

***A HANDBOOK OF  
INFORMATION FOR FAMILIES***

**LEON COUNTY SCHOOLS  
2007-2008 School Year**

***FAMILIES AND SCHOOLS: BUILDING THE FUTURE TOGETHER***

**A Parent Guide  
for the 2007-2008 school year**

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

**SUPERINTENDENT**

***Jackie Pons***



**SCHOOL BOARD**

**MAGGIE B. LEWIS-BUTLER, CHAIR ~ DEE CRUMPLER, VICE CHAIR ~  
GEORGIA "JOY" BOWEN ~ SHEILA COSTIGAN ~ H. FRED VARN**

**Leon County Schools is proud to be an Equal Opportunity Employer**

**Leon County Schools  
2007-2008  
Parent Guide**

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*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 committed leadership, principals, teachers and support staff, and a strong commitment from parents, citizens, and business partners. All of these have worked together to build the Leon County School District into one of the most successful school systems in the nation. As your Superintendent, I am committed to building upon these strengths and paving the way for new endeavors for our students and employees.

The schools and offices of the Leon County School District are staffed with talented and dedicated employees at all levels. Principals and teachers hold the key to learning, but support staff is vital to assist in the safety, operation and maintenance of the learning environment. District staff must be able to support schools and help build and promote the best interest of students throughout the community. Leon County School District employees must always look for new and innovative ways to meet our primary goal of educating students and putting the needs of kids 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 do my part to lead and facilitate the process. Let's keep the good things going strong and take a fresh look at the things that really aren't working as well as we would like and not be afraid to look at different ways of doing them.

I am honored and excited to be your Superintendent in this wonderful community of educators and citizens. Working together, we will do whatever it takes to meet the needs of every child.

Sincerely,  
Jackie Pons  
Superintendent

2007-2008  
Leon County Schools  
*Our Priorities*

|   |   |
|---|---|
| 1 | <p style="text-align: center;"><b>School Safety</b></p> <p>Create, maintain and enhance the physical and emotional safety of all students and staff and the security of all facilities.</p>   |
| 2 | <p style="text-align: center;"><b>School Reform</b></p> <p>Implement PreK-12 school reform and maintain high expectations for all students and staff. Create an environment offering motivation, acceleration options and individualized learning that will help all children succeed, improve the graduation rate, reduce dropouts, and close the achievement gap.</p>   |
| 3 | <p style="text-align: center;"><b>Staff Effectiveness</b></p> <p>Ensure highly effective instructional, administrative and support staff to facilitate student and school success at every site. Create a positive learning environment in which every student will have highly qualified teachers and every school will have qualified and effective leadership.</p>   |
| 4 | <p style="text-align: center;"><b>Effective Magnet &amp; Choice Options</b></p> <p>Ensure high quality, cost effective magnet and choice programs to offer options to students and keep them motivated. Evaluate under-utilized schools and establish technological, medical and other programs to create high-tech, high-wage career alternatives for both college and non-college bound students.</p>   |
| 5 | <p style="text-align: center;"><b>Parent/Community Communication and Involvement</b></p> <p>Create and maintain active partnerships with parents and community groups to support student achievement, school initiatives, and shared decision making. Ensure a positive learning environment in all schools by continuing to engage and involve parents and guardians. By keeping them knowledgeable of their child's successes and struggles, they will be better able to reinforce their child's efforts and celebrate their accomplishments.</p> |

# SCHOOL YEAR CALENDAR

2007-2008

## 2007

- August 13 Teachers Report  
13-17 Teacher Planning/Inservice Days  
20 Students Report
- September 3 Labor Day Holiday (Districtwide)  
24-28 Writes Upon Request
- October 1-5 High School FCAT Retakes  
18 End of First Nine Weeks (43 day nine weeks)  
19 District/Statewide Inservice Day (Students Out)
- November 12 Veterans Day Holiday (Districtwide)  
21 Thanksgiving Holiday (Students & Teachers Out)  
22-23 Thanksgiving Holidays (Districtwide)
- December 3-7 Writes Upon Request  
19-21 High School Exams Days/Middle and Elementary Early Release  
21 End of Semester (84 days) (41 day nine weeks)  
24-31 Winter Holidays (Districtwide)

## 2008

- January 1-4 Winter Holidays (Districtwide)  
7 District Staff and Teachers Return - Teacher Planning/Inservice Day (Students Out)  
8 Students Return  
21 Martin Luther King Holiday (Districtwide)
- February 11-15 Writes Upon Request  
12-13 FCAT Writing  
18 Teacher Planning/Inservice Day (Students Out)

|        |       |   |
|--------|-------|---|
| March  | 12-25 | FCAT SSS/NRT Reading, Math Science                          |
|        | 13    | End of Third Nine Weeks (46 day nine weeks)                 |
|        | 31    | Spring Break (Students & Teachers Out)                      |
| April  | 1-4   | Spring Break (Students & Teachers Out)                      |
|        | 14-18 | SAT-10 (PROPOSED)   |
|        | 21-25 | Writes Upon Request   |
| May    | 12-16 | Writes Upon Request Alternative Assessment                  |
|        | 26    | Memorial Day Holiday (Districtwide)                         |
|        | 28-30 | Middle and High School Exams Days/Elementary Early Release  |
|        | 30    | Last Day for Students (96 day semester) (50 day nine weeks) |
|        | 29-31 | Graduation  |
| June   | 2-3   | Teacher Planning/Inservice Days/ End of regular Term        |
|        | 2     | Four Day Work Week Begins                                   |
|        | 18-22 | FCAT Retakes  |
| July   | 3     | Fourth of July Holiday (Districtwide)                       |
| August | 3     | End of Four Day Work Week                                   |

### **2007-2008 Summer School Calendar**

|      |       |                                   |
|------|-------|-----------------------------------|
| June | 4-5   | Teacher Inservice Reading Academy |
|      | 9-26  | Reading Academy                   |
|      | 12    | Teacher Inservice ESE             |
|      | 16-26 | ESE Summer School                 |
| July | 7-17  | Reading Academy                   |
|      | 7-24  | ESE Summer School                 |

## Leon County Schools—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 almost 245,000 residents within the 671 square miles of the county/school district. Tallahassee is our main city and the capital for the state. Two major universities, Florida A & M University and Florida State University, are within the city limits as is Tallahassee Community College. Flagler College and Barry University both have access to four-year degree programs through Tallahassee Community College.

There are over 52 regular and special school sites in the district, including four charter schools, to serve over 32,000 enrolled 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 ninth through twelfth grade students.

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 4,200 employees in the district, including over 2,200 teachers. The majority of teachers in our schools have 12 or more years of teaching experience and almost half hold a degree above Bachelors. Currently 200 teachers hold National Board Teaching Certification.

The Southern Association of Colleges and Schools is an independent group that sets standards of accreditation for schools. Standards include measures such as level of teacher certification, library and resource materials, parent and community involvement, and student performance. Schools are reviewed at least every five years to ensure that they are meeting these regional and national standards. Every elementary, middle, and high school in Leon County has achieved full accreditation status.

