

NEOLA UPDATES		
Policy #	Title	Changes
131	Legislative/Polycymaking	The revisions to Bylaw 0131 incorporate rulemaking notice requirements as set forth in F.S. 120.81(1)(d).
131.1	Technical Corrections	The revisions to Bylaw 0131.1 include (1) a new option for when a technical correction may be made to policies, (2) new language specifying that technical corrections must be of a non-substantive nature, and (3) a new option regarding the process to implement technical corrections.
165	Governing Board Meetings	Change of Policy references, removal of legal reference, change of phrase "The sessions" to "Meetings", change of word "statute" to "law"
165.2	Regular Meetings	Rescind - this policy language has been incorporated into 165
165.3	Special Meetings	Rescind - this policy language has been incorporated into 165
166	Exempt Meetings	Rescind - this policy language has been incorporated into 165
169.1	Public Participation at Board Meetings	Change "Chairman" to "Chair". In light of the decision of the Court in Moms for Liberty – Brevard County, FL, et al. v. Brevard Public Schools, et al. (Case No. 23-10656), Neola has proactively reviewed Policy 0169.1 and incorporated changes based on the decision. Other revisions have been included to strengthen the policy.
4425	Nursing Mothers	Rescind (information now in 8280 - Policy renumbered and rewritten) Neola recommends that Policy 4425 be rescinded. The provision for nursing mothers in the Fair Labor Standards Act (29 U.S.C. 207) was amended through the adoption of the Federal PUMP Act (29 U.S.C. 219d). The Federal PUMP Act expanded the classifications of employees eligible for protection, including, but not limited to, teachers and managers. Neola recommends that school boards review and adopt Policy 8280 (Lactating Employees) as it incorporates the new provisions from the PUMP Act.
8280	Nursing Mothers	Renumbered policy - previously 4425 - and rewritten based on amendments to the Fair Labor Standards Act (see above)
2340	Field and other School-Sponsored Trips	Based on NEOLA's proactive review of Policy 2340, a number of potential revisions were identified to strengthen the policy for compliance purposes. The revisions include the following: (1) re-titling the policy to specify that it applies to "school-sponsored trips"; (2) new definitions for "school-sponsored events or activities," "field trip," "extra-curricular,"; (3) requirements for parental notification/permission; (4) revised language regarding acceptance of gifts/unauthorized compensation; and, several new legal references. Of note, the new definitions and parental notification/permission provisions originate from F.A.C. Rules 6A-10.085 and 6A-10.089.
2423	Career and Technical Education Work-Based Opportunities	The revisions to Policy 2423 includes a new title, the removal of outdated terminology related to the Federal School-to-Work Opportunities Act of 1994, and the inclusion of references to "career and technical education work-based learning opportunities."
2460	Exceptional Student Education	The revisions to Policy 2460 incorporate changes to F.A.C. Rules 6A-6.03028 and 6A-6.03311 related to information and instruction that must be provided to a student and a student's parent(s) on self-determination and the legal rights and responsibilities regarding the educational decisions that transfer to the student upon attaining the age of eighteen (18).
8405	School Safety and Security	The revisions to Policy 8405 incorporate amendments to F.A.C. Rule 6A-1.0018 (effective December 24, 2024).
8406	Reports of Suspicious Activity and Potential Threats to Schools	The revisions to Policy 8406 incorporate amendments to F.A.C. Rule 6A-1.0018 (effective December 24, 2024).
8500	Food Service Program	Combined sections, summarized language, combined in language from 8540 and 8550 so those can be rescinded.
8531	Free and Reduced-Price Meals	The revisions to Policy 8531 include the addition of several new legal references, the deletion of one legal reference, and modifications to terminology.
8540	Vending Machines	Based on the revisions to Policy 8500, Neola recommends that Policys 8540 and 8550 be rescinded/repealed.
8550	Competitive Food Sales	Based on the revisions to Policy 8500, Neola recommends that Policys 8540 and 8550 be rescinded/repealed.
7230	Gifts to the Corporation	Policy 7230 replaces Policies 7230V1 and 7230V2.
5410.01	Promotion, Acceleration, Placement and Retention	The revisions to Policy 5410.01 incorporate amended F.A.C. Rules 6A-6.053 and 6A-6.0533 pertaining to deficiencies in reading and mathematics.
1129	Conflict of Interest	Some rewording and information regarding training.
3129	Conflict of Interest	Some rewording and information regarding training.
4129	Conflict of Interest	Some rewording and information regarding training.
5200	Attendance	Proposed Policy Change requested by administration
5600	Student Discipline	Proposed Policy Change requested by administration
5500	Student Conduct	Proposed Policy Change requested by administration
5610	Out of School Suspension	Proposed Policy Change requested by administration
5460	Graduation Requirements	Elimination of a legal reference and addition of information on Florida Seal of Arts for diplomas (NEOLA).



Book	Policy Manual
Section	0000 Bylaws
Title	LEGISLATIVE/POLICYMAKING
Code	*po0131 - Feb 2025 revision
Status	
Legal	F.S. 1002.33
Adopted	May 4, 2023

0131 - **LEGISLATIVE/POLICYMAKING**

The Governing Board is the policymaking body for the Corporation. After considering recommendations submitted by the CEO and/or CFO, the Board shall adopt bylaws and policies for the organization and operation of the Board and efficient operation and general improvement of the Corporation.

The term "rule" for purpose of this policy is defined in F.S. 120.52; it does not include "curricula by an educational unit". As used in this bylaw, the term "rule" and "policy" shall have the same definition. The development or prescription of curriculum by the Board is removed from the procedural requirements for policymaking.

The Board may determine policy matters governed by permissive law, but not on matters governed by mandatory law. No policy can be in conflict with the operative law of the State or with State Board of Education rules.

Board adoption of policies or revisions to policies shall be pursuant to Florida statutes.

Policy Development

~~The Board may hold workshops for the purpose of policy development after publication of the notice of policy development. Any affected person may request in writing that the Board hold a workshop for policy development, and the Board will then hold such workshop unless it explains in writing why a workshop is unnecessary.~~

Adopting Policies

The CEO and/or CFO shall present any proposal relating to a policy amendment, the repeal of any policy, or the adoption of a new policy in writing to the Board including a written explanation of the proposal ~~in accordance with Florida law.~~

- A. ~~Notice of Proposed Policy: After the Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a policy, the CEO shall give immediate and proper written notice to the public. The proposed policy for adoption, amendment or repeal will be advertised on the Corporation website within three (3) days of the Board meeting in which the Board will vote on the proposed policy adoption, amendment, or repeal. voted for advertisement and shall be posted for a minimum of ten (10) days.~~
- B. ~~Hearings: Any person who is affected by a proposed policy, policy revision, or the repeal of a policy, may within the advertisement period following notice of the proposal to adopt or repeal such policy, file a written request with the Board for a hearing on the proposed action.~~

~~The Board may also, on its own initiative, schedule a public hearing for any proposed policy adoption, revision, or repeal.~~

- ~~C. **Rulemaking Record:** Any material pertinent to the issues under consideration submitted to the Board within the advertisement period after the date of publication of the notice under paragraph B above or submitted to the Board between the date of publication of the notice and the end of the final public hearing may be considered by the Board and made a part of the record of the rulemaking proceeding.~~
- D. **Board Action:** The Board's final vote to adopt, amend, or repeal a policy will occur ~~at the next regular meeting but no sooner than thirteen (13) days~~ three (3) days or more following publication of the published notice in paragraph A above.
- E. The CEO shall file immediately in his/her office a copy of any new policy, policy revision, or repealed policy adopted by the Board; policy handbooks and the Board's website shall be updated accordingly.
- F. All policies shall become effective upon adoption by the Board unless another time certain date is specified ~~therein~~.

Notices

All notices pertaining to policymaking shall be published by posting on the Corporation's website.

Incorporation by Reference

A policy may incorporate material by reference, but only as the material exists on the date the policy is adopted. For purposes of the policy, changes in material are not effective unless the policy is amended to incorporate the changes. Material incorporated by reference in a policy may not incorporate additional material by reference unless the policy specifically identifies the additional material. The reference in the policy to the material being incorporated must include a date or other designation so that the reader will know exactly what version of the material has been adopted and made part of the rule.

A Corporation policy that incorporates by specific reference another policy of the Corporation automatically incorporates subsequent amendments to the referenced policy unless a contrary intent is clearly indicated in the referencing policy. Any notice of amendments to a policy that has been incorporated by specific reference in other policies of the Corporation must explain the effect of the amendments on the referencing policies.

~~All policies and changes to policies are advertised on the Corporation's website.~~

Material may not be incorporated into Board policies by reference unless:

- A. the material can be made available for free public access through electronic hyperlink from the Board's website listing the policy and making the reference; or,
- B. the Corporation has determined that posting of the material on the internet for purposes of public examination and inspection would constitute a violation of Federal copyright law, in which case a statement to that effect, along with the addresses and locations of the Corporation office at which the material is available for public inspection, is included in the notice required.

Emergency Policies

The Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the Board, at any meeting in which a quorum is present, may adopt emergency policies, without complying with the waiting period as provided above. The CEO shall properly record the effective date for any such emergency policy. Any emergency policy shall not be valid in excess of ninety (90) days from the adoption or effective date.

Public ~~Input and~~ Access to Policies

Any Board employee, citizen, or agency may submit a policy proposal to the CEO's office.

A copy of the compiled policies shall be available for inspection in the CEO's office. The Board policies shall also be accessible on the Corporation's website.

Effective 7/1/23

© Bay Haven 20232025



Book	Policy Manual
Section	0000 Bylaws
Title	TECHNICAL CORRECTIONS
Code	*po0131.1 - Feb 25 update
Status	
Legal	F.S. 11.242
Adopted	May 4, 2023

0131.1 - **TECHNICAL CORRECTIONS**

Periodically it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include consolidation of sections; transfer of sections; combining or dividing sections; renumbering subsections, sections, chapters, and titles; corrections or additions for grammatical or typographical errors; alterations and omissions; updating the name(s) of the individual(s) who serve as Corporation compliance officer(s), as long as the position/title remains the same as listed in the applicable Governing Board policy; not affecting the constructions or meaning of those sections, subsections, chapters, titles, or policies as a whole and are of a non-substantive nature.

~~Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedure.~~

OR

The Chief Executive Officer (CEO) is authorized to identify and undertake technical corrections as identified above found in the policies and regulations. Upon completion of the technical and formatting corrections, the CEO shall provide a brief summary of the corrections to the Board for review. Should the Board determine that a correction is substantive in nature, it will utilize the normal policy adoption procedure in Policy 0131 - *Legislative/Polycymaking* to adopt the amendments to the policy or regulation.

Effective 7/1/23

© Neola 202504



Book	Policy Manual
Section	0000 Bylaws
Title	GOVERNING BOARD MEETINGS
Code	*po0165 - Feb 25 revision
Status	
Adopted	May 4, 2023

0165 - **GOVERNING BOARD MEETINGS**

The Governing Board shall hold at least four (4) regular meetings per year including the annual meeting, which each such meeting being approximately three (3) months from the date of the previous regular or annual meeting. The Board may conduct other meetings such as workshops, public hearings, special meetings, emergency meetings, and meetings exempt from Florida's Open Meetings laws. See also, *Bylaw 0131 (Legislative/Polycymaking)*, *Bylaw 0164 (Notice of Regular Meetings and Workshops)*, *Bylaw 0165.1 (Agendas)*, *Bylaw 0165.2 (Regular Meetings)*, *Bylaw 0165.3 (Special and Emergency Meetings)*, *Bylaw 0166 (Exempt Meetings)*, and Bylaw 0166.1 (*Workshops*).

~~The sessions~~ Meetings will be held in any appropriate Corporation location, provided due public notice is given.

~~F.S. 1001.372~~

In accordance with law, all meetings at which official acts are to be taken are declared to be open public meetings, and no resolution, rule, policy, regulation, or formal action shall be considered binding except as taken or made at such a meeting. All meetings of the Board shall be open to the public, except as provided by Florida ~~law~~ statute, and the order of business of any regular meetings shall include an opportunity for the public to address the Board, as provided in Bylaw 0169.1 ~~below~~.

Effective 7/1/23

© ~~Neola 202521~~



Book	Policy Manual
Section	0000 Bylaws
Title	REGULAR MEETINGS
Code	*po0165.2 - Feb 25 update
Status	
Adopted	May 4, 2023

~~0165.2~~ **REGULAR MEETINGS**

~~Regular meetings of the Governing Board shall be public and held at least four (4) times per year, including the annual meeting, with each such meeting being approximately three (3) months from the date of the previous regular or annual meeting. The Secretary or designee shall give notice via email, fax, or U.S. mail of all regular and annual meetings to each member at the address or number on file with the Secretary at least five (5) days prior to a meeting indicating the date, place, and time of the meeting.~~

~~In accordance with law, regular meetings shall be held at the time fixed at the annual organizational meeting. Such notification shall be made immediately after the annual organization meeting at which the Board fixes regular meeting dates and times. Should the date of a regular meeting fall on a holiday, the Board may change the meeting date at any prior meeting. Every Board member shall be notified of the change by letter or by distribution of the Board minutes which carry a record of the change. The CEO shall be responsible for public notice of changed meetings.~~

~~Effective 7/1/23~~

~~© Neola 2002~~



Book	Policy Manual
Section	0000 Bylaws
Title	SPECIAL MEETINGS
Code	*po0165.3 - FEb 25 update
Status	
Legal	<u>F.S. 120.525</u> <u>F.S. 1001.372</u>
Adopted	May 4, 2023

~~0165.3~~ **SPECIAL MEETINGS**

- A. ~~Special meetings may be called by the Chairman, or the Chairman at the written request of any two (2) or more Governing Board members within fourteen (14) days of receipt of the written request. Written notice of special meetings shall be given to each Board member not less than twenty four (24) hours prior to such meeting and shall set forth the time, place and purpose of the meeting.~~
- B. ~~Special meetings are intended to be limited to matters specified in the meeting notice and agenda. Business conducted during special meetings must only relate to the particular matters identified in the meeting notice and agenda.~~

Effective ~~7/1/23~~

© ~~Neola 2018~~



Book Policy Manual

Section 0000 Bylaws

Title EXEMPT MEETINGS

Code *po0166- Feb 25 update

Status

Legal F.S. 255.065
F.S. 281.301
F.S. 286.0113
F.S. 447.605
F.S. 768.28
F.S. 1006.07

Adopted May 4, 2023

~~0166~~ **EXEMPT MEETINGS**

~~The Governing Board is committed to transparency and conducting its meetings in the public. However, certain meetings are exempt from Florida's Open Meetings laws. Examples of such meetings include, but are not limited to, the following:~~

A. ~~Meetings between the Board, the CEO, and the Board's attorney to discuss pending litigation to which the Board is presently a party before a court or administrative agency (i.e. "Shade Meetings"):~~

- ~~1. The Board's attorney shall advise the Board at a public meeting that they desire advice concerning the litigation.~~
- ~~2. The subject matter of the meeting shall be confined to settlement negotiations or strategy sessions related to litigation expenditures.~~
- ~~3. The entire session shall be recorded by a certified court reporter. The reporter shall record the times of commencement and termination of the session, all discussion and proceedings, the names of all persons present at any time, and the names of all persons speaking. No portion of the session shall be off the record. The court reporter's notes shall be fully transcribed and filed with the Board's clerk within a reasonable time after the meeting.~~
- ~~4. The Board shall give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the persons chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending. At the conclusion of the attorney-client session, the meeting shall be reopened, and the Board chair shall announce the termination of the session.~~
- ~~5. The transcript shall be made part of the public record upon conclusion of the litigation.~~

B. ~~Such meetings must meet the following conditions:~~

1. ~~portions of any meeting relating directly to or that would reveal security and fire safety systems, including all records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to or revealing such systems;~~
2. ~~risk management sessions; and~~
3. ~~any other meetings permitted to be exempt under Florida law.~~

~~Effective 7/1/23~~

~~© Neola 2021~~



Book	Policy Manual
Section	0000 Bylaws
Title	PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	*po0169.1 - Feb 2025 update
Status	
Legal	F.S. 286.011 F.S. 286.0114
Adopted	May 4, 2023

0169.1 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Governing Board recognizes the value to school governance of receiving input from the public. ~~public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.~~ To maintain orderly conduct and proper decorum at its meetings, this policy sets forth the Board viewpoint-neutral rules related to public input at Board meetings, which are limited public forums.

Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board.

For purposes of this policy, a proposition is an item before the Board for a vote, and includes, but is not necessarily limited to, all items on the agenda noted as action or informational. A proposition may also include a vote on a motion to rescind or to amend action previously taken, but does not generally include items on the special order agenda. ~~A proposition does not include items wherever found on the agenda upon which the Board votes in its quasi-judicial capacity.~~

Propositions do not include the following:

- A. an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;
- B. an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- C. a meeting that is exempt from F.S. 286.011 (the Public Meetings Law); or,
- D. a meeting at which the Board is sitting in its quasi-judicial capacity.

Nothing in this policy otherwise limits the right of an individual to be heard as otherwise required by law or Board policy.

Designated Public Input Period

The opportunity to be heard need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Board takes the official action. ~~This policy does not prohibit the Board from maintaining orderly conduct or proper decorum in a public meeting.~~

The portion of the meeting during which participation of the public is invited shall be limited to a total of thirty (30) minutes, unless adjusted by a vote of the Board. Public input will be received prior to the Board taking official action on a proposition.

~~The opportunity to be heard is subject to policies adopted by the Board as follows:~~

~~A. Guidelines regarding the amount of time an individual has to address the Board:~~

~~1. Each statement made by a member of the public shall be limited to three (3) minutes duration. Persons will be recognized in the order in which the requests were received.~~

~~2. The time period may be extended by the presiding officer.~~

~~B. Procedures for allowing representatives of groups or factions on a proposition to address the Board:~~

~~Rather than all members of groups or factions for or against a proposition addressing the Board at meetings in which a large number of individuals wish to be heard, the Board encourages representatives of such groups or factions to address the proposition in their representative capacity.~~

~~C. Procedures or forms for an individual to use in order to inform the Board of a desire to be heard:~~

~~Attendees should register their intention to participate in the public portion of the meeting upon their arrival at the meeting by notifying the Board secretary prior to the meeting indicating his/her support, opposition, or neutrality on a proposition; and indicating his/her designation of a representative to speak for him/her or his/her group on a proposition if s/he so chooses.~~

~~D. Designated period of time for public comment:~~

~~The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board, except that all speakers who signed up to speak and who were outside of the thirty (30) minute time limit may address the Board at the end of the meeting.~~

Requirements When Providing Public Input

When providing public input, an individual must adhere to the following requirements:

A. Individuals desiring to provide public input must complete a public input form with their name and identify the ☐ proposition ☐ proposition or matter on which the individual desires to speak. **[END OF OPTIONS]**

B. Individuals will be given the opportunity to speak in the order in which their form is received.

C. Each individual speaker shall be allotted up to a total of three (3) _____ minutes. The time period may be adjusted by the presiding officer.

[DRAFTING NOTE: The Board may desire to allocate public input time by creating a specific formula (i.e., 0-10 speakers each receive up to 3 minutes, 11-20 speakers receive up to 2 minutes, 21 and above up to 1 minute, etc.) and/or by prioritizing speakers (i.e., whether a student, parent, employee, resident, etc.). In the next paragraph, the second option allows for the Board to include their specific allocation process.]

D. Individuals who have filled out the Board's public input form ☐ may ☐ may not **[END OF OPTIONS]** delegate their allotted time to speak to other individuals.

[DRAFTING NOTE: If the Board opts to allow the delegation of speaking time to other individuals, there is a possibility that one speaker may have the opportunity to monopolize the public input period.]

E. If the number of individuals signed up to provide public input exceeds the number of minutes designated for public input, ☐ the total allotted time for public input may be prorated evenly among all individuals who have completed a public input form ☐ _____ **[END OF OPTION]**.

F. Rather than all member of groups or factions desiring to speak on a particular matter at meetings in which a large number of individuals wish to be heard, the Board encourages representatives of such groups or factions to address the matter in their representative capacity.

G. Individuals may not utilize any demonstrative aids when providing public input.

Additional Rules of Decorum and Conduct

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. Pursuant to Florida law, the presiding officer may request that a law enforcement authority or sergeant-at-arms designated by the presiding officer remove a disorderly individual when such individual fails to adhere to the Board's rules after being warned that continued interference with the orderly processes of the meeting will result in removal.

The presiding officer shall be guided by the following rules:

- A. ~~Participants~~ Individuals must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- B. ~~All statements shall be directed to the presiding officer; no person may address or question Board members individually.~~ Staff members shall not be expected to answer questions from the audience unless called upon by the ~~Board Chairman~~ presiding officer or the Chief Education Officer (CEO) and/or Chief Financial Officer (CFO).-

- C. ~~Tape~~ Audio or video recordings are permitted under the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted in the meeting room while the Board is in session.
3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

- D. The presiding officer may:

1. stop, interrupt, or warn, or terminate a participant's statement when the statement an individual when a statement is too lengthy, personally directed, abusive, repetitive, obscene, or irrelevant and/or a true threat;

An obscene statement may include, but is not necessarily limited to, language or gestures that are crude, abusive, vulgar, offensive, pornographic, or indecent. A statement that is threatening in nature is one containing language meant to frighten or intimidate one (1) or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest. An abusive statement shall be understood to mean containing language that is harsh, insulting, cruel, or malicious.

2. ~~interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;~~ stop, interrupt, or warn an individual when a statement is not related to a proposition before the Board;
3. stop, interrupt, or warn an individual when the individual shouts, uses profanity, causes a disruption to the Board's ability to maintain orderly conduct and proper decorum, or engages in conduct that constitutes a violation F.S. 877.13
4. request any individual to stop speaking and/or leave the meeting when that person ~~does not observe reasonable decorum~~ fails to adhere to the Board's rules of decorum and conduct;
5. ~~request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;~~
6. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

~~No Board action shall be taken on requests made during public discussion unless the Board declares the matter to be an emergency in accordance with current law. Any other requests that the Board chooses to take action on shall be placed on an agenda for a subsequent meeting.~~

~~The requirement for public comment on action items does not apply to:~~

- A. ~~an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;~~
- B. ~~an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;~~
- C. ~~a meeting that is exempt from F.S. 286.011 (the Public Meetings Law); or~~

D. ~~a meeting at which the Board is sitting in its quasi-judicial capacity.~~

~~These exceptions do not affect the right of a person to be heard as otherwise required by law or Board policy.~~

Effective 7/1/23

© Neola 202513



Book	Policy Manual
Section	4000 Support Staff
Title	NURSING MOTHERS
Code	Rescind policy - *po4425 - Feb 2025 update
Status	
Legal	29 U.S.C. 207
Adopted	May 4, 2023

~~4425—NURSING MOTHERS~~

~~As required by Federal law, the Corporation shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid break time, as necessary, for lactating employees to express breast milk for their infants on Corporation premises.~~

~~Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. Further, it shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.~~

~~The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented, and one where an employee who is using this area can be shielded from view.~~

~~An employee can express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal, or the employee's supervisor, shall work with the employee to make these necessary modifications.~~

~~Effective 7/1/23~~

~~© Neola 2010~~



Book Policy Manual

Section Vol. 25, No. 2, Feb. 2025

Title Renum./Revised Policy - Vol. 25, No. 2, Feb. 2025 - NURSING MOTHERS

Code *po8280 - ready

Status

Legal [29 U.S.C. 207](#)

Renum./Revised Policy - Vol. 25, No. 2

44258280 - NURSING MOTHERS

As required by Federal law, the ~~() Corporation () System ()~~ shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid break time, as necessary, for lactating employees to express breast milk for their infants on ~~() Corporation () System ()~~ premises.

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. Further, it shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented, and one where an employee who is using this area can be shielded from view.

An employee can express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal, or the employee's supervisor, shall work with the employee to make these necessary modifications.

The Governing Board Corporation supports employees who choose to express breast milk. When any employee has notified their supervisor of the employee's intent to express breast milk during the workday, the ~~[] Principal [] Chief Education Officer (CEO) []~~ supervisor ~~_____~~ **[END OF OPTIONS]** shall make necessary arrangements to provide the following:

- A. an appropriate location that is suitable for expressing breast milk;

The location must be shielded from view and not accessible during usage by any other person. The location provided may not be a bathroom.

- B. a reasonable amount of time to complete the activity based on an established schedule of frequency the employee requires. The employee is responsible for providing a schedule of frequency and for completing the process efficiently.

Additional requests from a covered employee for assistance in developing procedures for the employee's need to express breast milk under this policy should be addressed to a building administrator. Reasonable efforts will be made to facilitate full access to the benefits of this policy.

A participating employee must record time spent expressing breast milk at work ☐ which will be recorded as unpaid time, unless the employee also performs work related responsibilities during this time **[END OF OPTION]**. **[DRAFTING NOTE: the law does not require employers to pay employees during time provided to express breast milk unless it would otherwise pay an employee for the same amount of break time for other reasons. This applies to both exempt and non-exempt employees such that a Board may determine that it is easier to consider break time under this policy as compensable time and under Florida law, exempt employees may be entitled to compensation even while taking advantage of these benefits. If the () Corporation () System () wishes to establish unpaid break times, it should consult the () Corporation's () System's () 's legal counsel.]** Any employee who opts to express breast milk is entitled to the benefits of this policy.

Any employee who has provided notice of the need to express breast milk at work and has complied with the responsibilities of doing so in this policy is eligible to do so for up to ☐ one (1) calendar year **[minimum required by law]** ☐ **[END OF OPTION]** from the birth of the child. **[DRAFTING NOTE: The law requires one (1) year, but some professional medical organizations recommend supplementing solid foods with breastmilk until the age of 2.]**

No employee who requires break time to express breast milk consistent with this policy shall be subjected to retaliation or any form of adverse treatment for doing so.

Any employee who feels they have been denied adequate protections or feels they have been retaliated against or otherwise treated unfairly as a result of availing themselves of the rights described in this policy shall report such concerns to the CEO. Any such report shall specify the alleged deficiency and desired resolution so that the CEO may provide an appropriate resolution, within ten (10) calendar days of the report.

The benefits described in this policy shall be administered concurrently with other benefits, such as Family Medical Leave Act (FMLA) rights.

This policy does not apply to students. Any student who is expressing breast milk following the birth of a child should contact ☐ the Student Services Services Director ☐ Principal ☐ **[END OF OPTION]** to discuss arrangements to enable the student to do so.

© Neola 201025



Book	Policy Manual
Section	2000 Program
Title	FIELD AND OTHER SCHOOL-SPONSORED TRIPS
Code	*po2340 - Feb 25 revision
Status	
Legal	F.A.C. 6A-10.089 F.A.C. 6A-10.085 F.S. 1002.33
Adopted	May 4, 2023
Last Revised	December 12, 2024

2340 - **FIELD AND OTHER ~~SCHOOL CORPORATION~~-SPONSORED TRIPS**

The Corporation recognizes that field trips and other school-sponsored trips and activities, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, the following definitions shall apply:

- A. "School-sponsored events or activities" means an event or activity the school of enrollment created for students to study or participate in while in the custody of the Corporation ; or field trips, extra-curricular activities, or activities.
- B. "Field trip" means an outing away from the school of enrollment made by students to study or participate in an activity while in the custody of the Corporation.
- C. "Extra-curricular activity" means any school-authorized or education-related activity occurring during or outside the regular instructional school day.

Parent/Guardian Notification and Permission

To fully inform parents and legal guardians of the details of any school-sponsored event or activity, schools must provide parents and/or legal guardians with a permission form that includes, at a minimum, the following information:

- A. the nature of the school-sponsored trip or activity;
- B. the date(s) and time(s) of the school-sponsored trip or activity;
- C. specific location(s)/type(s) of establishment(s) to be visited and type(s) of sponsors/guests at the school-sponsored trip or activity;
- D. mode(s) of transportation;

- E. method of student supervision provided, such as anticipated number of chaperones; and,
- F. for overnight lodging, whether room assignments are not separated by biological sex at birth.

Students must return the signed permission form to participate in the school-sponsored event or activity.

Planning

Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

~~For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from Corporation premises, which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor as designated by the CEO.~~

~~Other Corporation-sponsored trips shall be defined as any planned, student travel activity which is approved as part of the Corporation's total educational program and is under the direct supervision and control of an instructional staff member or any advisor as designated by the CEO.~~

~~School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other Corporation-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other Corporation-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other Corporation-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other Corporation-sponsored trip for services rendered.~~ comply with Board Policy 1214, Policy 3214, and Policy 4214 - *Solicitation or Acceptance of Gifts or Unauthorized Compensation* when planning all field trips and other school-sponsored events and activities.

~~Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the CFO, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the CFO at his/her earliest opportunity.~~

The CEO shall approve all in-country proposed field trips and/or consider field trips which are included in curriculum guides to have been approved in advance. All field trips not listed in the curriculum guide must each be approved by the CEO. Travel outside the continental United States must be approved in advance by the Board, and must have at least twelve (12) students in order for the trip to commence.

Students may be assessed the cost for transportation to and from educational field trips.

Students may be charged fees, including, but not limited to, admission fees, for ~~Corporation~~ school-sponsored trips.

Students on all ~~Corporation~~ school-sponsored trips remain under the supervision of this Corporation and are subject to the Corporation's administrative procedures.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or CEO. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without permission from the CEO. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation's administrative procedures for extended trips.

The CEO shall prepare administrative procedures for the operation of both field and other ~~school~~ ~~Corporation~~-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the Corporation on a trip;
- C. each trip is properly planned;
- D. each trip is properly monitored;
- E. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- F. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- G. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- H. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
- I. Principals shall make determinations regarding eligibility of students and parental participation.

An instructional staff member shall not change a planned itinerary while the trip is in progress, ~~unless approved by the Principal~~ except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip and/or approved by the Principal.

