BAY HAVEN CHARTER ACADEMY INC.

Draft - Policy Manual

To Go before Board

52 policies

October 29, 2026

Table of Contents

	Overview
po0122.1	Revised Bylaw - Vol. 27, No. 1, June 2026 - MEMBER POWERS
po0147.1	Revised Bylaw - Vol. 27, No. 1, Aug. 2026 - TRAVEL AND PER DIEM
po0149.1V1	Revised Bylaw - Vol. 27, No. 1, June 2026 - PUBLIC EXPRESSION OF MEMBERS
po0149.3	Revised Bylaw - Vol. 27, No. 1, Aug. 2026 - BOARD-STAFF COMMUNICATIONS
po0168	Revised Bylaw - Vol. 27, No. 1, June 2026 - MINUTES
po1120	Revised Policy - Vol. 27, NO. 1, Aug. 2026 - EMPLOYMENT OF ADMINISTRATORS
po1130	Revised Policy - Vol. 27, No. 1, Aug. 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF ADMINISTRATORS
po1211	Revised Policy - Vol. 27, No. 1, Aug. 2026 - WHISTLEBLOWER PROTECTION
po2215	Revised Policy - Vol. 27, No. 1, Aug. 2026 - PROGRAM OF INSTRUCTION
po2280	Revised Policy - Vol. 27, No. 1, Aug. 2026 - PHYSICAL EDUCATION
po2421	Revised Policy - Vol. 27. No. 1, Aug. 2026 - CAREER AND TECHNICAL EDUCATION
po2431	Revised Policy - Vol. 27, No. 1, Aug. 2026 - INTERSCHOLASTIC AND INTRASCHOLASTIC ATHLETICS
po2431.01	Revised Policy - Vol. 27. No. 1, Aug. 2026 - PARTICIPATION BY TRANSFER STUDENTS
po2460	Revised Policy - Vol. 27, No. 1, Aug. 2026 - EXCEPTIONAL STUDENT EDUCATION
po3120	Revised Policy - Vol. 27, No. 1, Aug. 2026 - EMPLOYMENT OF INSTRUCTIONAL STAFF
po3120.08	Revised Policy - Vol. 27. No. 1, Aug. 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL
po3130	Revised Policy - Vol. 27, No. 1, Aug. 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF
po3211	Revised Policy - Vol. 27, No. 1, Aug. 2026 - WHISTLEBLOWER PROTECTION
po3220	Revised Policy - Vol. 27, No. 1, Aug. 2026 - EVALUATION OF INSTRUCTIONAL PERSONNEL
po4120	Revised Policy - Vol. 27. No. 1, Aug. 2026 - EMPLOYMENT OF SUPPORT STAFF
po4120.08	Revised Policy - Vol. 27, No. 1, Aug. 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL
po4130	Revised Policy - Vol. 27, No. 1, Aug. 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF SUPPORT STAFF
po4211	Revised Policy - Vol. 27, No. 1, Aug. 2026 - WHISTLEBLOWER PROTECTION
po5200	ATTENDANCE
po5223	Revised Policy - Vol. 27. No. 1, Aug. 2026 - ABSENCES FOR RELIGIOUS INSTRUCTION

po5230	LATE ARRIVAL, LATE DEPARTURE AND EARLY DISMISSAL
po5330.01	Revised Policy - Vol. 27, No. 1, Aug. 2026 - EPINEPHRINE, ANAPHYLAXIS, AND SELF-ADMINISTERED MEDICATION
po5335	Revised Policy - Vol. 27, No. 1, Aug. 2026 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
po5410.01	Revised Policy - Vol. 27, No. 1, Aug. 2026 - PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION
po5430	Revised Policy - Vol. 27, No. 1, Aug. 2026 - CLASS RANK
po5514	Revised Policy - Vol. 27, No. 1, Aug. 2026 - USE OF PERSONAL TRANSPORTATION DEVICES
po5780	Revised Policy - Vol. 27, No. 1, June 2026 - STUDENT/PARENT RIGHTS
po6152	Revised Policy - Vol. 27, No. 1, Aug. 2026 - STUDENT FEES, FINES, AND CHARGES
po6608	New Policy - Vol. 26, No. 2, School Support Organizations, March 2026 - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS
po7217	Revised Policy - Vol. 27, No. 1, Aug. 2026 - WEAPONS
po7310	Revised Policy - Vol. 27, No. 1, June 2026 - DISPOSITION OF SURPLUS PROPERTY
po8100	Revised Policy - Vol. 27, No. 1, Aug. 2026 - INTERLOCAL AGREEMENTS
po8330	Revised Policy - Vol. 27, No. 1, Aug. 2026 - STUDENT RECORDS
po8405	Revised Policy - Vol. 27, No. 1, Aug. 2026 - SCHOOL SAFETY AND SECURITY
po8475	Revised Policy - Vol. 27, No. 1, Aug. 2026 - CRIMINAL BACKGROUND SCREENING FOR CONTRACTOR [ ] AND VOLUNTEER SCHOOL CHAPLAIN [END OF OPTION] ACCESS
po8810	Revised Policy - Vol. 27. No. 1, Aug. 2026 - THE AMERICAN FLAG, THE FLAG OF THE STATE OF FLORIDA, AND THE OFFICIAL MOTTO OF THE STATE OF FLORIDA
po9211	New Policy - Vol. 27, No. 1, June 2026 - DIRECT-SUPPORT ORGANIZATIONS (DSOs)
po9211	Rescind Policy - Vol. 26, No. 2, School Support Organizations - March 2026 - BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
po9215	Revised Policy - Vol. 27, No. 1, Aug. 2026 - SCHOOL SUPPORT ORGANIZATIONS (SSOs)
*po3120.04	EMPLOYMENT OF SUBSTITUTE, LONG-TERM SUBSTITUTE, PART-TIME, AND CONDITIONAL INSTRUCTIONAL PERSONNEL
*po5330.03 - RESCIND	ADMINISTRATION OF EPINEPHRINE BY TRAINED SCHOOL PERSONNEL
*po5830	STUDENT FUNDRAISING
*po6325	PROCUREMENT - FEDERAL GRANTS/FUNDS
*po6605	CROWDFUNDING
*po6610	SCHOOL INTERNAL FUNDS
*po7540.02	DIGITAL CONTENT AND ACCESSIBILITY

TO GO BEFORE BOARD

Overview

NEOLA FLORIDA CHARTER SCHOOLS UPDATE

VOL. 27 , NO. 1
This update is the result of legislation enacted during the 2026 Florida Legislative session, Florida Department of Education guidance, State Board of Education rulemaking activities, ongoing work with clients during the 2025-2026 school year, and a review of Federal and State Law, the Florida Administrative Code, other regulations by Federal and State agencies, applicable court decisions, and Attorney General's opinions.

Provided below are descriptions of NEOLA policy updates that have been made and the reasons for them.

Please note: Policy 5200 - Attendance and Policy 5230 - Late Arrival, Late Departure, and Early Dismissal - The revision to these policies were at the request of administration. They are not in the list below as they are not NEOLA updates.

Bylaws and Policies
Bylaw 0147.1 - Travel and Per Diem (Revised)
- Technical - changed "are expected to" to "may", and "in the" to "within Bay".
Bylaw 0122.1 - Member Powers (Revised)
Bylaw 0149.1 - Public Expression of Members
The revisions to Bylaws 0122.1 and 0149.1 implement a provision set forth in the District School Board Members' Bill of Rights (HB 1073, creating F.S. 1001.366) related to the rights of School Board Members to comment publicly during or outside of Board meetings on any matter of Board business subject to certain exceptions.
Bylaw 0149.3 - Board-Staff Communications (Revised)
The revisions to Bylaw 0149.3 include technical changes such as a change from "his/her" to "their" and "should" to "shall".
Bylaw 0168 - Minutes (Revised)
The revisions to Bylaw 0168 incorporates a new statutory requirement that all attachments for agenda items considered at a Board meeting, such as vendor contracts or budget documents, must be kept as a public record with the minutes of the meeting. This is a result of HB 1073. Currently, this is already the practice.
Policy 1120 - Employment of Administrators (Revised)
Policy 3120 - Employment of Instructional Staff (Revised)
Policy 4120 - Employment of Support Staff (Revised)
The revisions to Policy 1120, Policy 3120, and Policy 4120 incorporate a provision in HB 1073 mandating that Boards not require or otherwise incentivize employees to sign a nondisclosure or confidentiality agreement (or impose conditions on employment to circumvent these prohibitions).
Policy 1130 - Appointment, Assignment, Transfer, and Promotion of Administrators (Revised)
Policy 3130 - Appointment, Assignment, Transfer, and Promotion of Instructional Staff (Revised)
Policy 4130 - Appointment, Assignment, Transfer, and Promotion of Support Staff (Revised)
The revisions to Policy 1130, Policy 3130, and Policy 4130 include a technical statutory reference and a definition of "work location".
Policy 1211 - Whistleblower Protection (Revised)
Policy 3211 - Whistleblower Protection (Revised)
Policy 4211 - Whistleblower Protection (Revised)
The revisions to Policy 1211, Policy 3211, and Policy 4211 are intended to more align the policies with the requirements of F.S. 112.3187. The legal reference to F.S. 112.3189 has been removed from the policy as it applies to State employees only.

Policy 2215 - Program of Instruction (Revised)
The revision includes a technical correction of the word "historic" to "historical".
Policy 2280 - Physical Education (Revised)
The revisions to Policy 2280 incorporate HBs 453 and 1279 (amending F.S. 1003.4282) related to physical education credits and expanded options for students to meet the requirement.
Policy 2421 - Career and Technical Education (Revised)
The revisions to Policy 2421 incorporate minor revisions to F.S. 1003.4282 (HB 1279) that limit middle grade students to earn not more than two (2) CAPE Digital Tool certificates per school year.
Policy 2431 - Interscholastic and Intrascholastic Athletics (Revised)
The revisions to Policy 2431 address (1) eligibility and regulation, (2) interscholastic athletics program requirements pertaining to medical examinations, (3) insurance requirements, (4) recordkeeping requirements, (5) activity fees, and (6) transportation. These revisions are based on SBs 178 and 538.
Policy 2431.01 - Participation by Transfer Students (Revised)
The revisions to Policy 2431.01 incorporate new requirements related to the participation of transfer students in sports. These requirements are from SB 538 (amending F.S. 1006.15).
Policy 2460 - Exceptional Student Education (Revised)
Policy 2460 includes a new section titled, "Right to Notice and Access Regarding Related Services." This new section incorporates HB 1279 (amending F.S. 1003.5716).
Policy 3120.03 - Athletic Coaches (Revised)
Policy 3120.08 - Part-Time Extra-Curricular Personnel (Revised)
Policy 4120.03 - Athletic Coaches (Revised)
Policy 4120.08 - Part-Time Extra-Curricular Personnel (Revised)
The revisions to Policy 3120.03, Policy 3120.08, Policy 4120.03, and Policy 4120.08 include two (2) new provisions.
First, it now includes an additional training requirement for certain athletic coaches and sponsors related to exertional heat illness which is mandated by F.S. 1006.165.
Second, SB 178 amended F.S. 1006.20 (Athletics in public K-12 schools) to require that the FHSAA adopt bylaws that authorize the head coach of an athletic team to support the welfare of a student he or she coaches only by using personal funds to provide, in good faith, effects such as food, transportation, and recovery services. The FHSAA's bylaws must also require a parent to provide written consent before a head coach may provide such effects to a student. The bylaws must also restrict such use of funds to one head coach per athletic team. Finally, SB 178 includes reporting requirements.
Policy 3120.04 - Employment of Substitute, Long-term Substitute, Part-time and Conditional Instructional Personnel (Revised)
This update specifies that the employee must have at least a high school diploma and complete additional training to be hired into one of these positions. Currently, we already require both as there is an online course they must complete.
Policy 3220 - Evaluation of Instructional Personnel (Revised)
Policy 3220 incorporates language from HB 753 (amending F.S. 1012.34) requiring that the evaluation criteria for school counselors be based upon indicators of the Florida School Counseling Standards (adopted by the State Board of Education).
Policy 5223 - Absences for Religious Instruction (Revised)
Under F.S. 1003.21(2)(b)1., titled School attendance, each Governing Board, in accordance with rules of the State Board of Education, shall adopt policies authorizing a parent to request and be granted permission for absence of a student from school for religious instruction. The State Board of Education has adopted F.A.C. 6A-1.09514, which states that upon receipt of a signed, written request, and provided the religious group, church, or denomination responsible for the religious instruction submits evidence, in writing, of the student's registration for religious instruction, as well as written weekly records documenting the student's attendance at such instruction for each day of release, the student shall be considered to have an excused absence during such release for religious instruction. The rule also designates the authority to approve the request to the principal, who is required to confirm that the released time for religious instruction does not occur during core instructional time and that the student is enrolled in sufficient courses to allow for promotion or graduation. While F.S. 1003.21 is not specifically identified in F.S. 1002.33(16) as applying to charter schools, we believe the policy and revisions are necessary.
The current template for Policy 5223 contains an additional requirement for the principal to confirm that the "student's grades are adequate for promotion or graduation." This confirmation requirement is not contained in F.S. 1003.21 or F.A.C. 6A-1.09514 and so that policy language has been amended to remove that language.
Additionally, the revisions to Policy 5223 incorporate recent amendments to F.A.C. 6A-1.09514 and include (1) a new requirement that the Board obtain a statement attesting that the religious instruction does not

take place during instruction in a core-curricula course, (2) a requirement that the Board obtain a statement that the parent/guardian/eligible student will indemnify and hold the Board harmless with respect to any liability arising from conduct which does not occur on property under the control or supervision of the Board, and (3) provisions addressing absences.

Policy 5330.01 - Epinephrine, Anaphylaxis, and Self-Administered Medication (Revised)
Policy 5335 - Care of Students with Chronic Health Conditions (Revised)
Policy 5780 - Student/Parent Rights (Revised)

The revisions to Policy 5330.01 include the following: (1) incorporation of new terminology for epinephrine devices (from "auto injectors" to "FDA-approved delivery devices") as set forth in HB 1279 (amending F.S. 1002.20(3)); (2) minor terminology changes to ECPs/IHPs based on F.A.C. 6A-6.0252; and, (3) additional training options related to epinephrine and allergies.

