

Escambia County School District



Standard Operating Procedures

30 East Texar Drive

Pensacola, Florida 32503

850-469-5582

Chris McFarland, Coordinator

<http://old.escambia.k12.fl.us/adminoff/Choice/>



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Introduction

An Office of School Choice is hereby established in the division of Curriculum and Instruction. The Office of School Choice 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. Insuring 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 Choice Coordinator will be a member.
- I. Coordinating the assignments of students who transfer under *No Child Left Behind Act of 2001*.
- J. Coordinating and providing oversight for the Escambia Virtual Academy.



SCHOOL CHOICE CONTACTS

Malcolm Thomas	Superintendent	850-469-6130
Chris McFarland	School Choice Coordinator	850-469-5448
Nancy Walters	School Choice Secretary	850-469-5582
Sandra Edwards	Director, Comprehensive Planning	850-469-5327
Linda Maletsidis	Director, Elementary Education	850-469-5494
Steve Marcanio	Director, Middle School Education	850-469-5495
Carolyn Spooner	Director, High School Education	850-469-5495
Lesla Morgan	Director, Career/Technical Education	850-469-5357

School Choice Website:

<http://old.escambia.k12.fl.us/adminoff/Choice/>

Escambia Virtual Academy Information:

Student Information:

<https://www.escambia.k12.fl.us/flvirtual/students.htm>

Parent Information:

<https://www.escambia.k12.fl.us/flvirtual/parents.htm>

Florida Virtual Home School Information:

<http://www.flvs.net/students/pages/homeschoolers.aspx>

K12 Virtual Programs

<http://www.k12.com/>





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 copy of lease agreement which indicates the location of the residence, parties to the agreement and the effective date; or
- c) Provide current rent receipt indicating location of property, landlord, tenants and date issued; or
- d) Provide copy of power, water or gas bill documenting the customer's name and address where the service is provided.
- e) A statement from owner/lessee of the home where they are living, stating the names of all people residing at the address. In addition, enrolling parent/guardian must bring a current utility bill (power or water) with the owner/lessee's name and address. **For grades 9-12, this statement must be notarized and approved by the School Choice Office before enrolling in the requested school.**
- f) Families living in a residence other than their own must complete a Student in Transition Survey to be forwarded to the Homeless Advocate in the Title I Office.

No student who is not 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 Board as a magnet program, a magnet school or an academy/program unless:

1. The student is a child of a full-time permanent employee of the District. Students of employees do not need to meet the requirement of living in Escambia County to make application into a magnet/academy/program. Employees who are part time, non-permanent, or not directly employed by the District cannot make application if they live outside of Escambia County. Employment must be verified through the Human Resources Department; and
2. The Superintendent of Schools shall certify that there is a vacancy in the magnet program, magnet school, or academy/program, and that no eligible student who is a bona-fide full-time resident of Escambia County, Florida, is seeking admission into the magnet program, magnet school or academy/program; and
3. The Board shall approve a request for transfer.

ESE/Alternative Education Student assignment of eligible students participating in Exceptional Student Education Programs or Alternative Programs, requiring placement in a school or center other than the district 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 School Choice 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 School Choice and on the District's website. The parent/guardian shall be responsible for submitting any additional information that may be needed by the committee.

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 School Choice 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

Approved out-of-zone transfer requests must be received during the first 10 days of the semester to go into effect that semester. After the first ten days, transfers are effective for the next semester or following school year. Exceptions would be for families that move after the enrollment period and students new to the district.

Sibling Support- Students who have siblings enrolled at a school other than their home zone school may apply for reassignment to that same school based on sibling support. The student must be attending the school the same year as the requested reassignment. 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 (Kindergarten to Eighth grade only)- Parents/guardians who reside in Escambia County and are employed full time by the school district may request that their child/children attend another school. Parents/guardians residing outside of Escambia County must also be employed full-time by the district in order to request that their child/children attend an Escambia County School. Schools which are designated as overcapacity by the school district may not accept employee choice students unless the parent is employed at the school or at a neighboring school of a different level. Upon separation of the employee from employment, the student's school assignment will continue through the remainder of the school year only.

