WILLIAM V. HUSFELT, III
SUPERINTENDENT

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32401

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Board Members:

Joe Wayne Walker
District 1

Ryan Neves
District 2

Ginger Littleton
District 3

Jerry Register
District 4

Steve Moss
District 5

Bay District Schools
2012-13 Student Assignments
Out-of-County Procedures

Students whose legal residence is in a county other than Bay must apply **annually** for approval to attend Bay District Schools. All out-of-county requests must be approved by the Bay County School Board **prior** to enrollment. (Bay District School policy 7.103)

A. Any parent wishing to apply for out-of-county approval should complete the following steps:

1. The parent / guardian will send a letter to the Superintendent of their "home" county requesting permission to attend a school in Bay County. The home county in turn sends an approval letter to Bay District Schools.

2. The parent / guardian will send a letter to Bay District Schools requesting permission to attend a school in Bay County. The letter should include: applicable school year, the child's name, address, phone number, grade, school requested and alternate choice of schools.

3. The parent / guardian will complete an **Out-of-County Performance Contract** available online at www.bay.k12.fl.us or the School Choice Office located at the Nelson Building, 1311 Balboa Ave., Panama City, FL 32401.

4. The parent / guardian shall provide evidence that the student has a passing score in all core academic areas, a minimum of a 2.0 GPA, proficiency, as defined by the State, in each area on state-mandated assessments, no suspensions, expulsions, or excessive absences (5 absences or 5 tardies in a 30 day period or 10 absences or 10 tardies in a 90 day period) within the past calendar year. K-3 students must provide evidence of achievement test scores administered by an authorized tester in the areas of reading and math indicating that the student is on grade level (7.103).

B. Once the School Choice office receives the approval letter from your county, the letter to Bay District Schools Superintendent, the signed Performance Contract, and proof of GPA/ FCAT, discipline and attendance, your request will be reviewed. Complete requests must be submitted to the School Choice department two weeks prior to a scheduled Board meeting date. *See attached schedule for School Board meeting dates.*

School Board Policy 7.103 states: No out-of-county student shall be placed in a school that is over the school's Enrollment Capacity unless the student will be in the highest grade level at that school and the student attended that school during the previous year. Siblings of out-of-county students are not given any priority in placement.

Patterns of nonattendance or violation of the Code of Student Conduct / Out of County Performance Contract will result in the student being returned to his / her zoned school/county.

Upon School Board approval, a letter will be sent to the parents and to the school the student was approved to attend. Only then may a parent / guardian register the student in Bay County.

Send request letters to: Bay Districts Schools/ School Choice
1311 Balboa Ave
Panama City, FL 32401

Bay District Schools
Student Services
Out-Of-County Request

FOR DISTRICT USE ONLY
Date Received: _____
Received By: _____

OUT-OF-COUNTY
2012-13
Student Performance Contract

You have elected to attend a school in Bay District Schools instead of your home county school. Bay District Schools is proud of its tradition of excellence and the academic challenges it offers to students. As such, you will be expected to adhere to these standards.

For the 2012-2013 school year, I, _____, will be attending _____
(Name) (Grade)

grade at _____ a Bay District School (BDS) rather than a school in _____
(Name of School) (County)

_____ county, to which I am zoned. By signing this contract I agree to abide by the following:

A. **Grades:** I understand that, while enrolled as a BDS student, I must have a passing score in all core academic areas, a minimum 2.0 cumulative grade point average and a score indicating proficiency in each area on state mandated assessments. (K-3 students must provide evidence of reading and math standardized achievement test scores, administered by an authorized tester, indicating the student is on grade level.)

B. **Attendance:** I understand that, while enrolled as a BDS student, I must not have more than 5 absences or 5 tardies in a 30 day period or 10 absences or 10 tardies in a 90 day period.

C. **Discipline:** I understand that, while enrolled as a BDS student, I must not have any repeated discipline referrals or acts in violation of the Code of Student Conduct. (No suspensions or expulsions within the past calendar year.)

I understand that if I fail to comply with any one of the above standards my Out-Of-County approval will be revoked and I must immediately return to my home zoned county.

This contract is good only for the current school year. I must re-apply prior to the beginning of each new school year.

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

The student's parent/guardian must submit this contract in person to Emily Huggins in the Department of Student Services at:

Bay District School Board
1311 Balboa Ave.
Panama City, FL 32401

Out–of–County Student Checklist

Parents/guardians wishing to apply for **out–of–county** approval for their child must complete **ALL** the following steps:

- ✓ A letter from your "Home" county school district granting permission to attend a school in Bay County.
- ✓ A letter to Bay District Schools requesting permission to attend a school in Bay County.
- ✓ Out–of–County Performance Contract. *Parent/Guardian must submit in person.*
- ✓ Evidence of at least a **2.0 GPA** AND passing scores in all core academic areas.
- ✓ Evidence indicating proficiency in each area of state-mandated assessments.

  Students in FCAT/EOC tested grades may use the following assessments as evidence:
  - Grade 3: FCAT Reading and Math
  - Grade 4: FCAT Reading, Math, and Science
  - Grades 6-12: FCAT Reading (6-10), FCAT Math (6-8), FCAT Writes (8 and 10), FCAT Science (8 and 11), and/or End-of-Course (EOC) exams, as available.

  K-3 students may use the following assessments as evidence of test scores indicating student is on grade-level:
  - Diagnostic Assessment of Reading (DAR)
  - SAT 10 (Abbreviated or Complete Battery)
  - Iowa Test of Basic Skills (ITBS)
  - Discovery Education Assessments

  Incoming Kindergarten students may use the following assessments as evidence of test scores indicating student is on grade-level:
  - Developmental Indicators for the Assessment of Learning (DIAL)
  - Florida VPK Assessment
  - Kaufman Survey of Early Academic and Language Skills (K-SEALS)

- ✓ Provide school record showing **no** suspensions, expulsions, or excessive absences/tardies within the past calendar year.

