate, complete minutes and files them for inspection by members. A copy of the minutes should be provided to the principal for the school file. A copy of the minutes and agenda must also be kept on file in the Office of Continuous Improvement and School Choice.
- Keeps accurate records of council membership, attendance, duties and special assignments.
- Prepare copies of the agenda and distributes to council members, along with minutes of the last meeting.

### **Parent and Community Representatives:**

- Function as council members according to established procedures making suggestions and recommendations representative of the view of parents, citizens and community organizations of the school community.
- Participate regularly in SAC meetings and carry out council assignments.
- Become knowledgeable about the personnel and material resources of the school and community and the school's educational program.
- Act as resource persons for the SAC, especially in the solutions of community-related problems that affect the school and its pupils.
- Assist in obtaining community resources to aid the school's educational program.
- Serve as a communications link between the SAC, the community, and the school.
- Participate in activities aimed at obtaining parent and community support and assistance for school-related programs.

### **Faculty and Staff Representatives:**

- Function as members of the council to represent the views and interests of the school staff.
- Participate regularly in SAC meetings and carry out council assignments.
- Act as resource persons for the SAC by making available specialized information about the educational program, innovative ideas and available resources.
- Assist in identifying community resources that can aid in the school's educational program.
- Accept assigned responsibility for assisting in and coordinating the implementation of new programs.
- Serve as a communication link between the SAC and the school staff, keeping the staff informed of actions and activities of the council.
- Participate in efforts to encourage school staff support for goals and activities of the School Advisory Council.

### **Student Representatives:**

- Serve as representatives of all students securing suggestions and recommendations from members of the student body for consideration by the SAC.
- Function as members of the SAC in accordance with established procedures.
- Participate regularly in SAC meetings and carry out council assignments.
- Assist in obtaining community resources to aid in the educational program.
- Assist in securing the support of students in programs planned to deal with problems affecting students.
- Serve as a communications link between the SAC, the community and the student body.
- Participate in activities aimed at obtaining parent and community support for the school.

## **SCHOOL ADVISORY COUNCIL DOCUMENTATION**

Section 1001.452 (1)(d), Florida Statutes, requires district school boards to maintain a record of all School Advisory Council minutes and agendas. The Office of Continuous Improvement and School Choice will be responsible for collecting the minutes and agendas for the School Board of Escambia County. A copy of the agenda and minutes should be forwarded to this office within three (3) days of any School Advisory Council Meeting.

The school **must** maintain the following information:

1. Announcements of Meetings
2. Agendas (Forward a copy to the Office of Continuous Improvement)
3. Sign In Sheets
4. Minutes (Forward a copy to the Office of Continuous Improvement)



SAMPLE FORMAT FOR SCHOOL ADVISORY COUNCIL  
BY-LAWS

**ABC ELEMENTARY SCHOOL  
ADVISORY COUNCIL BY-LAWS**

<b>ARTICLE I</b>	Name
<b>ARTICLE II</b>	Purpose
<b>ARTICLE III</b>	Membership:
	Section 1 Definition of members by category such as parent, community, etc.
	Section 2 Term of membership
	Section 3 Voting privileges
	Section 4 Vacancies
<b>ARTICLE IV</b>	Officers
	Section 1 Terms
	Section 2 Vacancies
<b>ARTICLE V</b>	Duties
<b>ARTICLE VI</b>	Committees
<b>ARTICLE VII</b>	Meetings
<b>ARTICLE VIII</b>	Amendments to By-laws
<b>ARTICLE IX</b>	Ratification of By-laws

## SCHOOL ADVISORY COUNCILS – FLORIDA STATUTES

### 1001.452 District and school advisory councils.--

#### (1) ESTABLISHMENT.—

##### (a)

The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decision making at the school relating to implementation of ss. 1001.42(18) and 1008.345. A majority of the members of each school advisory council must be persons who are not employed by the school district. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

1. Teachers shall be elected by teachers.
2. Education support employees shall be elected by education support employees.
3. Students shall be elected by students.
4. Parents shall be elected by parents.