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

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:

- The parent does not live in Escambia County
- The parent has been verified by a local agency as being unable to care for the child (documentation must be presented to the school choice office before enrollment occurs)

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 rescission. The Office of School Choice will monitor each transfer request for academic reasons and notify the home school of numbers and academic reasons. Should the principal of the home school decide to add the specific course(s), then all students who requested a transfer shall be denied.
- 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 of new residences may be considered at any time.

Completion of the Current School Year

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 term in his/her current school. Transfers to complete the school term shall be subject to the student having and maintaining acceptable behavior, attendance and the amount of time remaining in the school year. The recommendation of the principal shall be considered.

Exit Year

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.

Higher Performing Public Schools/No Child Left Behind/Adequate Yearly Progress

- a) As provided in Section 1002.38, F.S., students enrolled during the previous year at a school receiving a grade of "F" in two of any four (4) year period shall be eligible to transfer to a higher performing public school with a grade of "C" or better.
- b) District transportation by Center to Center Routing will be provided to those students that elect to attend a higher performing public school in the identified transportation zone.
- c) Any Title I school identified as not making adequate yearly progress (AYP) for two consecutive years is required to provide supplemental education services. If the school does not meet Adequate Yearly Progress for a third consecutive year, the next year choice with transportation is required. Parents will be given the choice of two schools with Center to Center Routing transportation to Non-Title I schools or Title I schools that have made AYP.
- d) Students who use the option to transfer shall be enrolled in classes and other activities in the public school to which the students transfer in the same manner as all other children at the public school. A student transferring for AYP reasons forfeits their eligibility for Supplemental Education Services.

Hardship

- 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.

Child Care (Kindergarten to incoming Ninth Grade only)

The care provider shall be located in the school attendance zone in which the transfer is requested. The care provider must certify that he/she will be caring for the child(ren) on a regular basis and that he/she does not have available transportation to deliver or pick up the child(ren) from the school in the attendance zone of the parent's residence. A School Board employee may be granted a transfer of his/her child(ren) to the school at which he/she is assigned with the prior approval from School Choice.

Standard Operating Procedure for 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 100% of the facility's permanent capacity.

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

Some schools are significantly over the permanent capacity of the facility. While the district cannot control the number of students who live in the district or how many students choose AYP to the school, we can control the children who transfer in under the hardship policy. In 2005, a procedure was instituted to deny students enrollment in schools determined to be over-capacity. The result has been a more level distribution of students as well as more control of the numbers. This has resulted in more accurate staffing levels at the beginning of the school year.

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.

No Child Left Behind (NCLB) - Students at Title 1 schools identified for improvement may have additional choice options. Parents or guardians at the designated schools will be sent a letter describing the school choices and response deadlines. The federal No Child Left Behind (NCLB) Act of 2001 is designed to ensure that children have a fair, equal, and significant opportunity to obtain a high-quality education. The legislation provides federal resources for students to reach

proficiency levels on challenging state academic standards and assessment. Under NCLB, when schools do not meet state targets for improving the achievement of all students, parents are provided with other options for meeting their child's learning needs. Parents whose children are enrolled in Title I schools that are identified in need of improvement, corrective action, or restructuring have an opportunity to transfer their children to a higher performing public school.

What are your Choice options?