~~In any instance in which the itinerary of a trip is altered, the instructional staff member in charge shall notify the administrative superior immediately.~~

Effective 7/1/23

Technical Correction 12/12/24

© Neola 202502



Book	Policy Manual
Section	2000 Program
Title	CAREER AND TECHNICAL EDUCATION WORK-BASED OPPORTUNITIES
Code	*po2423 - Feb 2025 update
Status	
Legal	F.A.C. 6A-23.0042, Work-Based Learning Standards F.S. 446.021 (1)(2) F.S. 446.0915 F.S. 446.54 The Fair Labor Standards Act of 1938 (as amended), 29 U.S.C. 201, et seq. 29 C.F.R. Part 570
Adopted	May 4, 2023
Last Revised	April 4, 2024

2423 - ~~SCHOOL TO WORK PROGRAM~~CAREER AND TECHNICAL EDUCATION WORK-BASED OPPORTUNITIES

~~Federal School to Work Opportunities Act of 1994~~

The Corporation strongly supports ~~the School to Work Opportunities Act~~ career and technical education work-based learning opportunities as a means vehicle to help ~~the Corporation to~~ prepare students more effectively for the world of work. ~~Through this legislation, the Corporation will be able to provide students with the following learning experiences needed to develop career related knowledge, attitudes, and skills as well as life long learning skills:~~

- ~~A. School based learning which includes career awareness, exploration, and counseling and the integration of academic and vocational learning.~~
- ~~B. Work based learning which provides students with a planned program of job training and/or various types of work experiences that are coordinated with school based learning.~~
- ~~C. Connecting activities which are designed to ensure that there is effective correlation and coordination between what students learn in school and what they learn at worksites.~~

~~The CEO is authorized to design and implement school to work activities and programs, both independently for this Corporation and in cooperation with other districts, that create the three (3) types of learnings described above. In addition, s/he should take the steps necessary to implement Board Policy 9555—Partnerships with Business and also ensure that the Corporation is participating actively in alliances, consortia, and/or committees that are coordinating school to work initiatives in this area.~~

~~As appropriate to a particular program initiative, the CEO may request waivers from the State on certain statutory or regulatory provisions that are contained in the Elementary and Secondary Education Act and the Carl D. Perkins Vocational and Applied Technology Act.~~

Florida Work-Based Learning Opportunities

The Board shall provide that each student enrolled in grades 9 through 12 has access to at least one (1) work-based learning opportunity.

In accordance with Florida law, the term "work-based learning opportunity" means an interaction with industry or community professionals that occurs in a workplace setting, to the extent possible, or a simulated environment at an educational institution that allows firsthand experience with tasks required in a given career field, is aligned with curriculum and instruction, and is provided in partnership with an educational institution. A work-based learning opportunity must meet all of the following criteria:

- A. be developmentally appropriate.
- B. identify learning objectives for the term of experience.
- C. explore multiple aspects of an industry.
- D. develop workplace skills and competencies.
- E. assess performance.
- F. provide opportunities for work-based reflection.
- G. link to next steps in career planning and preparation in a student's chosen career pathway.
- H. be provided in an equal and fair manner.
- I. be documented and reported in compliance with state and federal labor laws.

A work-based learning opportunity should prioritize paid experiences, such as apprenticeships and preapprenticeship programs as those terms are defined in F.S. 446.021.

Effective 7/1/23

Revised 10/5/23

Technical Correction 4/4/24

© Neola ~~2025~~23



Book	Policy Manual
Section	2000 Program
Title	EXCEPTIONAL STUDENT EDUCATION
Code	*po2460 - Feb 2025 update
Status	
Legal	F.S. 1001.41 F.S. 1001.42 F.S. 1002.20 F.S. 1003.01(3) F.S. 1003.4156 F.S. 1003.428 F.S. 1003.57 F.S. 1003.5715 F.S. 1003.572 F.S. 1008.212 F.S. 1008.22 F.S. 1008.24 Statewide Assessment for Students with Disabilities, F.A.C. 6A-1.0943 Florida Alternate Assessment Requirements, F.A.C. 6A-1.09430 Provision of Free Appropriate Public Education (FAPE) and Development of Individual Educational Plans for Students with Disabilities, F.A.C. 6A-6.03028 Procedural Safeguards and Due Process Procedures for Parents and Students with Disabilities, F.A.C. 6A-6.03311 Procedural Safeguards for Exceptional Students Who Are Gifted, F.A.C. 6A-6.03313 Surrogate Parents, F.A.C. 6A-6.0333 Definitions, ESE Policies and Procedures, and ESE Administrators, F.A.C. 6A-6.03411 20 U.S.C. 1400 et seq. 20 U.S.C. 1401 et seq. 34 C.F.R. Part 300
Adopted	May 4, 2023
Last Revised	April 4, 2024

The Corporation, as an expression of its commitment to provide a free, appropriate, public education for students with disabilities in accordance with State and Federal laws, rules, and regulations, shall develop and implement Special Programs and Procedures for Exceptional Students and the Plan for Exceptional Student Education. These documents shall include at least the components listed below, shall provide administrative procedures for Exceptional Student Education Programs, and shall be revised when required by the Florida Department of Education (FLDOE), readopted, and submitted to the FLDOE.

A. Child Identification

The Corporation will make ongoing efforts to identify and evaluate students, who have accepted a position in the Corporation schools and have a confirmed or suspected disability in accordance with all Federal regulations and State standards.

B. Procedural Safeguards

A child with a disability and his/her parent shall be provided with safeguards, as required by law, throughout the identification, evaluation, and placement process, and the provision of a free, appropriate, public education to the student.

C. Multifactor Evaluation

A student may not be given special instruction or services as an exceptional student until after s/he has been properly evaluated and found eligible as an exceptional student in the manner prescribed by rules of the State Board of Education.

The Corporation will provide a multifactor evaluation for students with disabilities by ensuring that:

1. children are assessed in their native language or other mode of communication;
2. tests are used for their validated purposes;
3. children are evaluated in all areas related to their suspected disability;
4. testing is conducted by a multidisciplinary team;
5. testing materials and procedures are not racially or culturally biased;
6. tests are administered by trained personnel qualified in accordance with all Federal regulations and State standards;
7. tests are administered in conformance with the instructions provided by the producer;
8. medical evaluation, when required as part of the multifactor evaluation, shall be provided at no cost to the parent by a licensed physician designated by the CEO or his/her designee, when other no-cost resources are not available.

The parent of an exceptional student evaluated and found eligible or ineligible shall be notified of each such evaluation and determination. Such notice shall contain a statement informing the parent that s/he is entitled to a due process hearing on the identification, evaluation, and eligibility determination or non-determination.

D. Individualized Education Program

The Corporation will develop an Individualized Education Program (IEP) for each child with a disability who needs special education and related services. The IEP shall be designed to meet the unique educational needs of the child and shall be developed in meetings with the child's designated IEP Team. At the initial meeting of a student's IEP team, the Corporation will provide parents with information about the amount of funding the Corporation receives for each of the five (5) exceptional student education support levels for a full-time student.

Parents of the child shall be strongly encouraged to participate in all planning conferences and IEP Team meetings. The school will provide written notice of an IEP meeting to the parent at least ten (10) days before the meeting, indicating the purpose, time and location of the meeting and who, by title or position, will attend the meeting. The IEP Team meeting requirement may be waived by informed consent of the parent after the parent receives the written notice.

The Corporation will utilize FLDOE parental consent forms for the following actions in a student's IEP:

1. administer to the student an alternate assessment pursuant to F.S. 1008.22 and provide instruction in the State standards access points curriculum; and
2. place the student in an exceptional student education center.

Except for a disciplinary interim alternative placement for no more than forty-five (45) school days, if the Corporation determines that there is a need to change a student's IEP as it relates to the actions described above in 1 and 2, the school must hold an IEP Team meeting that includes the parent to discuss the reason for the change.

The Corporation will not implement the change without parental consent unless the Corporation documents reasonable efforts to obtain the parent's consent and the child's parent has failed to respond, or the Corporation obtains approval through a due process hearing.

The IEP will include the components listed in F.A.C. 6A-6.03028, Provision of Free Appropriate Public Education (FAPE) and Development of Individual Educational Plans for Students with Disabilities.

The child's IEP shall be reviewed and revised as often as necessary, but at least annually.

Corporation personnel will collaborate with private instructional personnel who are hired or contracted by parents in compliance with F.S. 1003.572. "Private instructional personnel" include only the following:

1. individuals certified under F.S. 393.17 or licensed under Chapter 490 or Chapter 491 for applied behavior analysis services as defined in F.S. 627.6686 and 641.31098;
2. registered behavior technicians who have a nationally recognized paraprofessional certification in behavior analysis and who practice under the supervision of individuals licensed under F.S. 393.17 or licensed under F.S. Chapter 490 or Chapter 491 by assisting such individuals in the provision of applied behavior analysis services;

To provide services under this paragraph, a registered behavior technician must be employed by a provider described in Paragraph 1 above.

3. speech-language pathologists licensed under F.S. 468.1185;
4. occupational therapists licensed under part III of 379 Chapter 468;
5. physical therapists licensed under Chapter 486;
6. psychologists licensed under Chapter 490; and
7. clinical social workers licensed under Chapter 491.

Private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel will be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting only if the following requirements are met:

1. the student's public instructional personnel and principal consent to the time and place; and
2. the private instructional personnel satisfies the requirements of F.S. 1012.32 or 1012.321.

E. Least Restrictive Environment

The education of students with disabilities will occur in the least restrictive environment through appropriate special education programs and services designed to meet the unique needs of each disabled student. Corporation personnel will use the regular school facilities and adapt them to the needs of exceptional students to the maximum extent appropriate. To the extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who are not disabled. Segregation of exceptional students will occur only when the nature or severity of the exceptionality is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

F. Confidentiality of Data

The confidentiality of personally identifiable data relating to children with disabilities and their parents and families shall be protected at collection, storage, disclosure, and destruction; one official of this Corporation shall be assigned the responsibility for protecting the confidentiality of personally identifiable data. The Corporation follows all Federal regulations and State standards related to the confidentiality of data. (See Policy 8330 - *Student Records*)

G. Due Process

The Corporation will use procedures to allow differences of opinion between parents and this Corporation or between agencies and this Corporation, to be aired and resolved. The procedures shall provide for case conferences and impartial hearings on the Corporation's proposal or refusal to initiate or change the identification, evaluation, eligibility, or educational placement of the child, or the provision of FAPE to the child.

The impartial hearings shall be conducted by an administrative law judge (ALJ) from the Florida Division of Administrative Hearings (DOAH) and shall be final. However, any party who does not agree with the findings and decision in the due process hearing, including a hearing relating to disciplinary procedures, has the right to bring a civil action with respect to the matter that was the subject of the due process hearing. The action may be brought in a State court of competent jurisdiction or in a district court of the United States without regard to the amount in dispute. In the alternative, in hearings conducted on behalf of a student who is identified as gifted, any party aggrieved by the decision of the ALJ has the right to request a review of the order by the District Court of Appeal as provided in F.S. 120.68.

During the pendency of a due process hearing or appellate proceeding regarding a due process complaint, the student shall remain in his/her current educational assignment, unless the parent and the Board otherwise agree.

H. Surrogate Parent

It shall be the policy of the Corporation that whenever the parent or a person who acts in a parental role to a child with a disability or a child suspected of having a disability is determined to be legally unavailable, the child's rights shall be protected through the assignment of a surrogate parent. A surrogate parent means an individual appointed by the CEO and/or the court to act in place of a parent in educational decision-making and in safeguarding a child's rights under the Individuals with Disabilities Education Act. The surrogate parent shall not be an employee of the Department of Education, the Corporation, a community-based care provider, the Department of Children and Family Services, or any other public or private agency involved in the education or care of the child. The surrogate parent shall meet all statutory requirements and attend the required training to be appointed. The CEO shall appoint a surrogate not more than thirty (30) days after the Corporation determines a particular student is in need of a surrogate.

I. Testing Programs

Students with disabilities shall participate in local and State-wide testing programs to the maximum extent appropriate. Individual exemptions shall be determined only by the student's IEP Team. Exceptional students with disabilities shall have access to testing sites.

A student for whom the IEP Team determines that the State mandated testing cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have the State mandated testing requirement waived for the purpose of receiving a standard high school diploma if the student completes the minimum number of credits and other requirements for graduation, but does not earn a passing score on the State mandated testing after one (1) opportunity in the 10th grade and one (1) opportunity in the 11th grade.

Further, pursuant to State law, the IEP team may determine that end-of-course assessment cannot accurately measure the abilities of the student and may, therefore, waive the use of the results of the end-of-course assessment for purposes of determining the student's course grade and middle school promotion or award of high school credits.

If the IEP Team determines that a student with a disability is prevented by a "circumstance" or "condition" as defined in F.S. 1008.212 from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment under F.S. 1008.22(3)(c), the IEP Team may submit to the CEO a written request for an extraordinary exemption from the administration of the assessment, pursuant to F.S. 1008.212. The request may be made at any time during the school year, but not later than sixty (60) days before the assessment for which the request is made. The CEO will recommend to the Commissioner of Education whether the request should be granted or denied, and the Commissioner will grant or deny the requested exemption within thirty (30) days. A copy of the

Corporation's procedural safeguards as required in F.A.C. 6A-6.03311 shall be provided to the parent. If the parent disagrees with the IEP Team's recommendation, the dispute resolution methods described in the procedural safeguards shall be made available to the parent.

A parent who disagrees with the Commissioner's denial of a requested extraordinary exemption may request an expedited hearing before DOAH pursuant to F.S. 1008.212.

J. Right to be Accompanied at Meetings Pertaining to Students with Disabilities

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at a meeting with Corporation personnel. Such meetings include, but are not limited to, meetings related to the eligibility for exceptional student education or related services; the development of an individual family support plan (IFSP); the development of an individual education plan (IEP); the development of a 504 accommodation plan issued under Section 504 of the Rehabilitation Act of 1973; the transition of a student from early intervention services to other services; the development of postsecondary goals for a student with a disability and the transition services needed to reach those goals; and other issues that may affect the student's educational environment, discipline, or placement of a student with a disability.

Corporation personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend a meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents of students with disabilities or eligible students with disabilities on school grounds shall sign-in at the front office of such school as a guest.

Parents of students with disabilities, or eligible students with disabilities, and Corporation personnel shall sign Form 5780 F1 at the meeting's conclusion which states whether or not any Corporation personnel have prohibited, discouraged or attempted to discourage the parents, or eligible student, from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

K. Transfer of Parental Rights at Age of Majority

Unless an exception applies under the rules of the State Board of Education, when a student with a disability reaches the age of eighteen (18), the right of prior written notice is retained as a shared right of the parent and the student. All other parent rights under the IDEA then transfer to the student. At least one (1) year before the student reaches the age of eighteen (18), the Board will provide ~~written notice of the~~ information and instruction to the student and the student's parent(s) on self-determination and the legal rights and responsibilities regarding the educational decisions that transfer to the student upon attaining the age of eighteen (18). ~~of parent rights and~~ The information will include ~~about~~ the ways in which the parent may continue to participate in educational decisions, including informed consent, power of attorney, guardian advocacy and guardianship.