According to the State of Florida's school accountability system, 72% of Leon County's schools received a grade of "A" or "B" for 2007. School grades are based on the combined student achievement of the school as measured by the state's assessments in reading, writing, science, and math. Federal standards for student performance, as set out in the *No Child Left Behind Act of 2001*, are also used to rate schools across the country, including those in Florida.

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 School Board office located at 2757 West Pensacola Street, Tallahassee, 32304-2998. If you would to call and don't know who to speak with, call the district operator at 850-487-7100. They will connect you to the appropriate office or resource.

## ENROLLING IN LEON COUNTY SCHOOLS

**Elementary Schools:** To enter kindergarten, a child must be 5 years old on or before September 1 of the enrollment. To enter first grade, a child must be 6 years old on or before September 1 of the year being enrolled. Enrolling at the school where the student is scheduled to attend is easy and takes just a short time. Families will need to bring two proofs of residence (such as a utility bill), proof of a recent physical exam, a birth certificate or other evidence of the child's age, the child's social security number, and proof that the student has received all the required immunizations. Immunizations can be obtained from the public health department or a private doctor, but they must be current. Your health care provider will give you a blue form to show the school that all shots are up to date. If you are not sure that you have all the documents you need to bring, just call the school first to ask them what you need to bring as evidence. You will be asked to complete forms that show your name, address, phone number, emergency contact information, and any health concerns your child may have. These records are kept very private and are only used to contact families when necessary. Access to these records is limited to a very few people at the school site and records are never shared with the public.

**Middle and High Schools:** Middle or high school students enrolling for the first time in Leon County Schools will need to show the same types of records as elementary students. These include a social security number, proof of residence, proof of a recent medical exam, and a record of current immunizations. Before entering seventh grade, students must have proof of current booster shots.

**Transferring from another school district to Leon County Schools:** Families are encouraged to bring a copy of the most recent report card or other proof of academic achievement in addition to the documents noted above when they are transferring to the Leon County School District. This will allow the school to accurately place each student quickly. Each school's principal is responsible for determining the placement of students at the school.

**Attendance:** The school year includes 180 days of instruction, our students are expected to be on time and attend each school day. Florida Law requires school attendance for school age students who are not registered as being home educated. School age means the student is at least 6 years old and not yet 16 years old. Some absences, such as illness, can be counted as excused with the appropriate documentation. By law, parents are responsible for ensuring that students are at school every day. There are legal consequences for parents who do not take this responsibility seriously. Schools contact families when students show a pattern of tardiness or absence. Talk to the school about the attendance policy requirements or review school board policy regarding attendance.

**Which school?** Students are assigned to schools based on their actual residential address at the time of school registration. Attendance zone boundaries can be found on the district web site. Leon County also offers a variety of school choice options for students and their families. These options include magnet schools and programs, McKay Scholarships, Opportunity Scholarships, and other special programs to better serve students' academic needs. Contact the School Choice Office at 850-487-7546 for more information about attendance zones and choice options.

# ELEMENTARY SCHOOLS

**Apalachee Tapestry Magnet School of the Arts**  
Principal: Ross Witherspoon  
Phone: 488-7110  
School Hours: 7:30 a.m.-1:50 p.m.  
650 Trojan Trail 32311  
[www.apalachee.leon.k12.fl.us](http://www.apalachee.leon.k12.fl.us)

**Astoria Park**  
Principal: Joan K. Hays  
Phone: 488-4673  
School Hours: 8:35 a.m.-2:55 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: 488-7526  
School Hours: 7:40 a.m.-2:00 p.m.  
2204 Saxon Street 32301  
[www.wesson.leon.k12.fl.us](http://www.wesson.leon.k12.fl.us)

**Buck Lake**  
Principal: Claire Frick  
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: Carol Barineau  
Phone: 488-3301  
School Hours: 7:50 a.m. – 2:10 p.m.  
3250 Point View Drive 32303  
[www.canopyoaks.leon.k12.fl.us](http://www.canopyoaks.leon.k12.fl.us)

**Chaires**  
Principal: Christi Moss  
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)

**DeSoto Trail**  
Principal: Janis Johnson  
Principal in Transition: Michelle Keltner  
Phone: 488-4511  
School Hours: 7:40 a.m. - 2:00 p.m.  
2930 Velda Dairy Road, 32309  
[www.desoto-trail.k12.fl.us](http://www.desoto-trail.k12.fl.us)

**Ft. Braden K-8**  
Principal: Fannie Hope  
Principal in Transition: Jim Jackson  
Phone: 488-9374  
School Hours: 8:00 a.m. - 2:20 p.m.  
15100 Blountstown Hwy. 32301  
[www.ft-braden.leon.k12.fl.us](http://www.ft-braden.leon.k12.fl.us)

**Gilchrist**  
Principal: Jonathan Grantham, Ph.D.  
Phone: 893-4310  
School Hours: 8:10 a.m. - 2:30 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: 7:40 a.m. – 2:00 p.m.  
1414 Chowkeebin Nene 32301  
[www.hartsfield.leon.k12.fl.us](http://www.hartsfield.leon.k12.fl.us)

**Hawks Rise**  
Principal: Penny Brinson  
Phone: 487-4733  
School Hours: 8:40 a.m. - 3:00 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: 8:15 a.m. - 2:35 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: 8:45 a.m. - 3:05 p.m.  
1706 Dempsey Mayo Road 32308  
[www.moore.leon.k12.fl.us](http://www.moore.leon.k12.fl.us)

**Oak Ridge**  
Principal: D. J. Wright  
Phone: 488-3124  
School Hours: 7:40 a.m. – 2:30 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: 7:40 a.m. – 2:00 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: 8:55 a.m. - 3:15 p.m.  
1400 Indiana Street 32304  
[www.leon.k12.fl.us/Public/Riley](http://www.leon.k12.fl.us/Public/Riley)

**Roberts**  
Principal: Peggy Youngblood  
Phone: 488-0923  
School Hours: 7:40 a.m. - 2:00 p.m.  
5777 Centerville Road 32309  
[www.roberts.leon.k12.fl.us](http://www.roberts.leon.k12.fl.us)

**Ruediger**  
Principal: Carolyn Spooner  
Phone: 488-1074  
School Hours: 7:50 a.m. - 2:10 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: 8:15 a.m. - 2:35 p.m.  
2813 Ridgeway Street 32304  
[www.sabalpalm.leon.k12.fl.us](http://www.sabalpalm.leon.k12.fl.us)

**Sealey**  
Principal: Demetria Clemons  
Phone: 488-5640  
School Hours: 9:00 a.m. - 3:20 p.m.  
2815 Allen Road 32312  
[www.sealey.leon.k12.fl.us](http://www.sealey.leon.k12.fl.us)