- You may choose to have your child remain at his/her current school.
- You may choose to transfer your child to a select school, with transportation provided by the Escambia County Schools bus system. For a list of *Schools in Need of Improvement* and your transfer options, see the School Choice office.
- Parents of students who receive free or reduced price lunch may choose for their child to remain at the current school as they may be eligible to receive free tutoring, called "Supplemental Educational Services" (SES).
- If a transfer is approved, the student is required 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.
- Re-application is not required each school year.
- If you move, you are required to notify the School Choice Office and apply for a completion of School Year.
- Transportation will be provided to students living more than two miles from the requested school. The length of travel time varies based on distance to your school choice. School Districts are no longer required to provide transportation after the end of the year in which your child's school of origin is no longer identified for school improvement.
- Your zoned or current school offers additional programs and resources provided by Title I federal funds. Your child may no longer have access to these services at the transfer school.

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 prior to the start of tryouts for a sport in order for the student to participate in the interscholastic athletic program for that sport. School Choice approval will not be granted if the reason for the request is to participate in the interscholastic athletic program at the requested school.

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, Comprehensive Planning
- Director, Elementary, Middle, and High School
- Specialist, Curriculum and Instruction

The Appeals Board shall be chaired by the Coordinator of School Choice.

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. 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 School Choice 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 School Choice 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 adverse to the student may be appealed to the Superintendent. However, no appeal will be heard or considered by the Superintendent until the final recommendation of the Appeals Board is rendered.
- The Coordinator of School Choice will notify the parent/guardian or student of the recommendation of the Appeals Board. When the recommendation is a denial of the request for reassignment, the parent/guardian or student shall be notified of their right to appeal to the Superintendent. 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 Adequate Yearly Progress (AYP)

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 School Choice 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 fails to maintain passing grades, demonstrates unacceptable behavior, incurs excessive tardies or

unexcused absences, the principal can request through the Office of School Choice for the student to be returned to their home school. No request for return transfer may be considered by the Office of School Choice 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 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 conference, use Visiting Teacher to relay need for conference.
2. The principal must look at the problem area. If improvement is seen, the rescinding process will end.
3. If the problem is behavior, make sure the process for a behavioral referral is begun. That will be transferred with the student.
4. When you are ready to request rescinding permission, send the documentation of the conference and the reasons, along with the request to rescind permission for out-of-district attendance. 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, 5 or more serious referrals, for example.)
5. Timeline for rescinding permission:
 - The Monday before the week of Thanksgiving
 - The End of the school year
6. Factors in decision:
 - How returning the student will affect the receiving school for class-size
 - If AYP, parent must be given another choice.
7. Probation: Can be used to stay at the school, but must be monitored.
8. 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. (You will receive an email, as will the home school principal and data clerks, that the letter has been sent. You should withdraw the student at the end of the 10 days.)
9. Parents can appeal the decision, and another meeting will be held to discuss the situation.

Magnet Programs or Schools

No student who is not 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.

The voluntary transfer of a student from one school to another may be revoked if attendance, tardiness, or behavior problems develop at the receiving school and the student shall be reassigned to the attendance- zoned school.

Voluntary School Choice Selection Policy

Purpose of Magnet Schools and Academies/Programs: The purpose of magnet schools, charter schools, and academies/programs is to prepare students for a diverse society and offer unique educational opportunities.

Definitions

Office of School Choice: The Office of School Choice is the central information site for parents to receive information regarding schools in the district and choices available. The Office of School Choice 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 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 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.

Expectations

Each student applying to a magnet school or academy/program must meet and maintain the criteria as set by the principal of the school and approved by the Curriculum Council. The criteria shall be on file in the Office of School Choice. Each charter school may have specific requirements based on the program design and qualifications be available in the Alternative Education Office.

Application Process

The Office of School Choice 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 School Choice will support marketing activities for all district recommended programs.

All applications shall be processed through the Office of School Choice.

Applications for early admissions to the International Baccalaureate Program must be turned in according to the School Choice Calendar. Other applications will be received until the first day of the next school year or capacity is reached. All out-of-county students that apply for 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 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 and must accept. 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.

Students from out-of-county or out-of-state will be accepted into magnet programs, magnet schools or academies/programs if the student was in a similar academy/program prior to coming to Escambia County and there is available space.