~~Placement by the Department of Children and Family Services~~

~~After the Department of Children and Family Services provides written notification to the Corporation that an exceptional student has been placed in a private residential care facility, the receiving school district shall, within ten (10) business days, review the student's IEP and shall:~~

- ~~A. provide educational instruction to the student;~~
- ~~B. contract with another provider to provide the educational instruction;~~
- ~~C. contract with the private residential care facility in which the student resides to provide the educational instruction; or~~
- ~~D. decline to provide or contract for educational instruction, in which case the school district in which the legal residence of the student is located shall provide or contract for the educational instruction of the student.~~

The CEO shall administer the local implementation of these State procedures, in accordance with State and Federal laws, rules, and regulations, which shall ensure fulfillment of this policy.

Effective 7/1/23
Revised 10/5/23
Revised 4/4/24



Book	Policy Manual
Section	8000 Operations
Title	SCHOOL SAFETY AND SECURITY
Code	*po8405 - Feb 2025 update
Status	
Legal	<p>F.S. 1001.212</p> <p>F.S. 1006.07</p> <p>F.S. 1006.13</p> <p>F.S. 1006.1493</p> <p>Florida Safe Schools Assessment Tool</p> <p>Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Department of Education)</p> <p>F.A.C. 6A-1.0018</p> <p>F.A.C. 6A-1.0019</p> <p>F.A.C. 6AER23-02</p> <p>Ref-15900 Model Behavioral Threat Assessment Policies and Best Practices for K-12 Schools, Form BTAP-2022</p> <p>Ref-15899 Comprehensive School Threat Assessment Guidelines, Form CSTAG-2022</p> <p>Ref-15898 Florida Harm Prevention and Threat Management Instrument, Form OSS-002</p> <p>Ref-15897 Florida Harm Prevention and Threat Management Manual, Form OSS-001</p>
Adopted	May 4, 2023
Last Revised	July 11, 2024

8405 - **SCHOOL SAFETY AND SECURITY**

The Corporation is committed to maintaining a safe, secure, and drug-free environment in all of the Corporation's schools.

School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of Corporation personnel, law enforcement agencies, first responders, and families. The Corporation further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.

The CEO, in conjunction with the School Safety Specialists, shall develop a *School Safety and Security Plan* with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or their designee(s); representative(s) from emergency medical services;

- A. building administrators;
- B. School Resource Officer(s);
- C. school guardians.

Included within the Corporation's School Safety and Security Plan shall be a Corporation Active Assailant Response Plan (CAARP). The CAARP shall include, at a minimum, procedures addressing the following:

- A. security assessments;
- B. roles and responsibilities of Corporation personnel;
- C. roles and responsibilities of Safe-School Officers (Policy 8407 - *Safe-School Officers*);
- D. information sharing;
- E. training of Corporation personnel and exercises/drills, including training standards;
- F. identification of Safe Spaces and Command Posts;
- G. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;
- H. response to the presence of an active assailant on school grounds;
- I. communication with law enforcement prior to and after law Enforcement arrives on school grounds;
- J. responsibilities prior to law enforcement arrival;
- K. responsibilities when law enforcement arrives on school grounds;
- L. communication with the public; and
- M. post-incident recovery.

The Corporation will adopt its CAARP annually by October 1.

Further, by October 1st of each year, the CEO shall certify to the Office of Safe Schools and document in the Florida Safe Schools Assessment Tool that all school personnel have received annual training on the procedures contained in the Corporation's CAARP.

School Safety Specialists

The CEO is responsible for designating the Corporation's School Safety Specialists. The School Safety Specialist must be a school administrator employed by the Corporation.

A. Responsibilities

The School Safety Specialists are responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the Corporation. The School Safety Specialists' responsibilities include, but are not limited to, the following:

1. reviewing at least annually Corporation policies and procedures for compliance with Florida law and applicable rules, as provided by F.S. 1006.07 (6)(a)1., including the Corporation's timely and accurate submission of school environmental safety incident reports to the Department pursuant to F.S. 1001.212;
2. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security;
3. serving as the Corporation liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;

4. conduct annually on or before October 1, in collaboration with the appropriate public safety agencies, a school security risk assessment at each Corporation school using the Florida Safe Schools Assessment Tool developed by the Office of Safe Schools;

The Corporation will report to FLDOE by October 15th of each year that all public schools within the Corporation have completed the assessment using the Florida Safe Schools Assessment Tool. For purposes of this section, public safety agencies means a functional division of a public agency which provides firefighting, law enforcement, medical, or other emergency services.

The Corporation will ensure the accuracy of current school listings within the Florida Safe Schools Assessment Tool application, including school name, address, and MSID number. The Corporation will report to the Office of Safe Schools via e-mail within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of the Corporation-provided information in the Florida Safe Schools Assessment Tool.

5. coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;
6. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel within the Corporation as set forth in F.S. 1012.584, F.A.C. 6A-1.094120 and F.A.C. 6A-1.0018;

By July 1st of each year, the CEO shall certify to the FLDOE, in a format determined by the FLDOE, that at least eighty percent (80%) of school personnel in elementary, middle, and high schools have received the training required under this paragraph.

The training program shall include, but is not limited to, the following:

- a. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;
 - b. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and
 - c. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.
7. completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment;
 8. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a Corporation school.
 9. coordinating with the charter school's sponsor to address charter school safety requirements as set forth under Florida law and F.A.C. 6A-1.0018;

The School Safety Specialist must coordinate with charter school personnel to allow input access to the Florida Safe Schools Assessment Tool. Where input access is restricted to Corporation personnel, the School Safety Specialist is responsible for gathering information from charter schools so that Florida Safe Schools Assessment Tool reporting requirements, including those for FortifyFL, threat management teams and active assailant response plans, include data from charter schools.

B. Identification of and Corrections to Instances of Noncompliance with Florida Laws and Rules Relating to Safety

The School Safety Specialists are responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any Corporation school.

C. Response to Notice of Suspected Deficiency from the Office of Safe Schools

The School Safety Specialists are responsible for notifying the CEO immediately and no later than the same day of receipt of any notice of suspected deficiency the School Safety Specialists received from the Office of Safe Schools.

When the notice of suspected deficiency concerns a failure to have a Safe-School officer established or assigned at each school facility, as required by F.S. 1006.12, the School Safety Specialists must respond in writing and verify to the Office of Safe Schools that the school(s) identified in the notice have a Safe-School officer on site by the next school day. In all other cases, the School Safety Specialists must respond in writing to the Office of Safe Schools within five (5) school days and verify that the Corporation has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the Corporation will bring the identified school(s) into compliance. The plan must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment.

Recommendations of the School Safety Specialist

Based on the findings of the school security risk assessment, the School Safety Specialists must provide recommendations to the CEO which identify strategies and activities that the Corporation should implement in order to address the findings and improve school safety and security. The *School Safety and Security Plan* is, however, confidential and is not subject to review or release as a public record.

As a part of the *School Safety and Security Plan*, the Corporation shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled *Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001*):

- A. safety and security best practices;
- B. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- C. security procedures at school and while students are on the way to and from school;
- D. prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- E. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - 1. allows a teacher to communicate effectively to all students in the class;
 - 2. allows all students in the class the opportunity to learn;
 - 3. has consequences that are fair, and developmentally appropriate;
 - 4. considers the student and the circumstances of the situation; and
 - 5. is enforced accordingly.

Mental Health Coordinator

The Corporation consults with Bay Corporation Schools' Mental Health Coordinator, who serves as the primary point of contact regarding Bay Corporation School's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

Safety and Security Best Practices

The CEO shall develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community.

Persistently Dangerous Schools

The Corporation has set forth the rules with regard to expected behavior in Policy 5500 - *Student Conduct* and has established the consequences for violating the policy on student conduct in Policy 5600 - *Student Discipline*. The Corporation recognizes that not only Federal, but also State law requires that the Corporation report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. It is further understood that the Florida Department of Education will then use the data for the offenses identified in the Department's Unsafe School Choice Option Policy to determine whether or not a school is considered persistently dangerous.

Pursuant to the Board's stated intent to provide a safe school environment, school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature.

Victims of Violent Crime

The Corporation further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State laws, the parents or the eligible student shall be offered the opportunity to transfer to another school within the Corporation that serves the same grades. If there is another school serving the same grades, the transfer shall be completed in a timely manner. If there is not another school serving the same grades, the parents or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.

Threat Management Teams

The purpose of the threat management team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. This process is also known as a care assessment. Threat management teams are responsible for the coordination of resources and assessment and intervention with students whose behavior may pose a threat to the safety of school staff or students.

All threat management teams shall use the operational process prescribed in the Florida Harm Prevention and Threat Management Model as required by F.S. 1001.212 and F.A.C. 6A-1.0019.

Each school-based threat management team must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. Threat management teams shall maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.

A. Location and Membership

1. Threat management teams are located at each school in the Corporation and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement.
2. The Board authorizes the CEO to create procedures for the purpose of:
 - a. identifying team participants by position and role;
 - b. designating the individuals (by position) who are responsible for gathering and investigating information; and
 - c. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

B. Responsibilities and Activities of Threat Management Teams

The responsibilities and activities of threat management teams include but are not limited to, the following:

1. identification of individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
2. all threat management teams shall use the Florida Harm Prevention and Threat Management Instrument when evaluating the behavior of students who may pose a threat to the school, school staff, or students, and to coordinate intervention and services for such students;
3. consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;
4. consult with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement;
5. if a preliminary determination is made by the threat management team that a student poses a threat of violence or physical harm to himself/herself or others, the threat management team will report its determination to the CEO;

The CEO shall immediately attempt to notify the student's parent or legal guardian. However, nothing in this paragraph precludes Corporation personnel from acting immediately to address an imminent threat.

6. if a preliminary determination is made by the threat management team that a student poses a threat of violence to themselves or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the threat management team may obtain criminal history record information pursuant to F.S. 985.04(1);

Members of the threat management team may not disclose any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat management team.

7. create procedures related to engaging behavioral health crisis resources.

All reported threats, even those determined not to be a threat, must be documented by the threat management team. Documentation must include the evaluation process and any resultant action.

Upon availability, the Corporation and each school will use the threat management portal developed by the Office of Safe Schools pursuant to F.S. 1001.212.

C. Sharing of Information

The Corporation and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

D. Immediate Mental Health or Substance Abuse Crisis

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow steps established by the threat management team to engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the threat management team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions. Upon the student's transfer to a different school, the threat management team shall verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services.

E. Threat Assessment Report

The threat management team shall prepare a threat assessment report using the Florida Harm Prevention and Threat Management Instrument. A threat assessment report, all corresponding documentation, and any other information required by the Florida Harm Prevention and Threat Management Instrument in the threat management portal is an education record.

F. Behavior Threat Assessment Instrument Training

All threat management team members must be trained on the Florida Harm Prevention and Threat Management Instrument in accordance with Florida law.

G. Office of Safe Schools Reporting

Each threat management team shall report quantitative data on its activities to the Office of Safe Schools, including all activities during the previous school year. The School Safety Specialist will report this information to the Office of Safe Schools.

Beginning in the 2022-2023 school year, the total number of threat assessments conducted, disaggregated by the total number of non-threats, the total number of transient threats, the number of substantive threats, and the sex, race, and grade level of all students assessed by the threat assessment team. The initial reporting period for the Florida Harm Prevention and Threat Management Instrument will be from January 1-May 31, 2024, and information

will be due by June 15, and annually thereafter for the preceding school year.

H. Threat Assessment Records

Threat management and assessment records shall be maintained in accordance with Policy 8330 - *Student Records* and Florida law.

Referral to Mental Health Services

All school personnel who receive training pursuant to F.S. 1012.584 shall be notified of the mental health services that are available in the Corporation.

School Environmental Safety Incident Reporting

The CEO is responsible for ensuring the accurate and timely reporting of incidents related to school safety and discipline in accordance with Florida law and rules promulgated by the FLDOE. Parents of Corporation students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9) and will be timely notified of threats, unlawful acts, and significant emergencies pursuant to F.S. 1006.07 (4) and (7).

Student Crime Watch Program

The Corporation shall implement a Student Crime Watch Program to promote responsibility among students and improve school safety. The Corporation will require each school Principal to distribute information (including a reference to Policy 8406) at their respective schools notifying students and the community as to how they can anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

Promotion of School Safety Awareness

In furtherance of Policy 8406 (*Reports of Suspicious Activity and Potential Threats to Schools*), the Corporation shall promote the use of the Florida Department of Education's mobile suspicious reporting tool (FortifyFL) and the consequences of knowingly submitting false information on the Corporation's website, in newsletters, on school campuses, and in school publications. FortifyFL shall also be installed on all mobile devices issued to students and bookmarked on all computer devices issued to students.

Records Related to Compliance with F.A.C. 6A-1.0018

The Corporation and all school staff will retain records demonstrating that the requirements of F.A.C. 6A-1.008 are met and provide such records to the Office of Safe Schools upon request.

Effective 7/1/23

Revised 10/5/23

Revised 4/4/24

Revised 7/11/24

© Neola 202524



Book	Policy Manual
Section	8000 Operations
Title	REPORTS OF SUSPICIOUS ACTIVITY AND POTENTIAL THREATS TO SCHOOLS
Code	*po8406 - Feb 2025 update
Status	
Legal	F.S. 119.07 F.S. 943.082 F.S. 1006.07 F.A.C. 6A-1.0018
Adopted	May 4, 2023

8406 - **REPORTS OF SUSPICIOUS ACTIVITY AND POTENTIAL THREATS TO SCHOOLS**

It is vitally important that local public safety agencies and school officials be made aware of potential threats to schools as quickly as possible. All employees shall, and students and members of the community are strongly encouraged, to promptly make reports concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to local public safety agencies and/or school officials. The following is a non-exhaustive list of mechanisms to disclose such information by:

- A. contacting local law enforcement agencies, including Bay County Sheriff's Department and Lynn Haven Police Department;
- B. utilizing the Florida Department of Education's mobile suspicious reporting tool (FortifyFL);
- C. contacting the Corporation's School Safety Specialists as follows:
 - 1. in person at Cas Gant, North Bay Haven campus; Windell Spivey, Bay Haven campus
 - 2. via-telephone at Cas Gant 850-248-0801; Windell Spivey 850-248-3500
 - 3. via-email at Cas Gant gantc@bayhaven.org; Windell Spivey spivew@bayhaven.org
- D. calling 9-1-1.

In addition, employees must also report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the CEO.

The identity of the reporting party and any other information received by school officials through the Florida Department of Education's mobile suspicious reporting tool is confidential and exempt under Florida's Public Records Act.

The Corporation shall provide instruction on FortifyFL within the first five (5) days of school each year. The instruction must be age and developmentally appropriate and include the consequences of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity. Instruction concerning consequences shall include disciplinary actions that may occur at school and possible criminal charges.

Effective 7/1/23

© Neola 20~~25~~~~21~~

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Adopted May 4, 2023
Last Revised July 11, 2024

8500 - FOOD SERVICE PROGRAM

The Corporation shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

It is the intent of the Corporation to participate in the National School Lunch and School Breakfast Program and to offer paid, free, or reduced-price meals in accordance with the Child Nutrition Program, the National School Lunch Act, and Florida law. The operation of the food service program shall also be in compliance with the regulations set forth in State law and the Florida Administrative Code.