**Springwood**  
Principal: Charlene Hogan  
Principal in Transition: Joseph Burgess  
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: 8:00 a.m. - 2:20 p.m.  
927 Miccosukee Road 32308  
[www.sullivan.leon.k12.fl.us](http://www.sullivan.leon.k12.fl.us)

**Woodville**  
Principal: Frank Voran  
Phone: 487-7043  
School Hours: 7:30 a.m. - 1:50 p.m.  
9373 Woodville Hwy. 32305  
[www.woodville.leon.k12.fl.us](http://www.woodville.leon.k12.fl.us)

## MIDDLE, HIGH, AND SPECIAL PROGRAMS

### MIDDLE SCHOOLS

#### Belle Vue

Principal: Kathleen Rodgers  
Phone: 488-4467  
School Hours: 7:30 a.m. - 1:50 p.m.  
2214 Belle Vue Way 32304  
[www.bellevue.leon.k12.fl.us](http://www.bellevue.leon.k12.fl.us)

#### Cobb

Principal: Robert McDaris  
Phone: 488-3364  
School Hours: 7:20 a.m. - 1:40 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: 9:25 a.m. - 3:45 p.m.  
9902 Deerlake West 32312  
[www.deerlake.leon.k12.fl.us](http://www.deerlake.leon.k12.fl.us)

#### Fairview

Principal: Roger Pinholster, Ph.D.  
Phone: 488-6880  
School Hours: 8:30 a.m. - 2:50 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: 7:30 a.m. - 1:50 p.m.  
800 Alabama Street 32304  
[www.griffin.leon.k12.fl.us](http://www.griffin.leon.k12.fl.us)

#### Nims

Principal: Kay Collins  
Phone: 488-5960  
School Hours: 8:30 a.m. - 2:50 p.m.  
723 W. Orange Avenue 32305  
[www.leon.k12.fl.us/public/nims](http://www.leon.k12.fl.us/public/nims)

#### Raa

Principal: Pat Keen  
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: Allen Burch  
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: 7:55 a.m. - 3:05 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: 7:45 a.m. - 2:55 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: 8:00 a.m. - 3:10 p.m.  
550 E. Tennessee Street 32308  
[www.leon.leon.k12.fl.us](http://www.leon.leon.k12.fl.us)

#### Lincoln

Principal: Martha Bunch  
Phone: 487-2110  
School Hours: 8:00 a.m. - 3:10 p.m.  
3838 Trojan Trail 32311  
[www.lincoln.leon.k12.fl.us](http://www.lincoln.leon.k12.fl.us)

#### Rickards

Principal: Pink Hightower, Ph.D.  
Phone: 488-1783  
School Hours: 8:00 a.m. - 3:10 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: 7:50 a.m. - 2:40 p.m.  
725 N. Macomb St. 32303  
[www.sail.leon.k12.fl.us](http://www.sail.leon.k12.fl.us)

### SPECIAL PROGRAMS

#### Academic Resource Center

Principal: Ward Spisso  
Coordinator: Susan Barnes  
Phone: 487-1957  
526 N. Appleyard Drive 32304  
[www.arc.leon.k12.fl.us](http://www.arc.leon.k12.fl.us)

#### Academy of Academics & Technology

Principal: Alex Carswell  
Phone: 487-7667  
School Hours: 8:00 a.m. - 2:30 p.m.  
480 N. Appleyard Drive 32304  
[www.livelytech.com](http://www.livelytech.com)

### 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)

### 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)

### Lively Technical Center

Principal: Woody Hildebrandt  
Phone: 487-7555  
School Hours:  
8:00 a.m. - 4:00 p.m. (4 day schedule)  
8:00 a.m. - 2:30 p.m. (5 day schedule)  
500 N. Appleyard Drive 32304  
[www.livelytech.com](http://www.livelytech.com)

### Pace Secondary School

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

### Ghazvini Learning Center

Principal: Desmond Cole  
Phone: 488-2087  
School Hours: 7:25 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

#### Arts & Sciences Charter (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)

#### Steele-Collins Charter Middle

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)

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

Principal: Shellonda Rucker  
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: 7:40 a.m. - 2:00 p.m.  
1234 Blountstown Hwy 32304  
[www.starsmiddle.school.org](http://www.starsmiddle.school.org)

## IMPORTANT PHONE NUMBERS

### ADMINISTRATION

|   |          |
|---|----------|
| Jackie Pons, Superintendent.....                                      | 487-7147 |
| Terri Messer, Executive Secretary to the Superintendent .....         | 487-7147 |
| Marvin Henderson, Ph.D., Associate Superintendent.....                | 487-7193 |
| Jeffrey Wahlen, School Board Attorney .....                           | 425-5471 |
| Bessie McCall, Assistant to the School Board .....                    | 487-7110 |
| Raine Smallridge, Public Information Officer .....                    | 487-7240 |
| Jim Parry, Chief of Labor and Employment Relations .....              | 487-7103 |
| Malinda Jackson, Director II – Equity and Diversity.....              | 487-7105 |
| TBA, District Auditor.....  | 487-7365 |
| Merrill Wimberly, Chief Financial Officer .....                       | 487-7196 |
| Dave Giordano, Director II - Human Resources .....                    | 487-7197 |
| Ruth Hobbs, Divisional Director – Community and Support Services..... | 487-7306 |
| John Hunkiar, Director – Safety, Security, Emergency Management.....  | 487-7117 |

### CURRICULUM SERVICES

|  |          |
|--|----------|
| Shannon Lynch, Assistant Superintendent – Curriculum and Instruction ..... | 487-7219 |
| Michelle Gayle, Ph.D., Divisional Director – Evaluation.....               | 487-7817 |
| Jorge Ortega, Divisional Director - School Improvement.....                | 922-0199 |

### SCHOOL MANAGEMENT

|  |          |
|--|----------|
| Forrest Van Camp, Assistant Superintendent – School Management... .. | 487-7219 |
| Barbara Wills, Divisional Director – Policy and Planning.....        | 487-7306 |
| Beverly Owens, Divisional Director - Special Programs.....           | 487-7525 |
| Margaret Fulton, Director II - Elementary Education.....             | 487-7106 |
| Merry Ortega, Director II - Secondary Education. ....                | 487-7139 |
| Ward Spisso, Director of Exceptional Student Education .....         | 487-7158 |
| Bill Piotrowski, Director II – MIS/Technology and Information .....  | 487-7363 |

### SUPPORT SERVICES

|  |          |
|--|----------|
| Paul Byrd, Assistant Superintendent of Maintenance, Facilities, & Construction ..... | 488-7337 |
| Ronnie Youngblood, Divisional Director – Facilities Systems Management.....          | 922-6010 |
| John Cramer, Divisional Director – Maintenance and Construction.....                 | 617-1800 |