The district school board shall establish procedures to be used by schools in selecting business and community members that include means of ensuring wide notice of vacancies and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. The district school board shall review the membership composition of each advisory council. If the district school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the district school board shall appoint additional members to achieve proper representation. The commissioner shall determine if schools have maximized their efforts to include on their advisory councils minority persons and persons of lower socioeconomic status. Although schools are strongly encouraged to establish school advisory councils, the district school board of any school district that has a student population of 10,000 or fewer may establish a district advisory council which includes at least one duly elected teacher from each school in the district. For the purposes of school advisory councils and district advisory councils, the term “teacher” includes classroom teachers, certified student services personnel, and media specialists. For purposes of this paragraph, “education support employee” means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. 1012.01 and whose duties require 20 or more hours in each normal working week.

##### (b)

The district school board may establish a district advisory council representative of the district and composed of teachers, students, parents, and other citizens or a district advisory council that may be comprised of representatives of each school advisory council. Recognized school-wide support groups that meet all criteria established by law or rule may function as school advisory councils.

(c)

For those schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, district school boards may establish a district advisory council with appropriate representatives for the purpose of developing and monitoring a district school improvement plan that encompasses all such schools in the district, pursuant to s. 1001.42(18)(a).

(d)

Each school advisory council shall adopt bylaws establishing procedures for:

1. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
2. Requiring at least 3 days' advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
3. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
4. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
5. Recording minutes of meetings.

The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

(2)

**DUTIES.**—Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. 1001.42(18). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan. (In Escambia County School District, these monies, if appropriated by the state, are typically disbursed to schools in late spring or early summer, and principals are notified by email/memorandum by the district's Finance Department.)

## **SUNSHINE LAW**

School Advisory Councils are required to operate under the Sunshine Law. This means that the date, time, and location of all meetings must be publicized. SAC meetings are open to the public. While the public is welcome to attend SAC meetings, they do not participate in the business of the SAC unless the SAC has voted to offer them the opportunity. Non-members do not vote.

## FLORIDA SCHOOL RECOGNITION PROGRAM

Florida Department of Education link: <http://www.fldoe.org/evaluation/schrmain.asp>

Our School District's Budgeting Website: <http://ecsd-fl.schoolloop.com/budgeting>

The School Recognition Program recognizes the high quality of many of Florida's public schools. As authorized in Section 1008.36, the program provides greater autonomy and financial awards to schools that demonstrate sustained or significantly improved student performance. Schools that receive an "A" or schools that improve at least one performance grade category are eligible for school recognition. Funds for the Florida School Recognition Program shall be awarded by the Commissioner of Education in the amount of up to \$100 per Full Time Equivalent student for each qualifying school. The staff and school advisory council at each recognized school jointly decide how to use the financial award. As specified in statute, schools must use their awards for one or any combination of the following:

- Nonrecurring faculty and staff bonuses;
- Nonrecurring expenditures for educational equipment and materials; or
- Temporary personnel to assist in maintaining or improving student performance.

If school staff and the school advisory council cannot reach agreement by **February 1**, the awards must be equally distributed to all classroom teachers currently teaching in the school. If a school selected to receive a school recognition award is no longer in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.

The final yearly amounts distributed to schools through the Florida School Recognition Awards are determined after high school grades are finalized. Complete grades for high schools are not released until several months after grades for elementary and middle schools because data for several of the high-school grading components is not available until later in the year. The 2016 Florida School Recognition Program recognized 1,226 schools and provided a total of \$85,723,445 in financial awards.

### FIVE STAR SCHOOL AWARD

<http://www.fldoe.org/family/fivestar.asp>

**The Five Star School Award** was created by the Commissioner's Community Involvement Council and is presented annually to those schools that have shown evidence of exemplary community involvement. In order to earn Five Star school recognition, a school must show documentation that it has achieved 100% of the established criteria in the categories of business partnerships, family involvement, volunteerism, student community service, and School Advisory Councils.