Policy 5335 incorporates HBs 1201 and 1279. HB 1201 amended F.S. 1002.0262 to require that each school to display a poster developed by the Florida Department of Education which describes the basic steps of responding to an individual having a seizure. The Florida Department of Education is required to identify one (1) or more posters that are provided by a national nonprofit organization that supports the welfare of individuals with epilepsy and seizure disorders and make the post available free of charge to schools. The additional revisions to Policy 5335 and revisions to Policy 5780 also incorporate new terminology for epinephrine devices (from "auto-injectors" to "FDA-approved delivery devices).

Policy 5410.01 - Promotion, Acceleration, Placement, and Retention (Revised)

The revisions to Policy 5410.01 are based on HB 1279 and incorporate certain notification requirements related to a student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485.

Policy 5430 - Class Rank (Revised)

The revisions to Policy 5430 incorporate HB 1279 which requires the school to calculate weighted high school grade point averages in accordance with the Florida Department of Education's Statewide uniform weighted grading system for honors courses and acceleration mechanisms identified in F.S. 1007.27. Additional revisions are intended to provide more clarity to the class rank process.

Policy 5514 - Use of Personal Transportation Devices (Revised)

The revisions to Policy 5514 include the addition of a phrase: "to school-sponsored events or activities on Board property or to events held on Board property".

Policy 5830 - Student Fundraising (Revised)

Technical correction changing "fund-raising" to "fundraising", added a policy reference and reworded one sentence.

Policy 6152 - Student Fees, Fines, and Charges (Revised)

The revisions to Policy 6152 incorporate new statutory provisions (SB538) related to activity fees for students participating in interscholastic and intrascholastic activities. The CFO brought these activity fees to the board for approval at the July 9, 2026 board meeting.

Policy 6325 - Procurement - Federal Grants/Funds (Revised)

This revision updates the Simple Acquisition Threshold and record retention requirements.

Policy 7217 - Weapons (Revised)

The revisions to Policy 7217 incorporate the provisions from HB 757 which makes it a second degree felony if a person discharges any weapon or firearm within 1,000 feet of a school, during school hours, or during the time of a sanctioned school activity, unless discharged for lawful defense of himself/herself or another or for a lawful purpose. This new offense does not apply to the discharge of a weapon or firearm on private real property within 1,000 feet of a school by the owner of such property or by a person whose presence on such property has been authorized, licensed, or invited by the owner. The revisions to Policy 7217 incorporate these provisions from HB 757. Additionally, we have included definitions to the policy and updated language pertaining to exceptions to prohibitions related to weapons/firearms.

Policy 7540.02 - Digital Content and Accessibility (Revised)

This policy has been rewritten with more updated language.

Policy 8100 - Interlocal Agreements (Revised)

The revision to Policy 8100 incorporates a reference to F.S. 163.31777 (Public schools interlocal agreement). This statute addresses issues that must be addressed in an interlocal agreement between the Board and the county/municipalities within its geographic district. Of note, HB 399 amended F.S. 163.31777 to require that interlocal agreements address "reasonable access, where available, to public easements and public rights-of-way which may be necessary for the siting, construction, expansion, or improvement of public school facilities, including charter schools, consistent with adopted level-of-service standards, school concurrency requirements, and applicable public facilities planning requirements". Other revisions also include the removal of language pertaining to the contents of interlocal agreements.

Policy 8330 - Student Records (Revised)

Revisions to Policy 8330 are based on HB 757 which mandates that when a student enrolls in a Florida College System institution or State university, the student's education records must be transferred to the institution or university if the records contain: (1) certified reports of serious or recurrent behavior patterns; (2) any threat assessment report; (3) information required by the Florida-specific behavioral threat assessment instrument; or (4) psychological evaluations, treatment plans, or progress notes. Further, the bill allows State and local agencies and programs that provide services to students experiencing or at risk of an emotional disturbance or a mental illness, including State universities and Florida College System institutions, to share records or information if reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

Policy 8405 - School Safety and Security (Revised)

HB 757 expands the training requirements for students and staff in matters relating to youth mental health awareness and assistance and emergency procedures. Such training for classroom teachers and other members of instructional staff by the School Safety Specialist must explain the purpose, importance, and proper execution of school safety protocols and emergency procedures. Youth Mental Health training for our employees is through Bay District Schools. Additionally, language has been added to the victims of violent crimes section specifying that students may transfer to another school operated by the Board or to the school in the District that they would otherwise have been assigned.

Policy 8475 - Criminal Background Screening for Contractor Access (Revised)

The revision to Policy 8475 adds FHSAA investigators to the list of noninstructional contractors exempt from fingerprinting and criminal history checks that must ordinarily be conducted by the Board (See F.S. 1012.468).

Policy 8810 - The American Flag, the Flag of the State of Florida, and the Official Motto of the State of Florida (Revised)

The revisions to Policy 8810 incorporate the requirement that the Board display in a conspicuous place, in all public schools, the portraits of George Washington and Abraham Lincoln (SB 182, amending F.S. 1003.44). The requirement to display the portraits is contingent on legislative funding. The Florida Department of Education is responsible for selecting the portraits and making the portraits available to schools.

Policy 9211 - Direct-Support Organizations (DSOs) (Revised)

Policy 9215 - School Support Organizations (SSOs) (Revised)

The original Policy 9211 - Booster Clubs and other Outside Support Organizations is recommended to be rescinded. The original 9215 was Direct-Support Organizations, which is now recommended to be the new 9211 and 9215 is recommended to be School Support Organizations. The revisions to Policy 9215 include revisions to the definition of "School Support Organizations," and clarification that SSOs are not direct-support organizations under F.S. 1001.45.

TO GO BEFORE BOARD

po0122.1

Revised Bylaw - Vol. 27, No. 1, June 2026 - MEMBER POWERS

ADOPTED May 4, 2023

0122.1 - **MEMBER POWERS**

Governing board members as individuals do not separately possess the powers that reside in the Board. Board members shall have authority only when acting as a Board legally in session. A Board member has the right to comment publicly during or outside of a Board meeting on any matter of Board business, except for student and employee disciplinary hearings that are specifically addressed in F.S. 1006.07 and 1012.34, respectively, or other matters prohibited by law.

~~The~~ Notwithstanding the Board members' right to comment publicly on matters related to Board business, the Board shall not be bound in any way by any statement or action on the part of any individual Board member, except when such statement or action is pursuant to specific official instructions of the Board.

F.S. 1001.366

Effective 7/1/23

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TO GO BEFORE BOARD

po0147.1

Revised Bylaw - Vol. 27, No. 1, Aug. 2026 - TRAVEL AND PER DIEM

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

0147.1 - **TRAVEL AND PER DIEM**

Members of the Governing Board have a duty to promote the best interests of the Corporation and may ~~are expected to~~ engage in ~~meaningful~~ professional learning to enhance their leadership abilities and fulfill their responsibilities. In doing so, members of the Board may need to travel from time-to-time within Bay ~~in the~~ county.

Travel on official business performed within Bay County by members of the Board shall not be reimbursed.

Effective 7/1/23
Revised 11/6/25

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Legal
~~F.S. 112.061~~
~~F.S. 1001.39~~
~~F.S. 1011.051~~
~~F.A.C. 6A-1.056~~
2 C.F.R. 200.474

TO GO BEFORE BOARD

po0149.1V1

Revised Bylaw - Vol. 27, No. 1, June 2026 - PUBLIC EXPRESSION OF MEMBERS

Revised Bylaw - Vol. 27, No. 1 - Version #1

~~**DRAFTING NOTE - This bylaw incorporates the District School Board Members' Bill of Rights; specifically, the provisions of F.S. 1001.366(4). Additionally, based on the language "except for ... other matters prohibited by," we believe it is incumbent on Board members to communicate with the Board's legal counsel regarding any Sunshine Law implications. Although not legal advice, Neola is of the position that "except for...other matters prohibited by law" implicates the Sunshine Law and therefore prohibits Board members from discussing with each other any matter which foreseeably will come before the Board." Stated differently, F.S. 1001.366(4) does not override the requirements and prohibitions in Florida's Sunshine Law.]~~

0149.1V1 - **PUBLIC EXPRESSIONS OF MEMBERS**

The ~~School~~ Board Chairman shall ~~function~~ serve as the official spokesperson for the Board.

~~From time-to-time, however, individual~~ Board members may make public statements outside of Board meetings on ~~school matters to local media and/or to local or State officials~~ any Board business, except for student and employee disciplinary hearings that are specifically addressed in F.S. 1006.07 and F.S. 1012.34 or other matters prohibited by law.

Sometimes the statements or letters may imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

Under no circumstances shall Board members use e-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by e-mail. Messages that have been deleted are still accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, are subject to disclosure under the Public Records Act unless an exemption would apply.

F.S. 1001.366

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F.S. 1001.366

TO GO BEFORE BOARD

po0149.3

Revised Bylaw - Vol. 27, No. 1, Aug. 2026 - BOARD-STAFF COMMUNICATIONS

ADOPTED May 4, 2023

0149.3 - **BOARD-STAFF COMMUNICATIONS**

The Governing Board is a policy making body and its individual members do not have authority to direct the day-to-day operations of the Corporation or its employees. Nevertheless, the Board believes that open channels of communication between itself and the staff will benefit the Corporation. The preferred line of official Corporation communication should, however, be through the CEO or CFO.

A. Staff Communications to the Board

All communications regarding official business of the Corporation from staff members to the Board or its committees should be preferably submitted through the CEO or CFO.

This communication protocol is not intended to deny any staff member ~~his/her~~ their constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications , policies, and directives should ~~shall~~ generally be communicated to the staff through the CEO or CFO , who shall also keep staff members informed of the Board's concerns and actions.

A Board member may consult with the chief financial officer on general matters related to the budget and sources and uses of Corporation funds, and have reasonable access, upon the Board member's request, to any detail or line item in any proposed or approved budget or in any financial transaction by the Corporation.

~~.~~

C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the Corporation. However, since individual Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority. Board members and members of the staff should not discuss individual personalities, personal grievances, or other complaints. Instead, such matters should be addressed in accordance with the procedures established in Board policy.

Effective 7/1/23

F.S. 1001.366

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TO GO BEFORE BOARD

po0168

Revised Bylaw - Vol. 27, No. 1, June 2026 - MINUTES

ADOPTED May 4, 2023

0168 - **MINUTES**

The Governing Board secretary or designee shall keep official minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public. All attachments for agenda items considered at the Board meeting, such as vendor contracts or budget documents, must be kept as a public record with the minutes of each meeting.

The minutes of Board meetings shall be considered at the next regular meeting where they shall be reviewed (unless waived by law), corrected, if necessary, and approved.

The approved minutes shall be kept as a public record in a permanent location as a permanent record of official Board proceedings as well as posted to the Corporation's website as required by State law.

Effective 7/1/23

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Legal
F.S. 1001.42

TO GO BEFORE BOARD

po1120

Revised Policy - Vol. 27, NO. 1, Aug. 2026 - EMPLOYMENT OF ADMINISTRATORS

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

1120 - **EMPLOYMENT OF ADMINISTRATORS**

The Governing Board recognizes that it is vital to the successful operation of the Corporation that administrative positions created by the Corporation be filled with highly qualified and competent personnel.

Administrators are individuals who supervise the resources, operations, and management of school(s) and/or department(s) and meet established qualifications.

Any administrative staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any administrative position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

A person is ineligible for educator certification or employment in any position that requires direct contact with students if:

A. they are on the disqualification list maintained by the Florida Department of Education (FLDOE) under F.S. 1001.10(4)(b);
B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);
C. they are ineligible based on a security background investigation under F.S.435.04;

   The Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in a Corporation school.
D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or
E. they have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under ~~federal~~ Federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifiies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

To be eligible for employment in an administrative position requiring certification, an individual must be of good moral character and hold a valid certificate issued pursuant to Florida law and the rules of the State Board of Education. A copy of the certificate shall be filed with the Corporation.

In addition, the CEO shall allow an individual with a temporary certificate in educational leadership to be eligible for administrative positions for which State certification in educational leadership is required. Pursuant to State law and rules adopted by the State Board of Education, an individual must earn a passing score on the Florida Educational Leadership Examination, document three (3) years of successful experience in a teaching position.

The CEO shall also conduct employment history checks of all candidates for administrative positions. The employment history check shall include, but not be limited to, contacting any previous employer and

screening the candidate through the use of the screening tools described in State law. If contact with (a) previous employer(s) cannot be made, the CEO shall document the efforts made to do so.

F.S. 1012.33 states that "the first ninety-seven (97) days of an initial principal's or supervisor's contract is a probationary period. During the probationary period, the employee may be dismissed without cause or may resign from the contractual position without breach of contract." This statement means that individuals who are appointed into their initial administrative positions in the State of Florida will have a ninety-seven (97) day probationary period.

All administrators shall become familiar with the policies and procedures of the Board and other policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the Corporation. Any administrator employed by the Corporation who shall be guilty of any willful violation of the policies of the Corporation shall be guilty of gross insubordination and shall be subject to dismissal or other lesser penalty as the Board may prescribe.

Nondisclosure or Confidentiality Agreements

Employees shall not be required or otherwise incentivized to sign a nondisclosure or confidentiality agreement, and the Board shall not impose conditions on employment to circumvent this prohibition.

~~**Neola 2026**~~

Legal
F.S. 435.04
F.S. 435.07(4)(c)
F.S. 943.0435
F.S. 1001.10
F.S. 1001.10(4)(b)
F.S. 1012.01
F.S. 1012.23
F.S. 1012.315
F.S. 1012.32
F.S. 1012.33
F.S. 1012.55
F.S. 1012.56
42 U.S.C. 9858f

Effective 7/1/23
Revised 10/5/23
Revised 11/6/25

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~~**Legal**~~
~~F.S. 1001.10~~
~~F.S. 1012.01~~
~~F.S. 1012.23~~
~~F.S. 1012.315~~
~~F.S. 1012.32~~
~~F.S. 1012.33~~
~~F.S. 1012.55~~
~~F.S. 1012.56~~
~~42 U.S.C. 9858f~~

TO GO BEFORE BOARD

po1130

Revised Policy - Vol. 27, No. 1, Aug. 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF ADMINISTRATORS

ADOPTED May 4, 2023

1130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF ADMINISTRATORS**

The Corporation believes that the appropriate placement of qualified and competent staff is essential to the success of the Corporation.