### SCHOOL BOARD MEMBERS

|   |          |
|---|----------|
| Sheila Costigan - District 1.....               | 386-8502 |
| Dee Crumpler, Vice Chair - District 2.....      | 942-0730 |
| Maggie B. Lewis-Butler, Chair - District 3..... | 576-3308 |
| H. Fred Varn - District 4 .....                 | 668-2240 |
| Georgia M. "Joy" Bowen - District 5 .....       | 575-5114 |

## STUDENT ACADEMIC STANDARDS AND ASSESSMENTS

**Student Progression and Promotion:** Students must earn promotion to the next grade by showing that they have learned the required material in their courses, and they have reached a level of proficiency on standardized and state assessments. At the elementary level, students must be reading on grade level by the end of third grade, or they will be retained to receive additional assistance until they can master this important life skill. In elementary and middle schools, students who pass their courses at the appropriate grade level, meet the minimum competencies of the subject areas, and who score at or above the 25<sup>th</sup> percentile on standardized assessment are generally promoted. Under very special circumstances, students might not meet the regular standards for promotion but could be promoted for good cause. This might include some students who receive exceptional education services, students whose native language is not English, or students who demonstrate their abilities in alternative assessments. Students are not promoted based upon their age or the time they have spent at school—this is called "social promotion" and is not allowed by state law or school board policy.

The current requirements for middle grades promotion to high school begin with students entering grade 6 in the 2006-2007 school year. In order to be promoted to the ninth grade, students are now required to complete the following with a passing grade in each course:

- Three (3) middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
- Three (3) middle school or higher courses in mathematics. Each middle school must offer at least one high school-level mathematics course for which students may earn high school credit.
- Three (3) middle school or higher courses in social studies, one semester of which must include the study of state and federal government and civics education.
- Three (3) middle school or higher courses in science.
- One (1) semester-long course in career and education planning to be completed in seventh or eighth grade.

Beginning with ninth grade, student progression changes slightly. Students must still pass their courses and have acceptable levels of achievement on assessments. Students must also meet graduation requirements in a timely manner and at an acceptable level to be classified in the next grade level. Courses that are equivalent to one school year or 180 days of instruction are considered one full credit; courses that are offered for half that time are considered one-half credit. English III is a full-year course and would earn one (1.0) credit. HOPE (Health Opportunities through Physical Education) only lasts one semester; passing it would earn one-half (0.5) credit. Courses must be those that allow students to meet graduation requirements. Graduation requirements and options are explained in the *Graduation Handbook* given to all middle and high school students every spring as scheduling for the next school year is beginning. Students must earn credits and have achieved the cumulative grade point average. This chart shows the criteria for each high school classification.

| To be classified as:         | Credits earned:  | Cumulative Grade Point Average               |
|------------------------------|--|--|
| <b>Ninth grade/Freshman</b>  | Must have been promoted or assigned by middle school principal |  |
| <b>Tenth grade/Sophomore</b> | No less than 5   | 1.5 or higher                                |
| <b>Eleventh grade/Junior</b> | No less than 11  | 1.75 or higher                               |
| <b>Twelfth grade/Senior</b>  | No less than 17  | 2.0 or higher                                |
| <b>High School Graduate</b>  | 24 or more or Accelerated 18 credit option                     | 2.0 or higher AND pass FCAT Reading and Math |

**Major Area of Interest.**The high school Major Area of Interest is a means by which a student can explore areas of interest in depth. Students entering grade 9 in 2007 and thereafter, will select a Major Area of Interest as part of their required electives for graduation. Although students need four Major Area of Interest credits, the Major can change each year without penalty and without affecting graduation.

When selecting a Major Area of Interest, students may want to consider their career interests and course requirements for the Florida Bright Futures Scholarship Program and the State University System (SUS), if applicable. FACTS.org's ePEP & Evaluations can help public middle and high school students choose courses to meet their individual goals and compare transcripts to requirements to show progress towards those goals. Contact your school guidance department for more information or visit the FACTS.org website at <http://www.facts.org/cgi-bin/> .

Leon County Schools follows the state grading scale when assigning letter grades to report cards. No plus or minus marks are added to student report cards. The grading scales are as follows:

**Grading Scale for Grades 2—12:**

|                     |          |                          |
|---------------------|----------|--------------------------|
| A = 90—100% mastery | 4 points | Outstanding              |
| B = 80—90%          | 3 points | Above average            |
| C = 70—80%          | 2 points | Average                  |
| D = 60—70%          | 1 point  | Lowest acceptable        |
| F = 59 or lower %   | 0 points | Failing to make progress |

**Grading Scale for Kindergarten and First Grades:**

|                                     |
|-------------------------------------|
| E = high level of understanding     |
| S = progressing satisfactorily      |
| N = needs more time and experiences |

If students are not working on grade level, kindergarten through fifth grade report cards will show GP, SP, or NP—all indicators of below grade level work. In grades six through twelve, courses labeled "Basic" or "Intensive" are indicators of below grade level work. These indicators or grades of N, D, or F or similar comments on a student's interim progress report mean a student is having trouble learning. Interim progress reports are prepared and sent about halfway through each grading period. If families have not already done so, this would be the time to talk with your child's teacher or teachers to find a solution. For questions or concerns about student progression, contact the school, look at LCS Board Policy 4.15 or call the Department of Curriculum Services at 850-487-7868.

**What are students learning in school?** The State of Florida has adopted the Sunshine State Standards that determine what students should know and be able to do at various grade levels. These standards form the basis for teaching and learning in our schools. Leon County Schools teach students to know and understand our world through reading, writing, and language arts; through mathematics and science; through the social sciences such as geography, history, and economics; and through physical education and the arts such as music and art. Patriotism, the contributions of various ethnic groups, character education, and a sense of citizenship are also important parts of the instruction. Students have opportunities to learn to speak a foreign language and appreciate the contributions of various world cultures. Most importantly, students must be able to read materials written at their grade level with good understanding, write with good composition, and apply essential mathematics skills to typical problems. The Sunshine State Standards are an integral part of the course work at all grade levels. Report card grades reflect how well the student is learning the standards in each grade level or course.

**How do I know if my student is learning appropriately?** After each grading period a report card is sent home for families to review. Report cards indicate whether a student is progressing and performing on grade level. Students may be getting grades of "C" or better, but they may be doing work that is below their grade level. Look carefully at the report cards before they are signed and sent back to the school. About halfway through each grading period, an interim progress report may be sent home to inform you of a problem or a special success your student may be having. School newsletters, listservs, and school websites can help you keep up with the work of the schools. These communications keep you informed. They also invite you to discuss what is happening with your student so that you and the school can work together to help your student succeed.

Schools always ask for your most current address and phone numbers where you can be reached. This is important information for schools to have if there is an emergency. It is also important information for them to have so that they can reach you to talk about your student's progress in school. Families have a right to be notified as soon as student progress appears to be delayed. Teachers often send home notes and may request a conference; sometimes, the school will call to talk with you.

