

# 2010-2011 Parent Guide



**FAMILIES AND SCHOOLS:  
BUILDING THE FUTURE  
~ ALL CHILDREN LEARNING ~**

## **SUPERINTENDENT**

Jackie Pons

## **SCHOOL BOARD**

Maggie Lewis-Butler - Chair ~ Dee Crumpler - Vice Chair ~ Forrest Van Camp  
Dee Dee Rasmussen ~ Georgia M. "Joy" Bowen

## TABLE OF CONTENTS

Important Phone Numbers	1
Surf Our Net	1
Frequently Requested District Numbers	2
Twitter	2
WLCS TV	2
2010 – 2011 Leon County Schools Calendar	3
Letter from The Superintendent	3
Leon County Elementary Schools	4
School Board Meetings	4
Leon County Secondary Schools, Special Programs, Charter Schools	5
Get Involved	5
Leon County Schools – A Quick Overview	6
Information Parents Need To Know	6-7
Attendance	
Code of Student Conduct	
School Bus Information	
School Supplies	
Student Academic Standards, Assessments, and Grades	7
Student Progression and Promotion	
Minimum Expectations Elementary, Middle, High School	
Programs Available for Students Who Need Greater Academic Challenges	7-8
Adult and Community Education	
Advanced Placement Program (Pre-AP and AP)	
Duel Enrollment	
Florida Virtual School	
High School Courses and Credits Middle School	
International Baccalaureate Program (IB Primary Years, Pre-IB and IB)	
Testing and Assessment	8-11
ACT/SAT	
AP – Advanced Placement Examinations	
CELLA	
Differentiated Accountability Assessments	
FLKRS	
FAIR	
Florida Alternative Assessment	
FCAT	
Writing	
Reading and Mathematics	10
FCAT Accommodations	
GED	
PSAT/NMSQT	
Writes Upon Request	
Tips to Help Prepare for Tests	10-11
Grading Scale	11
Kindergarten and First	
Second through Fifth	
Middle and High School	
Enrolling in Leon County Schools	11
Which School?	12
Family and Student Services	14
Florida Parent Self-Assessment	16
Immunization School Entry Requirements 2010-2011	17

## IMPORTANT PHONE NUMBERS

### ADMINISTRATION

Jackie Pons, Superintendent.....	487-7147
Terri Messer, Executive Secretary to the Superintendent .....	487-7147
Marvin Henderson, Associate Superintendent.....	487-7193
Jeffrey Wahlen, School Board Attorney .....	425-5471
Karen McCurley, Assistant to the School Board.....	487-7110
Gwen Graham, Division Director – Professional Standards.....	487-7105
Merrill Wimberly, Chief Financial Officer .....	487-7142
John Hunkiar, Director II – Safety and Security.....	487-7117
Beverly Owens, Division Director - Special Sites.....	487-7139
Peggy Youngblood, Division Director - Elementary Schools .....	487-7106
Randy Pridgeon, Division Director - Secondary Schools. ....	487-7139
Chris Petley, Communications Manager .....	487-7166

### CURRICULUM SERVICES

Shannon Lynch, Assistant Superintendent – Teaching and Learning.....	487-7219
Paul Felsch, Director II, Testing, Research and Evaluation... ..	487-7219
Scotty Crowe, Division Director, Teaching and Learning.....	922-0199

### PROFESSIONAL AND COMMUNITY SERVICES

Barbara Wills, Assistant Superintendent – Professional and Community Services.....	487-7177
Vi Dennis, Director II - Human Resources .....	487-7197
Ray King, Director II - Exceptional Student Education .....	487-7158
Bill Piotrowski, Director II – MIS/Technology and Information .....	487-7363

### SUPPORT SERVICES

Paul Byrd, Assistant Superintendent of Maintenance, Facilities, and Construction .....	617-1800
Ronnie Youngblood, Divisional Director – Transportation, Purchasing, and Warehouse.....	922-6010
John Cramer, Divisional Director – Planning and Facilities.....	617-1800

### SCHOOL BOARD MEMBERS

Maggie B. Lewis-Butler, Chair .....	576-3308
Dee Crumpler, Vice Chair.....	942-0730
Forrest Van Camp.....	668-3285
M. "Joy" Bowen .....	575-5114
Dee Dee Rasmussen .....	201-2929

### **Surf Our Net**

Explore our website and discover links to everything you need to know about your schools, the Leon County School District, and public education throughout Florida. Log on to <http://leon.k12.fl.us>.

### Frequently Requested District Numbers

Community Information/Communications	(850) 487-7166
Curriculum Services	(850) 487-7893
Elementary Schools	(850) 487-7106
Exceptional Student Education	(850) 487-7158
Facilities	(850) 617-1800
Food and Nutrition Services	(850) 488-7426
Information/Operator	(850) 487-7100
Policies	(850) 487-7546
Pre-kindergarten Office	(850) 922-2099
Safety and Security	(850) 617-597
School Board Members	(850) 487-7110
School Choice	(850) 487-7546
Secondary Schools	(850) 487-7139
Supplemental Educational Services (SES)	(850) 413-0441
Social Workers	(850) 488-2275
Superintendent	(850) 487-7147
Testing and Student Assessment	(850) 487-7833
Title I/21st Century/Home Education	(850) 413-0441
Transportation	(850) 488-2636
Volunteers and Partners	(850) 487-7800

## Twitter

### **Get short, timely messages from Leon County Schools.**

Twitter is a rich source of instantly updated information. It's easy to stay updated on an incredibly wide variety of topics. Join today and follow @LeonSchools. Log on to <http://leon.k12.fl.us> and click on "Follow Me on Twitter" and sign up.

### **WLCS TV**

Tune in to WLCS TV to get information about job opportunities, view school board meetings or watch the Tropicana Speech Contest. A weekly schedule of programs that features happenings in the Leon County Schools is found by logging on to <http://leon.k12.fl.us> and clicking on WLCS TV.