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 express routing transportation. Selected bus stops are arranged, and parents are responsible for student supervision in the morning and afternoons.

Lottery Process

A lottery process will be utilized to select students whenever the number of eligible applications exceeds the program/schools capacity. Applications may be randomly audited by a team

consisting of the Office of School Choice, designated directors and the Assistant Superintendent for Curriculum and Instruction.

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

- a) Siblings, provided they meet the eligibility criteria, will be automatically accepted if two or more siblings of the same family are enrolled at that school during the same school year.
- b) Children of employees at that school, who meet the eligibility criteria, will automatically be accepted into the school/program.
- c) 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.
- d) Private school students and home school students will **not** be given priority.
- e) All magnet/choice schools will follow district calendar for lottery dates and application deadlines. This calendar will be developed by the Office of School Choice in conjunction with magnet/choice schools.
- f) 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 principal of the school and approved by the Curriculum Council. The criteria shall be on file at the school and in the Office of School Choice.

Return of Expelled Students to Magnet or Career/Academy Programs

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

1. Student is expelled from a magnet school, career academy or program outside their home zoned school district.
2. Student requests 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, one person from School Choice, and one other professional.
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.

Requests from Alabama student to attend Escambia County Schools

1. Parent comes to our office to request attendance in our district from Alabama.
2. Refer parent to Superintendent of School for their district in Alabama.
3. Parent conferences with Superintendent. Exceptions may include: addresses on state line, lack of bus service from Alabama district, sibling already enrolled in the same school in our district.
4. If agreed upon to allow student to come to us, the superintendent will send us a letter of acceptance.
5. Student would then be allowed to enter Florida as a student. Student would have to meet the requirements of attendance, behavior and grades in our school. School may not be an overcapacity school.
6. If one of our students requests enrollment in Alabama, our Superintendent would consider the request and make a determination.

Foreign Exchange Student Guidelines

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 School Choice 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 15 days of the semester. School assignments and placements must be approved by the School Choice 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 School Choice 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 provided 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 participate in graduation ceremonies and related activities consistent with the individual school's policies and the district's policies including the Pupil Progression Plan. Foreign exchange students seeking a diploma shall indicate at the time of enrollment and satisfy all graduation requirements of the State of Florida and the Escambia County School District. Expenses associated with evaluating a foreign transcript, if required, will be the responsible 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 School Choice, 30 E. Texar Drive, Pensacola, Fl. 32503; 850-469-5448;
 - 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 problem 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 School Choice.
11. Application for foreign exchange students desiring acceptance to the fall semester will be accepted at the same time the Office of School Choice is processing high school academic transfers, January 1 through March 31. 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.





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 School Choice 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 within one year of the letter of intent.
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. However, if a letter of intent is filed for a five-year-old kindergartner, then the parent must keep a portfolio and the child must be evaluated. 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 FCAT 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, call the Judy Andrews Center at (850) 453-7462.

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 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.

Home School Resources

School districts do not supply books, curricula or materials, for home education purposes. Some home school parents utilize the following resources:

Florida Parent-Educators Association (FPEA)
P. O. Box 50685
Jacksonville, FL 32240-0685
Toll-free telephone: 1-877-275-3732
Website: www.fpea.com
Email: Office@fpea.com

Florida Textbook Depository (Jacksonville)
P. O. Box 6578
Jacksonville, FL 32236
(904) 781-7191
Website: www.fsbd.com

Roland Home School Supplies
8443 Pensacola Blvd.
Pensacola, Fl. 32534
(850) 857-3768

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. 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, classes taken at public schools, accredited private or online schools.

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 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 Comprehensive Assessment Test (FCAT), arrangements must be made with the student’s home zoned school. 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 FCAT:

- The deadline for writing, or reading, math and science is one week before the test administration. The testing schedule can be found on the district website at Evaluation Services.
- Parents are responsible for calling the school site to sign up and get 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 FCAT 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 school 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, (850) 469-5518.