Appointment and Assignment

The Governing Board authorizes the CEO to temporarily reassign employees when the CEO determines that it is in the employee's and/or Corporation's best interest(s).

Promotion and Transfer

Administrative staff desiring to be considered for promotion to a different position or transfer to another cost center may apply for any open position advertised on the Corporation's website. Equal consideration is given to internal and external applicants and positions are filled based on the qualifications of the applicant.

Required Reporting

The CEO must annually notify the parent of any student who is assigned to a school with an administrator having two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory. The CEO shall also comply with all other reporting requirements set forth in State law.

Duties, Days, and Hours

The CEO shall communicate the duties, days, and hours of the various classifications of administrators.

A. Administrative staff shall perform the duties required by Florida statutes and Board policy, as well as all other generally accepted administrative duties such as supervision of bus loading zones, chaperoning students, and other reasonable duties as may be assigned by the administrator's immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of an administrator's contract and just cause for disciplinary action.

B. Administrative staff are responsible for student control and supervision at any location on campus or during school-sponsored activities.

C. Administrators shall not permit their family or friends by their presence to interfere with the performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 1022.33(24) ~~112.3135~~, which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister or a member of the same household.

The Corporation may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion or advancement, any employee in or to a position in which the employee is directly supervising or being directly supervised by any individual who is a relative of that employee.

Two (2) or more relatives shall not work in the same school/department except by permission of the CEO.

The administrator of any Corporation entity or office shall disclose to the HR Representative any relative for whom the administrator is responsible with respect to employment decisions, payroll authorization, or job performance evaluations. All employees shall disclose to the HR Representative, the names of all relatives working for the Corporation. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the Corporation.

Effective 7/1/23

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Legal

F.S. 1002.33
~~F.S. 112.3135~~
~~F.S. 1001.32~~
~~F.S. 1012.22~~
~~F.S. 1012.23~~
~~F.S. 1012.2315~~
~~F.S. 1012.27~~
~~F.S. 1012.28~~
~~F.S. 1012.34~~
~~F.S. 1012.795~~
~~F.S. 1012.796~~

TO GO BEFORE BOARD

po1211

Revised Policy - Vol. 27, No. 1, Aug. 2026 - WHISTLEBLOWER PROTECTION

ADOPTED May 4, 2023 · REVISED Apr 9, 2026

1211 - **WHISTLEBLOWER PROTECTION**

The Corporation expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Governing Board policies and administrative procedures. ~~Pursuant to State law, the Corporation expects administrative~~ Administrative staff members must ~~to~~ report in a signed, written report, the following to the Chief Education Officer (CEO):

A. any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Corporation, which creates and presents a substantial or specific danger to the public's health, safety, or welfare ; and

B. ~~to their immediate supervisors. Additionally, pursuant to State law, administrative staff members are expected to report~~ any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Corporation.

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of their immediate supervisor. If the employee's immediate supervisor is not responsive or is the one whose behavior is in question, the employee should report the alleged misconduct to the Chief Education Officer (CEO).~~

~~After such a report is made, the immediate supervisor will ask that the employee's report be put in writing.~~

Any employee making such a report in a signed, written report shall not be subjected to dismissal, ~~protected from~~ discipline, or any other adverse personnel action as defined in F.S. 112.31887 ~~retaliation, or reprisal~~ for making such a report unless the employee knows the information to be false ~~as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported and such report meets the requirements of the Florida Whistleblower Act~~ .

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees may be ~~are~~ subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a signed, written report to the CEO ~~report confirmed in writing to their immediate supervisor~~ .

If the alleged misconduct that is reported involves a Board member or the CEO, the signed, written report is to be filed directly with the Board Attorney who is hereby authorized to engage outside counsel to conduct the investigation concerning the alleged misconduct.

Upon receipt of a legally sufficient report made by an administrative staff member pursuant to this policy, an investigation shall be conducted by the CEO and/ or Board Attorney . ~~consistent with the procedures described in F.S. 112.3189.~~

Effective 7/1/23
Revised 4/9/26

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Legal
F.S. 112.3187
~~F.S. 112.3189~~

TO GO BEFORE BOARD

po2215

Revised Policy - Vol. 27, No. 1, Aug. 2026 - PROGRAM OF INSTRUCTION

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

2215 - **PROGRAM OF INSTRUCTION**

The Corporation's program of instruction shall provide all courses required for middle grades promotion, high school graduation, and appropriate instruction designed to ensure that students meet State Board of Education adopted standards in the following subject areas: reading and other language arts, mathematics, science, computer science and technology, social studies, foreign languages, health and physical education, and the arts.

Development of Program of Instruction

A program of instruction shall be developed and implemented by the Chief Education Officer (CEO) as follows:

A. Elementary School

The primary purpose of the elementary school shall be to serve each individual student by promoting opportunities for optimum learning development. The program of instruction in the elementary school shall promote the language arts, mathematics, social studies, science, health and physical education, music, art, and other disciplines as shall be considered necessary to a well-rounded elementary school program. A procedure shall be established by which schools may recommend for approval courses or programs to meet the unique needs of students. Each subject field shall, insofar as practicable, embrace in the materials used and in the teaching procedures employed, instruction in study and work habits, career awareness, library usage, safety, thrift, conservation, health and hygiene, citizenship, the establishment of purpose, and the development of character and morality. Provision shall be made for the inculcation of ideals of group and individual behavior; to this end, organized play, intramural sports and games, hobby groups, and other organized student activities shall be fostered.

B. Middle School

The primary purpose of the middle school shall be to promote an expanded educational experience to meet the needs of the students in the sixth, seventh and eighth grades of school. The Corporation-wide program of studies and services adopted by the Corporation shall determine the specific offerings. An approval process shall be established by which schools may recommend courses or programs to meet the unique needs of students. Activities which offer desirable experience, such as band (or music), dance, visual arts, drama, creative writing, athletics, and student government, etc., shall be promoted.

C. Senior High School

The primary purpose of the senior high school shall be to promote education that fits the needs of all students. Courses shall be offered at a level that will challenge students to perform to their capacity. The Corporation-wide studies adopted by the Corporation shall determine the specific offerings. Library and counseling services shall be provided to enable educational objectives to be met. Student government, publications, drama, music, visual arts, a broad program of athletics, and social activities, etc., shall be promoted for the development of well-rounded citizens.

D. Instruction in Sexual Orientation/Gender Identity

Classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in prekindergarten through grade 8, except when required by F.S. 1003.42 and F.S. 1003.46. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students, in accordance with State standards.

Required Instruction

Instructional staff members, subject to Corporation policy and State Board of Education rules, shall teach efficiently and faithfully, using the books and materials required that meet the highest standards for professionalism and ~~historic~~ historical accuracy.

Computer Science and Technology Instruction

"Computer science" is the study of computers and algorithmic process, including their principles, hardware, and software designs, applications, and their impact on society, and includes computer coding and computer programming.

The Corporation shall provide students in grades K-12 opportunities for learning computer science, including, but not limited to, computer coding and computer programming. Computer science courses offered in middle and high schools shall include the opportunity to earn industry certifications, when possible.

Exemptions from Certain Instruction

Any student whose parent makes a written request to the Principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted will not be penalized by reason of that exemption.

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Revised 11/6/25

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Legal
F.S. 1001.51
F.S. 1003.42
F.S. 1003.4205
F.S. 1003.44
F.S. 1003.48
F.S. 1007.2616
F.A.C. 6A-1.094124

TO GO BEFORE BOARD

po2280

Revised Policy - Vol. 27, No. 1, Aug. 2026 - PHYSICAL EDUCATION

ADOPTED May 4, 2023 · REVISED Nov 12, 2025

2280 - **PHYSICAL EDUCATION**

Students in kindergarten through grade five (5) shall be provided 150 minutes of physical education, as defined in State law, each week. Students in grade six who are enrolled in a school with students in Kindergarten through grade five shall also be provided 150 minutes of physical education as defined in State law each week.

In addition to the requirements for physical education, the Corporation will provide at least 100 minutes of supervised, safe, and unstructured free-play recess each week for students in kindergarten through grade 5 so that there are at least twenty (20) consecutive minutes of free-play recess per day.

For students in a middle school, that has enrolled students in grades six through eight, each student is required to complete one (1) class period for one (1) semester per school year of physical education.

Students in grades nine (9) through twelve (12) shall be required to earn a minimum of one (1) credit in physical education.

The physical education curriculum ~~in this Corporation~~ shall be in accord with standards established by the Department of Education, as well as those recommended by the National Association of Health, Physical Education, and Recreation.

Physical education instruction shall include activities requiring at least a moderate level of physical exertion and duration sufficient to provide a health benefit for the participants. When planning the required activities, the instructor shall consider the different capabilities of the students and adapt the plans accordingly.

Furthermore, the outcomes of the physical education program ~~in this Corporation~~ shall stress physical fitness and encourage the development of a healthy, active lifestyle. Specific grade level outcomes shall be established annually in each school's school improvement plan.

Each student's parents shall be notified by the Student Progression Plan of the options available to waive participation in physical education prior to the placement of physical education on a student's schedule. A student must meet one (1) of the following criteria to be available for a waiver from the required physical education class:

A. the student is enrolled or required to enroll in a remedial course;

B. the student's parent indicates in writing to the school that:

1. the parent requests that the student enroll in another course from among those courses offered as options by the Corporation; or

2. the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

Provision shall be made at all levels to excuse individual students from specific activities if the direction to do so is received, in writing, from the student's physician.

Students may be excused from specific activities if those activities are contrary to their religious beliefs. A request to excuse a student from such activities must be received in writing from the student's parent or from the eligible student.

If one (1) of the above criteria is met and the parent has notified the Corporation, the student will not have physical education placed on their schedule for that ensuing school year.

Additionally, each student's parents will be notified by the Student Progression Plan as follows:

A. A student can fulfill one (1) unit of credit in physical education by participating in interscholastic sports at the junior varsity or varsity level for two (2) full seasons ~~and passing the State-developed competency test on physical fitness with a score of "C" or better.~~ Students are not required to take the one (1) credit in physical education during their 9th grade year.

B. Completion of two (2) years of marching band shall satisfy the one (1) credit requirement in physical education and ~~or~~ the one (1) credit requirement in performing arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an individual education plan (IEP) or 504 plan. Completion of one (1) semester with a grade of "C" or better in a marching band class, in a physical activity class that requires participation in marching band activities as an extra-curricular activity, or in a dance class shall satisfy one-half (1/2) credit in physical education or one-half (1/2) credit in performing arts.

C. Completion of one (1) credit with a grade of "C" or better in a dance techniques course, a significant component of which is activities designed to maintain or improve health-related fitness and lifelong fitness, shall satisfy the one (1) credit requirement in physical education or the one (1) credit requirement in performing arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or 504 Plan.

D. Completion of one (1) semester with a grade of "C" or better in a marching band class, in a physical activity class that requires participation in marching band activities as an extra-curricular activity, or in a dance class shall satisfy one-half (1/2) credit in physical education or one-half (1/2) credit in performing arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or 504 Plan ~~Taking a marching band class, a physical activity class, or a dance class will not be a substitute for the personal fitness or adaptive physical education requirements required by Florida law.~~

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Revised 5/8/25
Revised 11/12/25

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Legal
F.S. 1003.453
F.S. 1003.455
F.S. 1003.4282

TO GO BEFORE BOARD

po2421

Revised Policy - Vol. 27. No. 1, Aug. 2026 - CAREER AND TECHNICAL EDUCATION

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

2421 - **CAREER AND TECHNICAL EDUCATION**

The Corporation recognizes that education is a function of both knowledge and the application of knowledge. Education that ties abstract ideas to practical applications also prepares students to use their minds, as well as preparing them to be citizens, parents, and members of a civilized culture. Career and technical education and academic education are complementary, rather than exclusive.

Career and technical education will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

The Corporation shall provide career and technical education program offerings that include, but are not limited to:

A. job preparatory courses designed to provide students with the competencies necessary for effective entry into an occupation;

B. exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;

C. practical arts courses designed to teach students practical generic skills which, although applicable in some occupations, are not designed to prepare students for entry into an occupation;

D. career education instruction which is designed to strengthen and integrate basic academic skills and career/technical skills and occupational awareness;

E. accelerated career and technical programs such as vocational dual enrollment designed to enable high school students to earn elective credit toward graduation and postsecondary credit toward an A.S. degree or a technical certificate.

Any effort to recruit students to participate in a particular career and technical program shall follow applicable State and Federal laws regarding the provision of information.

Career and technical education program offerings are available to middle and high school students.

Procedures for program operation in accordance with applicable labor laws are incorporated in the Florida Department of Education (FLDOE), Curriculum Frameworks, and Student Performance Standards.

Digital Materials, CAPE Digital Tool Certificates, and CAPE Industry Certifications

The The Corporation ~~Board, in consultation with the Superintendent,~~ shall make available digital materials, CAPE Digital Tool certificates, and CAPE industry certifications for students in order to enable students to attain digital skills. The digital materials, CAPE Digital Tool certificates, and CAPE industry certifications may be integrated into subject area curricula, offered as a separate course, made available

through open-access options, or deployed through online or digital computer applications. ~~shall make available digital materials, CAPE Digital Tool certificates, and CAPE industry certifications for students in prekindergarten through grade 12 in order to enable students to attain digital skills. The digital materials, CAPE Digital Tool certificates, and CAPE industry certifications may be integrated into subject area curricula, offered as a separate course, made available through open-access options, or deployed through online or digital computer applications.~~ Middle grade students may not earn more than two (2) CAPE Digital Tool certificates per school year.

Career and Professional Academies; Career-Themed Courses

The Corporation may offer career and professional academies at the middle and high school levels, and at least two (2) career-themed courses. A "career and professional academy" is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity. Students completing career and professional academy programs must receive a standard high school diploma, the highest available industry certification, and opportunities to earn postsecondary credit if the academy partners with a postsecondary institution approved to operate in the state.