## Leon County Schools 2010-2011 School Calendar

### 2010

#### August

- 16 Teachers Report
- 16-20 Teacher Planning/Inservice Days
- 23 Students Report

#### September

- 6 Labor Day Holiday (Districtwide)

#### October

- 11-12 FCAT Retakes
- 21 End of First Nine Weeks  
(43 day nine weeks)
- 22 Teacher Planning/Inservice Day  
(Students Out)

#### November

- 11 Veterans Day Holiday (Districtwide)
- 24 Thanksgiving Holiday  
(Students and Teachers Out)
- 25-26 Thanksgiving Holiday (Districtwide)

#### December

- 15-17 Middle and High School Exams
- 20-31 Winter Holidays (Districtwide)

### 2011

#### January

- 3 District Staff Return and Teachers  
Return/Inservice Day
- 4 Students Return
- 5 End of Second Nine Weeks/  
End of First Semester  
(38 day nine weeks)
- 17 Martin Luther King Holiday  
(Districtwide)

#### March

- 1-4 FCAT Writing (Grades 4, 8, 10)
- 18 End of Third Nine Weeks  
(51 day nine weeks)
- 21-25 Spring Break (Students and Teachers  
Out)
- 28 Teacher Planning/ Inservice Day  
(Students Out)
- 30-31 FCAT SSS Reading/Math Retakes  
(Grades 11 – Adult)

#### April

- 1-6 FCAT SSS Reading and Math Retakes  
(Grades 11 – Adult)
- 11-22 FCAT SSS Reading and Math  
(Grades 3 – 10)
- 11-22 FCAT SSS Science (Grades 5, 8, 11)

#### May

- 30 Memorial Day Holiday (Districtwide)

#### June

- 1-3 Middle, High School Exam Days/  
Elementary, Middle and High Early  
Release Days
- 3 Last Day for Students (48 day nine weeks)
- 6-7 Teacher Planning/Inservice Days
- 13-23 ESE Summer Services
- 13-30 First and Third Grade Reading Academy

#### July

- 4 Fourth of July Holiday (Districtwide)
- 11-21 First and Third Grade Reading Academy
- 11-27 ESE Summer Services

Jackie Pons  
Superintendent  
Leon County Schools



Dear Friends,

The partnership between community and schools is a key component in the success of a public school system. In Leon County, we are fortunate to have great schools, talented and innovative principals, teachers and support staff, and a strong commitment from parents, citizens, and business partners. These key members of our team combine their efforts to ensure a quality education for our students. As your superintendent, I am committed to building upon these strengths and paving the way for new endeavors.

The schools and offices of the Leon County School District are staffed with talented employees at all levels. Principals and teachers hold the key to learning, but support staff plays a vital role in the safely, operation and maintenance of the learning environment. District staff continually supports schools and helps promote the best interests of students throughout our community. This team of dedicated professionals consistently strives to meet our primary goal of putting students first.

With all of us working together - students, parents, staff and community - we can continue to reach new heights and create a model education system for the rest of the country to follow. As your superintendent, I am committed to lead and facilitate this process. Let's keep the good things going strong, take a fresh look at those that really aren't working as well as we would like, and have the courage to envision different ways of doing them.

I am honored and excited to serve as your superintendent In this wonderful community of educators and citizens. Working together, we will do whatever it takes to meet the needs of all children and to prepare them for the challenges of tomorrow.

Sincerely,

Jackie Pons  
Superintendent

# LEON COUNTY SCHOOLS

## ELEMENTARY SCHOOLS

### Apalachee Tapestry Magnet School of the Arts

Principal: Iris Wilson  
Phone: 488-7110  
School Hours: 8:30 a.m. – 2:50 p.m.  
650 Trojan Trail 32311  
[www.apalachee.leon.k12.fl.us](http://www.apalachee.leon.k12.fl.us)

### Astoria Park

Principal: Desmond Cole  
Phone: 488-4673  
School Hours: 8:30 a.m. - 2:50 p.m.  
2465 Atlas Road 32303  
[www.astoriapark.leon.k12.fl.us](http://www.astoriapark.leon.k12.fl.us)

### Bond

Principal: Pam Hightower, Ph.D.  
Phone: 488-7676  
School Hours: 8:30 a.m. – 2:50 p.m.  
2204 Saxon Street 32301  
[www.wesson.leon.k12.fl.us](http://www.wesson.leon.k12.fl.us)

### Buck Lake

Principal: Eydie Sands  
Phone: 488-6133  
School Hours: 8:30 a.m. - 2:50 p.m.  
1600 Pedrick Road 32317  
[www.bucklake.leon.k12.fl.us](http://www.bucklake.leon.k12.fl.us)

### Canopy Oaks

Principal: Billy Epting  
Phone: 488-3301  
School Hours: 8:30 a.m. – 2:50 p.m.  
3250 Point View Drive 32303  
[www.canopyoaks.leon.k12.fl.us](http://www.canopyoaks.leon.k12.fl.us)

### Chaires

Principal: Michelle Prescott  
Phone: 878-8534  
School Hours: 7:30 a.m. - 1:50 p.m.  
4774 Chaires Crossroads 32317  
[www.chaires.leon.k12.fl.us](http://www.chaires.leon.k12.fl.us)

### Conley

Principal: Laura Brooks  
Phone: 922-6012  
School Hours: 8:30 a.m. - 2:50 p.m.  
2400 East Orange Avenue 32311  
[www.conley.leon.k12.fl.us](http://www.conley.leon.k12.fl.us)

### DeSoto Trail

Principal: Michelle Keltner  
Phone: 488-4511  
School Hours: 7:40 a.m. - 2:00 p.m.  
5200 Treadington Park Drive 32309  
[www.desoto-trail.k12.fl.us](http://www.desoto-trail.k12.fl.us)

### Ft. Braden K-8

Principal: Jim Jackson  
Phone: 488-9374  
School Hours: 8:30 a.m. - 2:50 p.m.  
15100 Blountstown Hwy. 32301  
[www.ft-braden.leon.k12.fl.us](http://www.ft-braden.leon.k12.fl.us)

### Gilchrist

Principal: David Solz  
Phone: 893-4310  
School Hours: 8:30 a.m. - 2:50 p.m.  
1301 Timberlane Road 32312  
[www.gilchrist.leon.k12.fl.us](http://www.gilchrist.leon.k12.fl.us)

### Hartsfield

Principal: Cora Franklin  
Phone: 488-7322  
School Hours: 8:30 a.m. - 2:50 p.m.  
1414 Chowkeebin Nene 32301  
[www.hartsfield.leon.k12.fl.us](http://www.hartsfield.leon.k12.fl.us)

### Hawks Rise

Principal: Evelyn Friend  
Phone: 487-4733  
School Hours: 8:30 a.m. – 2:50 p.m.  
205 Meadow Ridge Road 32312  
[www.leon.k12.fl.us/Public/HawksRise/HKRISE.html](http://www.leon.k12.fl.us/Public/HawksRise/HKRISE.html)

### Killearn Lakes

Principal: Brenda McGalliard  
Phone: 893-1265  
School Hours: 8:30 a.m. - 2:50 p.m.  
8037 Deerlake East 32312  
[www.killearn-lakes.leon.k12.fl.us](http://www.killearn-lakes.leon.k12.fl.us)