~~The Corporation does not discriminate on the basis of race, color, national origin, sex (including gender status, sexual orientation, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "protected classes") in its educational programs or activities. Students and all other members of the Corporation community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other Corporation official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.~~

Students who are eligible for free or reduced-price meals shall be approved and properly accounted for by the Director of Ancillary Services or designee in accordance with criteria established by the Child Nutrition Program and National School Lunch Act. The Corporation requires that the identity of students receiving free or reduced-price meals be safeguarded and kept confidential.

~~Each elementary, middle, and high school shall make a breakfast meal available if a student arrives at school on the bus less than fifteen (15) minutes before the first bell rings and shall allow the student at least fifteen (15) minutes to eat the breakfast.~~

The operation and supervision of the food service program shall be the responsibility of the Director of Ancillary Services. The Corporation will adhere to the professional standards for school nutrition personnel who manage and operate the food service program, including the requirements related to hiring and training that are set forth in United States Department of Agriculture ("USDA") regulations.

Further, as required by USDA regulations the Corporation will annually certify:

- A. the Director of Ancillary Services meets the hiring standards and training requirements set forth in USDA regulations; and
- B. each employee in the food service program has completed the applicable training requirements set forth in USDA regulations.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA's Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

School Breakfast

School breakfast meals shall be made available to students at all schools in the Corporation. Each elementary, middle, and high school shall make a breakfast meal available if a student arrives at school on the bus less than fifteen (15) minutes before the first bell rings and shall allow the student at least fifteen (15) minutes to eat the breakfast.

~~Breakfast meals shall be available to all students in each elementary, middle, and high school. The Corporation will do so by participating in the National School Breakfast Program and offering paid, free, and reduced price breakfast meals in accordance with the USDA Guidelines.~~

~~The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards as well as to the fiscal management of the program.~~

Summer Food Service

The Corporation shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Corporation determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Corporation will communicate that decision to its residents in a manner it determines to be appropriate.

Nutrition Standards

The Corporation shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold.

In adopting such standards, the Corporation shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the ~~United States Department of Agriculture (USDA)~~ and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

~~The Corporation's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guideline~~

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Corporation.

Competitive Food Sales

~~The Ancillary Services department will comply with the provisions set forth in Federal law, incorporated in F.A.C. 5P-2.001, regarding the sale of competitive food and foods of minimal nutritional value.~~

~~The Ancillary Services department shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time other school organizations may begin to sell foods and beverage items in accordance with the Board's wellness policy (Policy 8510) and with principal approval. Accordingly, all foods and beverages for sale to students on campus from vending machines, from school stores, or as fund-raisers by student clubs and organizations, parent groups, or boosters clubs shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, applicable State law, and Florida Administrative Code rule, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.~~

Meal Charges

Meals sold by the school may be purchased by students in accordance with administrative procedures established by the Director of Ancillary Services. A periodic review of the food-service accounts shall be made by the Director of Ancillary Services. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program. Cafeteria purchases may be prepaid into individual food service accounts before meal service begins or paid as they receive meals. Prepayments into individual food service accounts may be made on MySchoolBucks.

The only deductions made from prepaid accounts will be for the purchase of meals or other allowable food purchases in the cafeteria.

The Corporation recognizes that circumstances may result in a student needing to charge for meals if his/her account has an insufficient balance to cover the charge. However, no account will be allowed to exceed a significant negative balance except as established below.

The Director of Ancillary Services shall develop procedures regarding meal charges, which shall be implemented by the Food Service Managers. This procedure will provide direction so that students Corporation-wide who are eligible for reduced price or who pay the established price for meals, but do not have funds in their account or in hand to cover the cost of their meal at the time of service are treated consistently, that parents of students who charge meals are notified when a student charges a meal, and that efforts are made to collect the charges made so that the unpaid charges are not classified as "bad debt" at the end of the school year.

A student whose account has a significant negative balance may not charge or purchase "a la carte" items, including extra main course entrees.

If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal, the cost of which shall continue to accrue to his/her significant negative balance, and his/her parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

The Corporation's policy and CEO's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. This guideline will provide directions for students who are eligible for reduced-price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

Bad Debt

Meal charges that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation's general fund or other State or local funding to make that reimbursement.

Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b).

Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectible are also unallowable.

Dietary Modifications

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Florida to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;

- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the food service manager shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Director of Ancillary Services.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Manager that the student has a disability that restricts the student's diet. The Corporation will honor the request upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

~~A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student with a disability or the parent of a student with a disability, without delay and at no additional charge. The adult student with a disability or the parent of a student with disability making such a request of the Food Service Managers shall be informed that medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b must be submitted from a health care provider who has prescriptive authority in the State of Florida or the dietary modification may be discontinued until such statement is received.~~

~~The medical certification must identify:~~

- ~~A. the child's physical or mental impairment and why the student's disability or medical conditions necessitates such a restriction of the child's diet;~~
- ~~B. an explanation of why the food service program must do to accommodate the child's disability; and~~
- ~~C. the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).~~

~~After a request for a dietary modification is submitted to the Food Service Managers, the Food Service Managers, in turn, notify the Principal, school nurse, and the members of the student's IEP or 504 Team that the dietary modification shall be made for the student, pending the receipt of the required medical certification.~~

~~If deemed necessary by the student's IEP or 504 Team, the dietary modification shall be included in the student's IEP or 504 plan.~~

~~An adult student with a disability or the parent of a student with a disability who believes the accommodation requested is not being appropriately addressed may access the processes and assistance described in Policy 2260 and/or Policy 2260.01 by contacting the Corporation's Compliance Coordinator named in those policies.~~

~~A request for substitutions to the standard meal requirements due to food allergies shall be accommodated, when requested by an adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability, without delay and at no additional charge. An adult student who is not identified as having a disability or the parent of a student who is not identified as having a disability making such a request of the Food Services Managers shall be informed that a signed medical statement from a health care provider who has prescriptive authority in the State of Florida that the student cannot consume certain food items due to a medical condition or some other special dietary need must be submitted or the dietary modification may be discontinued until such statement is received.~~

~~To qualify for continuing consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet;~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted; and~~
- ~~C. the food(s) to be omitted from the student's diet and the recommended food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).~~

~~The request for such dietary modifications shall be submitted to the Food Service Manager, who shall, in turn, notify the Principal and school nurse that the dietary modification shall be made for the student. Upon request of the parent or adult student, a meeting of a team including the parent, the Food Service Manager, school nurse, and the Principal shall be convened to determine the specific substitution(s) that will be made to the standard meal pattern for the student.~~

~~For non-disabled students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.~~

~~The food service program shall accommodate a student's request for specific substitutions to the standard meal pattern requirements that is based solely on religious or lifestyle choices.~~

In addition to students, lunches sold by the school may be purchased by staff members and community residents in accordance with administrative guidelines established by the CEO.

Emergency First Aid

In each school cafeteria, there shall be a poster that is easily visible and prominently placed that contains step-by-step instructions on how to provide emergency first aid for choking or conscious individuals. During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Food Safety Compliance

~~In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.~~

In accordance with Federal law, the Director of Ancillary Services shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

~~A periodic review of the food service accounts shall be made by the Director of Ancillary Services. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a la carte foods may accrue to the food service program.~~

Bad Debt

~~Meal charges that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the Corporation for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the Corporation's general fund or other State or local funding to make that reimbursement.~~

~~Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b).~~

~~Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectible are also unallowable.~~

Operation of the Food Service Program

With regard to the operation of the school food service program, the CEO shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1129, Policy 1214, Policy 3129, Policy 3214, Policy 4129, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all Corporation employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost share requirement must comply with the Corporation's time and effort record-keeping policy (see Policy 6116).

The CEO will require that the food service program serve foods in the schools of the Corporation that reinforce the nutrition concepts taught in the classrooms.

The Corporation shall serve only nutritious food in accordance with the nutritional standards in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the Corporation's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, ~~and may only be sold in accordance with Board Policy 8550.~~

The Director of Ancillary Services is responsible for implementing the food service program in accordance with the adopted nutrition standards.

Vending Machines

The Corporation recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in Corporation facilities providing that the following conditions are satisfied.

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- C. No products are vended which would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition.
- D. No food or beverages are to be sold or distributed which will compete with the Corporation's food-service program.
- E. Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations and applicable State law.

Effective 7/1/23
Revised 10/5/23
Revised 7/11/24

© Neola 2025



Book	Policy Manual
Section	8000 Operations
Title	FREE AND REDUCED-PRICE MEALS
Code	*po8531 - Feb 2025 update
Status	
Legal	F.A.C. SP-2.010 F.A.C. SP-2.009 F.A.C. SP-2.007 F.A.C. SP-2.002 F.A.C. SP-2.001 F.S. 1003.02 F.S. 1001.51 F.S. 1001.42 F.S. 1001.41 F.S. 595.405 F.S. Chapter 595 42 U.S.C. 1751 et seq. 42 U.S.C. 1771 et seq.
Adopted	May 4, 2023

8531 - FREE AND REDUCED-PRICE MEALS

The Corporation recognizes the importance of good nutrition to each student's educational performance. In addition to the requirements in Policy 8500 (Food Service Program), this policy addresses the provision of free and reduced-price meals to economically-needy students.

The Corporation shall provide economically needy children with breakfast and/or lunch at a reduced rate and/or no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act and any other applicable Federal or Florida laws. These criteria are issued annually by the Federal government through the State Department of Education.

The Corporation designates the Director of Ancillary Services to determine in accordance with Corporation standards, the eligibility of students for free and reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school.

The Director of Ancillary Services shall prepare and implement the necessary arrangements and procedures to ensure proper operation of this program and direct that, if required, ~~S/He shall ensure that~~ the appropriate policy attachments for free and reduced-price meals or free milk are properly completed and submitted for approval to the ~~School Food Service Division of the State Department of Education~~ Florida Department of Agriculture and Consumer Sciences by the beginning of each school year.

Effective 7/1/23

© Neola 202502



Book Policy Manual

Section 8000 Operations

Title VENDING MACHINES

Code RESCIND - *po8540

Status

Legal [F.S. 1001.41\(2\).](#)
[F.S. 1001.42\(16\).](#)
[F.S. 1001.43](#)
[F.A.C. 5P-1.003](#)
[7 C.F.R. 210.11](#)
[42 U.S.C. 1779](#)

Adopted May 4, 2023

~~8540~~ VENDING MACHINES

~~The Corporation recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in Corporation facilities providing that the following conditions are satisfied.~~

- ~~A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.~~
- ~~B. The Corporation's share of the revenues is managed by the CFO in accordance with relevant Corporation policies and administrative procedures.~~
- ~~C. No products are vended which would conflict with or contradict information or procedures contained in the Corporation's educational programs on health and nutrition.~~
- ~~D. No food or beverages are to be sold or distributed which will compete with the Corporation's food service program.~~
- ~~E. Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations and applicable State law.~~

~~The CEO and CFO shall develop and implement administrative procedures which will require that these conditions are adhered to on a continuing basis.~~

~~Effective 7/1/23~~

~~© Neola 2016~~



Book	Policy Manual
Section	8000 Operations
Title	COMPETITIVE FOOD SALES
Code	RESCIND - *po8550
Status	
Legal	7 C.F.R. 210.11 F.S. 1001.41(2) F.S. 1001.42(16) F.S. 1001.43 F.A.C. 5P-1.003 42 U.S.C. 1779
Adopted	May 4, 2023
Last Revised	July 11, 2024

~~8550~~ — COMPETITIVE FOOD SALES

~~The Ancillary Services Department will comply with the provisions set forth in Federal law regarding the sale of competitive food and foods of minimal nutritional value.~~

~~The Ancillary Services Department shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time other school organizations may begin to sell foods and beverage items in accordance with the Board's wellness policy (Policy 8510) and guidelines and with principal approval. Accordingly, all foods and beverages for sale to students on campus from vending machines, from school stores, or as fund raisers by student clubs and organizations, parent groups, or boosters clubs shall comply with the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations, applicable State law, and Florida Administrative Code rule, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.~~

~~Effective 7/1/23~~

~~Revised 7/11/24~~

~~© Neola 2014~~



Book	Policy Manual
Section	7000 Property
Title	GIFTS TO THE CORPORATION
Code	*po7230 - Update Feb 2025
Status	
Legal	F.S. 112.312 F.S. 1001.32(2) F.S. 1001.41 F.S. 1001.42 F.S. 1001.43
Adopted	May 4, 2023

7230 - GIFTS TO THE CORPORATION

The Governing Board is duly appreciative of public interest in and goodwill toward the schools manifested through gifts.

Pursuant to F.S. 1001.43, the CEO has authority to govern all public gifts and donations to schools and therefore reserves the right to specify the manner in which gifts are made, to define and identify the type of gift which is considers appropriate, and to reject those which s/he deems inappropriate or unsuitable. Gifts shall become the property of the Corporation and will be subject to use by the Corporation as determined by the policies and administrative procedures applying to all properties, equipment, materials, and funds owned by the Corporation. Any monetary gift or donation shall be properly receipted and processed in accordance with applicable Corporation procedures.

The CEO is authorized to accept gifts or donations to the Corporation, on behalf of the Corporation, of money, equipment, supplies, and materials. The CEO may accept the terms and conditions of any such gift or donation, as deemed appropriate, and shall have the discretion to accept or deny the gift or donation on the basis of those terms and conditions.

~~Documentation of receipt of any gift is mandatory.~~

~~Any equipment donated to the Corporation may not be repaired or maintained until it has been formally accepted.~~

Any gift conveying title shall be submitted to the Corporation for individual acceptance and approved by the Governing Board attorney for legal consideration.

The principal or director of a school or center is authorized to accept individual gifts or donations of money for field trips, student donations, and spontaneous donations. Documentation of receipt of any gift of \$500 or greater is mandatory. If a donor does not specify how the gift or donation is to be used, the use shall then be at the discretion of the principal or director or, if the gift is \$500.00 or greater, in consultation with the CEO and CFO.

~~Gifts or donations from such groups or organizations as classes, affiliated clubs, and booster groups, shall be accepted and handled in accordance with this policy.~~

~~If a donor does not specify how the gift or donation is to be used, the use shall then be at the discretion of the principal or director or, if the gift is \$500.00 or greater, in consultation with the CEO and CFO.~~

~~Any monetary gift or donation shall be properly receipted and processed in accordance with applicable Corporation procedures.~~

~~At the CEO's discretion, a gift or donation may be presented to or recognized by the Board.~~

Permanent structures shall have utilitarian value in the operation of the school or be erected in memory of a person who has been associated with the school either as a student or employee, or an organization which has made some outstanding contribution to the school or Corporation.

The CEO shall not accept a gift of art unless the cost of installation, operation, and maintenance is consistent with the value of the gift to the school.

Articles of equipment donated to the schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donors shall be notified that the title of this gift shall be in the name of the Corporation.