A "career-themed course" is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity. Students completing a career-themed course will be provided opportunities to earn postsecondary credit if the credit for the career-themed course can be articulated to a postsecondary institution approved to operate in the State.

The Corporation expects career and professional academies offered in the Corporation's high school to provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and provide students with the opportunity to receive a standard high school diploma, the opportunity to earn industry certification, the opportunity to attain the Florida Gold Seal Vocational Scholars award or the Florida Gold Seal CAPE Scholars award, and the opportunity to earn postsecondary credit.

The Corporation further expects that students who successfully complete the curriculum of the Career and Professional Academies that are established at the middle school level will have the opportunity to earn an industry certificate, high school credit, and participate in career planning, job shadowing, and business leadership development activities.

The Corporation encourages the Chief Education Officer (CEO) to forge partnerships with local businesses in the development of career and professional academies. These partnerships will help prepare students for the State's workforce needs, as well as help attract, expand, and retain targeted, high-value industry and jobs in the community.

The Corporation's career and professional academies should increase student academic achievement and graduation rates through integrated academic and career curriculum. Each middle school career exploration program, middle and high school career, and professional academies leading to industry certification, and high school graduation requirements shall be aligned.

Industry Certification in Industry-Certified Career Education Programs

Secondary schools offering career-themed courses and career and professional academies shall strive to enable students in such programs to earn industry certification in an industry that is:

A. within an industry that addresses a critical local or Statewide economic need;

B. linked to an occupation that is included in the workforce system's targeted occupation list; or

C. linked to an occupation that is identified as emerging.

To earn industry certification, the student must demonstrate the required proficiency on an assessment evaluated by an independent, third-party certifying entity using predetermined standards for knowledge,

skills, and competencies.

Maintenance of Records for Workforce Education Programs Funded with State Appropriations

If the Corporation receives state appropriations for workforce education, it will maintain adequate and accurate records, including a system to record Corporation workforce education funding and expenditures, to maintain the separation of postsecondary workforce education expenditures and secondary workforce education expenditures. These records will be submitted to the FLDOE in accordance with rules of the State Board of Education.

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Revised 11/6/25

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Legal
F.S. 445.004
F.S. 445.006
F.S. 446 et seq.
F.S. 450.081
F.S. 1000.05
F.S. 1001.42
F.S. 1003.01
F.S. 1003.4156
F.S. 1003.4282
F.S. 1003.491
F.S. 1003.492
F.S. 1003.493
F.S. 1003.4935
F.S. 1004.096
F.S. 1004.91
F.S. 1004.92
F.S. 1007.271
F.S. 1009.21
F.S. 1009.22
F.S. 1009.26
F.S. 1009.536
F.S. 1011.62
F.S. 1011.80
F.S. 1011.803
29 U.S.C. 201
29 U.S.C. 202
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29 U.S.C. 216
29 U.S.C. 216b
29 U.S.C. 217
29 U.S.C. 218
29 U.S.C. 218b
29 U.S.C. 218c
29 U.S.C. 219

TO GO BEFORE BOARD

po2431

Revised Policy - Vol. 27, No. 1, Aug. 2026 - INTERSCHOLASTIC AND INTRASCHOLASTIC ATHLETICS

ADOPTED May 4, 2023 · REVISED Nov 12, 2025

2431 - **INTERSCHOLASTIC AND INTRASCHOLASTIC ATHLETICS**

The Corporation recognizes the value of interscholastic athletics and the positive impact sports have on students. A program of interscholastic athletics for students is an integral part of the total school experience and benefits the community as a whole. The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics. Participation in the Corporation's interscholastic athletics programs by a student is a privilege, not a right.

The program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students from high schools in this Corporation with those from a high school in another district.

Competitions involving middle schools (grades 6-8), or combination middle school/high school programs (grades 6-12)shall be in accordance with the Florida High School Athletic Association's (FHSAA's) bylaws.

Since the primary purpose of the interscholastic athletics program is to enhance the education of participating students, as indicated in this policy, the Corporation places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

An interscholastic athletic contest is any competition between organized teams or individuals of different schools in a sport recognized by the FHSAA, and therefore shall be subject to all regulations pertaining to such contests. The interscholastic athletics program shall be considered an essential part of the total school program and shall be under the principal's direction and general supervision. The principal shall select the personnel to direct and to act as coaches and advisors.

Interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the Corporation alone. It should also offer an opportunity for career and educational development. The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

Appropriate adult supervision consistent with Florida law shall be provided to all students. All athletic coaches and sponsors of extra-curricular activities involving outdoor practices or events shall complete annual training in exertional heat stroke (EHS) identification, prevention, and response, including effective administration of cooling zones.

Eligibility and Regulation

All middle schools and high schools shall be members of the FHSAA and governed by its rules and regulations. All participating ~~Corporation~~ students (including transfer students) shall satisfy the eligibility requirements established by the FHSAA, Florida law, Board Policy 2431.01 and Policy 5610.05.

Eligible students may be enrolled in the school, ~~Students enrolled in~~ a private school, home education students in a full-time virtual program under F.S. 1002.45, or educated at home under F.S. 1002.41.

Eligible students are permitted to participate in ~~a Corporation~~ interscholastic or intrascholastic sports ~~sport~~ and must fulfill the same academic and nonacademic requirements as any other participant in accordance with F.S. 1006.15.

An eligible student may participate in interscholastic and intrascholastic athletic activities at the school in which they are enrolled. An eligible student may participate at a different school if their school does not offer the same activity (or the student is in a home education program), and the other school is in the same school district in which the student resides. If no public schools (traditional and charter) in the School District in which the student resides offer the activity, and an agreement cannot be reached with a private school that is appropriate for the student's grade level located outside of their school district then the student may participate at a public, charter, or private school that is appropriate for the student's grade level located outside of their school district, but the school must be in an adjacent school district.

The Principal of the ~~each Corporation~~ school shall be responsible for determining each participant's eligibility pursuant to State law, the rules of this Board, and the bylaws of the FHSAA. Any school that allows an ineligible student to participate shall be subject to the penalties set forth in Florida law and the bylaws of the FHSAA. (see also Policy 2431.01)

The interscholastic athletics program requires as follows:

A. Prior to enrolling in the sport,

1. each participant shall satisfactorily pass a medical evaluation ~~submit to a thorough physical examination~~ by a ~~- (-)~~ Corporation ~~- (-) - System - (-) - _____ - [END OF OPTION]~~ -approved physician each year that is administered only by a practitioner licensed under F.S. Chapters 458, 459, or 460, or F.S. 464.012, or by a practitioner who holds an active equivalent licensure issued by the State in which the medical evaluation is performed, and is in good standing with the practitioner's regulatory board, unless the parent objects in writing based on religious tenets or practices in accordance with F.S. 1006.20 ; ~~;submit to a thorough physical examination by an approved physician;~~
2. and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. Medical evaluations ~~Physical~~ must be dated June 1st or later of the current school year;
3. and beginning in the 2026-2027 school year and thereafter, the first time a student who is in grades 9-12 participates in an interscholastic athletic competition or is a candidate for an interscholastic athletic team, the student shall complete at least one electrocardiogram screening that meets the requirements of F.S. 1006.165. A student shall be granted an exception to the electrocardiogram requirement if the parent of the student objects in writing to the student receiving an electrocardiogram because the electrocardiogram is contrary to the student's religious tenets or practices or if a physician licensed under F.S. Chapter 458 or chapter 459 in good standing with the Board of Medicine or Board of Osteopathic Medicine, as applicable, provides a certificate of medical exception.

B. Any student who is found to have a health condition that may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. Pursuant to F.S. 1006.20(2)d, the Corporation shall not be liable for any student with a health condition who has been authorized to play by the parent(s) if the parent(s) of the student objects in writing to the student undergoing a medical evaluation because such evaluation is contrary to his/her religious tenets or practices.
C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
D. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.
E. The Chief Education Officer (CEO) and Corporation school principal(s) ~~Principals~~ will require that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is

conducted and the actions of students who participate.

In order to support the FHSAA's program to strengthen sportsmanship, ethics, and integrity, the Corporation commits itself to:

A. reinforce the concept that participation in athletic activities are a privilege, not a right;
B. recognize the value of school athletic activities as a vital part of education.

Records

The athletic director or other appropriate administrator of each school, appointed by the principal, shall maintain the records necessary for eligibility, compliance, and participation for all eligible students participating in interscholastic or intrascholastic activities at the school. Any school that has a student who is seeking to participate in these activities at another school must make all records related to that student, including, but not limited to, academic, financial, disciplinary, and attendance records, available upon request of the FHSAA or other governing organization.

Activity Fees for Eligible Students Participating in Interscholastic and Intrascholastic Athletic Activities

Each public school may assess an activity fee to an enrolled student participating in interscholastic or intrascholastic athletic activities. Each school must publish a complete list of fees by activity on its website before the beginning of each school year.

Each public school may also assess such an activity fee to a student who is not enrolled but is eligible to participate pursuant to F.S. 1001.32. If a fee is assessed, it shall not exceed the greater of the following:

1. the fee that students enrolled at the school pay to participate in the activity; or,
2. a reasonable fee based on the costs to the school (not to exceed $400 per activity).

Home education students pursuant to F.S. 1002.41 or a public school student participating at a public school at which they are not enrolled may only be assessed the fee paid by students enrolled at the school.

Annually by July 1st, any fees developed pursuant to this policy must be approved by the Board and subsequently reported to the Florida Department of Education (FLDOE) in accordance with applicable State Board of Education rules and F.S. 1001.43.

Transportation

The parent of the student participating in the interscholastic or intrascholastic athletic activity must provide for the transportation of the student to and from the school at which the student participates. The school in which the student is enrolled, the school at which the student participates in the activity, and the Board are exempt from civil liability arising from any injury that occurs to the student during such transportation.

Recruiting Prohibited/Penalties

The Corporation recognizes that the recruitment of student athletes is strictly prohibited by F.S. 1006.20. The FHSAA, through its bylaws, has prescribed penalties, sanctions, and an appeals process for athletic recruiting violations. These penalties and sanctions may be applied by the FHSAA against a member school, student athletes, and coaches. In addition to FHSAA penalties and sanctions, Corporation employees found to have engaged in the improper recruitment of a student athlete may be subject to disciplinary action, up to and including termination.

A student may not be declared ineligible based on violation of recruiting rules unless the student or parent has falsified any enrollment or eligibility document or accepted any benefit or any promise of benefit if such benefit is not generally available to the school's students or family members or is based in any way on athletic interest, potential, or performance.

Eligibility Appeals

If the Principal determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the FHSAA's Bylaws.

Effective 7/1/23
Revised 11/12/25

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Legal
F.S. 1002.20
F.S. 1006.15
F.S. 1006.165
F.S. 1006.195
F.S. 1006.20

TO GO BEFORE BOARD

po2431.01

Revised Policy - Vol. 27. No. 1, Aug. 2026 - PARTICIPATION BY TRANSFER STUDENTS

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

2431.01 - **PARTICIPATION BY TRANSFER STUDENTS**

The Corporation recognizes the value of interscholastic athletics and the positive impact sports have on students. The Corporation shall comply with the rules and regulations promulgated by the Florida High School Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a transfer student to participate in the Corporation's interscholastic athletic program.

Pursuant to the bylaws of the FHSAA, a "transfer" occurs when a student makes any change in schools after establishing residency at a school each year. A student who transfers from one school to another will be eligible at the new school provided the student qualifies under one of transfer eligibility categories set forth in the FHSAA's bylaws and meets all other eligibility requirements.

A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and Corporation may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements.

A ~~However, a~~ student may not participate in sports at two (2) different schools during the same school year ~~a sport if the student participated in that same sport at another school during that school year~~, unless the student meets one (1) of the following criteria:

A. is a dependent child ~~Dependent children~~ of active duty military personnel whose move resulted from military orders ; ~~.~~
B. has ~~Children who have~~ been relocated due to a foster care placement in a different school zone ; ~~.~~
C. has moved ~~Children who move~~ due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent ; ~~.~~
D. has been ~~A~~ a uthorized for good cause by the applicable governing organization's executive director .

For purposes of this policy, "authorized for good cause" means a student who is an eligible transfer student based on availability and the Corporation lottery system, meets the academic eligibility requirements established by the FHSAA, who must adhere to our mission statement of "As a Community School of 'Choice' for teachers, parents, and students, Corporation's mission is to strive together to teach beyond the standards to meet each child's needs by motivating students to reach their unique potential." and meets the following criteria even if s/he participated at another school:

A. MUST have applied for the Corporation lottery prior to the start of the fall FHSAA athletic season, as listed on the FHSAA website,
B. is accepted into an open/available student position,

AND

C. the student is enrolled within the first ten (10) days of the fall semester.

~~The Principal of each school in the Corporation shall be responsible for enforcing the FHSAA's bylaws and policies in his/her school. The Principal shall review and determine whether a transfer student qualifies under one of the transfer eligibility categories set forth in the FHSAA's bylaws and meets all other eligibility requirements. Upon approval of the transfer student's eligibility, a Notice of Transfer form prescribed by the FHSAA shall be submitted to the FHSAA prior to the student participating in any sport season.~~

The governing organization must provide a determination of eligibility to the requesting student within fourteen (14) days after a request is made.

The Principal ~~or his/her designee~~ must annually submit all eligibility reports electronically and sign all eligibility correspondence. The principal or designee shall certify that the information provided to the FHSAA is accurate and that the students named in the report are eligible to participate in accordance with the FHSAA's bylaws.

Recruiting Prohibited/Penalties

The Corporation recognizes that the recruitment of student athletes is strictly prohibited by F.S. 1006.20. The FHSAA, through its bylaws, has prescribed penalties, sanctions and an appeals process for athletic recruiting violations. A student may not be declared ineligible based on violation of recruiting rules unless the student or parent has falsified any enrollment or eligibility document or accepted any benefit or any promise of benefit if such benefit is not generally available to the school's students or family members or is based in any way on athletic interest, potential, or performance.