### W.T. Moore

Principal: Sue Kraul  
Phone: 877-6158  
School Hours: 8:30 a.m. – 2:50 p.m.  
1706 Dempsey Mayo Road 32308  
[www.moore.leon.k12.fl.us](http://www.moore.leon.k12.fl.us)

### Oak Ridge

Principal: Taka Mays  
Phone: 488-3124  
School Hours: 8:30 a.m. – 2:50 p.m.  
4530 Shelfer Road 32304  
[www.oak-ridge.leon.k12.fl.us](http://www.oak-ridge.leon.k12.fl.us)

### Pineview

Principal: Marilyn Rahming, Ph.D.  
Phone: 488-2819  
School Hours: 8:30 a.m. – 2:50 p.m.  
2230 Lake Bradford Road 32310  
[www.pineview.leon.k12.fl.us](http://www.pineview.leon.k12.fl.us)

### Riley

Principal: Karwynn Paul  
Phone: 488-5840  
School Hours: 8:30 a.m. - 2:50 p.m.  
1400 Indiana Street 32304  
[www.leon.k12.fl.us/Public/Riley](http://www.leon.k12.fl.us/Public/Riley)

### Roberts

Principal: Kim McFarland  
Phone: 488-0923  
School Hours: 8:30 a.m. - 2:50 p.m.  
5777 Centerville Road 32309  
[www.roberts.leon.k12.fl.us](http://www.roberts.leon.k12.fl.us)

### Ruediger

Principal: Melissa Fullmore  
Phone: 488-1074  
School Hours: 8:30 a.m. - 2:50 p.m.  
526 W. 10th Avenue 32303  
[www.ruediger.leon.k12.fl.us](http://www.ruediger.leon.k12.fl.us)

### Sabal Palm

Principal: Ann Johnson, Ed.D.  
Phone: 488-0167  
School Hours: 8:30 a.m. - 2:50 p.m.  
2813 Ridgeway Street 32304  
[www.sabalpalm.leon.k12.fl.us](http://www.sabalpalm.leon.k12.fl.us)

### Sealey Math and Science Magnet School

Principal: Demetria Clemons  
Phone: 488-5640  
School Hours: 8:30 a.m. - 2:50 p.m.  
2815 Allen Road 32312  
[www.sealey.leon.k12.fl.us](http://www.sealey.leon.k12.fl.us)

### Springwood

Principal: Claire Frick  
Phone: 488-6225  
School Hours: 8:30 a.m. - 2:50 p.m.  
3801 Fred George Road 32303  
[www.leon.k12.fl.us/Public/springwood](http://www.leon.k12.fl.us/Public/springwood)

### Sullivan

Principal: Pam Stephens  
Phone: 487-1216  
School Hours: 8:30 a.m. - 2:50 p.m.  
927 Miccosukee Road 32308  
[www.sullivan.leon.k12.fl.us](http://www.sullivan.leon.k12.fl.us)

### Woodville

Principal: Nancy Stokely  
Phone: 487-7043  
School Hours: 8:30 a.m. - 2:50 p.m.  
9373 Woodville Hwy. 32305  
[www.woodville.leon.k12.fl.us](http://www.woodville.leon.k12.fl.us)

## MIDDLE SCHOOLS

### Cobb

Principal: Shelly Bell  
Phone: 488-3364  
School Hours: 9:30 a.m. – 3:50 p.m.  
915 Hillcrest 32308  
[www.cobb.leon.k12.fl.us](http://www.cobb.leon.k12.fl.us)

### Deerlake

Principal: Shane Syfrett  
Phone: 922-6545  
School Hours: 9:30 a.m. - 3:50 p.m.  
9902 Deerlake West 32312  
[www.deerlake.leon.k12.fl.us](http://www.deerlake.leon.k12.fl.us)

### Fairview

Principal: Scott Hansen  
Phone: 488-6880  
School Hours: 9:30 a.m. - 3:50 p.m.  
3415 Zillah Road 32305  
[www.fairview.leon.k12.fl.us](http://www.fairview.leon.k12.fl.us)

### Griffin

Principal: Gwendolyn Lynn  
Phone: 488-8436  
School Hours: 9:30 a.m. - 3:50 p.m.  
800 Alabama Street 32304  
[www.griffin.leon.k12.fl.us](http://www.griffin.leon.k12.fl.us)

### Montford

Principal: Douglas Cook  
Phone: 922-6011  
School Hours: 9:30 a.m. - 3:50 p.m.  
5789 Pimlico Drive 32309  
[www.montford.leon.k12.fl.us](http://www.montford.leon.k12.fl.us)

### Nims

Principal: Kay Collins  
Phone: 488-5960  
School Hours: 9:30 a.m. - 3:50 p.m.  
723 W. Orange Avenue 32305  
[www.leon.k12.fl.us/public/nims](http://www.leon.k12.fl.us/public/nims)

### Raa

Principal: Donna Callaway  
Phone: 488-6287  
School Hours: 9:30 a.m. - 3:50 p.m.  
401 W. Tharpe Street 32303  
[www.raa.leon.k12.fl.us](http://www.raa.leon.k12.fl.us)

### Swift Creek

Principal: Joe Burgess  
Phone: 487-4868  
School Hours: 9:30 a.m. - 3:50 p.m.  
2100 Pedrick Road 32311  
[www.swiftcreek.leon.k12.fl.us](http://www.swiftcreek.leon.k12.fl.us)

## HIGH SCHOOLS

### Chiles

Principal: Alan Cox, Ph.D.  
Phone: 488-1756  
School Hours: 7:30 a.m. – 1:50 p.m.  
7200 Lawton Chiles Lane 32312  
[www.chiles.leon.k12.fl.us](http://www.chiles.leon.k12.fl.us)

### Godby

Principal: Jean Ferguson  
Phone: 488-1325  
School Hours: 7:30 a.m. – 1:50 p.m.  
1717 W. Tharpe Street 32304  
[www.godby.leon.k12.fl.us](http://www.godby.leon.k12.fl.us)

### Leon

Principal: Rocky Hanna  
Phone: 488-1971  
School Hours: 7:30 a.m. - 1:50 p.m.  
550 E. Tennessee Street 32308  
[www.leon.leon.k12.fl.us](http://www.leon.leon.k12.fl.us)

### Lincoln

Principal: Allen Burch  
Phone: 487-2110  
School Hours: 7:30 a.m. - 1:50 p.m.  
3838 Trojan Trail 32311  
[www.lincoln.leon.k12.fl.us](http://www.lincoln.leon.k12.fl.us)