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 School Choice 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 grades 11 and 12. To receive documentation of registration with Escambia County School District, please contact the School Choice office at (850) 469-5448.

For the Florida Academic Scholars Award, a home-educated student must provide official documentation of:

1. Registration with the district for grades 11 and 12
2. Either a 1270 SAT or a 28 ACT test score, and
3. 75 hours of community service
 - a) Community service must be served outside the home.
 - b) A student cannot receive monetary compensation for community service.
 - c) Documentation must be provided on letterhead of the business or organization served.

For the Florida Medallion Scholars Award, a home-educated student must provide official documentation of:

1. Registration with the district for grades 11 and 12
2. Either a 1070 SAT or a 23 ACT test score

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 in 10th grade if they are 16 years old or 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).

FCAT Procedures for Students Enrolled in:

Home Education, McKay Scholarship, Corporate Tax Credit (CTC), Florida Virtual Academy, Connections Academy

- The Office of School Choice will field all calls and log the following information: Student's Name, Social Security Number, address, telephone number, and the name of the school site where the student will test.
- Students will be referred to their zoned home school area to request testing.
- The parent of the student is responsible for contacting the school at least one week prior to the administration or by the scheduled deadline.
- Testing school 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 mailing the student score reports to the parents.
- McKay Scholarship and CTC student reports will be given to the Exceptional Student Education Department. They are responsible for mailing 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 mailing the student score reports to the parents.





ESCAMBIA VIRTUAL ACADEMY



Escambia Virtual Academy

Escambia Virtual Academy (EVA) is a full time virtual school for students in grades 6-12. Students do not attend a brick and mortar school.

Students in EVA:

- Can carry a full load of virtual courses or select single courses.
- are educated at home with a parent or guardian as a learning coach.
- are required to participate in state testing, such as FCAT.
- are not permitted to blend this program with face-to-face school.
- may participate in extracurricular activities at their zoned school.

K12 is a full time K-5 full time virtual school with eligibility requirements set by the state of Florida. These requirements are set by Florida state law, not Escambia County Public Schools. These requirements do not apply to Escambia Virtual Academy which is open to all Home School and Private School students.

Enrollment in a school district virtual instruction program is open to any student residing within the district's attendance zone if the student meets one of the following conditions.

- The student has spent the prior school year in attendance at a public school in the state of Florida and was enrolled and reported for funding.
- The student was enrolled during the prior school year in an existing virtual instruction program in the state of Florida (for example, SVIP).
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to Florida from another state or from a foreign country pursuant to the parent's permanent change of station orders.
- The student has a sibling currently enrolled in the virtual program that was enrolled the prior year.

Kindergarten Students - Currently, K students are ONLY eligible if they were enrolled in public school the prior year (VPK does not count), for example a student retained or in an ESE program, OR if they have a sibling that was enrolled in the previous school year and is continuing enrollment.

Florida Virtual School is the first statewide online secondary school in the nation to provide online courses to all students in affiliated school districts throughout Florida. Florida Virtual School is a non-campus high school that offers interactive courses based on the approved state curriculum of standards. Instruction is available at any time and any place. You may learn more about Florida Virtual School by calling (407) 513-3326 or by visiting the website at <http://flvs.net>.

The Escambia Virtual Academy is a franchise of Florida Virtual School. Information may be obtained by phoning the Coordinator of Escambia Virtual Academy at 850-469-5448 or by visiting the website at: <https://www.escambia.k12.fl.us/flvirtual/index.htm>.

Escambia Virtual Academy and Florida Virtual School provide courses for grades 6 through 12. K12 provides education for grades K-5. The website for the K12 program is <http://www.k12.com/>.