Obtain guidelines, application forms and information from our District's Community Involvement Coordinator ([Community Involvement Website](#)).

## INTERNET EDUCATIONAL WEBSITE ASSISTANCE FOR PARENTS

Want to know more about your child's school, your community, and the Escambia County School District? Listed below are popular educational links that provide information for parents from local, state, and federal sources.

*The Escambia County School District*

<http://www.escambiaschools.org>

*Escambia County School Search by Address*

[http://www.escambia.k12.fl.us/School\\_Lookup.asp](http://www.escambia.k12.fl.us/School_Lookup.asp)

Enter a street address to determine school attendance (residential) zone.

*Florida Department of Education Home Page*

<http://www.fldoe.org/>

*Just Read, Florida!*

<http://www.justreadflorida.com/>

*Just Read, Florida!* This web site has information and links to other sites to assist students, parents and educators in helping students become proficient readers.

*School Improvement Plans (SIP)*

<http://www.floridacims.org/>

Please visit this website to view the 2014-2015 School Improvement Plans (SIPs) of all public K-12 schools in Florida. Once this year's 2016-2017 SIPs have been approved, they will be available on the site as well.

*School Improvement Rating – for select schools that do not receive a school grade (2000 – present)*

<http://schoolgrades.fldoe.org/default.asp>

*Florida Standards Assessments (FSA) (phase-in process began 2014-15)*

*Florida End-of-Course (EOC) Assessments (2011-12 to present)*

<http://www.fldoe.org/asp/>

*State of Florida Information*

<http://www.myflorida.com>

This website provides visitor, resident, business, and governmental information.

*Florida School Laws, Florida Statutes, Florida Constitution*

<http://www.leg.state.fl.us>

*National Center for Educational Achievement*

<http://www.nc4ea.org/>

*U. S. Department of Education*

<http://www.ed.gov/>

### *School Public Accountability Reports (SPAR)*

<http://doeweb-prd.doe.state.fl.us/eds/nclb spar/>

Florida's School Public Accountability Reports (SPAR) have been generated to comply with federal legislation that requires annual report cards on the educational progress of schools, school districts, and the state. The SPAR contains several types of data (indicators) designed to inform parents and the general public about the progress of Florida's public schools. Areas reported include: October Membership, Readiness to Start School, Graduation Rate and Drop Out Rate, Student Performance, National Assessment of Educational Progress (NAEP), Teachers and Staff, and Florida School Performance Grade and Annual Measurement Objectives (AMOs). Data are available for the school years 2002-03 through 2015-16.

### *The School District of Escambia County Anonymous Bullying, Teen Dating Violence, Harassment, and Other Incidents Reporting Website*

Direct link at the bottom of the district's webpage: <http://www.escambiaschools.org/>

This website is supported by the Office of Alternative Education. Our school district endorses a zero tolerance policy toward school-related violence, harassment, and violent crime. Definitions of bullying, harassment, etc. are provided on this website. A person submitting a true or good faith compliant or report will be protected from retaliation.

### *FCAT Explorer*

<http://www.fcatexplorer.com/>

FCAT Explorer helps students practice the Next Generation Sunshine State Standards as assessed by FCAT 2.0. There is a management system for teachers or parents that can track students' performance.

### *Focus Parent Portal (Teacher Grade book Access for Parents)*

<https://focus.escambia.k12.fl.us/focus/auth/> (Use this link for initial registration to website.)

<https://focus.escambia.k12.fl.us/focus/> (Once registered, use this link.)

The Focus Parent Portal is designed to enhance parent involvement in a child's education. The portal will allow the monitoring of a child's progress by providing access to assignments, grades, and attendance entered by the teacher. This access should improve the ability to assist a student and to communicate with the teacher. Please contact your school for additional information relating to this website.