Eligibility Appeals

If the governing organization ~~Principal~~ determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the governing organization's ~~FHSAA's~~ bylaws.

Effective 7/1/23
Technical Correction 11/6/25

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Legal
Handbook and Bylaws of the Florida High School Athletic Association
F.S. 1002.20
F.S. 1006.15
F.S. 1006.195
F.S. 1006.20

TO GO BEFORE BOARD

po2460

Revised Policy - Vol. 27, No. 1, Aug. 2026 - EXCEPTIONAL STUDENT EDUCATION

ADOPTED May 4, 2023 · REVISED Jun 5, 2025

2460 - **EXCEPTIONAL STUDENT EDUCATION**

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. Multifactored 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 multifactored 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 multifactored evaluation, shall be provided at no cost to the parent by a licensed physician designated by the Chief Education Officer (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 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 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). The information will include the ways in which the parent may continue to participate in educational decisions, including informed consent, power of attorney, guardian advocacy and guardianship.

L. Right to Notice and Access Regarding Related Services

If a related service identified in a student's IEP is not provided as scheduled, the school shall notify the student's parent or guardian in writing or by electronic means within ten (10) school days. The notice shall explain the reason the service was not provided and address a plan for make-up services.

If requested, a parent or guardian shall have the right to access all service provider logs or progress notes within fifteen (15) days after such service is provided. Parents and guardians shall be advised of this right of access at each IEP meeting.

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
Revised 6/5/25

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Legal
F.S. 1001.41
F.S. 1001.42
F.S. 1002.20
F.S. 1003.01(3)
F.S. 1003.4156
F.S. 1003.4282
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

TO GO BEFORE BOARD

po3120

Revised Policy - Vol. 27, No. 1, Aug. 2026 - EMPLOYMENT OF INSTRUCTIONAL STAFF

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

3120 - **EMPLOYMENT OF INSTRUCTIONAL STAFF**

The Corporation recognizes that it is vital to the successful operation of the Corporation that positions created by the Corporation be filled with highly qualified and competent personnel.

For purposes of this policy, instructional staff includes: classroom teachers, librarians/media specialists, school ~~guidance~~ counselors, social workers, career specialists, school psychologists, other instructional staff (such as: primary specialists, learning resource specialists, instructional trainers, and adjunct educators), and additional Corporation-defined positions, including registered nurses, audiologists, and speech pathologists.

The HR Representative and/or Principal shall also conduct employment history checks of all candidates for instructional staff positions. The employment history check shall include, but not be limited to, contacting any previous employer, reviewing each affidavit of separation from previous employers pursuant to F.S. 1012.31, and screening the candidate through the use of the screening tools described in State law. If contact with (a) previous employer(s) cannot be made, the HR Representative and/or Principal shall document the efforts made to do so.

Any instructional staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315, or if the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student.

A person is ineligible for educator certification or employment in any position that requires direct contact with students if:

A. they are on the disqualification list maintained by the Florida Department of Education (FLDOE) under F.S. 1001.10(4)(b);
B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);
C. they are ineligible based on a security background investigation under F.S.435.04;

   The Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in a Corporation school.
D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or
E. they have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under ~~federal~~ Federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

All instructional personnel shall become familiar with the policies and procedures of the Board and other such policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the

Corporation. Any instructional member employed by the Corporation who shall be guilty of any willful violation of the policies of the Corporation shall be guilty of gross insubordination, and shall be subject to dismissal, or such other lesser penalty as the Corporation may prescribe.

Upon approval of employment, each instructional staff member shall execute a written contract as required by State law and Policy 3128 - *Contracts: Instructional Personnel*.

INSTRUCTIONAL PERSONNEL

Qualifications of instructional personnel shall be as required by law and Florida Administrative Code. To be eligible for appointment in any position in the Corporation, a person must be of good moral character; must have attained the age of eighteen (18) years; and must, when required by law, hold a certificate or license issued under rules of the State Board of Education or the Department of Children and Family Services, except when employed pursuant to F.S. 1012.55 or under the emergency provisions of F.S. 1012.24. Previous residence in this State shall not be required in any school of the State as a prerequisite for any person holding a valid Florida certificate or license to serve in an instructional capacity.

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State-level and District-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information guides, Corporation preparation resources, and preparation courses offered by State universities and Florida college system institutions.

CERTIFICATION

A. State Certification

For purposes of this policy, “primary instructor” refers to any instructional employee of a Florida public school district who provides direct support in the learning process by planning, delivering, and evaluating instruction, including through virtual or blended environments, for all students during the entire class period.

Teachers who teach in classes for which FEFP funds are earned shall be certified teachers as defined in F.S. 1012.56 and the Florida State Board of Education Administrative Rule, F.A.C. 6A-1.0503 and 6A-1.0502.

B. In-Field

To be considered "in-field", a primary instructor must meet one of the following qualifications:

1. the teacher is assigned to a course covering subject matter for which the teacher holds a certificate per F.S. 1012.55; or
2. demonstrates sufficient subject matter expertise as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

F.S. 1012.42

C. Bay District Schools CTE Certification

It is the intent of the Corporation that nondegreed vocational instructional personnel possess the credentials, knowledge, and/or expertise necessary to provide quality education in the Corporation, and to do so must be CTE certified by the Bay County School District. The purpose of Bay District Schools CTE certification is to provide evidence of instructional qualifications in order to protect the interest of students, parents, and the public. The requirements for Bay District Schools CTE certification may be found in the Bay County Governing Board Nondegreed Vocational Employment and Certification Procedures.

The Bay District Governing Board may revoke a Bay District CTE certificate for cause. The application fee for the Bay District Schools Vocational Certificate shall be the same as a State-issued Educator's Certificate.

CERTIFICATED PERSONNEL

Any person employed in a position requiring certification shall possess a valid certificate issued pursuant to Florida law or issued by the Board and shall file said certificate with the HR Representative.

ALTERNATIVE CERTIFICATION

The alternative certification program is a competency-based program designed to expand the pool of educators to include non-education majors committed to making a positive impact on student achievement. The procedures for this program may be found in the Bay District Schools Alternative Certification Program.

LICENSED PERSONNEL

Speech pathologists, occupational therapists, physical therapists, and audiologists will receive contracts, salary, and benefits. To be eligible for employment, these individuals must hold a license to practice in the State of Florida.

Nondisclosure or Confidentiality Agreements

Employees shall not be required or otherwise incentivized to sign a nondisclosure or confidentiality agreement, and the Board shall not impose conditions on employment to circumvent this prohibition.

Effective 7/1/23
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Revised 11/6/25

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Legal
F.S. 1012.01
F.S. 1012.22
F.S. 1012.24
F.S. 1012.27
F.S. 1012.315
F.S. 1012.32
F.S. 1012.33
F.S. 1012.42
F.S. 1012.55
F.S. 1012.56
F.S. 1012.57
F.S. 1012.575
F.A.C. 6A-1.0502
F.A.C. 6A-1.0503
20 U.S.C. 6301
20 U.S.C. 7801

TO GO BEFORE BOARD

po3120.08

Revised Policy - Vol. 27. No. 1, Aug. 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL

ADOPTED May 4, 2023

3120.08 - **PART-TIME EXTRA-CURRICULAR PERSONNEL**

Part-time extra-curricular personnel may be employed in positions paid on the supplemental pay schedule as approved by the Governing Board (primarily coaching positions). Such persons will not be eligible for employee benefits.

Each athletic coach and sponsor of extra-curricular activities involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including effective administration of cooling zones.

Use of Personal Funds by the Head Coach of an Athletic Team

If permitted in accordance with FHSAA Bylaws, the head coach of an athletic team may support the welfare of a student they coach by using personal funds to provide, in good faith, effects such as food, transportation, and recovery services, so long as the following requirements are met:

1. current FHSAA bylaws permit the use of personal funds;
2. written consent is obtained from the student's parent before any personal funds are provided to the student;
3. only one (1) head coach per athletic team may use personal funds;
4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;
5. personal funds are not used for recruiting purposes; and,
6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Chief Education Officer (CEO) shall develop appropriate reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

F.S. 1012.01

Effective 7/1/23

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Legal
F.S. 1012.01
F.S. 1012.55(2)
FAC 6A-1.0502 (11)

TO GO BEFORE BOARD

po3130

Revised Policy - Vol. 27, No. 1, Aug. 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF

ADOPTED May 4, 2023

3130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF**

The Corporation believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the Corporation.

Assignment to Schools Graded "D" or "F"

Pursuant to statutory requirements, the percentage of temporarily certified teachers, teachers in need of improvement, or out-of-field teachers assigned to schools graded "D" or "F" under State law shall not be greater than the sponsoring district ~~Corporation~~ average.

A newly hired instructional staff member may be assigned to a school that has earned a grade of "F' in the previous year, or any combination of three (3) consecutive grades of "D" or "F" in the previous years, if the individual:

A. has received an "effective" or "highly effective" rating in the immediate prior year's performance evaluation;

B. has successfully completed or is enrolled in a teacher preparation program, is provided with high-quality mentoring during the first two (2) years of employment, holds a professional certificate and holds a probationary contract; or

C. holds a probationary contract, holds a professional certificate and has successful teaching experience, and if, in the judgment of the school principal students would benefit from the placement of that individual.

Teachers Teaching Out-of-Field

"Out-of-field" means a teacher is assigned to a course covering subject matter outside the field for which the teacher holds a certificate pursuant to F.S. 1012.55 or for which the teacher has not demonstrated sufficient subject matter expertise pursuant to F.S. 1012.42 and as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

A. Approval of Out-of-Field Teachers

A teacher considered out-of-field per F.A.C. 6A-1.0503, (1)(c), shall be approved by the Governing Board to teach out-of-field after a determination that a teacher with appropriate certification coverage is not available. All evidence of such qualifications and approval must be reflected in the individual's official personnel record; however, such approval may be granted by the Board only under one (1) of the conditions listed in F.A.C. 6A-1.0503, (3) (a)-(b).

B. Notification Requirements and Transfer Requests

When a teacher is assigned instructional duties in a class containing subject matter outside the field in which the teacher is certified, outside the field that was the applicant's minor field of

study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, as determined by the State Board of Education rule (F.A.C. 6A-1.0503), the parents of all students in the class shall be notified in writing of such assignment.

The Chief Education Officer (CEO) shall report out-of-field teachers on the Corporation's website within thirty (30) days before the beginning of each semester.

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled through the process set forth in Policy 5780.

Promotion and Transfer

Instructional personnel desiring to be considered for promotion to a different position or transfer to another cost center may apply for any open position advertised on the Corporation's website. Equal consideration is given to internal and external applicants and positions are filled based on the qualifications of the applicant.

Required Reporting

The CEO must annually notify the parent of any student who is assigned to classroom with a teacher having two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory.

Duties, Days, and Hours

The CEO shall make known through administrative channels the duties, days, and hours of the various classes of instructional personnel.

A. Instructional staff members shall perform the duties required by Florida statutes, and Board policy as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the instructional staff member's contract and just cause for disciplinary action.

B. Instructional staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.

C. Instructional staff members shall not permit their family members or friends by their presence to interfere with the performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 1002.33(24) ~~112.3135~~, which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or a member of the same household.

The Corporation may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion or advancement, any employee in or to a position in which the employee is directly supervising or being directly supervised by any individual who is a relative of that employee.

All employees and applicants shall disclose to the HR Representative the names of all relatives working for the Corporation at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the Corporation.

Effective 7/1/23

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Legal
1002.33(24)

~~F.S. 112.3135~~
~~F.S. 1001.32~~
F.S. 1004.04
F.S. 1012.22
F.S. 1012.23
F.S. 1012.2315
F.S. 1012.27
F.S. 1012.28
F.S. 1012.42
F.S. 1012.795
F.S. 1012.796
FAC 6A-1.0503

TO GO BEFORE BOARD

po3211

Revised Policy - Vol. 27, No. 1, Aug. 2026 - WHISTLEBLOWER PROTECTION

ADOPTED May 4, 2023 · REVISED Apr 9, 2026

3211 - **WHISTLEBLOWER PROTECTION**

The Corporation expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Governing Board policies and administrative procedures. Instruction ~~Pursuant to State law, the Corporation expects instructional~~ staff members must ~~to~~ report in a signed, written report, the following to the Chief Education Officer (CEO):

A. any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Corporation, which creates and presents a substantial or specific danger to the public's health, safety, or welfare to their immediate supervisors ; ~~.~~ and ~~Additionally, pursuant to State law, instructional staff members are expected to report~~

B. any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Corporation.

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of their immediate supervisor. If the employee's immediate supervisor is not responsive or is the one whose behavior is in question, the employee should report the alleged misconduct to the Chief Education Officer (CEO).~~

~~After such a report is made, the immediate supervisor will ask that the employee's report be put in writing.~~

Any employee making such a report in a signed, written report shall not be subject to dismissal, ~~protected from~~ discipline, or any other adverse personnel action as defined in F.S. 112.8187 unless the employee knows the information to be false. ~~retaliation, or reprisal for making such a report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported and such report meets the requirements of Florida's Whistleblower's Act.~~

Employees may be ~~are~~ subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a signed, written report to the CEO ~~confirmed in writing to their immediate supervisor~~ .

If the alleged misconduct that is reported involves a Board member or the CEO, the report is to be filed directly with the Board Attorney, who is hereby authorized to engage outside counsel to conduct the investigation concerning the alleged misconduct.

Upon receipt of a legally sufficient report made by an instructional staff member pursuant to this policy, an investigation shall be conducted by the CEO and/or Board Attorney . ~~consistent with the procedures described in F.S. 112.3189.~~

Effective 7/1/23
Revised 4/9/26

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Legal
F.S. 112.3187
~~F.S. 112.3189~~

TO GO BEFORE BOARD

po3220

Revised Policy - Vol. 27, No. 1, Aug. 2026 - EVALUATION OF INSTRUCTIONAL PERSONNEL

ADOPTED May 4, 2023 · REVISED Apr 9, 2026

3220 - **EVALUATION OF INSTRUCTIONAL PERSONNEL**

Pursuant to State law, evaluations shall be conducted for the purpose of increasing student learning growth by improving the quality of instructional services in the Corporation. Except for classroom teachers who are newly hired in the Corporation and excluding substitute teachers, a performance evaluation must be conducted for each instructional staff member at least once per year. Newly hired teachers must be observed and evaluated twice during their first year of teaching in the Corporation.