~~This policy does not apply to gifts to individual personnel which are covered in Policy 1129, Policy 3129, Policy 4129, Policy 1214, Policy 3214 and/or Policy 4214.~~

Effective 7/1/23

© Neola 202502



Book	Policy Manual
Section	5000 Students
Title	PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION
Code	*po5410.01 - update Feb 2025
Status	
Legal	F.A.C. 6A-6.0533 <u>F.S. 1002.3105</u> <u>F.S. 1003.4156</u> <u>F.S. 1008.22</u> <u>F.S. 1008.25</u> <u>F.A.C. 6A-1.09422</u> <u>F.A.C. 6A-1.094221</u> <u>F.A.C. 6A-1.094222</u>
Adopted	May 4, 2023
Last Revised	July 11, 2024

5410.01 - **PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION**

The Corporation recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The Corporation shall provide for the placement, acceleration, and progression of students through adopted student progression plans. The Corporation student progression plan includes the standards for evaluating each student's performance, including how well s/he masters the performance standards approved by the State Board of Education. A student will be promoted to the succeeding grade level when s/he has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

Parents may request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) options, including whole-grade promotion, midyear promotion, or subject matter acceleration. If the parent selects one of these ACCEL options and the student meets eligibility and procedural requirements in the student progression plan, the student will have the opportunity to participate in the ACCEL option.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. (F.S. 1008.25(6)(a))

Progress Monitoring Plans and Remediation

Each student must participate in the Statewide standardized assessment program that is required by F.S. 1008.22. Each student who does not achieve a Level 3 or above on Statewide standardized English language arts assessment; the Statewide standardized mathematics assessment; or the Algebra I end-of-course (EOC) assessment must be evaluated to

determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic supports to improve the student's performance.

Beginning in the 2022-2023 school year, the end-of-year comprehensive progress monitoring assessment administered pursuant to F.S. 1008.25(8)(b)2. is the Statewide standardized English Language Arts assessment for students in grades 3 through 10 and the Statewide standardized Mathematics assessment for students in grades 3 through 8.

A student who is not meeting the Corporation or State requirements for satisfactory performance in English language arts and mathematics must be covered by one (1) of the following plans:

- A. a Federally required student plan such as an individual education plan;
- B. a schoolwide system of progress monitoring for all students, except a student who scores Level 4 or above on the English language arts and mathematics assessments may be exempted from participation by the principal; or
- C. an individualized progress monitoring plan.

Any student who exhibits a substantial deficiency in reading and/or mathematics, based upon locally determined or statewide assessments conducted in kindergarten or grade 1, grade 2, or grade 3, or through teacher observations, must be given intensive reading and/or mathematics instruction immediately following the identification of the reading deficiency. The student's reading and/or mathematics proficiency must be monitored and the intensive instruction must continue until the student demonstrates grade level proficiency in a manner determined by the Corporation, which may include achieving a Level 3 on the Statewide standardized English language arts assessment in grades 3 through 10, and the Statewide standardized Mathematics assessment for students in grades 3 through 8.

The parent of any student who exhibits a substantial deficiency in reading, as described in the above paragraph, must be notified in writing of the following:

- A. that their child has been identified as having a substantial deficiency in reading, including a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading;
- B. a description of the current services that are provided to the child;
- C. a description of the proposed intensive interventions and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency;
- D. that if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless s/he is exempt from mandatory retention for good cause;
- E. strategies, including multisensory strategies, through a read-at-home plan for parents to use in helping their child succeed in reading;

The read-at-home plan must provide access to the resources identified in F.S. 1008.25(5)(e).

- F. that the Statewide, standardized English Language Arts assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the Corporation in knowing when a child is reading at or above grade level and ready for grade promotion;
- G. the Corporation's specific criteria and policies for a portfolio as provided in F.S. 1008.22 and the evidence required for a student to demonstrate mastery of Florida's academic standards for English language arts;

Schools must begin collecting evidence for a portfolio when a student in grade 3 is identified as being at risk of retention of upon the request of the parent, whichever occurs first.

- H. information about the student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485 and information on parent training modules and other reading engagement resources available through the initiative.

After initial notification, schools shall apprise the parent at least monthly of the student's progress in response to the intensive interventions and supports. Such communication will be in writing and explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement.

To be promoted to grade 4, a student must score a Level 2 or higher on the Statewide standardized English language arts assessment required under F.S. 1008.22 for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the Statewide standardized assessment required under F.S. 1008.22 for grade 3, the student must be retained.

A student who has been retained in third grade due to a reading deficiency shall be promoted mid-year if the student has demonstrated mastery of the State-mandated requirements in reading.

A student may be eligible for a waiver of retention criteria for acceptable good cause as outlined in the student progression plan. A student may be retained at the same grade level/course(s) when s/he has not demonstrated satisfactory mastery of the State-mandated requirements in the required subject areas. Parents must be informed in advance of the possibility of retention of a student at a grade level.

Reading instruction hereunder shall align with the requirements of F.A.C. 6A-6.053.

Middle Grades Promotion

In order for a student to be promoted to high school from a school that includes middle grades 6, 7, and 8, the student must successfully complete the following courses:

- A. Three (3) middle grades or higher courses in English Language Arts (ELA).
- B. Three (3) middle grades or higher courses in mathematics.
 - 1. Each school that includes middle grades must offer at least one (1) high school level mathematics course for which students may earn high school credit. Successful completion of a high school level Algebra I or Geometry course is not contingent upon the student's performance on the Statewide standardized end-of-course (EOC) assessment.
 - 2. To earn high school credit for Algebra I, a middle grades student must take the Statewide standardized Algebra I EOC assessment and pass the course, and in addition, a student's performance on the Algebra I EOC assessment constitutes thirty percent (30%) of the student's final course grade.
 - 3. To earn high school credit for a Geometry course, a middle grades student must take the Statewide standardized Geometry EOC assessment, which constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course.
- C. Three (3) middle grades or higher courses in social studies.
 - 1. One (1) of these courses must be at least a one (1) semester civics education course that includes the roles and responsibilities of Federal, State, and local governments; the structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States.
 - 2. Each student's performance on the Statewide standardized EOC assessment in civics education required under F.S. 1008.22 constitutes thirty percent (30%) of the student's final course grade.
 - 3. A middle grade student who transfers in from out of country, out of state, a private school, or a home education program after the beginning of the second term of grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three (3) courses in social studies or two (2) year-long courses in social studies that include coverage of civics education.
- D. Three (3) middle grades or higher courses in science.
 - 1. Successful completion of a high school level Biology I course is not contingent upon the student's performance on the Statewide, standardized EOC assessment required under F.S. 1008.22.
 - 2. However, to earn high school credit for a Biology I course, a middle grade student must take the Statewide, standardized Biology I EOC assessment, which constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course.

E. One course in career and education planning to be completed in grades 6, 7, or 8, which may be taught by any member of the instructional staff. The course must be Internet-based, customizable to each student, and include research-based assessments to assist students in determining educational and career options and goals. The course must result in a completed personalized academic and career plan for the student which must use, when available, Florida online career planning and work-based learning coordination system. The course must teach each student how to access and update the plan and encourage the student to access and update the plan at least annually as the student progresses through middle school and high school. The personalized academic and career plan must emphasize the importance of entrepreneurship and employability skills; and must include information from the Department of Economic Opportunity's economic security report under F.S. 445.07 and other State career planning resources.

1. The required personalized academic and career plan must inform students of high school graduation requirements, including a detailed explanation of the following:

- a. requirements for earning a high school diploma designation ;
- b. requirements for each scholarship in the Florida Bright Futures Scholarship Program;
- c. State university and Florida college system institution admission requirements;
- d. available opportunities to earn college credit in high school, including advanced placement courses;
- e. ~~the International Baccalaureate Program;~~
- f. ~~the Advanced International Certificate of Education Program;~~
- g. dual enrollment, including career dual enrollment; and
- h. career education courses, including career-themed courses, preapprenticeship and apprenticeship programs, and course sequences that lead to industry certification pursuant to F.S. 1003.492 or 1008.44.

2. The course may be implemented as a stand-alone course or integrated into another course or courses.

Retention of Students with Disabilities

Retention of a student with disability will follow the requirements of Florida law. The assignment of and services to be provided to a student with a disability will be documented on the student's IEP. Extended school year services may be provided for any student who would severely regress in his/her skills and overall functioning as demonstrated by supporting documentation and determined necessary by the student's IEP team.

Effective 7/1/23

Technical Correction 4/4/24

Revised 7/11/24

© Neola 202524



Book	Policy Manual
Section	1000 Administration
Title	CONFLICT OF INTEREST
Code	*po1129 - Special update revision
Status	
Legal	F.S.112.312 F.S.112.313 F.S. 1006.32 2 C.F.R. 200.112 2 C.F.R. 200.113 2 C.F.R. 200.318
Adopted	May 4, 2023

1129 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by Corporation employees. Further, such characteristics are essential to the Corporation's commitment to earn and keep the public's confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all Corporation members, employees, officers, and agents.

- A. No employee, officer, ~~or~~ agent, **or Board member** shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the Corporation.
- B. No employee, officer, ~~or~~ agent, **or Board member** shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, ~~client~~, or parents of such students, or clients in the course of their employment with the Corporation.

Included, by way of illustration rather than limitation, are the following:

1. the provision of any private lessons or services for a fee;
2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to Corporation records;
3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

C. No employee, officer, ~~or~~ agent, or Board member shall make use of materials, equipment, or facilities of the Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Exceptions to any provision in parts A through C of this policy shall be approved in advance by the CEO and shall be consistent with State law.

No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. ~~Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.~~

An employee, officer, agent, and Board member of the Corporation may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, pursuant to Federal rules, the Corporation may permit, on an individual basis, gifts to occur when the financial interest is not substantial, or the gift is an unsolicited item with a value under twenty-five (25) dollars. ~~Employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts except for food and promotional items which are provided as a regular course of business. However, the Corporation may permit, on an individual basis, gifts to occur when the financial interest is not substantial, or the gift is an unsolicited item with a value under twenty-five (25) dollars.~~

~~To the extent that~~ If the Corporation has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the Corporation may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the Corporation is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization..

Employees, officers, ~~and~~ agents, and Board members must promptly disclose any potential conflict of interest that may lead to a violation of this policy to the Corporation. Upon discovery of any potential conflict of interest, the Corporation will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The Corporation will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The Corporation is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200. ~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.~~

Employees, officers, ~~and~~ agents, and Board members found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, pursuant to Board Policy 1139.01, *Discipline of Administrative Staff* and/or State law.

Effective 7/1/23

© Neola 202416



Book	Policy Manual
Section	3000 Instructional Staff
Title	CONFLICT OF INTEREST
Code	*po3129 - oct 24 revision - ugg
Status	
Legal	F.S. 112.312 F.S. 112.313 F.S. 1002.411 F.S. 1006.32 2 C.F.R. 200.112 2 C.F.R. 200.113 2 C.F.R. 200.318
Adopted	May 4, 2023

3129 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by Corporation employees. Further, such characteristics are essential to the Corporation's commitment to earn and keep the public's confidence. For these reasons, the Corporation adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all Corporation Board members, employees, officers, and agents.

- A. No employee, officer, ~~or agent~~ **agent**, or **Board member** shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.
- B. No employee, officer, ~~or agent~~ **agent**, or **Board member** shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, ~~client~~, or parents of such students or clients in the course of their employment with the Corporation.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee;
2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to Corporation records;
3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

C. No employee, officer, ~~or agent~~ agent, or Board member shall make use of materials, equipment, or facilities of the Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

~~Notwithstanding parts A through C of this policy, the Corporation does not prohibit instructional personnel from providing New World Reading Scholarship Account services as outlined in F.S. 1002.411 on the instructional personnel member's school campus outside regular work hours. Such services are subject to policies related to the safety and security operations to protect students, instructional personnel, and educational facilities. Any other exceptions~~ Exceptions to any provision in parts A through C of this policy shall be approved in advance by the CEO and shall be consistent with State law.

~~Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.~~ No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.

~~Employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts except for food and promotional items which are provided as a regular course of business.~~ An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, pursuant to Federal rules, the Corporation may permit, on an individual basis, gifts to occur when the financial interest is not substantial, or the gift is an unsolicited item with a value under \$25.

~~To the extent that~~ If the Corporation has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the Corporation may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the Corporation is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.-

Employees, officers, ~~and~~ agents, and Board members must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the Corporation. Upon discovery of any potential conflict of interest, the Corporation will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The Corporation will also ~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.~~ promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The Corporation is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200

Employees, officers, ~~and~~ agents, and Board members found to be in violation of this conflict of interest policy will be subject to disciplinary action up to, and including termination, consistent with substantive and procedural due process and as permitted by applicable Board policy, and/or State law.

Effective 7/1/23

© Neola 20242



Book	Policy Manual
Section	4000 Support Staff
Title	CONFLICT OF INTEREST
Code	*po4129 - Oct 24 revision UGG
Status	
Legal	F.S. 112.312 F.S. 112.313 F.S. 1006.32 2 C.F.R. 200.112 2 C.F.R. 200.113 2 C.F.R. 200.318
Adopted	May 4, 2023

4129 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by Corporation employees. Further, such characteristics are essential to the Corporation's commitment to earn and keep the public's confidence. For these reasons, the Governing Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all Corporation Board members, employees, officers, and agents.

- A. No employee, officer, ~~or agent,~~ or Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the Corporation.
- B. No employee, officer, ~~or agent,~~ or Board member shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, ~~client,~~ or parents of such students or clients in the course of their employment with the Corporation.

Included, by way of illustration rather than limitation, are the following:

1. the provision of any private lessons or services for a fee;
2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to Corporation records;
3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

C. No employee, officer, ~~or agent~~ or Board member shall make use of materials, equipment, or facilities of the Corporation in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Exceptions to any provision in parts A through C of this policy shall be approved in advance by the CEO and shall be consistent with State law.

~~Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.~~ No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.

Employees, officers, ~~or agents~~ or Board member may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors ~~or parties to subcontracts except for food or promotional items which are provided as a regular course of business.~~ However, pursuant to Federal rules, the Corporation may permit, on an individual basis, gifts to occur when the financial interest is not substantial, or the gift is an unsolicited item with a value under \$25.

~~To the extent that~~ If the Corporation has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the Corporation may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the Corporation is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.:-

Employees, officers, ~~and agents~~, and Board members must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the Corporation. Upon discovery of any potential conflict of interest, the Corporation will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The Corporation will also ~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.~~ promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The Corporation is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200.

Employees, officers, ~~and agents~~, and Board members found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, pursuant to Board Policy 4139.01, *Staff Discipline*, and/or State law.

Effective 7/1/23

© Neola 202416



Book	Policy Manual
Section	5000 Students
Title	Copy of ATTENDANCE
Code	*po5200 - board revision
Status	
Legal	F.S. 984.151 F.S. 1002.20 F.S. 1003.02 F.S. 1003.21 F.S. 1003.23 F.S. 1003.24 F.S. 1003.26 F.S. 1003.27 F.A.C. 6A-1.044, Pupil Attendance Records F.A.C. 6A-1.09512, Equivalent Minimum School Term for Compulsory Attendance Purposes F.A.C. 6A-1.09513, Parents' Responsibility for School Attendance F.A.C. 6A-1.09514, Excused Absences for Religious Instruction or Holiday
Adopted	May 4, 2023
Last Revised	October 5, 2023

5200 - **ATTENDANCE**

The educational program offered by this Corporation is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance is the responsibility of parents and students. Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable.