Send all documentation to the Bay District Schools / School Choice Office. Upon School Board approval at the next board meeting, a letter will be sent to you and the school your child was approved to attend. <u>Only then may you register your child in Bay County at the approved school</u>.

Bay District Schools / School Choice
1311 Balboa Ave
Panama City, FL 32401
(850) 767-4328

Out of County Contacts

Walton

Carlene H. Anderson, Superintendent
Walton County School Board
145 Park Street, Suite 2
DeFuniak Springs, FL 32433
Phone: 850/892-1100
Fax: 850/892-1191

GULF

Jim Norton, Superintendent
Gulf County School Board
150 Middle School Rd
Port St. Joe, FL 32456
Phone: 850/229-8256
Fax: 850/229-6089

WASHINGTON

Dr. Sandra Cook, Superintendent
Washington Co District School Board
652 Third St
Chipley, FL 32428
Phone: 850/638-6222
Fax: 850/638-6226

HOLMES

Gary Galloway, Superintendent
Holmes County School Board
701 East Pennsylvania Ave.
Bonifay, FL 32425
Phone: 850/547-9341
Fax: 850/547-3568

BAY DISTRICT SCHOOL BOARD

Regular Board Meeting & Expulsion Hearing Schedule
December, 2011 - November, 2012

Board Meeting Date	**Day of the Week**
December 13, 2011	Tuesday
January 10, 2012	Tuesday
*January 24, 2012	Tuesday
February 14, 2012	Tuesday
*February 28, 2012	Tuesday
*March 27, 2012	Tuesday
April 10, 2012	Tuesday
*April 24, 2012	Tuesday
May 8, 2012	Tuesday
*May 22, 2012	Tuesday
June 12, 2012	Tuesday
*June 26, 2012	Tuesday
July 10, 2012	Tuesday
*July 24, 2012	Tuesday
August 14, 2012	Tuesday
*August 28, 2012	Tuesday
September 11, 2012	Tuesday
*September 25, 2012	Tuesday
October 9, 2012	Tuesday
*October 23, 2012	Tuesday
November 13, 2012	Tuesday
November 20, 2012 Organizational Meeting	Tuesday 12:00 Noon

Regular Board Meetings - Second Tuesday of Each Month
Expulsion Hearings begin at 9:00 A.M.
Board Meetings begin at 1:00 P.M.
NOTE: *2nd Tuesday in March (March 13, 2012) is Spring Break – No Meeting

*Second Monthly Board Meeting - Fourth Tuesday of Each Month (if needed)
Expulsion Hearings begin at 9:00 A.M.
Board Meetings begin at 1:00 P.M.

Out of County Students

Procedure. Out-of-county students are required to submit an out of county application annually during the Open Enrollment Period for the next school year, regardless of whether or not the student is requesting a change in school. The application will be processed in accordance with this policy.

Out-of-county students desiring enrollment in grades K-12 in Bay District Schools shall, prior to enrollment into Bay District Schools and annually thereafter, provide evidence of a passing score in all core academic areas, a minimum GPA of 2.0, proficiency, as defined by the state, in each area on state-mandated assessments, and no suspensions or expulsions within the past calendar year. K-3 students must provide evidence of reading and math standardized achievement test scores from approved assessment tools such as: Diagnostic Assessment of Reading (DAR), SAT 10 (Abbreviated or Complete Battery), Iowa Test of Basic Skills (ITBS), Discovery Education Assessments, etc, indicating that the student is on grade level. These assessments must be administered by an authorized tester.

Students in FCAT/EOC tested grades may use the following assessments as evidence:

- Grade 3: FCAT Reading and Math
- Grade 4: FCAT Reading, Math, and FCAT Writes
- Grade 5: FCAT Reading, Math, and
- Science
- Grades 6-12: FCAT Reading (6-10),
- FCAT Math (6-8), FCAT Writes (8 and
- 10), FCAT Science (8 and 11), and/or
- End-of-Course (EOC) exams, as available.

11th and 12th grade students who have met graduation requirements must provide evidence of performance at the State's defined level of proficiency in all areas evaluated by the State and are therefore eligible to attend Bay District Schools as long as the student meets all other criteria. Upon enrollment in a Bay District School, the student and their parent or legal guardian shall be required to sign a performance contract specifying maintenance of the above-referenced academic standards, attendance, no more than 5 absences or 5 tardies in a 30-day period or 10 absences or tardies in a 90-day period, and discipline standards, no suspensions or expulsions within the past calendar year and no repeated discipline referral acts in violation of the Student Code of Conduct. Violation of the performance contract shall result in the student's return to their home county district school.

In addition, an out-of-county student is required annually to provide a written release from his/her county's school board, and a letter to the Superintendent of Bay District Schools requesting permission to attend a specific Bay District school. All out-of-county requests must be approved by the Bay County School Board prior to enrollment. Without the approval of the Bay County School Board, a principal shall not admit to school any student who is not a legal resident of Bay County.

Placement. Students who reside in a county other than Bay County and submit an out of county application will be assigned a school **after** all students residing in Bay County have been given a school assignment. No out-of-county student shall be placed in a school that is over the school's Enrollment Capacity unless the student will be in the highest grade level at that school and the student attended that school during the previous year.

Changes in placement by request or because of a change in residence during the current school year shall require the student to comply with all the provisions of this policy.