The Principal is responsible for the performance of all personnel employed by the Corporation and assigned to the school to which the Principal is assigned. The Principal shall appropriately and effectively apply the personnel evaluation system that has been recommended by the Chief Education Officer (CEO) and approved by the Board, and approved, as required by State law, by the Florida Department of Education (FLDOE).

Instructional Personnel Evaluation System

The performance evaluation of instructional personnel must be based upon the performance of students assigned to their classrooms. The performance evaluation system must be based upon sound educational principles and contemporary research in effective educational practices. The Corporation's performance evaluation system is not limited to basing unsatisfactory performance of instructional personnel and school administrators solely upon student performance, but may include other criteria to evaluate instructional personnel and school administrators' performance, or any combination of student performance and other criteria. All personnel must be fully informed of the criteria, data sources, methodologies, and procedures associated with the evaluation process before the evaluation takes place. Additionally, the Principal shall assist the teachers within the school to use student assessment data, as measured by student learning growth gains pursuant to State law for self-evaluation and improvement.

The evaluation system for instructional personnel will:

A. be designed to support effective instruction and student learning growth, and performance evaluation results must be used when developing school ~~Corporation and school-level~~ improvement plans;
B. provide appropriate instruments, procedures, timely feedback, and criteria for continuous quality improvement of the professional skills of instructional personnel, and performance evaluation results must be used when identifying professional learning;
C. include a mechanism to examine performance data from multiple sources, including opportunities for parents to provide input into employee performance evaluations when appropriate;
D. identify those teaching fields for which special evaluation procedures and criteria are necessary;
E. differentiate among four (4) levels of performance as follows:

1. highly effective
2. effective
3. needs improvement or, for instructional personnel in the first three (3) years of employment who need improvement, developing
4. unsatisfactory

F. provide for training and monitoring programs based upon guidelines provided by the FLDOE to ensure that all individuals with evaluation responsibilities understand the proper use of the evaluation criteria and procedures.

Evaluation Procedures and Criteria

Evaluation procedures and criteria must comply with, but are not limited to, the following:

A. Performance of Students

At least one-third (1/3) of the performance evaluation of instructional personnel must be based upon the data and indicators of student performance of the teacher's students as determined by the Corporation in accordance with F.S. 1012.34(7). The performance of students shall also include growth or achievement data of the teacher's students for at least three (3) years or, if less than three (3) years is available, the years for which data are available. The proportion of growth or achievement data may be determined by instructional assignment.

For classroom teachers of grades and subjects for which their students' performance is assessed by Statewide standardized assessments, the Corporation may measure student learning growth using the formulas approved by the Commissioner and the standards for performance levels adopted by the State Board for courses associated with the Statewide, standardized assessments administered under F.S. 1008.22 no later than the school year immediately following the year the formula is approved by the Commissioner (see F.A.C. 6A-5.030 and 6A-5.0411).

For classroom teachers of grades and subjects for which their students' performance is not assessed by Statewide standardized assessments, the Corporation shall use the methodology set forth in the Corporation's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

For instructional personnel who are not classroom teachers, the Corporation shall use the methodology set forth in the Corporation's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

Pursuant to State law, the proportion of growth or achievement data in the Corporation-determined student performance measures may be determined by instructional assignment.

B. Instructional Practice

At least one-third (1/3) of the performance evaluation must be based upon instructional practice. Evaluation criteria used when annually observing classroom teachers, or certified school counselors as defined in F.S. 1012.01(2)(a), excluding substitute teachers, must include indicators based upon each of the Florida Educator Accomplished Practices adopted by the State Board of Education. For instructional personnel who are not classroom teachers, evaluation criteria must be based upon indicators of the Florida Educator Accomplished Practices and may include specific job expectations related to student support. For certified school counselors, evaluation criteria must be based upon indicators of the Florida School Counseling Standards adopted by the State Board of Education. This section does not preclude a school administrator from visiting and observing classroom teachers throughout the school year for purposes of providing mentorship, training, instructional feedback, or professional learning.

C. Other Indicators of Performance

The remainder of a performance evaluation may include, but is not limited to, professional and job responsibilities as recommended by the State Board of Education.

The performance evaluation may also include peer reviews, objectively reliable survey information from students and parents based on teaching practices that are consistently associated with higher student achievement, and other valid and reliable measures of instructional practice.

The individual responsible for supervising the employee must evaluate the employee's performance. The evaluation system may provide for the evaluator to consider input from other personnel trained under F.S. 1012.34(2). The evaluator must submit a written report of the evaluation to the CEO. The evaluator must submit the written report to the employee no later than ten (10) days after the evaluation takes place. The evaluator must discuss the written evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his or her personnel file.

The evaluation shall be completed and on file in accordance with the time schedule established by the CEO. The written report of the evaluation must be on file and provided to the employee within ten (10) days after the evaluation conference. The evaluator must discuss the written evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his/her personnel file. The evaluator may amend an evaluation based upon assessment data from the current year if the data becomes available within ninety (90) days after the close of the school year.

If an employee who holds a professional service contract is not performing their ~~his/her~~ duties in a satisfactory manner, the evaluator shall notify the employee in writing of such determination. The notice must describe such unsatisfactory performance and include notice of the procedural requirements set forth in F.S. 1012.34(4).

An evaluation shall be submitted at the time an instructional staff member leaves the Corporation if services terminate prior to annual evaluations.

An instructional staff member shall be given a copy of any documents relating to his/her performance that are to be placed in the personnel file.

A portion of each instructional staff member's compensation shall be based on the employee's performance evaluation as required by State law.

In addition, the CEO shall annually report the evaluation results of instructional staff members using the four (4) levels of performance set forth in State law to the FLDOE. The results shall be provided by the school and shall be disaggregated by classroom teachers, as defined in State law, excluding substitute teachers, and all other instructional personnel, also as defined in State law.

The CEO shall also notify the FLDOE of any instructional staff members who receive two (2) consecutive unsatisfactory evaluations.

Effective 7/1/23
Revised 10/5/23
Revised 11/6/25
Revised 4/9/26

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Legal
F.S. 1012.01
F.S. 1012.22
F.S. 1012.28
F.S. 1012.31
F.S. 1012.34
FAC 6A-5.030
FAC 6A-5.0411

TO GO BEFORE BOARD

po4120

Revised Policy - Vol. 27. No. 1, Aug. 2026 - EMPLOYMENT OF SUPPORT STAFF

ADOPTED May 4, 2023 · REVISED Apr 9, 2026

4120 - **EMPLOYMENT OF SUPPORT STAFF**

Support employees include all those employees who work in noninstructional, noncontracted roles and serve at the pleasure of the Corporation subject to dismissal, transfer, promotion, or resignation.

A regular employee is a person employed in a continuing position on a daily schedule after having completed a ninety (90) calendar day probationary period. Extensions to this period may be granted by mutual written consent of the employee and the immediate supervisor. Employees who have not completed such period of employment may be discharged without recourse.

The Chief Education Officer (CEO) and/or Principal shall conduct employment history checks of all candidates for educational support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer and reviewing each affidavit of separation from previous employers pursuant to F.S. 1012.31, and screening the candidate through the use of the screening tools described in Florida law. If contact with (a) previous employer(s) cannot be made, the HR Representative and/or Principal shall document the efforts made to do so.

Any educational support staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315, or if the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student.

A person is ineligible for employment in any position that requires direct contact with students if:

A. they are on the disqualification list maintained by the Florida Department of Education (FLDOE) under F.S. 1001.10(4)(b);
B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);
C. they are ineligible based on a security background investigation under F.S. 435.04;
D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or
E. they have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under Federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

The Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in the school.

Any support staff member's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal.

The HR Representative and/or Principal shall also conduct employment history checks of all candidates for support staff positions. The employment history check shall include, but not be limited to, contacting

any previous employer. If contact with (a) previous employer(s) cannot be made, the HR Representative and/or Principal shall document the efforts made to do so.

All support personnel shall become familiar with the policies and procedures of the Board and other such policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the Corporation. Any support staff member employed by the Corporation who shall be guilty of any willful violation of the policies of the Corporation shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the Corporation may prescribe.

Nondisclosure or Confidentiality Agreements

Employees shall not be required or otherwise incentivized to sign a nondisclosure or confidentiality agreement, and the Board shall not impose conditions on employment to circumvent this prohibition.

Effective 7/1/23
Revised 10/5/23
Revised 11/6/25
Revised 4/9/26

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Legal

F.S. 435.04
F.S. 435.07(4)(c)
F.S. 943.0435

F.S. 1001.10
F.S. 1012.01
F.S. 1012.315
F.S. 1012.37
F.S. 1012.40
F.S. 1012.56
F.A.C. 6A-1.0502(11)
20 U.S.C. 6301
42 U.S.C. 9858f

TO GO BEFORE BOARD

po4120.08

Revised Policy - Vol. 27, No. 1, Aug. 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL

ADOPTED May 4, 2023

4120.08 - **PART-TIME EXTRA-CURRICULAR PERSONNEL**

Part-time extra-curricular personnel may be employed in positions paid on the supplemental pay schedule as approved by the Governing Board (primarily coaching positions). Such persons will not be eligible for employee benefits.

All employed public school coaches shall be certified in cardiopulmonary resuscitation (CPR), first aid, and the use of an Automated External Defibrillator (AED). Such certification must be "consistent with national evidence-based emergency cardiovascular care guidelines".

Each athletic coach and sponsor of extra-curricular activities involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including effective administration of cooling zones.

Use of Personal Funds by the Head Coach of an Athletic Team

If permitted in accordance with FHSAA Bylaws, the head coach of an athletic team may support the welfare of a student they coach by using personal funds to provide, in good faith, effects such as food, transportation, and recovery services, so long as the following requirements are met:

1. current FHSAA bylaws permit the use of personal funds;
2. written consent is obtained from the student's parent before any personal funds are provided to the student;
3. only one (1) head coach per athletic team may use personal funds;
4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;
5. personal funds are not used for recruiting purposes; and,
6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Chief Education Officer (CEO) shall develop appropriate reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

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Legal
F.S. 1012.01
F.S. 1012.55
FAC 6A-10502 (11)

TO GO BEFORE BOARD

po4130

Revised Policy - Vol. 27, No. 1, Aug. 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF SUPPORT STAFF

ADOPTED May 4, 2023

4130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF SUPPORT STAFF**

The Corporation believes that the appropriate placement of qualified and competent staff is essential to the success of the Corporation.

Promotion and Transfer

Support personnel desiring to be considered for promotion to a different position or transfer to another cost center may apply for any open position advertised on the Corporation's website. Equal consideration is given to internal and external applicants and positions are filled based on the qualifications of the applicant.

Duties, Days, and Hours

The Chief Education Officer (CEO) shall make known through administrative channels the duties, days, and hours of the various classes of support staff.

A. Support staff members shall perform the duties required by Florida statutes, and Governing Board policy, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the support staff member's contract and just cause for disciplinary action.
B. Support staff members are responsible for student control and supervision at any location on campus or during school sponsored activities.
C. Support staff members shall not permit their family members or friends by their presence to interfere with the performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 1002.33(24) ~~112.3135~~, which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or a member of the same household.

The Corporation may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion or advancement, any employee in or to a position in which the employee is directly supervising or being directly supervised by any individual who is a relative of that employee.

All employees and applicants shall disclose to the HR Representative, the names of all relatives working for the Corporation. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the Corporation.

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Legal
F.S. 112.3135
F.S. 1012.22
F.S. 1012.23
F.S. 1012.27
F.S. 1012.28
F.A.C. 6A-1.070

TO GO BEFORE BOARD

po4211

Revised Policy - Vol. 27, No. 1, Aug. 2026 - WHISTLEBLOWER PROTECTION

ADOPTED May 4, 2023 · REVISED Apr 9, 2026

4211 - **WHISTLEBLOWER PROTECTION**

The Corporation expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Governing Board policies and administrative procedures. ~~Pursuant to State law, the Corporation expects support~~ Support staff members must ~~to~~ report in a signed, written report, the following information:

A. any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Corporation, which creates and presents a substantial or specific danger to the public's health, safety, or welfare ; and

B. ~~to their immediate supervisors. Additionally, pursuant to State law, support staff members are expected to report~~ any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Corporation.

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of their immediate supervisor. If the employee's immediate supervisor is not responsive or is the one whose behavior is in question, the employee should report the alleged misconduct to the Chief Education Officer (CEO).~~

~~After such a report is made, the immediate supervisor will ask that the employee's report be put in writing.~~ Any employee making such a report in a signed, written shall not be subject to dismissal, ~~protected from~~ discipline, or any other adverse personnel action as defined in F.S. 112.3187 . ~~retaliation, or reprisal for making such a report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported and such report meets the requirements of Florida's Whistleblower's Act.~~

Employees may be ~~are~~ subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a signed, written report to the Chief Education Officer (CEO) ~~confirmed in writing to their immediate supervisor~~ .

If the alleged misconduct that is reported involves a Board member or the CEO, the signed, written report is to be filed directly with the Board Attorney who is hereby authorized to engage outside counsel to conduct the investigation concerning the alleged misconduct.

Upon receipt of a legally sufficient report made by a support staff member pursuant to this policy, an investigation shall be conducted by the CEO and/or Board Attorney ~~consistent with the procedures described in F.S. 112.3189~~ .

Effective 7/1/23
Revised 4/9/26

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Legal
F.S. 112.3187
~~F.S. 112.3189~~

TO GO BEFORE BOARD

po5200

ATTENDANCE

ADOPTED May 4, 2023 · REVISED Mar 5, 2026

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 Chief Education Officer (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. if possible, upon each unexcused absence, or absence for which the reason is unknown, the school 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) absences, excused or unexcused, within a calendar month, or ten (10) absences, excused or unexcused, 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 must 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.
    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 <u>strongly</u> 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 <u>extreme</u> 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 a ~~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 are 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) absences, excused or unexcused, 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 principal 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 principal is authorized to recommend withdrawal of the student's invitation to attend to the CEO if a student has accrued at least five (5) absences, excused or unexcused, within a calendar month or ten (10) or more absences, excused or unexcused, within a ninety (90) calendar day period.