### *Crime Stoppers*

[www.gulfcoastcrimestoppers.org](http://www.gulfcoastcrimestoppers.org)

This not-for-profit organization receives "tips" on crimes in our area. By guaranteeing a caller's anonymity, Crime Stoppers allows the caller to give information without the prospect of retribution. "Tips" may also be called into 433-STOP (433-7862).

### *Florida Department of Law Enforcement - Sexual Predators/Offenders Data Base*

<http://offender.fdle.state.fl.us/offender/homepage.do;jsessionid=Gq4J5nF1Qkqm111GhvM1KZQQQ1TySvLzJDsghGcYBzXQdwDmT8k!2233680670>

## UNIFORMS

Excerpts from

[Students Rights and Responsibility Handbook, 2017-18 \(PK-12\)](#)

Reference Guide for Students and Parents

### C. Uniforms – Procedures for Adopting

The standard operating procedure for any school considering a uniform policy is as follows:

The School Advisory Council (SAC) shall confer with the principal to determine whether there is a need/justification to consider an election to adopt a school uniform that meets the District-wide standard. The School Advisory Council's intention to discuss this subject with the school's parent population will be advertised at least seven (7) calendar days in advance of the meeting.

If an election is to be held, each school will conduct a vote to determine whether or not the students will wear mandatory school uniforms as follows:

- The School Advisory Council (SAC) shall advertise the vote to parents at least thirty (30) days prior to the ballot distribution. Within that time period, a public forum will be held to discuss the issue. This forum will be advertised at least seven (7) calendar days prior to ballot distribution.
- An official ballot and complete copy of the District-wide uniform policy will be distributed by regular United States mail for the secondary level and in the third 9-weeks report card for the elementary level.
- Each current student (K-4), (6-7 middle school), (9-11 high school) will represent one vote. The student's name shall appear on the ballot. The ballot must be signed by a parent/guardian. The parent/guardian shall have ten (10) calendar days to return the ballots.
- The SAC will count the ballots. Approval will require that sixty percent (60%) of the returned ballots are in favor of the District-wide uniform standard.
- Elections shall be completed and parents/guardians notified of the results no later than April 30th of the school year prior to the school year in which mandatory uniform implementation will begin.

The District's uniform shall consist of solid colored khaki, navy or black trousers, skirts, shorts, or jumpers. Shirts shall be collared and will be solid white, red, or navy blue and worn tucked in. Leggings/socks must be solid and in the uniform colors. Students in grades K-5 shall not be required to tuck in their shirts. Pull-over sweat shirts or solid sweaters of appropriate uniform colors may be worn over the uniform shirt or blouse. No denim shall be allowed at the secondary level.

The following circumstances shall be considered:

Financial Hardships...

Assistance...

New Students...

**2017-2018**

**TIMELINE FOR THE SCHOOL IMPROVEMENT PROCESS**

<b><u>MONTH</u></b>	<b><u>ACTIVITIES</u></b>
<b>August</b>	Nominations for School Advisory Council members received at school sites  School Improvement Plans due and submitted to the School Board for approval
<b>September</b>	School Advisory Council elections  Advertise School Public Accountability Reports (SPAR) and present to School Advisory Councils  Provide assistance in developing the School Improvement Plan  School Advisory Council membership roster solidified
<b>October</b>	School Advisory Council memberships submitted to School Board for approval.  School Advisory Council Training  Superintendent’s District School Advisory Council – (Open Meeting – Presentations and Question and Answer Session)
<b>November / December</b>	Monitor School Improvement Plan
<b>January / February</b>	Schools provide progress reports to the School Board on their School Improvement Plans (Round Table Discussions)
<b>February</b>	Deadline to determine use of Florida School Recognition money is February 1 or awards must be equally distributed to all classroom teachers currently teaching in the school.  Monitor School Improvement Plan
<b>March-June</b>	Superintendent’s District School Advisory Council Meeting (Open Meeting – Presentations and Question and Answer Session)  Schools begin to work on school budgets  Schools begin collecting data and distribute climate surveys  School Recognition and Discretionary Lottery Funds/SIP Funds (if applicable) disbursed by the district