**What if child is having a problem with learning?** If you see a problem, contact the school. Ask for time with the teacher or teachers to discuss your concerns. You will also be contacted by the school if the teachers see an issue that needs your support. When students are not making progress, the school must contact the family. Sometimes the school will ask for your help in correcting a behavior or being sure that your child gets to school on time, does the homework, or just brings the right materials to school. These conferences are usually informal, but they can go a long way in keeping small issues from becoming big learning problems.

Every student is different, and sometimes learning problems cannot be solved with a short and informal conference. You or the school can ask for a more formal conference to discuss your child's learning progress. You may be asked to attend an Individualized Progress Monitoring Plan, an Individualized Education Plan, a 504, or an Limited English Proficiency plan meeting. It is important to your student's learning success that you respond to these requests quickly.

**What is an IPMP?** IPMP stands for Individualized Progress Monitoring Plan. Based upon a student's performance on various tests or classroom work, teachers may see a need for an IPMP. This plan details what additional kinds of instruction your student will receive to help resolve learning problems. Many IPMPs are written because students have basic problems in learning to read on grade level. There are specific, research-based strategies that teachers will use to help your student, and you need to know what they are. Teachers can also show you how to help your student with the important skill of reading at home. IPMPs are written for one school year. For more information, contact the guidance counselor at your school.

**What is an IEP?** IEP stands for Individualized Education Plan. Students who might need an IEP have more extreme learning difficulties than students needing an IPMP. IEPs might also be written for students who require more challenging curriculum offerings or just need special instructional methods to access the full range of curriculum offered. Before an IEP can be written, students must be allowed to be tested to determine whether their learning difficulties qualify them for exceptional student education services. The tests include assessing academic progress and behavior as well as psychological needs. These tests are given by trained school psychologists in the Leon County School system at no cost to you. Even if you have an evaluation from a private practitioner, the school system must verify those results with their own evaluations. Students who qualify for exceptional education services and their families have specific legal rights and responsibilities. If you receive a request for an IEP meeting, the sooner you respond, the sooner your child can begin receiving the specialized assistance they need. IEPs must be reviewed every year to make sure they are specific to the student's needs and are appropriate for the student's education. For more information, call Exceptional Student Education at 850-487-7160.

**What is a 504 plan?** A 504 plan is named for Section 504 of the Rehabilitation Act of 1973, a federal law governing services to students with disabilities. A 504 plan is for students who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such a condition. The 504 plan ensures students equal access to the full instructional program by describing the accommodations that the student needs to succeed. These plans are reviewed annually. For more information, contact the Americans with Disabilities Act (ADA) compliance office at 850-487-7337.

**What is an LEP or ESOL plan?** LEP stands for Limited English Proficiency; ESOL stands for English for Speakers of Other Languages. Our schools serve over 300 students whose native language is not English. When English is not the first language of the student, that student may be eligible for an LEP or ESOL plan. The plan will outline the special services that the student will receive to help with learning to read, write, and speak English proficiently. For more information, contact the Department of Curriculum Services at 850-487-7868 and ask for the ESOL Developer.

**What else is available for struggling students?** Leon County Schools does not offer a traditional K-12 summer school program for promotion. In elementary schools, teachers work with students throughout the day on areas where students need help. Leon County Schools has many para-professionals, mentors, and tutors to assist students throughout the school year. Third grade students who score at Level 1 on the state assessment in reading are eligible to attend the Summer Reading Academy. However, keeping in touch with each student's teacher will help families know how students are handling the work and what added strategies are needed.

At the middle school level, students may be scheduled into intensive courses designed to help them achieve reading or mathematics skills at the appropriate grade level. These intensive courses may be in addition to regular language arts, reading, and mathematics courses. Intensive courses are an indication that the student is not yet performing on grade level in that subject. Families will want to contact the school for added information when students have been scheduled into intensive courses.

High school students also may receive added instruction through intensive courses. Students at this age are expected to seek out more support on their own from their teachers and can make appointments with most teachers for time outside of class to get more help. In addition, students can form study groups to help each other learn more. Intensive courses help many students with the skills they need to succeed. Families and students should be aware that not all intensive courses count toward their required graduation credits. Some high school students may take five years, not four, to finish their credit requirements. High school students begin to take their FCAT Reading, Writing, and Mathematics exams for graduation in tenth grade and have several additional opportunities to retake a portion they have not yet passed. Each high school offers a variety of strategies to assist students. Contact the school's guidance department for more information.

***Thank you,***  
***Tallahassee/Leon County.***  
With your help and support,  
the Leon County School District  
is poised to move up from one of  
Florida's best districts,  
to the ***best*** in the state.  
Let's do it the only way possible.... together.

Jackie Pons  
*Superintendent*

**What programs are available to students who need greater academic challenges?** Using the Sunshine State Standards as the basis for what is being taught in all our schools ensures that all students receive a challenging and rigorous curriculum. There are additional programs available to students who want and need even greater challenges. Students at any grade level can receive accelerated opportunities designed specifically for their unique needs. There are other opportunities also offered throughout the district. The *Graduation Handbook* describes them in greater detail, and below is a brief listing. Contact the school's guidance counselor for more information about any of the specific accelerated programs listed below.

#### High School Courses and Credits in Middle School

Middle school students can take several required high school courses, such as Algebra or Geometry, while still in middle school. These courses would be designated as honors level courses. Students may retake these courses if they are unsuccessful the first time. Students are classified as being in high school for those courses and the grades do appear on a student's transcript.

#### International Baccalaureate (Pre-IB and IB)

Fairview and Nims Middle Schools offer Pre-IB programs. The International Baccalaureate program is offered at Rickards High School. Students may earn an IB diploma upon demonstration of the required levels of mastery. Entrance into the Pre-IB or IB program is open to any interested student who meets the criteria.

#### Advanced Placement (Pre-AP and AP)

Griffin Middle School offers a Pre-AP program. High school AP courses are offered by teachers especially trained by the College Board to teach these rigorous academic courses. Students who score a 3 or higher on the end-of-course exams may be eligible for college credit or may be able to begin college courses at an advanced level when they enroll.

#### Dual Enrollment (DE)

The DE program permits upper level high school students to enroll simultaneously in high school and post secondary courses (community college, college, vocational, adult education) in order to take courses that are not available at the high school. Credits earned can be applied toward high school graduation and toward college graduation requirements. In this way, students attend college at no cost—books and tuition are covered by agreements between the college and the district. There are entrance requirements and restrictions for courses that can be taken.

### ***Our Vision***

Leon County Schools will be an engaging,  
safe and respectful learning environment  
that embraces change and produces  
high academic achievers who appreciate diversity  
and become conscientious contributors to our society.