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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

TO GO BEFORE BOARD

po5223

Revised Policy - Vol. 27. No. 1, Aug. 2026 - ABSENCES FOR RELIGIOUS INSTRUCTION

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

5223 - **ABSENCES FOR RELIGIOUS INSTRUCTION**

It is the policy of the Corporation to cooperate with those parents, guardians, and eligible students who wish to participate in ~~provide for~~ religious instruction during the school day for their children, but also recognizes its responsibility to enforce the attendance requirements set forth in the State-mandated Student Progression Plan.

Upon receipt of a signed, written request from the parent/guardian or eligible ~~adult~~ student, the Corporation will grant permission and allow exceptions to the student's attendance at school for religious instruction outside the school building by a religious group, church, or denomination. The signed, written request shall include the following:

A. a statement attesting that the religious instruction does not take place during instruction in core curricula courses as defined in F.S. 1003.02 ~~is not provided at a time that does not conflict with the student's attendance at school~~;

B. a statement of acceptance by the parent/guardian or eligible ~~adult~~ student for any liability that might arise as a result of the student's conduct while on this release; and,

C. a statement that the parent/guardian/eligible student will indemnify and hold the Board harmless with respect to any liability arising from conduct which does not occur on property under the control or supervision of the Board; and,

D. a statement of acknowledgement by the parent/guardian or eligible student that the Corporation is not responsible for any harm to the student or student's property that occurs while the student is away from Corporation property during the release.

Upon receipt of the signed, written request and provided the religious group, church, or denomination responsible for the religious instruction submits evidence, in writing, of the student's registration for religious instruction, as well as written weekly records documenting the student's attendance at such instruction for each day of release, the student shall be considered to have an excused absence during such release for religious instruction.

Prior to approving the request, the principal shall confirm that the student is enrolled in sufficient courses to allow for promotion or graduation and that the student's grades are adequate for promotion or graduation. Students participating in religious instruction shall have the same number of days as any other student who receives an excused absence to make up any examination, study, or assignment which has been missed due to an excused absence.

The principal may terminate the student's permission for non-attendance. The parent/guardian or adult student may appeal the principal's decisions to terminate permission for the student to be released for religious instruction to the Chief Education Officer (CEO).

The religious instruction shall be the responsibility of the religious group, church, or denomination and transportation shall be the responsibility of the parent/guardian, adult student, or the religious institution.

No solicitation for attendance at religious instruction shall be permitted on Corporation premises. No staff member shall encourage or discourage participation in any religious instructional program.

Indemnification and Hold Harmless

Before a student may participate in religious instruction under this policy, the religious institution must, in a form acceptable to the Board, agree to indemnify and hold the Board harmless with respect to any liability arising from conduct which does not occur on property under the control or supervision of the Board. The religious institution must further provide evidence of adequate insurance for that purpose as determined by the Board.

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F.S. 1003.21
F.A.C. 6A-1.09514

TO GO BEFORE BOARD

po5230

LATE ARRIVAL, LATE DEPARTURE AND EARLY DISMISSAL

ADOPTED May 4, 2023 · REVISED Oct 5, 2023

5230 - **LATE ARRIVAL, LATE DEPARTURE, AND EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation.

The Corporation recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

The Corporation shall require that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

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. Students who leave a class more than fifteen (15) minutes prior to the end of that class will be marked with a "Late Absence". The Principal will determine if the period of "late absence" is considered excused or unexcused. Early dismissal from a field trip is only permitted in emergency situations and with prior written consent from the principal.

Tardiness

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 a ~~the school day, or~~ class period for middle and high school, will be marked with an 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 absence is considered excused or unexcused. Five (5) tardies are equivalent to one (1) unexcused absence.

No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent or guardian of record be first secured. Parents or guardians may have access to the student or may grant permission to allow the student to leave school prior to dismissal unless the school has been provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. The parent of primary residential custody shall determine in writing, the individual(s) the student may be released into the care of, unless otherwise stated in or by a court order.

Nor student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal and only for urgent and necessary school business and with the consent of the student's parents or guardians.
No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.
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TO GO BEFORE BOARD

po5330.01

Revised Policy - Vol. 27, No. 1, Aug. 2026 - EPINEPHRINE, ANAPHYLAXIS, AND SELF-ADMINISTERED MEDICATION

ADOPTED May 4, 2023

5330.01 - **SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE**

A student may carry and self-administer a short-acting brochodilator ~~metered dose inhaler~~, FDA-approved epinephrine delivery device ~~auto-injector~~, prescribed pancreatic enzyme supplement and/or may carry diabetic supplies and equipment to manage and care for their diabetes provided the student's parent or guardian provides the following:

A. For self-administration of a metered dose inhaler, the parent or guardian must provide the Corporation with a written authorization that is signed and dated by both the parent or guardian and physician. The written approval by the physician must include the following:

1. name of the medication in the metered dose inhaler;

2. the prescribed dosage;

3. the times or the special circumstances under which the medication is to be administered; and

4. any other special related information regarding the administration of the metered dose inhaler.

B. For self-administration of an FDA-approved epinephrine delivery device ~~auto-injector~~, the parent or guardian must provide the Corporation with a written authorization that is signed and dated by both the parent or guardian and the physician. The written approval by the physician must include:

1. the times or the special circumstances under which the medication is to be administered; and

2. any other special related information regarding the administration of the epinephrine delivery device ~~auto-injected~~.

C. For self-administration of prescribed pancreatic enzyme supplements, the parent or guardian must provide the Corporation with a written authorization that is signed and dated and provide the prescription label containing the following:

1. name of the medication;

2. the prescribed dosage;

3. the times or the special circumstances under which the medication is to be administered; and

4. any other special related information regarding the administration of the medication.

D. For the use of diabetic supplies and equipment, the parent or guardian must submit written authorization from the student's physician, containing the following:

1. an identification of the diabetic supplies and equipment the student is authorized to carry;

2. a description of which activities the child is capable of performing without assistance;

3. the times or the special circumstances under which the medication is to be administered;

4. any other special related information regarding the administration of the medication.

When providing the Corporation with written authorization that is signed and dated by both the parent or guardian and the physician as required by State law and this policy, that written authorization must also include indemnification by the parent or guardian of the Corporation, county health department, public-private partner, and their employees and volunteers for any and all liability for a student who does any of the following:

A. self-administer an epinephrine delivery device ~~auto-injector~~;

B. carries diabetic supplies and equipment on their person and attends to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education; or

C. use prescribed pancreatic enzyme supplements.

Emergency Allergy Treatment Educational Training Programs

Educational training programs in the Corporation pertaining to emergency allergy treatment required by State law must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the Department of Health. The curriculum must include at a minimum:

A. recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and

B. the proper administration of an epinephrine delivery device ~~auto-injector~~.

The ~~Governing~~ Board and its employees and agents, including the physician who provides the standing protocol for school FDA-approved epinephrine delivery devices ~~auto-injectors~~, are not liable for any injury arising from the use of an FDA-approved epinephrine delivery device ~~auto-injector~~ administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

1. unless the trained school personnel's action is willful and wanton;
2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the **Corporation** ~~(-) Corporation (-) System (-) _____~~ **~~[END OF OPTION]~~** is not liable; and
3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

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F.S. 381.88

~~F.S. 449.003~~
F.S. 1002.20
F.A.C. 6A-6.0251, Use of Epinephrine Auto-Injectors
F.A.C. 6A-6.0252, Use of Prescribed Pancreatic Enzyme Supplements
F.A.C. 6A-6.0253, Diabetes Management

TO GO BEFORE BOARD

po5335

Revised Policy - Vol. 27, No. 1, Aug. 2026 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

ADOPTED May 4, 2023 · REVISED Jul 11, 2024

5335 - **CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e., the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions may be provided pursuant to a Section 504 Plan.

Chronic health conditions, for the purposes of this policy, shall include but not be limited to:

A. "peanut" and other food allergies;
B. allergies;
C. asthma;
D. diabetes;
E. epilepsy and seizure disorders

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

The Corporation will coordinate school health practices for management of a chronic health condition and shall provide for:

A. identification of individuals with chronic health conditions;
B. development of individual health care action plans;
C. coordination of health care management activities by school staff;
D. communication among school staff who interact with children with chronic health conditions;
E. development of protocols to prevent exposure/episodic reactions;
F. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

School health practices shall provide students with chronic health conditions the opportunity for:

A. full participation in physical activities when students are well;
B. modified activities as indicated by the student's health care action plan, 504 plan, or Individualized Education Plan (IEP);
C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.

Health care ~~Healthcare~~ management activities shall include:

A. procedures to obtain, maintain, and utilize written health care action plans, signed by the child's parents and physician, for each student with a chronic health condition;
B. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written health care action plan on site;
C. established communication strategies for students to use to tell an adult they may be having a health-related problem;
D. procedures for students to have immediate access to medications in accordance with Policy 5330 and AP 5330 that allow students to self-care and self-administer medications, inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;
E. prevention strategies to avoid causal elements;
F. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
G. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event.

Staff will be trained about chronic health conditions and their control in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

Emergency Allergy Treatment Educational Training Programs

Educational training programs ~~in the Corporation~~ pertaining to emergency allergy treatment required by State law must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the Department of Health. The curriculum must include at a minimum:

A. recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and

B. the proper administration of an epinephrine delivery device ~~auto-injector~~.

Publication of Basic Steps of Responding to an Individual Having a Seizure

As required by F.S. 1002.0626, each school shall display (in a prominent location) a poster developed by the Florida Department of Education (FLDOE) which describes the basic steps of responding to an individual having a seizure.

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TO GO BEFORE BOARD

po5410.01

Revised Policy - Vol. 27, No. 1, Aug. 2026 - PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

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 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 which 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;

For a student with a substantial reading deficiency, resources must include information about the student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485. ~~The read-at-home plan must provide access to the resources identified in F.S. 1008.25(5)(c).~~

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 and the student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485. 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. Mathematics instruction hereunder shall align with the requirements of F.A.C. 6A-6.0533.

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 much 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. dual enrollment, including career dual enrollment; and
    f. 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
Revised 6/5/25
Revised 11/6/25

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F.S. 1002.3105

F.S. 1002.411

F.S. 1003.02

F.S. 1003.4156

F.S. 1003.485
F.S. 1008.22
F.S. 1008.25

F.S. 1008.366
F.A.C. 6A-1.09422
F.A.C. 6A-1.094221
F.A.C. 6A-1.094222
F.A.C. 6A-6.053
F.A.C. 6A-6.0533

~~F.A.C. 6A-6.0533~~ ~~F.S. 1002.3105~~ ~~F.S. 1003.4156~~ ~~F.S. 1008.22~~ ~~F.S. 1008.25~~ ~~F.A.C. 6A-1.09422~~ ~~F.A.C. 6A-1.094221~~ ~~F.A.C. 6A-1.094222~~

TO GO BEFORE BOARD

po5430

Revised Policy - Vol. 27, No. 1, Aug. 2026 - CLASS RANK

ADOPTED May 4, 2023

5430 - **CLASS RANK**

The Corporation acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Corporation authorizes a system of class ranking, by cumulative weighted grade point average, for students in grade(s) 9 - 12. To calculate weighted high school grade point averages, the Board's system shall adhere to the Florida Department of Education's (FLDOE) Statewide uniform weighted grading system for honors courses and acceleration mechanisms identified in F.S. 1007.27.

All high school courses taken in middle grades will be counted toward the student's high school grade point average for all purposes, including, but not limited to, those used for class rank and high school graduation.

Class rank shall be computed based on the student's cohort. All attempted high school credits earned shall be used in the calculation for class rank including high school courses completed in middle grades, dual enrollment courses, vocational courses and transfer credits.

The Valedictorian and Salutatorian will be the students who hold the highest weighted cumulative GPA based on the courses taken prior to the date of the official class rank (end of the 1st semester) and who have been enrolled for at least six (6) consecutive semesters prior to the final semester utilized for purposes of determining such honors.

Effective 7/1/23

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F.S. 1003.437

TO GO BEFORE BOARD

po5514

Revised Policy - Vol. 27, No. 1, Aug. 2026 - USE OF PERSONAL TRANSPORTATION DEVICES

ADOPTED May 4, 2023 · REVISED Nov 12, 2025

5514 - **USE OF PERSONAL TRANSPORTATION DEVICES**

The Corporation regards the use of bicycles, scooters, skateboards, hoverboards, and personal transportation devices, whether operated manually by an operator or powered by a mechanical means (including but not limited to gas engines or electric motors) for travel to and from school , to school-sponsored events or activities on Board property, or to events held on Board property by students as an assumption of care, risk, and responsibility on the part of the students and parents of students.

Under no circumstances are gas-powered or electric-powered personal transportation devices to be operated on Corporation property. The student must dismount the personal transportation device and walk the device to the appropriate storage area. Students under the age of sixteen (16) are required by State law to wear a helmet. The Corporation will not be responsible for personal transportation devices which are lost, stolen, or damaged.

Effective 7/1/23
Revised 11/12/25

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F.S. Chapter 316
F.S. 1001.43

TO GO BEFORE BOARD

po5780

Revised Policy - Vol. 27, No. 1, June 2026 - STUDENT/PARENT RIGHTS

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

5780 - **STUDENT/PARENT RIGHTS**

All K-12 students in Florida are entitled to a uniform, safe, secure, efficient, and high-quality system of education, one that allows students the opportunity to obtain a high-quality education. Parents are responsible to ready their children for school; however, neither the State of Florida nor the Corporation can be a guarantor of any individual student's success.

Parental Access at School

Each parent has the right to pick-up, visit, and meet with their student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. The Principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons. The Corporation will abide by enforceable no-contact orders which have been provided to the school.

Educational Decisions

Both parents have an equal right to make decisions about the education and welfare of their student unless the school has received a certified copy of an enforceable court order that specifies that one of the parents, or someone else, has the sole right to make educational and/or general welfare decisions for the student.