In accordance with statute, the CEO shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Corporation reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators have the responsibility to encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the CEO. Schools will record absent and tardy students in the automated student attendance recordkeeping system.

Provision shall be made for promoting school attendance through adjustment of personal problems, education of parents, and enforcement of the compulsory attendance laws and related child welfare legislation. Accordingly:

- A. absences must be reported to the school by the parent or adult student as soon as practicable; documentation for excused absences must be filed with the school office within three (3) days of the absence or the absence is unexcused.

Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

- B. upon each unexcused absence, or absence for which the reason is unknown, the principal shall contact the student's parent to determine the reason for the absence;
- C. teachers shall record absentees each period of the school day and report absences, excused and unexcused, as required by the school;
- D. insofar as possible, parents should be contacted each time their child has an unexcused absence or an absence for which the reason is unknown, to prevent the development of patterns of nonattendance;
- E. when a student has at least five (5) unexcused absences or absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the teacher shall report to the Principal that the child may be exhibiting a pattern of nonattendance. Unless there is clear evidence that the absences are not a pattern of nonattendance, the Principal will refer to the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, a meeting with the parent must be scheduled to identify potential remedies. If the problem is not resolved, the child study team will implement interventions set forth in, and act in accordance with, the requirements in F.S. 1003.26.

1. If a parent refuses to participate in the remedial strategies determined by the child study team because s/he believes that the strategies are unnecessary or inappropriate, the parent may appeal to the CEO.
2. If the CEO's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the CEO may seek criminal prosecution for noncompliance with compulsory school attendance.

Each school should also establish procedures to ensure good attendance consistent with this policy.

Make-Up for Absences

For excused absences, the student must contact the teacher on the first day back in order to make arrangements to make up work. Missed work is to be made up on a 1:1 ratio. If the student is absent one (1) day, s/he has one (1) day to make up homework or classwork. If the student is absent two (2) days, s/he has two (2) days to make up missed classwork or homework, and so forth. The teacher or the Principal may grant extensions to the make-up time limit for extenuating circumstances.

For unexcused absences, all work missed must be completed within the same 1:1 timeframe as stated above. The student will receive a grade of no higher than sixty percent (60%) on all work made up during an unexcused absence. All passing grades will be recorded as sixty percent (60%). All earned grades below sixty percent (60%) will be recorded as the earned grade.

For out-of-school suspensions, the student must contact the teacher or check the online site to obtain assignments to complete while suspended. Parent(s)/guardian(s) are responsible for contacting the school to obtain any additional work needed. All work must be turned in to the teacher on the day the student returns to school and will be graded according to the policy for unexcused absences stated above.

Excused Absences

The Corporation considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding three (3) consecutive days).
- B. Court appearance of the student.
- C. Medical appointment of the student.
- D. Pregnancy-related issues (see also Policy 5751).

- E. Approved school activity.
- F. Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the Corporation which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- G. Attendance at a center under Children and Families Services supervision.
- H. Religious instruction or religious holiday.
- I. Death in the immediate family.
- J. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- K. Pre-approved Family Leave
- L. Administrative Leave - Principals may assign administrative leave to a student in an extreme emergency situation for non-disciplinary issues.

Absences not included in excused absences listed above shall be unexcused.

Skipping class is defined by one or more of the following criteria and results in an unexcused absence:

- A. Failure to check out when leaving school before the end of the official school day;
- B. Absent from class without parent(s)/guardian(s) knowledge and/or permission;
- C. Absent from class without teacher knowledge and/or permission.

Family Leave

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration in advance and receive approval in order for the absences to be excused.

Family Leave may be approved by the principal if the following criteria are met, regardless the principal has the authority to disapprove leave requests:

- A. Notification has been made in writing using the appropriate form at least two (2) weeks in advance;
- B. Requested Family Leave days do not exceed five (5) days per school year;
- C. The student does not currently have a "D" or "F" in a class
- D. The student does not currently have a 2.0 or lower GPA in core subjects
- E. Requested days do not conflict with semester exams, final exams, or state testing.

Students who fail to meet the criteria in item "C" or "D" above are strongly encouraged not to miss school.

Early Dismissal

Any student leaving school prior to dismissal will have an early dismissal entered to the attendance record which will be considered unexcused. Early dismissals are excused for medical or dental appointments if documentation from the medical or dental office is received within three (3) days of the early dismissal and may be excused for extreme emergencies at the discretion of the principal. Early dismissal from a field trip is only permitted in emergency situations and with prior written consent from the principal.

Tardiness and Late Departure

Tardy is arriving after the official beginning of the school day or a late departure from school after dismissal of the school day.

After the official beginning of the school day, a parent must check in the student in the front office of the school. A student must be inside the classroom prior to the beginning of the official school day. A student who arrives after the beginning of the school day, but within the first fifteen (15) minutes of the beginning of the school day, will be marked as "tardy". Any student arriving fifteen (15) minutes or more after the beginning of the school day, or class period for middle and high school, will be marked with an absence. Students who leave a class more than fifteen (15) minutes prior to the end of that class will be marked with a "Late Absence".

Students must depart school no later than 3:45 p.m. on a school day, unless the student is enrolled or placed in Aftercare or participating in a school-sanctioned extra-curricular activity. If a student is on campus more than twenty-five (25) minutes after dismissal time, then the student will be taken to Aftercare, if Aftercare has the capacity to care for the student. Parents/guardian(s) will be charged the Aftercare drop-in rate. If Aftercare does not have the capacity to care for the student, then the student will be taken to the Administration Office. If a student who has not been placed in Aftercare remains on campus after 3:45 p.m. on a school day, except a student in Aftercare or extra-curricular activity, then the student will be deemed tardy. Students who have been placed in Aftercare drop-in due to late pick-up more than five (5) times in a grading period or who have an unpaid outstanding balance with Aftercare that is more than thirty (30) days past due, shall not be eligible for Aftercare drop-in and shall be taken to the Administration Office for pick-up.

The Principal will determine if the period of "late absence" is considered excused or unexcused. Five (5) tardies is equivalent to one (1) unexcused absence.

Discipline

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians.

The CEO shall develop administrative procedures to carry out this policy.

Habitual Truancy

Whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The CEO is to inform the student and his/her parents of the record of excessive absences as well as the Corporation's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The CEO is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

Effective 7/1/23

Revised 10/5/23

© Neola 2023



Book	Policy Manual
Section	5000 Students
Title	STUDENT DISCIPLINE
Code	*po5600 - board revision
Status	
Legal	F.S. 1001.43 F.S. 1002.20 F.S. 1003.31 F.S. 1003.32 F.S. 1006.07 F.S. 1006.08 F.S. 1006.09 F.S. 1006.10
Cross References	ap5600A - STUDENT DISCIPLINE
Adopted	May 4, 2023

5600 - **STUDENT DISCIPLINE**

The Corporation acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Corporation believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions **both on and off campus**. Haven schools, in keeping with the philosophy of "High Expectations/High Achievement", reserves the right to exercise higher standards of discipline and accountability **regardless of whether or not an alleged offense occurs at school, at school related activities or off-campus or occurs during non-school hours..**

All school personnel shall be informed and responsible for all Corporation administrative procedures concerning discipline. All school personnel shall become involved in the discipline process anywhere on campus or at school functions off campus. A good faith effort shall be made by the principal to employ parental assistance or other alternative measures prior to suspension.

Students are under the control and direction of the principal and under the immediate control and direction of the teacher or other member of the instructional staff or bus driver to whom such responsibility may be assigned by the principal:

- A. when they are being transported to or from school at Corporation expense;
- B. when they are attending school;

- C. when they are engaged in a school-sponsored activity, and/or on the school premises; and
- D. during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises. A "reasonable time" means thirty (30) minutes before or after the school day or school-sponsored activity is scheduled or actually begins or ends, whichever period is longer.

The Corporation shall also require each student of this Corporation to:

- A. conform to reasonable standards of socially acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others.

The Corporation will not tolerate any form of violence, disruptive, or inappropriate behavior, nor excessive truancy which it defines as more than ten (10) unexcused absences within a ninety (90) calendar day period. In addition to disciplinary action specified in the parent/student handbooks, the CEO shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors.

The CEO shall promulgate administrative procedures for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not tend to violate any individual rights constitutionally guaranteed to students.

The CEO shall designate sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The CEO shall publish to all students and their parents the rules of this Corporation regarding student conduct and the sanctions which may be imposed for breach of those rules.

Principals shall have the authority to assign discipline to students, subject to Board policy, the administrative procedures of the CEO and to the student's due process right to notice, hearing, and appeal.

Principals, teachers, school bus drivers, and other employees of this Corporation having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Corporation and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Effective 7/1/23

© Neola 2025~~15~~



Book	Policy Manual
Section	5000 Students
Title	STUDENT CONDUCT
Code	*po5500 - NOT READY FOR DISPOSITION
Status	
Legal	F.S. 1006.07 F.S. 1006.13 F.S. 1012.584
Adopted	May 4, 2023
Last Revised	October 5, 2023

5500 - **STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation.

The Principal shall notify all school personnel as to their obligation to report to the Principal those acts and/or crimes which pose a threat to school safety. School personnel must also properly document the disposition of any such incident.

Zero Tolerance Policy

The Corporation has zero tolerance for conduct that poses a threat to school safety. Zero-tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct. This policy minimizes the victimization of students, staff, and volunteers and requires that necessary steps be taken to protect the victim of any violent act from any further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be ~~recommended~~ referred to the Sponsor for expulsion, with or without continuing educational services, for a period of not less than one (1) full year and shall be referred to mental health services and to the criminal justice or juvenile justice system..

The Corporation shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

The school's threat management team will consult with law enforcement when a student exhibits a pattern of behavior, based on previous acts or the severity of an act that would pose a threat to school safety.

School Environmental Safety Incident Reporting

The following acts are required to be reported to the Department of Education as school environmental safety incidents (SESIR):

- A. Alcohol (Level IV): possession, sale, purchase, distribution or use of alcoholic beverages. "Use" means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- B. Aggravated ~~b~~Battery (Level I) - A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
- C. Arson (Level I) - To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- D. Burglary (Level II) - Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- E. Bullying (Level IV) - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Policy 5517.01, Bullying and Harassment. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property.
- F. Criminal Mischief (Felony Vandalism - \$1,000 threshold) - Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti or other acts of vandalism on the property.
- G. Disruption on Campus - Major (Level III) - Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, such as, but not limited to, bomb threats, inciting a riot, or initiating a false fire alarm.
- H. Drug Sale or Distribution (Level II) - The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.
- I. Drug Use or Possession (Level III) - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. "Use" means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.
- J. Fighting (Level III) - When two (2) or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.
- K. Grand Theft (\$750 threshold) (Level III) - The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm.
- L. Harassment (Level IV) - as defined in Policy 5517, Anti-Harassment.
- M. Hazing (Level III) - as defined in Policy 5516, Student Hazing.
- N. Homicide (Level I) - The unjustified killing of one human being by another.
- O. Kidnapping (Level I) - Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- P. Other Major Incidents (Level III) - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual.

- Q. Robbery (Level II) - The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
- R. Sexual Assault (Level II), Sexual Battery (Rape) (Level I), Sexual Harassment (Level III), and Sexual Offenses (Other) (Level III) - as defined in Policy 2266, Nondiscrimination on the Basis of Sex in Educational Programs and Activities.
- S. Simple Battery (Level II) - An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
- T. Threat/Intimidation (Level III) - An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically, or through any other means.
- U. Tobacco (Level IV) - as defined in Policy 5512, Smoking and Tobacco-Free Environment.
- V. Trespassing (Level III) - To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry, if involves a student currently under suspension or expulsion, an offender who was previously issued an official trespass warning by school officials, or an offender who was arrested for trespass.
- W. Weapons Possession (Level II) - as defined in Policy 5772, Weapons.

Acts that Pose a Threat to School Safety

Acts that pose a threat to school safety include, but are not limited to:

- A. possession of firearms or other weapons
- B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so
- C. arson
- D. felony assault
- E. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Petty Acts of Misconduct

Petty acts of misconduct that are not a threat to school safety do not require consultation with law enforcement.

The following are typically considered petty acts of misconduct, although each act must be examined on a case-by-case basis to determine whether or not the act constitutes a threat to school safety requiring consultation with law enforcement:

- A. disorderly conduct
- B. disrupting a school function (Level IV)
- C. simple assault or battery
- D. verbal abuse or use of profanity
- E. cheating
- F. theft of less than \$300, trespassing, (incidents without prior official warning, not resulting in arrest, or not involving students under suspension or expulsion), and vandalism of less than \$1,000

Assault or Battery on Corporation Personnel

Notwithstanding any other provision of Corporation policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the Corporation, teacher, administrator, or other Corporation personnel, shall be recommended for expulsion or placement in an

alternative school setting, as appropriate.

Further, upon being charged with such offense, the student shall be removed from the classroom immediately and suspended pending disposition of the case.

Code of Student Conduct

The Code of Student Conduct shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

Furthermore, if the Corporation receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the Corporation has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or *nolo contendere* to, a felony violation as set forth in F.S. 1006.13(6) (a), the Corporation shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Conduct even if that conduct occurs on property not owned or controlled by the Corporation ~~or during non-school hours, but that is connected to activities or incidents that have occurred on property owned or controlled by the Corporation, or conduct that, regardless of where it occurs, is directed at a Corporation official or employee, or the property of such official or employee.~~

The Corporation ~~may also refer to follows refers to~~ the Code of Student Conduct from Bay District Schools. ~~Any student arrested for a crime, whether on or off campus, is deemed to be in breach of the Code of Student Conduct for the Corporation. As schools of choice, that student will be dismissed immediately from the Corporation schools.~~

Effective 7/1/23

Revised 10/5/23

© Neola 2023



Book	Policy Manual
Section	5000 Students
Title	OUT-OF-SCHOOL SUSPENSION, DISCIPLINARY PLACEMENT, AND EXPULSION OF STUDENTS
Code	*po5610 - board revision
Status	
Legal	<u>F.S. 120.569</u> <u>F.S. 120.57</u> <u>F.S. 1002.20</u> <u>F.S. 1003.02</u> <u>F.S. 1003.32</u> <u>F.S. 1006.07</u> <u>F.S. 1006.08</u> <u>F.S. 1006.09</u> <u>F.A.C. Chapter 28-106</u> <u>18 U.S.C. Section 921</u>
Adopted	May 4, 2023
Last Revised	October 5, 2023

5610 - **OUT-OF-SCHOOL SUSPENSION, DISCIPLINARY PLACEMENT, AND EXPULSION OF STUDENTS**

The Corporation recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, disciplinary placement, or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot fairly be imposed without due process.