## TESTING AND ASSESSMENTS

### What kinds of tests do students take?

There are three levels of assessment: classroom, district-wide, and state-wide. Students take teacher-directed tests in their classes, such as spelling tests or chapter tests, to gauge student mastery of lessons throughout the year. The district provides Writes Upon Request (WUR) four times a year to help assess student progress in writing. The Stanford Achievement Test/10 (SAT/10), a standardized test, is used districtwide in the spring to measure student progress in core subject areas compared to students on the same grade level throughout the country. State assessments measure reading, writing, math, and science. The state assessment, the Florida Comprehensive Assessment Test (FCAT), has some components that measure national standards, but is mostly designed to measure how well students are progressing in their mastery of Florida's Sunshine State Standards. Results of these tests can be a large factor in determining promotion. Results are also combined at each school to determine school grades under the state accountability system and adequate yearly progress under federal accountability standards.

### What district or state tests do students take?

Students take several assessments to measure their progress toward meeting grade level expectations. Students should score at Level 2 or higher on FCAT SSS or 25 percentile or higher on FCAT norm-reference test (NRT) to be eligible for promotion to the next grade. Students need to score at Level 3 or higher on FCAT assessments to show they are working at the expected achievement grade levels.

*Check out what is going on at your child's school by visiting the school website at any time of day or night! Go to the District's main page at [www.leon.k12.fl.us](http://www.leon.k12.fl.us) and click on "School Websites" to find individual schools.*

## Testing and Assessments

| TEST  | Grade                                | Purpose   |
|---|--------------------------------------|---|
| FLKRS: Florida Kindergarten Readiness Screener:<br><br>Assessment given at the beginning of school ECHOS and DIBELS   | K                                    | This test helps teachers determine a child's readiness for academic work in kindergarten.   |
| SAT/10: Stanford Achievement Test   | K-2                                  | The SAT/10 is a nationally norm-referenced test administered in the spring to students. Students are tested in reading and math.  |
| FCAT: Florida Comprehensive Assessment Test:<br><br>Reading /Math grades 3-10 Writing+ to 4 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> grade only<br>Science to 5 <sup>th</sup> , 8 <sup>th</sup> , 11 <sup>th</sup> grade only | 3—11                                 | The FCAT is a series of tests the state uses to show how well students are meeting the Florida Sunshine State Standards and to compare the reading and mathematics test scores of our students with others in the country. The tests measure reading, mathematics, writing and science. Student scores on FCAT are combined at each school to determine school accountability grades. |
| WUR: Writes Upon Request<br>Given four times a year   | 1-11                                 | Writes Upon Request was developed in Leon County to determine how well students can write. It follows the same format as the FCAT writing prompt assessment.  |
| CELLA: Comprehensive English Language Learning Assessment   | K-12                                 | This is a language proficiency assessment used to measure the growth of English Language Learners in mastering English skills needed to succeed in school. It is administered in spring of each year.   |
| DIBELS: Dynamic Indicators of Basic Early Literacy Skills<br><br>May be given up to 3 times a year<br><br>Florida Oral Reading Fluency (FORF)<br><br>Mazes  | K– 5<br><br><br>6 - 12<br><br>6 - 12 | DIBELS scores are good predictors of performance on high-stakes achievement tests and are used to help teachers group children for instruction. DIBELS is a tool that enables teachers to intervene with students at risk for failure before they take end-of-year assessments. FORF measures a student's reading fluency. Mazes measures fluency and comprehension.                  |
| DAR: Diagnostic Assessment of Reading<br><br>ERDA: Early Reading Diagnostic Assessment<br><br>TPRI: Texas Primary Reading Inventory   | 5-12<br><br>K-3<br><br>K-3           | These three diagnostic instruments are given to students to identify their reading skill deficiencies to guide individual instruction for improvement.  |
| PSAT/NMSQT: Preliminary Scholastic Aptitude Test/National Merit Scholar Qualifying Test   | All 10<br>(some 9, 11, 12)           | These tests help determine college-level skills and potential for success in AP courses. High results could lead to scholarships for 11 <sup>th</sup> grade test takers..   |

*Check out what is going on at your child's school by visiting the school website at any time of day or night! Go to the District's main page at [www.leon.k12.fl.us](http://www.leon.k12.fl.us) and click on "School Websites" to find individual schools.*

Parents receive the results of SAT/10 and FCAT in spring—usually just before or with the student's final report card. Other assessment results are available by asking for an appointment with the teacher to review and understand results. Not all students take all the tests listed.

*Do you want to see what goes on at your School Board meetings?  
 You can find the agenda on line a few days before each meeting.  
 You are always welcome to attend meetings, but if that isn't convenient,  
 you can also **watch them on Comcast Cable Channel 23**, which is actually  
 our school district public access channel. The meetings are broadcast live  
 from The Howell Center on the second Tuesday of each month.*

## **FAMILY SERVICES AND CHOICES**

### **Parent Resource Areas**

Every school site has a parent resource area containing pamphlets, booklets, books, and other materials about the school. There are also materials available on parenting with tips and techniques that are helpful in dealing with the day-to-day job of parenting. Usually this information is located near the guidance office at the school.

### **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. Families must complete and return the application form sent home at the beginning of the school year to apply for this service.

### **Title I Services for Students and Families**

Title I is a federal supplemental program designed to serve students in need. Additional 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 added materials and teachers for these schools, and a portion of the funds are spent on special parent involvement activities and workshops. The Title I office has also secured two multi-year 21<sup>st</sup> Century Schools grants to fund extended day and extended year services to provide additional academic, enrichment and nutritional services to the students attending these schools. Title also contracts with selected neighborhood centers and private providers for after-school programs that support and extend student learning. In addition, there is a teacher to serve students designated as homeless. More information about Title I schools and services can be found at the school or by calling the district Title I Office at 850-413-0441.

### **Exceptional Education Services (ESE) for Students and Families**

Eligible students with special learning needs have the right to special services. Teachers and guidance counselors will help families determine the student's eligibility and help ensure that services are delivered. These are students with an IEP or 504 plan. Families are important participants in developing those plans. Based on these plans, students may receive certain accommodations during the instructional day and may be eligible for accommodations on state assessments. Students who have severe disabilities and need to pursue a special diploma may be eligible for enrollment in Gretchen Everhart. Students designated as Gifted may be eligible to attend the Academic Resource Center (ARC). The district's ESE staff can answer specific questions at 850-487-7160.

### **Limited English Proficient (LEP) Services for Students and Families**

Students from families where English is not the native language can receive accommodations to help them learn English more quickly. A student's LEP plan describes the accommodations needed. Some schools offer side-by-side translations of school newsletters that are sent home with students. Families may bring a translator to any school conference and meeting or may request that a translator be present during those meetings. Families need to notify the school ahead of time if a translator is coming. When 10 or more students with the same native language are enrolled in a school, the school will hire a bilingual aide to ensure family access to important information.

### **School Volunteers or Mentors**

Schools welcome volunteers to assist with office or classroom preparation and work. Volunteers may tutor students in the classroom, assist with classroom lessons, and provide other valuable assistance to schools. Some people choose to mentor a student for an extended period of time. In keeping with Florida law, Leon County Schools conducts a Sexual Predator Check on all volunteers; mentors undergo finger printing. During the 2006-2007 school year, Leon County had 12,213 registered volunteers in the schools, and 1395 mentors working with individual students. Volunteers and mentors donated more than 415,000 hours to our schools in 2006-2007. The Volunteer Office has more information. Call them at 850-487-7800.