### Rickards

Principal: Michelle Gayle, Ph.D.  
Phone: 488-1783  
School Hours: 7:30 a.m. - 1:50 p.m.  
3013 Jim Lee Road 32301  
[www.rickards.leon.k12.fl.us](http://www.rickards.leon.k12.fl.us)

### SAIL

Principal: Rosanne Wood  
Phone: 488-2468  
School Hours: 8:00 a.m. - 2:45 p.m.  
2006 Jackson Bluff Rd. 32304  
[www.sail.leon.k12.fl.us](http://www.sail.leon.k12.fl.us)

## SPECIAL PROGRAMS

### Adult and Community Ed

Principal: Barbara Van Camp  
Phone: 922-5343  
School Hours: M-Th  
8:30 a.m. - 7:30 p.m.  
283 Trojan Trail 32311  
[www.ace-leon.org](http://www.ace-leon.org)

### Early Childhood Programs Pre-K

Principal: Martha Fletcher  
Phone: 922-2099  
School Hours: 8:30 a.m. - 2:30 p.m.  
500 N. Appleyard Drive 32304

### Everhart School

Principal: Jane Floyd -Bullen  
Phone: 488-5785  
School Hours: 9:00 a.m. - 3:00 p.m.  
2750 Mission Road 32304  
[www.everhart.leon.k12.fl.us](http://www.everhart.leon.k12.fl.us)

### Pace Secondary School

Principal: Jane Floyd -Bullen  
Phone: 488-8927  
School Hours: 9:15 a.m. - 3:15 p.m.  
3413 Zillah Street 32305  
[www.pace.leon.k12.fl.us](http://www.pace.leon.k12.fl.us)

### Lively Technical Center

Principal: Woody Hildebrandt  
Phone: 487-7555  
School Hours:  
8:00 a.m. - 4:00 p.m.  
500 N. Appleyard Drive 32304  
[www.livelytech.com](http://www.livelytech.com)

### Ghazvini Learning Center

Principal: Joe Pons  
Phone: 488-2087  
School Hours: 7:30 a.m. - 1:30 p.m.  
860 Blountstown HWY 32304  
[www.2ndchance.leon.k12.fl.us](http://www.2ndchance.leon.k12.fl.us)

## CHARTER SCHOOLS

### Imagine School at Evening Rose (Grades K – 6)

Principal: Suezan P Turknnett, M. Ed.  
Phone: 877-5187  
School Hours: 8:00 a.m. – 2:30 p.m.  
3611 Austin Davis Avenue 32308  
[www.imagineschoolsleon.com](http://www.imagineschoolsleon.com)

### Life Skills Center of Leon County (Ages 16 - 21)

Principal: Shellonda Ruckers  
Phone: 599-9190  
School Hours: 7:30 a.m. – 5:30 p.m.  
324 N. Adams Street 32304  
[www.lifeskillscenters.com](http://www.lifeskillscenters.com)

### STARS Middle School

Principal: A. Semet Kul  
Phone: 681-7827  
School Hours: 9:30 a.m. - 3:50 p.m.  
1234 Blountstown Hwy 32304  
[www.starsmiddleschool.org](http://www.starsmiddleschool.org)

### Steele-Collins Charter Middle School

Principal: Kim Ardley  
Phone: 681-1929  
School Hours: 8:30 a.m. – 2:50 p.m.  
428 W. Tennessee Street 32301  
[www.steelecollins.leon.k12.fl.us](http://www.steelecollins.leon.k12.fl.us)

### The School of Arts & Sciences (Grades K - 8)

Principal: Debo Powers  
Phone: 386-6566  
School Hours: 9:30 a.m. – 3:50 p.m.  
3208 Thomasville Road 32312  
[www.artsandsciences.leon.k12.fl.us](http://www.artsandsciences.leon.k12.fl.us)

## Leon County School - A Quick Overview

Leon County sits in the Big Bend area of northern Florida's panhandle, about halfway between Pensacola to the west and Jacksonville to the east. Leon County borders the State of Georgia to the north and the county line sits just 25 miles north of the Gulf of Mexico. There are 264,000 residents within the 702 square miles of the county/school district. Tallahassee is the largest city and capital for the state. Two major universities, Florida A & M University and Florida State University, and Tallahassee Community College are within the city limits. Students also have access to certification and four-year degree programs through Flagler College, Barry University, and Keiser University.

There are 48 school sites, including five charter schools, to serve over 34,000 students. Our elementary schools serve students in pre-kindergarten or kindergarten through fifth grades. Middle schools serve grades six through eight and high schools serve grades nine through twelve.

Leon County elects its school superintendent every four years. Five elected school board members serve staggered terms. Everyone who works with students must have cleared a background check and fingerprint review. There are over 4,229 employees in the district, including over 2,275 teachers. The majority of teachers in our schools have 12 or more years of teaching experience and almost half hold an advanced degree. Currently, more than 170 teachers hold National Board Teaching Certification.

In 2009, the Leon County School System achieved District Accreditation as a Quality School System through AdvancED, a coalition of accrediting agencies and the world's largest educational community. This internationally-recognized, higher level of accreditation is a powerful systems approach and measures how all parts of our school system work together to ensure high quality and continuous improvement.

Lively Technical Center has received and maintained accreditation by the prestigious Council on Occupational Education (COE), an

agency that sets standards for post-secondary schools and measures level of performance in areas such as media resources, business and industrial involvement, teacher certification, and student completion and placement.

A wealth of information is available on the school district's website at <http://www.leon.k12.fl.us>. Use the *Site Index* link to see an alphabetical listing of everything the site has to offer—including pages that are just for parents. Families can also write or visit the Leon County School Board office, located at 2757 West Pensacola Street, Tallahassee, Florida 32304-2998, or call the district operator at (850) 487-7100.

## Information Parents Need to Know

### Attendance

Florida law requires each parent/guardian of a child from five to sixteen years of age to be responsible for the child's attendance. It is the parent/guardian's responsibility to notify the school regarding the reason for a student's absence in a timely fashion. For more information, call your child's school or log on the Leon County Schools web site <http://www.leon.k12.fl.us>, search for "Attendance Policy."

### Code of Student Conduct

The Leon County School Board and our community hold the highest expectations for the conduct of the students in the Leon County schools. The expectations of all students are outlined in the "Student Code of Conduct," which is sent home with all students at the beginning of the school year and may be found by logging on the Leon County Schools web site <http://www.leon.k12.fl.us>, and searching for "Student Code of Conduct."

### School Bus Information

Bus schedules are available at your child's school or may be found by logging on the Leon County Schools web site <http://www.leon.k12.fl.us>, and searching for "Find Your Bus Route" on the transportation web site or calling the transportation department at (850) 488-2636.