No student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless his/her behavior represents misconduct as specified in the student code of Conduct. In determining whether a student is to be suspended or expelled, Corporation administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, the procedures set forth in Policy 5605 shall apply to students identified as disabled under the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

For purposes of this policy and the CEO's administrative procedures, the following shall apply:

- A. "Suspension", also referred to as "out-of-school suspension", means the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the principal, for a period not the exceed ten (10) school days and remanding of the student to the custody of the student's parent, with specific homework assignments to complete.

- B. "Serious breach of conduct" includes, but is not limited to, willful disobedience, open defiance of the authority of a member of the staff, actual or threatened violence against persons or property, or any other act that substantially disrupts the orderly conduct of the school.
- C. "Expulsion" means the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set by the Board not to exceed the remainder of the term or school year and one (1) additional year of attendance.
- D. "Disciplinary placement" means the involuntary separation of a student from his/her regular school or traditional education setting and benefits attached to such placement to a separate alternative school or disciplinary setting with continued educational services.

REFERRAL

A teacher has the authority to refer a disruptive student to the Principal's office to maintain effective discipline in the classroom and may recommend an appropriate consequence consistent with the Student Code of Conduct.

Disruptive behavior will include, but not be limited to, the following:

- A. assault on staff or students,
- B. threat(s) or violence,
- C. willful disregard of a teacher's directions, interfering with the class or activity,
- D. malicious vandalism,
- E. possession of weapons of any type,
- F. continuing use of profane language or obscene gestures, and
- G. instigation of violence or mass disobedience to legitimate directions.

After determining that the student has violated the Student Code of Conduct, the Principal shall respond either by employing the teacher's recommended consequence, or by imposing a more serious disciplinary action, if the student's overall behavioral history warrants it.

If the Principal determines that disciplinary action other than that recommended by the teacher is appropriate, the Principal should consult with the teacher before taking disciplinary action. If the Principal deviates in any way from the teacher's recommendation, the Principal must provide the reasons for any such deviation in writing to the teacher.

If the Principal determines that the student has not violated the Student Code of Conduct, the Principal may not impose any discipline.

The Principal shall notify the teacher of any decision regarding discipline, or lack thereof, and interventions provided to a student to address the behavior.

OUT-OF-SCHOOL SUSPENSION FROM SCHOOL OR SUSPENSION FROM RIDING SCHOOL BUS


When a student's actions are so disruptive to himself/herself or to the school as to violate law, Corporation policies, or school rules, the student may be suspended by the Principal. A student who is suspended shall not be allowed to attend his/her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten (10). The principal or designated representative may refer the student during the period of the suspension to in-school suspension, a center for special counseling or shall remand the student to the custody of his/her parent or guardian.

The principal may suspend a student from school for a period not to exceed ten (10) school days. Before suspending a student, except in emergencies or disruptive conditions that require immediate suspension or in the case of a serious breach of conduct, the principal or designee shall make a good faith effort to employ parental assistance or alternative methods of dealing with the student and shall document such efforts.

In no case shall a teacher suspend a student from school or class, nor shall a bus driver suspend a student from riding a school bus. A student may not be suspended for unexcused tardiness, lateness, absence, or truancy.

Prior to a suspension, the Principal will hold an informal hearing to give the student oral and written notice of the charges and an explanation of the evidence against him/her. The student will then have an opportunity to explain his/her side of the story. The hearing will be held on the day of the alleged infraction unless it would be impossible or unreasonably difficult to do so.

The Principal will make a good-faith effort to contact the student's parent or guardian by telephone immediately after making the decision to suspend.

 ~~The Principal will send formal written notice to the student's parent or guardian by U.S. Mail, informing of the length of the suspension and the reasons for it.~~

Except in the event of emergencies, all out-of-school suspensions shall begin at the end of the school day of the infraction, unless the parents or guardians have been notified and are able to pick up the student at school. The school will provide homework assignments for the student to complete.

In cases of extremely disruptive or dangerous behavior, persons or groups involved may be immediately suspended and ejected from the school campus without the necessity of a prior hearing. In such instances, each student shall be afforded an informal hearing before the Principal prior to the expiration of the third day of suspension.

A student shall be given the opportunity to complete schoolwork and course requirements missed while absent due to out-of-school suspension, in accordance with Policy 5200 *Attendance*.

When Bay District School Board action on a recommendation for the expulsion of a student is pending, the CEO may extend the suspension assigned by the principal beyond ten (10) school days if such suspension expires before the next regular or special meeting of the Board.

In the case of students with disabilities, suspensions shall be pursuant to the procedures outlined in the *Code of Student Conduct*.

APPEAL

The Corporation designates the CEO as it's representative at all hearings regarding the appeal of a suspension.

The notice to the parent will include an explanation of the right of the student or parent to appeal to the CEO and the right to be represented at the appeal.

DELAYED ADMISSION

The CEO is authorized to delay the admission of a student who has been suspended by another public or private school for an act that would have been grounds for suspension according to the *Code of Student Conduct* for a period equal to that of the suspension.

School Work Assigned During Out-of-School Suspension

Refer to Policy 5200 *Attendance*.

DISCIPLINARY REASSIGNMENT AND EXPULSION

The Corporation recognizes that disciplinary placement and expulsion from the educational program of the schools are the most severe sanctions for a student in this Corporation and that either one cannot fairly be imposed without due process.

The CEO may recommend to the Bay District Schools Superintendent the disciplinary placement or expulsion of a student who has committed a serious breach of conduct. A recommendation of disciplinary placement or expulsion will include a detailed report on the student's actions and alternative measures taken before the recommendation.

A student and his/her parent or guardian will be given written notice of the CEO's recommendation and the reasons.

The Bay District Schools Superintendent, after reviewing the facts and circumstances of the student's misconduct and the CEO's recommendation, may accept, reject, or modify the CEO's recommendation. The Bay District School Board will decide on a recommended expulsion of any student and on a recommended disciplinary placement of any student.

When the Bay District School Superintendent makes a recommendation for disciplinary placement or expulsion to the Bay District School Board, written notice shall be given to the student and his/her parent or guardian of the recommendation setting forth the charges against the student, with a summary of the factual, legal, and policy grounds for the

recommendation, and advising the student and his/her parent or guardian of their right of due process, including the right to a hearing.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the CEO shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - *Information Management* (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the Corporation's records retention schedule.

A parent or adult student may make a written request for a hearing within ten (10) days from receipt of the CEO's notice.

Disciplinary Placement and Expulsion Hearings

The hearing will be conducted in accordance with Bay District School Board policies.

Final Order

The Bay District School Board will enter a written final order, including findings of fact and conclusions of law separately stated. The final order will include a ruling on each exception filed, if any, in accordance with Florida statutes.

The final order will be served on all parties.

Appeal

A party may seek judicial review of the final order in accordance with F.S. 120.68.

Denial of Admission

A student seeking to enroll in a Corporation school who has been expelled by an in-state or out-of-state public district school board, private school, or lab school for an act that would have been grounds for expulsion according to the *Code of Student Conduct* may be denied admission to the Corporation School.

Effective 7/1/23

Revised 10/5/23

© Neola 2023



Book	Policy Manual
Section	5000 Students
Title	GRADUATION REQUIREMENTS
Code	*po5460 - Oct 24 and Feb 25 update
Status	
Legal	F.A.C. 6A-1.09952 F.S. 683.334 F.S. 683.335 F.S. 1002.3105 F.S. 1003.4281 F.S. 1003.4282 F.S. 1003.4285 F.S. 1003.4286 F.S. 1003.4295 F.S. 1003.433 F.S. 1003.435 F.S. 1003.436 F.S. 1003.437 F.S. 1003.453 F.A.C. 6A-1.0995 F.A.C. 6A-1.09961 F.A.C. 6A-1.09963 F.A.C. 6A-6.0573
Adopted	May 4, 2023
Last Revised	October 5, 2023

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Corporation to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at a fitting graduation ceremony.

Standards for Graduation

The following credits will be required for promotion and graduation from North Bay Haven Career Academy:

- A. 6 credits to become a sophomore
- B. 12 credits to become a junior
- C. 20 credits to become a senior
- D. 28 credits for graduation and meet the requirements for graduation outlined below.

Receipt of a standard high school diploma from North Bay Haven Career Academy requires successful completion of twenty-eight (28) credits.

The twenty-eight (28) credits shall be distributed as follows:

Subject	Credits
English Language Arts	4
Social Studies	3
Mathematics	4
Science	3
Fine or performing arts, speech and debate, or career and technical education	1
Electives	12
Basic Physical education	1

A financial literacy course consisting of at least one-half (1/2) credit as an elective shall be offered.

Effective for students entering grade 9 in the 2023-2024 school year and thereafter

Receipt of a standard high school diploma from North Bay Haven Career Academy, requires successful completion of twenty-eight (28) credits.

The twenty-eight (28) credits shall be distributed as follows:

Subject	Credits
English Language Arts	4
Social Studies	3
Mathematics	4
Science	3
Fine or performing arts, speech and debate, or career and technical education	1
Electives	11.5
Basic Physical education	1
Personal Financial Literacy and Money Management	.5

High school students will be provided opportunities to take computer science courses and earn technology-related industry certifications to satisfy high school graduation requirements. Computer science courses and technology-related industry certifications that are identified as eligible for meeting mathematics or science requirements for high school graduation will be included in the Course Code Directory.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses as defined in F.S. 1003.01(4), including work-related internships approved by the State Board of Education and identified in the course code directory. However, any must-pass assessment requirements must be met.

An equivalent course is one (1) or more courses identified by content-area experts as being a match to the core curricular content of another course, based upon a review of the State academic standards and includes real-world applications of a career and technical education standard used in business or industry. An integrated course includes content from several courses within a content area or across content areas.

The earning and awarding of high school credits will be in accordance with Florida law including, but not necessarily limited to, the provisions of F.S. 1003.4282 and those identified in the Student Progression Plan.

For courses that require Statewide standardized end-of-course assessments, a minimum of thirty percent (30%) of a student's course grade shall be comprised of performance on the Statewide standardized end-of-course assessment.

In order to graduate, students must earn passing scores on the Florida State Assessment (State-mandated testing) or scores on a standardized test that are concordant with passing scores on the State-mandated testing. Additionally, a student must earn a cumulative GPA of 2.0 on a 4.0 scale.

High School Diploma

The Corporation shall award a standard high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Corporation or who properly completes the goals and objectives specified in his/her IEP including either the exemption from or the requirement to complete the State-mandated tests and the recommendation of the IEP Team.

Each student's standard high school diploma will include, as applicable, the following designations, if the student meets the criteria:

A. Scholar Designation

In order to earn the Scholar Designation, the student must, in addition to the requirements for a standard high school diploma, satisfy the following:

1. English Language Arts (ELA) - Pass the 11th grade ELA State assessment.
2. Mathematics - Earn one (1) credit in Algebra II or an equally rigorous course and one (1) credit in statistics or an equally rigorous course. Students must pass the Geometry State assessment.
3. Science - Pass the Statewide standardized Biology I end-of-course assessment and earn one (1) credit in chemistry or physics and one (1) credit in a course equally rigorous to chemistry or physics.
4. Social Studies - Pass the Statewide standardized United States History end-of-course assessment.
5. Foreign Language - Earn two (2) credits in the same foreign language.
6. Electives - Earn at least one (1) credit in an Advanced Placement, or a dual enrollment course.

B. Industry Scholar Designation

In order to earn the Industry Scholar Designation, a student must, in addition to the requirements for a standard high school diploma, attain one (1) or more industry certifications on the Florida Department of Education's current Industry Certification Funding List.

Students and parents shall be provided information about diploma designations through an online education and career planning tool, which allows students to monitor their progress toward the attainment of each designation.

Florida Seal of Fine Arts Program

Additionally, students who develop an exemplary level of proficiency in the performing or visual arts may be awarded a seal on a standard high school diploma through the Florida Department of Education's (FLDOE) Florida Seal of Fine Arts Program. Beginning with the 2024-25 school year, students are eligible for the Florida Seal of Fine Arts if they meet the following requirements:

- A. The student earned a standard high school diploma.
- B. The student completed at least three (3) year-long courses in dance, music, theatre, or visual arts with a grade of "A" or higher in each course, or earned three (3) sequential course credits in such courses with a grade of "A" or higher in each course pursuant to F.A.C. 6A-1.09441.
- C. The student completed at least two (2) of the following requirements:

1. completed a fine arts International Baccalaureate, advanced placement, dual enrollment, or honors course with a grade of "B" or higher;
2. participated in a Corporation or Statewide organization's juried event as a selected student participant for two (2) or more years (a "juried event" means a Corporation or Statewide organization's event where a student or group of students are judged by one (1) or more judges on the selected fine arts discipline of their choosing and receive a scored rating and written or oral feedback);
3. recorded at least twenty-five (25) volunteer hours of arts-related community service in their community and presents a comprehensive presentation on their experiences pursuant to Corporation;
4. submits a portfolio that demonstrates the student is an exemplary practitioner of fine arts, as described in F.A.C. 6A-1.09952; or,
5. received Corporation, State, or National recognition for the creation and submission of an original work of art (i.e., a musical or theatrical composition, visual artwork, or choreographed routine or performance created by the student).

The Corporation shall maintain records showing which students earned the Florida Seal of Fine Arts and report such information to the FLDOE in accordance with F.A.C. 6A-1.0014.

Honorary Diploma

An honorary diploma may be awarded in the case of such unfortunate circumstances as the severe disability or death of a student prior to graduation. The student must have been a senior in good standing to meet the requirements of graduation established by the Corporation at the time of the disability/death.

Early Admission Program

High school graduation by means of the Early Admission to College Program is an alternative for the college-bound student during the normal senior year in high school. When the prescribed Corporation conditions as set forth in the student handbook have been met, the student shall be awarded a high school diploma with the regular high school graduating class. The official college transcript shall be made a part of the student's high school permanent record file.

When students leave high school as Early Admission to College Program students, they may participate in graduation exercises with their graduation class and may be ranked in the class pursuant to Policy 5430.

Early High School Graduation

For the purposes of this policy, the term early graduation means graduation from high school in less than eight (8) semesters or the equivalent by completion of the required number of credits.

A student also has the option of early graduation if the student has completed a minimum of twenty-eight (28) credits and otherwise meets the requirements for graduation.

A student who graduates early may participate in graduation exercises including senior recognition day and ceremony. The student will not be included in the class ranking, honors, and award determinations.

Certificate of Completion

A student who completes the minimum number of credits and other requirements for graduation but cannot earn a passing score on the State mandated testing, achieve a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent, or complete all other applicable requirements prescribed by the Corporation pursuant to Florida statutes shall be awarded a certificate of completion in a form prescribed by the State Board of Education.

Notice to Students and Parents

The Corporation will notify students and parents, in writing, of the requirements for a high school diploma from North Bay Haven Career Academy, available designations, and the eligibility requirements for State scholarship programs and postsecondary admissions.

Commencement Exercises

Commencement exercises will include only those students who have successfully completed requirements for a high school diploma from North Bay Haven Career Academy, early High School Graduation, Early Admission to College Program, or a certificate of completion for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Students are permitted to lawfully wear dress uniforms of any of the Armed Forces of the United States or of the State at their graduation ceremony.

Effective 7/1/23

Revised 10/5/23

© Neola 2023