### **Adult Literacy Services**

Family circumstances are different for everyone. Family members who want to improve their basic reading and mathematics skills or get their own high school diploma can enroll in the Leon County Schools Adult and Community Education (ACE) Program. Contact them at 850-922-5343 for more information or ask about these services at the guidance office or parent resource center.

### **School Advisory Councils**

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 each year to be more effective. Parents elect parents to this decision-making council. Contact the school principal for more information or call the district's Director of School Improvement at 850-922-0199 for more information.

### **Other Health and Community Services**

Parent resource centers have information about community services that are available to families who need them. District school social workers are sensitive to family needs and are prepared to provide confidential help and referrals to community agencies when needed. The district office number for these services is 850-488-2275.

## **CHOICE OPTIONS FOR FAMILIES**

Students are assigned to schools based on their actual residential address at the time of school registration. Attendance zone boundaries can be found on the district web site. Leon County also offers a variety of school choice options for students and their families. The purpose of the choice program is to provide as many options as possible to maximize student learning. There are a variety of special programs available, such as, International Baccalaureate, science, technology, and fine arts. Families apply by March 1 of each school year for controlled choice that includes magnet schools and other special programs. Contact the School Choice Office at 850-487-7546 for more information about attendance zones and choice options.

McKay Scholarships are available to students with disabilities whose families are seeking different learning opportunities for their students. Contact the Exceptional Student Education Office at 850-487-7160 for more information about this choice opportunity.

Opportunity Scholarships are available to students designated to attend schools that have not met state accountability standards. Families of eligible students are notified by mail of this choice option soon after school grades are released by the Florida Department of Education in June. Contact the School Choice Office at 850-487-7235 for more information about this choice option.

Schools receiving Title I supplemental funds that do not make adequate yearly progress (AYP) for two consecutive years must provide choice options to the students designated to attend those schools. Families of

eligible students for this choice option are notified by mail soon after school grades and AYP data are released by the Florida Department of Education in June. Contact the School Choice Office at 850-487-7235 for more information about this choice option.

Charter Schools are public schools contracting with the district to provide services to students. Leon County has four charter schools: The School for the Arts and Sciences (850-386-6566), grades K-8; C. K. Steele-Collins (850-681-1929) serving grades 6-8; Stars Middle School (850-681-7827) serving grades 6 and 7; and the Life Skills Center of Leon County (850-599-9190), serving 16-21 year-old students. Each charter school offers a unique opportunity and setting. Families can get more information about each school by calling the schools directly.

Families who choose not to send their students to a public school may also decide that Home Education is the best option. The State of Florida and Leon County policies are clear that the family is responsible for all aspects of the education of their students in this situation. However, to ensure the health, safety, and welfare of students between the ages of 6 and 16, there are a few requirements families must satisfy in order to home educate their children. For example, families must register with the district of residence and students must be evaluated annually. The district's Home School Office can assist families who choose this option. Their number is 850-413-0441.

## Helpful Parent Friendly Websites

Leon County School District

<http://www.leon.k12.fl.us>

Leon County School Board Policy 1.063 - Family and School Partnerships

<http://www.planning.leon.k12.fl.us/Policies/1063.htm>

Leon County School Board Procedure A-17 - Title I Parent Involvement

<http://www.planning.leon.k12.fl.us/Procedures/A-17.htm>

Safe Kids USA

<http://www.usa.safekids.org/>

Missing Children Information Clearing House

[www.fdle.state.fl.us](http://www.fdle.state.fl.us)

Bullying Prevention

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

FCAT Explorer

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

Just Read, Florida!

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

Florida Department of Education Parent Resource Page

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

Florida Healthy Kids

<https://www.healthykids.org/>

The Florida Partnership for Family Involvement in Education

<http://www.floridapartnership.usf.edu/>

## SPECIAL PROGRAMS AND SCHOOL SITES FOR STUDENTS

Some student needs cannot be met in a regular school setting even with additional support and services at that school. There are times when more than an IPMP, IEP or other type of assistance and accommodation plan is necessary. Leon County Schools offers a variety of alternative settings to meet the educational needs of students.

Pre-Kindergarten Programs can be found at most of the elementary schools in the district as well as through selected private providers. Young children with special physical, emotional, or educational needs may be eligible for Pre-K programs at a reduced cost. Contact the Pre-K Program Office at 850-922-2099 for more information.

SAIL, the School for Applied Individual Learning, is a high school that offers the same curriculum as other high schools but in a more individualized way. Families must apply for this alternative learning site and may do so by calling the school directly at 850-488-2468.

Lively Academy of Academics and Technology is another alternative for high school students who want to earn a diploma and receive workforce development training. There are admission requirements. Lively Academy staff can be reached at 850-487-7667.

Other special sites include the Mehrdad Ghazvini Learning Center, Juvenile Detention Center, DJJ Programs, DISC ADT, and Pace Secondary. These sites serve students who have been involved with the court system, have been recommended for attendance instead of expulsion, or who have other life altering situations that require special attention. For more information about these programs, call the district at 850-487-7525 to direct you to the appropriate program site for more information.

GED Exit Option Program is a State of Florida Department of Education approved program. This program is designed for high school students who have not achieved the necessary credits and GPA to be on grade level and graduate with their class. It is an alternate way for students to earn a high school diploma. Students receive instruction to remediate the skills needed to pass both the FCAT and GED. Students must be enrolled in academic courses that earn them credit. Contact the Guidance Office at your child's high school for more information.

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## Notes and Numbers

**Get Involved:** Dedicate time and space for your child at home or help at school. Volunteer, mentor, or become a partner – contact your school or call the Volunteer Program Office at 487-7800.

**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. [www.leon.k12.fl.us](http://www.leon.k12.fl.us)

**School Board Meetings:** The School Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 6:00 p.m. The Public is always welcome to attend at 3955 W. Pensacola Street, or they can watch the meetings live on Comcast Cable 23. School Board Office: 487-7110

## ADDITIONAL INFORMATION

The best source of information about what is happening at your child's school is the school itself! Schools welcome the active involvement and participation of families. Principals, teachers, and guidance counselors are specially trained to assist families in getting the best education possible for students.

The district uses a variety of citizen committees to gather input on important decisions such as policy changes, spending half-cent sales tax dollars, and where to put new schools. You can offer to serve on some of these by letting your school principal know of your interest.

School board meetings are held on the second and fourth Tuesday of every month and are always open to the public. School board meetings are now broadcast live on Channel 23 and replayed at least twice each week for people who prefer to watch on their home televisions.

Visit the district website [www.leon.k12.fl.us](http://www.leon.k12.fl.us) to find general and program information, school board policies and procedures, individual school sites, contact information, and e-mail addresses. Questions or concerns about district-wide policies can also be directed to the district office. Some of the frequently called numbers are listed below.