### **School Supplies**

Your child's school will have a list of supplies needed for success in school. This list can also be found on your child's school web site.

### **Student Academic Standards, Assessments, and Grades**

#### **Student Progression and Promotion**

Promotion is based on each student's achievement in terms of appropriate instructional goals.

Note: The Florida Comprehensive Assessment Test (FCAT) is not the sole determiner of promotion.

#### **Minimum Expectations**

##### **Elementary**

- Students enrolled in kindergarten through fifth grade are expected to show mastery of all Sunshine State Standards in reading, writing, mathematics, science, and social studies. Mastery is defined as 70 percent proficiency on each benchmark.
- Students enrolled in first through 5<sup>th</sup> grade are expected to achieve a score of 4 or higher on the district's Writes Upon Request (the average scores on the 3<sup>rd</sup> and 4<sup>th</sup> administrations).
- The State of Florida requires 3<sup>rd</sup> grade student to score at or above Level 2 on FCAT-SSS Reading.
- When students do not master 70% of the benchmarks in reading and/or math, they may be promoted with intervention.

##### **Middle School**

- An academic grade on the middle school report card is the measure of a student's performance on the Sunshine State Standards appropriate for the assigned grade level. Mastery is defined as 70 percent proficiency on each benchmark.
- Students enrolled in grades 6, 7, or 8 must have a yearly passing final grade in language arts, mathematics, science, and social studies (one semester of which must include the study of state and federal government and civics education).

- Students in grades 6 and 7 are expected to achieve a score of 4.0 or higher on one expository and one persuasive prompt on the district's Writes Upon Request.
- Students in grade 8 are expected to achieve a score of 4.0 or higher on one expository prompt and one persuasive prompt as measured by the FCAT Writing or the district's Writes Upon Request.
- Students must take one course in career and education planning to be completed in grade 7 or 8.

##### **High School**

Students who enter high school may select one of three high school graduation options.

- Four-year standard 24 credit program.
- Three-year standard college preparatory program.
- Three-year career preparatory program.

In order to graduate with a standard diploma, all students, regardless of the chosen graduation option, must earn a minimum final grade point average (GPA) of 2.0, on an unweighted 4.0 scale. Also required are passing scores on the Grade 10 FCAT or scores on a standardized test that are concordant with passing scores on the FCAT (ACT or SAT). There are two options for graduation with a special diploma. Special diploma options are available only to exceptional education students whose Individual Educational Plan (IEP) identifies which option is appropriate. For more information, contact your child's school and set up a time to meet with the guidance counselor and/or go to the Leon County Schools website <http://www.leon.k12.fl.us>, and search for "Leon County Schools High School Graduation Guide."

##### **Programs available for students who need greater academic challenges**

Using the Sunshine State Standards as the basis for what is being taught in all of our schools ensures that all students receive challenging and rigorous curriculum. Listed below are additional accelerated opportunities designed specifically to meet the needs of students who want and need additional academic challenges.

For more information, contact the guidance counselor at your child's school.

**Adult and Community Education** – Leon County Schools offers high school students the opportunity to take courses through the adult education program. Credits earned may be applied to requirements for high school graduation, subject to the local school board's policies.

**Advanced Placement Program (Pre-AP and AP)** – The AP Program is designed to serve those students who desire to excel and learn beyond the boundaries of a traditional advanced curriculum. The College Board's AP Program is a nationwide program consisting of more than 30 college-level courses and exams and is offered at participating high schools. Students who earn a qualifying grade of three or above on an AP exam can earn college credit, AP credit, or both depending on the college or university. The Pre-AP Program is offered at Griffin Middle School.

**Dual Enrollment** – Dual Enrollment allows high school students to enroll in post-secondary courses. Credit is earned toward high school graduation and, at the same time, toward a college degree or technical certificate. Students are permitted to take dual enrollment courses on a part-time basis during school hours, after school, or during the summer term. Dual enrolled students do not have to pay registration, matriculation, laboratory fees, or purchase text books.

**Florida Virtual School** – The Florida Virtual School offers high-quality, on-line high school curricula, including Advanced Placement (AP) courses. For more information, please call 487-7804.

**High School Courses and Credits in Middle School** – Middle school students may take several required high school courses, such as Algebra I or Biology I, while still in middle school. These courses are designed as honors courses. Students are classified as being in high school for these courses and the grades appear on the student's high school transcript.

**International Baccalaureate Program (IB Primary Years, Pre-IB and IB)** – The general objectives of the IB Program are to provide students with a balanced education; to facilitate geographic and cultural mobility; and to promote international understanding through a shared academic experience. Note: Entrance into the Pre-IB or IB program is open to all interested students who meet the criteria.

- Conley Elementary School (IB Primary Years Program) – program offered to all students in the Conley Elementary zone
- Fairview Middle School (Pre-IB Program)
- Rickards High School (IB Program)

### **Testing and Assessment**

There are three levels of assessment: classroom, district-wide, and state-wide. Students take teacher-directed tests in their classes, such as chapter tests, to determine if they have mastered benchmarks or skills. The district provides Writes Upon Request four times a year to help assess progress in writing and a criterion referenced test to determine mastery of math and reading benchmarks. The state assessment, the Florida Comprehensive Assessment Test (FCAT), has some components that measure national standards, but it is mostly designed to measure how well students are progressing in their mastery of Florida's Sunshine State Standards. State assessments measure reading, writing, math, and science.

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

### **ACT/SAT**

The ACT and SAT tests measure skills acquired throughout a student's education. A minimum ACT or SAT score is required by some colleges for admission. Scores may be used by admissions offices to evaluate how well

prepared a student is to do college work. The tests are administered several times a year to high school students and a test fee is charged. For more information, contact the guidance office at your child's high school.

#### **AP – Advanced Placement Examinations**

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

#### **CELLA – Comprehensive English Language Learning Assessment**

The CELLA is a four-skill language proficiency assessment used to measure the growth of English language learners in mastering the skills in English needed to succeed in School. CELLA is administered in April and May.

#### **Differentiated Accountability Assessments**

Schools that are currently under the Differentiated Accountability status will administer various assessment instruments to monitor student progress in the areas of mathematics and science. These are schools that have missed making adequate yearly progress for two consecutive years. Assessments produce baseline and mid-year data.

#### **FLKRS – Florida Kindergarten Readiness Screener**

- **Early Childhood Observation System (ECHOS)**
- **Florida Assessments for Instruction in Reading (FAIR)**

During the first 30 days of school, all Florida kindergarten students will be assessed for school readiness. Teachers will observe students and complete an Early Childhood Observation System (ECHOS) and the Florida Assessment for Instruction in Reading (FAIR). These are not achievement tests and should not be used to place or select students for programs.