Virtual Courses Offered through Escambia Virtual Academy

Middle School Courses:

M/J Keyboarding

M/J Reading 1

M/J Language Arts 1, 2, 3

M/J Math 1, 2, 3

M/J Comp Science 1, 2, 3

M/J World Cultures

M/J World Geography

M/J US History

M/J Art

M/J Physical Education

M/J Critical Thinking

Career Education

High School Courses:

Computing for College and Careers

Web Design I, II

English I, II, III, IV

Spanish I, II

Liberal Arts Math

Algebra I, II

Geometry

Personal Fitness

Lifestyle Fitness Design

HOPE (Physical Education)

Biology

Chemistry

Marine Science

Earth Science

Physical Science

Global Studies

World History

American History

American Government

Economics

Critical Thinking

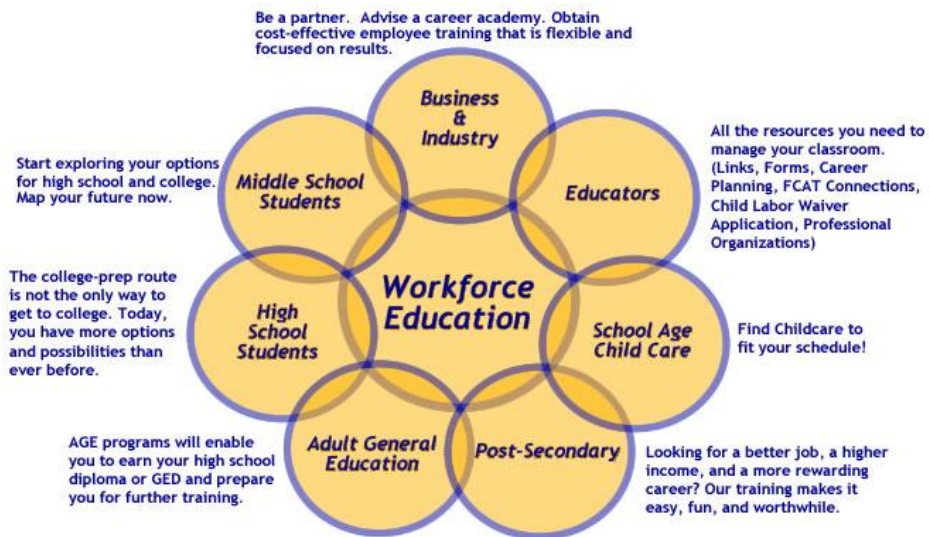
Driver's Education

* All Core Academic Courses have an optional Honors Curriculum





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. The Blue Ribbon Program, the district's plan for developing career academies throughout the district, offers students the opportunity to pursue major areas of interest in high school that provide both academic and career-related instruction. While similar courses may be offered in traditional schools, Blue Ribbon academies attract students by offering unique opportunities for in-depth experiences and studies in the students' specific areas of interest. Each academy program emphasizes a specific theme. Parents are encouraged to become actively involved in choosing the program most appropriate for the interest, needs, and abilities of their child.

Through participation in one of the district's academies, a student may take advantage of additional resources and innovative teaching techniques that focus on the child's individual talents or interest. Each Blue Ribbon academy creates an educational environment which responds to student interest, celebrates cultural and ethnic diversity, and fosters student achievement.

The Blue Ribbon Program and its related academies 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 Blue Ribbon Program has 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 School Choice,

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 School Choice 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 Office of School Choice Calendar specifies the district career academy application deadlines for out-of-school-attendance-zone students.

The following summarizes the process:

- The student must obtain a district application for all approved academies from their guidance department or from an academy contact.
- The student must complete and submit the academy application to the guidance department by the appropriate deadline.
- 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 School Choice Office.

Student Career Academy Enrollment Criteria* (other than West Florida High School of Advanced Technology)

- Students must be entering grades 9 – 10.
- All students requesting acceptance into an academy must have a minimum of a “C” overall GPA 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, a school choice representative, ESE representative (as applicable) and a workforce education representative may determine conditional acceptance and notify the student of the outcome.