Families are the first and most important teachers of our students. Join us in making the education of our future citizens the best it can be—see you at school!

### Selected Frequently Called District Numbers

|   |              |
|---|--------------|
| Affirmative Action                      | 850-487-7105 |
| Assessments                             | 850-488-0093 |
| Choice                                  | 850-487-7257 |
| Community Information/Communications    | 850-488-0526 |
| Curriculum Services                     | 850-487-7893 |
| Elementary Schools                      | 850-487-7106 |
| Exceptional Student Education           | 850-487-7160 |
| Facilities                              | 850-488-7337 |
| Food and Nutrition Services             | 850-488-7426 |
| Information/Operator                    | 850-487-7100 |
| Policies                                | 850-487-7257 |
| School Board Members                    | 850-487-7110 |
| Secondary Schools                       | 850-487-7139 |
| SES Services                            | 850-487-7893 |
| Social Workers                          | 850-488-2275 |
| Superintendent                          | 850-487-7147 |
| Title I/21st Century CLC/Home Education | 850-413-0441 |
| Transportation                          | 850-488-2636 |
| Volunteers and Partners                 | 850-487-4321 |

**FLORIDA IMMUNIZATION GUIDELINES  
BY SCHOOL GRADE  
2007-2008**

| <b>GRADE</b>                          | <b>DTP/Tetanus</b>  | <b>OPV/IPV</b>   | <b>MMR</b>   | <b>HEPATITIS B</b>                                      | <b>VARICELLA</b>              | <b>HIB</b>                                  |
|---------------------------------------|---|--|--|---|-------------------------------|---|
| <b>PRE-K</b>                          | DTP/DTaP x<br><b>4</b>  | OPV/IPV x<br><b>3</b>  | <b>1<sup>st</sup></b><br>Measles or<br>MMR ><br>or = 1 <sup>st</sup><br>Birthday | <b>Required</b><br>(3 dose series)                      | <b>Required</b><br>(Vx or Dz) | <b>Required</b><br>(Hib x 4 or<br>may vary) |
| <b>K</b>                              | DTP/DTaP x<br><b>5</b> (5 <sup>th</sup> > or =<br>4 <sup>th</sup> B.D.) | OPV/IPV x<br><b>4</b> (4 <sup>th</sup> > or =<br>4 <sup>th</sup> B.D.) | <b>2<sup>nd</sup></b> MMR<br>(>28 days<br>after 1 <sup>st</sup><br>dose)         | “   | <b>Required</b>               | <i>Not<br/>required</i>                     |
| <b>1<sup>ST</sup></b>                 | “   | “  | “  | “   | <b>Required</b>               | <i>Not<br/>required</i>                     |
| <b>2<sup>ND</sup></b>                 | “<br>(Series started<br>> 7 y.o. need<br>Td x 3)                        | “  | “  | “   | <b>Required</b>               | <i>Not<br/>required</i>                     |
| <b>3<sup>RD</sup></b>                 | “   | “  | “  | “   | <b>Required</b>               | <i>Not<br/>required</i>                     |
| <b>4<sup>TH</sup></b>                 | “   | “  | “  | “   | <b>Required</b>               | <i>Not<br/>required</i>                     |
| <b>5<sup>TH</sup></b>                 | “   | “  | “  | “   | <b>Required</b>               | <i>Not<br/>required</i>                     |
| <b>6<sup>TH</sup></b>                 | “   | “  | “  | “   | <b>Required</b>               | <i>Not<br/>required</i>                     |
| <b>7<sup>TH</sup>-12<sup>TH</sup></b> | <b>Td booster</b>   | “  | “  | <b>REQUIRED</b><br>(2 or 3 dose<br>series<br>available) | <b>NOT<br/>REQUIRED</b>       | <i>Not<br/>required</i>                     |

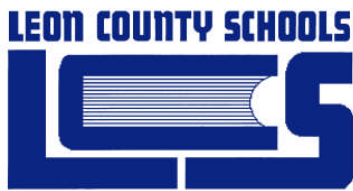
Revised 05/07  
Immunization Guidelines Booklet

\* See FDOH

## PARENT AND FAMILY CHECKLIST

All students can be successful! Achieving academic success does not mean getting all "A"s on a report card. It means working hard and achieving at levels that allow students to move forward with the knowledge and skills they need. Successful students come from all different kinds of family backgrounds. Student success depends on what families do and say and value much more than it depends on what families have or spend. Here are some characteristics of families with academically successful students. Do these describe your family?

- ( ) We stress the importance of a good education and expect children and teens to do their best.
- ( ) We truly believe and expect that our children will succeed, and we tell them so!
- ( ) We help set short-term goals. For example, finish math homework in the next 20 minutes or finish this novel by the end of next week.
- ( ) We help set long-term goals. For example, Get prepared to take Algebra I in middle school or get a college degree to become a teacher.
- ( ) We celebrate success and academic accomplishments. For example, we might give a big hug, prepare a favorite food, or tell everyone in the neighborhood!
- ( ) We want good readers, and we reinforce reading at home. We have lots of good reading materials available: items we have borrowed from the public or school library; books or magazines we have purchased; and materials we exchange with other families. Our children and teens see us reading every day.
- ( ) We have a regular time and a quiet place for children and teens to do homework every day, and we expect to see the homework when it is done. We make sure that pencils, paper, and other tools are available in our home.
- ( ) We ask questions about what is going on in class. "Nothing" is not an acceptable answer.
- ( ) We attend workshops and training sessions offered by the school.
- ( ) We set limits on the time spent watching TV or playing video games, and we try to watch programs that reinforce academic skills and family values together.
- ( ) We take the rights and responsibilities in the Code of Student Conduct very seriously, and we expect our children and teens to be responsible at school and at home.
- ( ) We have routines and responsibilities at home. For example, there are chores at home that our children are expected to do, and we hold them accountable.
- ( ) We encourage participation in after-school activities either through our school or religious organization.
- ( ) We make sure children and teens are in school every day and are on time every day.
- ( ) We talk with the school regularly about academic progress.
- ( ) We prepare for meetings and conferences with teachers by thinking about and writing down questions before the meeting. We take notes and follow up after the meeting.
- ( ) We attend as many school activities as possible.
- ( ) We look for opportunities to volunteer at school. For example, we are at work during the school day, so we could volunteer to help plant flowers on campus on a Saturday.
- ( ) We love and value our children and teens, and they know it—because we tell them!



### **Nondiscrimination Contact Information**

"No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, 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:

Dr. Malinda Jackson, Equity Director  
Leon County Schools  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
850/487-7105; 800/245-9449  
jacksonm@mail.leon.k12.fl.us

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

Dr. Margot Palazes, 504 Specialist  
Leon County School Board Office  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
850/487-7161  
palazesim@mail.leon.k12.fl.us

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