#### **FAIR – Florida Assessment for Instruction in Reading**

FAIR uses two brief broad screening tasks to identify those students most likely to be on grade level in reading by the end of the school year. FAIR is administered 3 times during the school year to K – 12 students.

- K-2 screening tasks include letter sounds, phonemic awareness and word reading.
- 3 – 12 tasks include an adaptive reading comprehension measure.

#### **Florida Alternate Assessment**

The Florida Alternate Assessment test is used to assess students with significant cognitive disabilities who are working on the Sunshine State Standards Access Points. The subjects and grade levels tested are the same as the FCAT.

#### **FCAT – Florida Comprehensive Assessment Test**

- FCAT Retakes will be administered October 11 – 22, 2011 (grade 11 – adult).
- FCAT Writing will be administered March 1 - 4, 2011 (grades 4 – 8).
- FCAT retakes will be administered March 30 – April 6, 2011 (grade 11 – adult).
- FCAT Reading will be administered April 11 - 22, 2011 (grades 3 – 10).
- FCAT Math will be administered April 11 - 22, 2011 (grades 3 – 8 and 10).
- FCAT Science will be administered April 11 – 22, 2011 (grades 5, 8, and 11).

#### **Writing**

Students are asked to write an essay within a 45 minute testing session on a single assigned topic. The test is based on the benchmarks from the writing strand of the Language Arts Sunshine State Standards. At grade 4, prompts are written to elicit either a narrative (tell a story) or an expository response (explain an idea). At grades 8 and 10, the prompts are written to elicit either an expository or a persuasive (attempt to convince an audience to agree with a given position) response. Papers are scored based on four elements of writing: focus, organization, support, and conventions. The scorer uses a scale that ranges from unscorable (0) – 6. Scoring is

holistic, meaning that a single rating is given for the response as a whole.

### **Reading and Mathematics**

These tests measure student achievement on the reading and math Sunshine State Standards and are an important part of the State of Florida accountability system. The tests assess high-level, challenging standards by requiring students to respond to multiple choice questions as well as written response questions in some grades. Passing the grade 10 FCAT is a graduation requirement. Students in grade 9 will not take the math portion of the FCAT.

### **Science**

This test comprised of multiple choice items assessing science benchmarks, is administered at grades 5, 8, and 11.

### **FCAT Accommodations**

Some students with disabilities or a 504 plan may be eligible to take the FCAT with accommodations – changes to how the test is given. These changes give a student the opportunity to demonstrate what he or she has learned. The IEP or 504 team determines which, if any, accommodations the student needs. All accommodations must be used during classroom testing. The following accommodations are allowed for FCAT: presentation, response, scheduling, setting and technology.

### **GED – General Educational Development Test**

Adults who have not completed high school may earn a high school diploma through the GED test.

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

- PSAT will be administered October 14, 2010 (all grade 10 students). The fee is paid by the College Board Florida Partnership.

The PSAT/NMSQT is the qualifying examination for the National Merit Scholarship Program for students in grade 11. The test measures critical reading, math problem solving, and writing skills that are developed throughout life.

### **WUR – Writes Upon Request**

In an effort to provide students with opportunities to improve their writing skills and prepare them for FCAT Writing, Leon County Schools conducts the Writes Upon Request assessment program. This program assesses student writing in first through tenth grades once each nine weeks. (First grade tests second semester only.) Students are given grade-appropriate prompts and time limits in which to respond.

- In grades 1 – 2, the WUR prompt rotation will be expository followed by narrative.
- In grades 3 and 4, the WUR prompt rotation will be expository followed by narrative.
- In grade 5, the WUR prompt rotation will be expository followed by persuasive.

### **Individual Evaluations**

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

### **Tips to help your child prepare for tests**

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

## Grading Scale

### Kindergarten and First Grade

E – Extends/Applies Many Ways	Student consistently demonstrates a high level of understanding of the skills, concepts, processes outlined by the grade level benchmarks.
S – Satisfactory Progress	Student is progressing satisfactorily on the skills, concepts, processes outlined by the grade level benchmarks.
N – Not Meeting Expectations	Students in not meeting expectations on the skills, concepts, processes outlined by the grade level benchmarks.

### Second through Fifth Grade

A	Student has learned and can use at least 90% of the skills/concepts/processes outlined by the Grade Level Benchmarks taught during the nine weeks <b>and</b> daily work consistently meets high quality standards.
B	Student has learned and can use at least 80% of the skills/concepts/processes outlined by the Grade Level Benchmarks taught during the nine weeks <b>and</b> daily work consistently meets acceptable standards.
C	Student has learned and can use 70% of the skills/concepts/processes outlined by the Grade Level Benchmarks during the nine weeks <b>and</b> daily work meets acceptable standards.
D	Student has learned and can use at least 60% of the skills/concepts/processes taught during the nine weeks <b>or</b> daily work is inconsistent in meeting acceptable standards.
F	Student has learned and can use less than 60% of the skills/concepts/processes taught during the nine weeks <b>or</b> daily work does not meet acceptable standards most of the time.

### Middle School and High School

Letter Grade	Definition	Percent Value	Point Value
A	Outstanding	90-100%	4
B	Above Average	80-89%	3
C	Average	70-79%	2
D	Below Average	60-69%	1
F	Failure	0-59%	0

If students are not working on grade level, kindergarten through fifth grade report cards will show GP (Good Growth), SP (Some Growth), or NG (No Growth). In grades six through 12, courses labeled “Basic” or “Intensive” are indicators of below grade level work. Grades of N, D, or F are indicators that your child is having difficulty learning.

Interim progress alerts are sent home just prior to the half-way point of each grading period. Any academic problems indicated on these

alerts should be addressed with the child’s teacher(s) or guidance counselor.

## Enrolling in Leon County Schools

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

- Pre-K age requirement:**  
 Children who:
  - are four years of age or older on or before September 1, are eligible for admission into pre-k early intervention programs, or
  - meet eligibility requirements may be staffed into the exceptional student education pre-k program. The program serves children birth through 5 years of age who have special needs.
  - If you would like information on enrolling your child in a pre-k program, call the early childhood/pre-k office (922-2099).
- Kindergarten age requirement:**  
 Children who are five years old on or before September 1 of the school year are eligible for admission to public kindergarten during that school year.
- First grade entry requirements:**  
 Children who:
  - turn six years old on or before September 1,
  - successfully completed kindergarten in a private school, or
  - met the age requirement from the transferring state or has completed kindergarten.
- Information needed to enroll your child:**  
*Evidence of Residence Within School District* – The residence of a student is defined as the primary residence of the student’s parent/guardian or of either parent when custody is shared and

mutually agreed upon. Reasonable proof must include one item from each of the following categories.

Category 1	Mortgage Deed, Lease/Rental Agreement, Homestead Exemption, Property Tax Record
Category 2	Driver's License, Voter Registration Card, Insurance Bill

*Evidence of Birth Date* – One of the following legal evidences of age is required for all students.

- Certified record of birth.
- Certificate of baptism showing date of birth and place of baptism. Must be accompanied by an affidavit sworn to by the parent.
- Insurance policy on the child's life that has been in force for at least 2 years.
- Authentic contemporary religious record of the child's birth. Must be accompanied by an affidavit sworn to be the parent.
- Passport certificate of arrival in the United States showing the age of the child.
- School transcript showing the date of birth for at least 3 years prior to application.

A homeless child shall be given temporary exemption from this requirement for 30 days.

*Students Social Security Card*

*Proof of Recent Physical Exam*

*Florida Certification of Immunization Blue Form* - (See "Immunization School Entry Requirements 2010-2011" page.) Immunizations may be obtained from the public health department or private doctor and must be current.

- Before entering 7<sup>th</sup> grade, student must have proof of current booster shot.

• **Which School?**

Students are assigned to schools based on their actual residential address at the time of registration. Attendance zones may be found on the Leon County Schools web site <http://www.leon.k12.fl.us>, and clicking on "Find Your School Zone." All that is needed are your street address and street name.

Leon County Schools offers a variety of school choice options for students and their families. There are many special programs available, such as International Baccalaureate, science, technology and the arts. School choice applications are to be submitted by March 1, prior to the upcoming school year. Detailed information about school choice may be found on the Leon County Schools web site <http://www.leon.k12.fl.us>, and searching for "School Choice" or calling the school choice office at (850) 487-7546.

**Other available options are:**

**McKay Scholarship** – The McKay scholarship is available to students with disabilities whose families are seeking different learning opportunities for their students. Contact the exceptional student education office (850) 487-7158 for more information.

**Opportunity Scholarship** – Students from an adjacent county who have been verified as eligible for the Opportunity Scholarship by that county may attend a Leon County school with a grade of C or better. For more information, contact the school choice office at (850) 487-7546.

**No Child Left Behind (NCLB)** – Students at Title I schools identified for improvement may have additional choice options. Parents or guardians at the designated schools will be sent a

letter during the summer describing the school choices and response deadline. Contact the school choice office (850) 4877-546 for more information.

**Charter Schools** – There are five charter schools that have contracted with Leon County Schools to offer services to students. Each school offers a unique opportunity and setting. Descriptions of each school are found on the Leon County Schools web site <http://www.leon.k12.fl.us> (search for “School Choice”) or call the school choice office at (850) 487-7546. For more information, individual schools may be contacted.

**Home Education** – Families may decide that the best option is to educate their children (ages 6 to 16) at home. There are some requirements that must be met prior to starting a home school program. Contact the district’s home school office at (850) 413-0441 for assistance.

**Virtual Education** – Virtual schooling meets the demands of today’s digital learners through individualized instruction that moves beyond four walls and a clock. Leon County Schools offers two approved programs of instruction for kindergarten through 12<sup>th</sup> grade students residing in Leon County. Florida Virtual School Connections Academy and K – 12 Inc. provide virtual instruction to full-time kindergarten through 8<sup>th</sup> grade students residing in Leon County. Florida Virtual School Full-time offers full-time K – 12 virtual school and a part time 6 – 12 virtual school. For more information, call 487-7804.

### **Special Programs and School Sites**

Some student needs cannot be met in a regular school setting. Leon County Schools offers a variety of alternative

settings to meet the educational needs of students.

### **Adult and Community Education (ACE)**

ACE is the primary provider of adult education classes in Leon County. Visit the school’s website [www.ace-leon.org](http://www.ace-leon.org), or call (850) 922-5340, ext. 242 for information.

### **Ghazvini Learning Center**

The Ghazvini Learning Center is a school whose focus is improving behavior, while adhering to district academic requirements. Ghazvini provides a true “second chance” for students who can be legally excluded from participation in school and who have no other educational options. Entry into the school is based on recommendations made by the educational re-entry committee. For more information, contact the school (850) 488-2087.

### **Gretchen Everhart School**

Gretchen Everhart serves students with intellectual disabilities ages 3 – 22 years of age. The goal of the school is to help all students achieve to their maximum potential and enjoy an improved quality of life. Visit the school’s website [www.everhart.leon.k12.fl.us](http://www.everhart.leon.k12.fl.us), or call (850) 488-5785 for more information.

### **Lively Technical Center**

Lively Technical Center offers a wide range of career programs available to the general public. For more information, visit the school’s website [www.livelytech.com](http://www.livelytech.com), or call (850) 487-7555.

### **PACE Secondary School**

PACE provides intensive, individualized educational, behavioral, and family services to middle and high school girls who need behavioral and academic support. For more information, contact the school at (850) 488-8927.

### **GED Exit Option Program**

The GED program is designed for adults 18 year of age or older who have not completed high school to earn a high

school diploma. For more information, contact Adult and Community Education at (850) 922-5340.

### **100 Success Academy**

The 100 Success Academy will cater to the needs of middle school students who have been held back in two or more grades. It is designed to help them catch up with their peers. For more information, email Richard Richardson at [richardsonr@leonschool.net](mailto:richardsonr@leonschool.net) or call (850) 488-2087.

## **Family and Student Services**

### **Adult Literacy Services**

Family members who want to improve their basic reading and/or mathematics skills or get their high school diplomas can enroll in the Adult and Community Education (ACE) program. Visit the school's website [www.ace-leon.org](http://www.ace-leon.org), or call (850) 922-5340.

### **After-School Programs**

All elementary and many middle schools offer before and/or after-school programs that offer both academic and enrichment support. In addition, Leon County Schools has secured 21<sup>st</sup> Century Community Learning grants to offer free after-school programs five days a week at 17 school sites.

### **Exceptional Student Education**

Eligible students with special learning needs have the right to special services. These are students with individualized education plans (IEP) or 504 Plans. Parents, teachers, and administrators working with the school level Response to Intervention Team will develop and monitor the plans, which include services and appropriate accommodations. Students who are designated as Gifted are served either at their home school or a center school. To have specific questions answered, you may call your home school or the district ESE office at (850) 487-7158.

### **Family Literacy**

Family circumstances are different for everyone. Family members who want to improve their basic reading and mathematics

skills or get their high school diplomas may enroll in the Leon County Schools Adult and Community Education (ACE) program. Call the school for more information at (850) 922-5340.

### **Free or Reduced Price meals for Students**

Leon County Schools participates in the federal food and nutrition program and is able to offer families breakfast and lunch for their enrolled students. Based on family income, students may be eligible to receive their meals free or at a greatly reduced price. All students will receive the application form to see if they qualify for the program. Parents need to complete the form as quickly as possible and return it to the school for processing. If your child qualified for the program last year he or she will maintain that status for the first 10 days of the school year.

### **Health and Community Services**

School guidance counselors and district school social workers are sensitive to family needs and are prepared to provide confidential help and referrals to community agencies. Contact the guidance counselor at your child's school if you have questions or need assistance.

### **Limited English Proficiency (LEP) Services**

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

### **Parents' Association (PTO, PTA)**

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

promote the quality of the school in the community.

#### **Parent Resource Area**

Every school site has a parent resource area that is set up to provide information about the school, Leon County Schools, community resources, and parent involvement. The goal of the resource area is to increase parents' knowledge, skills, and confidence in becoming engaged in their children's education in meaningful ways.

#### **School Advisory Council**

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

#### **School Volunteers and Mentors**

All schools welcome volunteers and mentors. Volunteers may tutor students, assist in classrooms and /r the office, clinic or media center. Volunteers supplement the work of teachers and school staff continually enhancing the quality of our children's education.

Mentors can work with any age student from kindergarten through adult education. After training, a mentor will work with the same student for at least an hour once a week. For more information, contact the volunteer office at (850) 487-7800 or your child's school.

#### **Title I and Special Services**

Title I is a federal program designed to serve students in need. Funds are allocated to schools where the majority of students are eligible to receive meals free or at reduced rates. The funds are used to provide additional materials and instructional support for these schools and a portion of the funds are spent on special parent involvement activities and workshops.

#### ***"Right to Know" Information***

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

- Schools will notify parents by letter if an unqualified teacher has taught their child for four consecutive weeks.

If you would like further information on Title I or the following services, call (850) 413-0441.

- Supplemental education services offered at Title I schools that have not made adequate yearly progress for three consecutive years in reading and/or math.
- Services for children who are considered homeless.
- Services for children and youth who are neglected, delinquent, or at risk.
- Educational opportunities to address the unique needs of migratory children ages 3 – 21.
- Services for children who attend Title I non public/private schools.
- Information on how parents in Title I schools can be involved in the education of their children.
- Academic enrichment opportunities in 21<sup>st</sup> Century program schools.

## Florida Parent Self-Assessment Checklist

This checklist is designed to help you, as a parent, determine your level of involvement in promoting a positive education for your child. Please take a few minutes to respond to each of the questions and determine where you stand in contributing to your child's success in school. When you complete the checklist, you may want to identify areas where you would like to become more involved.

### Focus on Attitude

Yes No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. I stress the importance of education and doing one's best in school. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I express belief in my child's ability to succeed.                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I work with my child to set short and long term educational goals.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I celebrate my child's educational accomplishments.                  | <input type="checkbox"/> | <input type="checkbox"/> |

### Focus on Academics

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. I support reading with age appropriate home activities.                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I assure that my child has a consistent time and place to do homework.         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I assure that my child has access to materials needed to complete assignments. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I regularly discuss and ask to see work that my child is doing in school.      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I attend workshops on helping my child at home.                                | <input type="checkbox"/> | <input type="checkbox"/> |

### Focus on Behavior

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. I monitor what my child watches on TV.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I teach and reinforce positive behaviors such as hard work and respect for self and others. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I am aware of and reinforce school behavioral expectations.                                 | <input type="checkbox"/> | <input type="checkbox"/> |

### Focus on Building Responsibility

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. I ensure that my child has a regular routine.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I ensure that my child is in attendance and on time to school each day.       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I encourage my child to accept responsibility for his or her actions.         | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I monitor and promote my child's participation in extracurricular activities. | <input type="checkbox"/> | <input type="checkbox"/> |

### Focus on School/Home Connection

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. I communicate regularly with teachers in person, on the phone, or through writing.         | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I prepare for and attend conferences and other individualized student meetings (IEP, PMP). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I attend open house, science fairs, plays, sporting events and other school activities.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I volunteer in the school setting whenever possible.                                       | <input type="checkbox"/> | <input type="checkbox"/> |

## IMMUNIZATION SCHOOL ENTRY REQUIREMENTS 2010-2011

Prior to entry, attendance, or transfer to Florida schools (Pre-K through 12<sup>th</sup> grade), each child shall have on file a Florida Certification of Immunization, DH 680, documenting the following:

Minimum Number of Doses Required per Grade				
Vaccine Type	Pre-K	Kindergarten	Grades 1-6	Grades 7-12
Diphtheria-tetanus-pertussis (DTaP) vaccine or age-appropriate tetanus vaccines	4	4 or 5	4 or 5	4 or 5
Hepatitis B (hep B) vaccine	3	3	3	2 or 3
Inactivated polio vaccine (IPV)	3	3 or 4	3 or 4	3 or 4
Measles-Mumps-Rubella (MMR) vaccine	1 <i>1<sup>st</sup> dose on or after 1<sup>st</sup> Bday</i>	2 <i>2<sup>nd</sup> dose at least 28 days after 1<sup>st</sup> dose</i>	2	2
Tetanus-diphtheria-pertussis (Tdap) vaccine Or Tetanus-diphtheria booster (Td) <i>7<sup>th</sup> Grade Shot</i>	0	0	0	1
Varicella (chickenpox) vaccine	1	<i>2</i>	Grades 1-7: 1 dose	

For children entering kindergarten and any children entering the school district for the first time, proof of a school physical completed within the last 12 months must be provided. If the student is coming from another state, an appropriate physical from that state is acceptable as long as it is on appropriate forms.

Pre-K parents/guardians – You don't have to wait until the summer before your child enters kindergarten to complete the required kindergarten immunizations. The health department suggests that parents set the goal of completing the required immunizations by the age of four.

For more information, call the Leon County Health Department at (850) 606-8023 or visit [www.immunizeflorida.org](http://www.immunizeflorida.org).



## **Nondiscrimination Contact Information**

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

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

**Gwendolyn Graham  
Equity and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7129  
[grahamg@leon.k12.fl.us](mailto:grahamg@leon.k12.fl.us)**

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

**Dr. Margot Palazeski, 504 Specialist  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7161  
[palazesim@mail.leon.k12.fl.us](mailto:palazesim@mail.leon.k12.fl.us)**

**Leon County School District  
Tallahassee, Florida  
Jackie Pons, Superintendent**