If the parents cannot agree on a significant decision about the student's education or on matters affecting the health, safety, or welfare of the student, the school will take action based on what it considers to be in the best interests of the child.

Health Issues

A. Notice of Health Care Services

   At the beginning of the school year, the Corporation will provide notice to parents of all health care services offered at their student's school and of the option to withhold consent to or decline any specific service. Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the Corporation will provide the questionnaire or form to the parent and obtain the permission of the parent.

B. Biological Experiments

   Parents may request that their child be excused from performing surgery or dissection in biological science classes.

C. Contraceptive Services to Students

   Students may not be referred to or offered contraceptive services at school facilities without the parent's consent.

D. Career Education Courses Involving Hazardous Substances

High school students must be given plano safety glasses or devices in career education courses involving the use of hazardous substances likely to cause eye injury.

E. Substance Abuse Reports

The parent of a student must be timely notified of any verified report of a substance abuse violation by the student.

F. Sun-protective Measures in School

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration (FDA) for over-the-counter use to limit ultraviolet light-induced skin damage.

G. Face Covering and Quarantine Mandates in Response to COVID-19

Neither the Corporation nor any agent or employee of the Corporation may:

1. require a student to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose. However, a parent, at the parent's sole discretion, may allow their child to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose;

   This prohibition does not apply to safety equipment required as part of a course of study consistent with occupational or laboratory safety requirements.
2. prohibit a student from attending school or school-sponsored activities, prohibit a student being on school property, or subject a student to restrictions or disparate treatment, based on an exposure to COVID-19, so long as the student remains asymptomatic and has not received a positive test for COVID-19.

H. Medication to Relieve Headaches

Upon parent completion of a Bay District Schools Permission to Administer Medication form indicating parental consent, a student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event/activity without a physician's note or prescription if the medication is regulated by the FDA for over-the-counter use to treat headaches, the medication is in its original container, and the container contains no more than a one-day supply.

I. Emergency Opioid Antagonist Use and Supply

Schools shall purchase a supply of an emergency opioid antagonist (e.g., Naloxone)approved by the FDA from a wholesale distributor as defined in F.S. 499.003 or may enter into an arrangement with a wholesale distributor or manufacturer as defined in F.S. 499.003 for an FDA-approved emergency opioid antagonist at fair-market, free, or reduced prices for use in the event that a student has an opioid overdose. The FDA-approved emergency opioid antagonist must be maintained in a secure location on the school's premises.

J. Short-Acting Bronchodilator Use

Asthmatic students whose parent and physician provide their approval to the Principal may carry a short-acting bronchodilator and components on their person while in school. The school Principal shall be provided a copy of the parent's and physician's approval.

K. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry an FDA approved epinephrine delivery device ~~auto-injector~~ and self-administer epinephrine by such FDA approved delivery device ~~auto-injector~~ while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities is the school has been provided with parental and physician authorization. The Corporation and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an FDA approved epinephrine delivery device ~~auto-injector~~ for any and all liability with respect to the student's use of an FDA approved epinephrine delivery device pursuant to this policy ~~paragraph~~.

Schools may purchase a supply of epinephrine auto-injectors from a wholesale distributor as defined in F.S. 499.003 or may enter into an arrangement with a wholesale distributor or manufacturer as defined in F.S. 499.003 for epinephrine auto-injectors at fair-market, free, or reduced prices for use in the event that a student has an anaphylactic reaction. The epinephrine auto-injectors must be maintained in a secure location on the public school's premises. The Corporation shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection. The supply of epinephrine auto-injectors may be provided to and used by a student authorized to self-administer epinephrine by auto-injector under subparagraph 1. or trained school personnel.

The Corporation and its employees, agents and the physician who provides the standing protocol for school FDA approved epinephrine delivery devices ~~auto-injectors~~ are not liable for any injury arising from the use of an FDA approved epinephrine delivery device ~~auto-injector~~ administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

1. ~~U~~ unless the trained school personnel's action is willful and wanton;
2. n ~~N~~ otwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the Corporation is not liable; and
3. r ~~R~~ egardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse.

Safety

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

Educational Choice

A. Request to Transfer to Different Classroom Teacher

Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred to a different classroom teacher. As part of the request, the parent must state with specificity the grounds supporting the request. Requests must be in writing.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or his/her designee. Within two (2) weeks of receiving the request, the Principal shall notify the parent in writing as to whether the request is approved or denied. If denied, the Principal or his/her designee shall specify the reasons for the denial.

B. Request to Transfer to In-Field Classroom Teacher

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. Within two (2) weeks of receiving the written request, the Principal shall notify the parent in writing as to whether the request is approved or denied.

If an in-field teacher for the student's course and grade level is employed by the school and the transfer would not violate maximum class size requirements, the request shall be approved. The student shall be transferred no later than two (2) weeks from the date of request.

If denied, the Principal shall specify the reasons for the denial.

Limited English Proficient Students

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

Students with Deficiencies in Reading and Mathematics

Each elementary school shall regularly assess the reading and math ability of each K-4 student.

In accordance with F.S. 1008.25 the parent of (1) any K-3 student who exhibits a substantial reading deficiency or the characteristics of dyslexia or (2) any K-4 student who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia shall immediately be provided written notification and monthly progress reports as required in F.S. 1008.25.

Parental Input and Meetings

A. Meetings with Corporation Personnel

Parents may be accompanied by another adult of their choice at a meeting with Corporation personnel.

B. Corporation Educational Facilities Program

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the Corporation's educational facilities work program, in accordance with State law.

C. Parent-Teacher Associations and Organizations

Parents have the right to participate in parent-teacher associations and organizations that are sanctioned by the Corporation or by the Florida Department of Education (FLDOE).

Safe Schools

Parents of Corporation students will be timely notified pursuant to procedures adopted by the CEO of threats and the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

A. Weapons possession or use when there is intended harm toward another person;
B. Murder, homicide, or manslaughter;
C. Sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel;
D. Natural emergencies, including hurricanes, tornadoes, and severe storms;
E. Exposure as a result of a manmade emergency.

Parents of Corporation students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9).

Parental Notification of Arrests of Employees

Notwithstanding F.S. 1012.31(3)(a)1 and 1012.796(4), within twenty-four (24) hours after a law enforcement agency provides the CEO with written notification pursuant to F.S. 1012.797 that a Corporation employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

Revised 8/3/23
Revised 10/5/23
Revised 4/4/24
Revised 11/6/25

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Legal
F.S. 39.201
F.S. 381.0056
F.S. 394.463
F.S. 1000.05
F.S. 1002.20
F.S. 1002.20(3)(i)
F.S. 1002.22
F.S. 1002.385
F.S. 1002.39
F.S. 1002.394
F.S. 1002.395
F.S. 1002.40
F.S. 1002.41
F.S. 1002.411
F.S. 1002.43
F.S. 1003.01(13)
F.S. 1003.02
F.S. 1003.21
F.S. 1003.22
F.S. 1003.3101
F.S. 1003.32
F.S. 1003.42
F.S. 1003.44
F.S. 1003.4505
F.S. 1003.47
F.S. 1003.52
F.S. 1003.53
F.S. 1003.55
F.S. 1003.56
F.S. 1003.57
F.S. 1003.58
F.S. 1006.062(7)
F.S. 1006.07
F.S. 1006.09
F.S. 1006.13
F.S. 1006.15
F.S. 1006.165
F.S. 1006.20
F.S. 1006.21
F.S. 1006.22
F.S. 1006.23
F.S. 1006.28
F.S. 1006.40
F.S. 1007.271
F.S. 1008.22
F.S. 1008.25
F.S. 1008.386
F.S. 1012.42
F.S. Chapter 1014

TO GO BEFORE BOARD

po6152

Revised Policy - Vol. 27, No. 1, Aug. 2026 - STUDENT FEES, FINES, AND CHARGES

ADOPTED May 4, 2023

6152 - **STUDENT FEES, FINES, AND CHARGES**

The Corporation will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Corporation may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and school-sponsored trips.

Fees

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the Corporation from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the Corporation.

"School fees" include, but are not limited to, the following:

A. all charges for required workbooks and instructional materials
B. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
C. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
D. charges or rental fees for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
E. charges to participate in extra-curricular activities
F. charges for supplies required for a particular class or for gym uniforms
G. graduation fees
H. school records fees
I. school health service fees

Materials Fees

Students enrolled in the Corporation schools will be furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program may be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates.

Fee Refunds Prohibited

It shall be the policy of the Corporation that where the child has enrolled in the Corporation schools and paid fees, then withdraws from the Corporation schools to attend elsewhere one-half (1/2) of the student's school fees will be refunded if the student leaves prior to the first full week of October. No student fees will be refunded after the first full week of October.

Activity Fees for Eligible Students Participating in Interscholastic and Intrascholastic Athletic Activities

Each school may assess an activity fee to an enrolled student participating in interscholastic or intrascholastic athletic activities. Each school must publish a complete list of fees by activity on its website before the beginning of each school year.

Each school may also assess such an activity fee to a student who is not enrolled but is eligible to participate pursuant to F.S. 1001.32. If a fee is assessed, it shall not exceed the greater of the following:

1. the fee that students enrolled at the school pay to participate in the activity; or,
2. a reasonable fee based on the costs to the school (not to exceed $400 per activity).

Home education students pursuant to F.S. 1002.41 or a public school student participating at a public school at which they are not enrolled may only be assessed the fee paid by students enrolled at the school.

Annually by July 1st, any fees developed pursuant to this policy must be approved by the Board and subsequently reported to the Florida Department of Education (FLDOE) in accordance with applicable State Board of Education rules and F.S. 1001.43.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by individuals, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

All fees, fines , and/or other charges collected by the Corporation ~~will~~ shall be sent to the Budget and Finance Officer for deposit in the general funds of the Corporation.

Instructional Fee

It is the responsibility of the Corporation to assure that the children of the Corporation are provided with free public education from Kindergarten through Grade 12, and that they are supplied with the basic textbooks needed. The Corporation may, however, establish fees and charges as necessary for supplies, consumable materials, and other special items. The Corporation has determined a need for assessing an instructional supply fee for Grades K through 12th Grade for all students in the Corporation.

In instances of financial hardship, arrangements may be made by the principal for such fees and charges to be paid in installments.

For convenience to families, the Corporation may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/Guardians or students may elect but are not required to make payments online. Vendors will comply with all Corporation policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

Failure to pay fees and fines may result in the denial of participation in the graduation ceremony. In the event the above course of action does not result in the fee being collected, the Board authorizes the Chief Education Officer (CEO) to take the student and/or their parents to Small Claims Court for collection.

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

Students experiencing homelessness who are able to pay fees or fines and refuse to do so may be prohibited from participating in school functions or graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Effective 7/1/23

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Legal
F.S. 1001.41
F.S. 1001.43
F.S. 1006.28
F.S. 1006.40

TO GO BEFORE BOARD

po6608

New Policy - Vol. 26, No. 2, School Support Organizations, March 2026 - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS

New Policy - Vol. 26, No. 2, School Support Organizations

6608 - **ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS**

The Governing Board recognizes that the proper accounting, oversight, and transparency of all disbursements from fundraisers and crowdfunding campaigns organized by students or parent groups for the purpose of providing benefits to the ~~( )~~ Corporation ~~( ) System ( ) _____~~ programming or facilities must be in alignment with applicable Federal and State accounting standards. Proper documentation and reporting are essential for compliance with the Governmental Accounting Standards Board Statement No. 84 (GASB 84) and Federal reporting requirements.

Fundraisers and crowdfunding campaigns conducted and organized by students, parent groups, and other private entities shall meet the compliance, accounting, and reporting requirements established herein. Parent groups may include Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), Educational Foundations, Booster clubs, and/or other private entities established for the benefit of the school, or a school organization. (See also Policy 5830 – *Student Fundraising*, Policy 9215 - *School Support Organizations (SSO)*).

Definitions

For purposes of this policy, the following terms shall be defined as:

Custodial Funds: Funds held and managed by the ~~( )~~ Corporation ~~( ) System ( ) _____~~ for student activities under GASB 84.

Noncustodial Funds: Funds raised and managed independently by parent groups or private organizations.

F-33 Federal Financial Form Line 19: The line on the annual, mandated Federal report that is required to detail the "Contributions and Donations From Private Sources," which includes revenue associated with private donations, stipends, or on-behalf payments through fundraising activities. (Financial Accounting for Local and State School Systems: 2014 Edition)

~~**[DRAFTING NOTE: As identified above, private sources include, but are not limited to: School Support Organizations, including Educational Foundations, PTA/PTO organizations, Booster Clubs, and any other private entity that has been established for the benefit of the Board, school, or a school organization.]**~~

Accounting and Compliance Requirements – Custodial Funds

A. Student-Organized Fundraising

Funds raised by students whose funds are managed by the ~~( )~~ Corporation ~~( ) System ( ) _____~~ are classified as custodial funds. All funds collected must be deposited into the ~~( )~~ Corporation's ~~( ) System's ( ) _____'s~~ custodial accounts and proper accounting and General Ledger code attribution is recommended.

Disbursements from the custodial accounts must be properly documented with receipts and expenditure records.

[ ] A profit and loss report must be prepared and submitted to the ( ) Principal and school bookkeeper within ten (10) business days following the close of the fundraiser. The profit and loss report of each fundraiser shall be approved by the Principal ( ) CEO ( ) _____ [END OF OPTION] . [END OF OPTIONAL SENTENCES]

As defined in the Financial Accounting for Local and State School Systems: 2014 Edition all revenues and expenditures from student fundraising must be included on the F-33 Federal Financial Report. This data is collected through the ( ) Corporation ( ) System ( ) _____ __ Annual Report to the Department of Public Instruction (DPI).

B. Parent Group-Organized Fundraising (Non-Custodial Funds)

Funds raised by parent groups and/or other private individuals are considered non-custodial funds under GASB 84.

( ) Even though the funds raised by parent groups and/or other private individuals are non-custodial, parent groups are required to prepare and submit a profit and loss report for each fundraiser, donation, or crowdfunding campaign.

( ) The report submitted shall also include:

1. Total funds raised with explanation of use of proceeds.

2. Detailed listing of expenditures with receipts.

3. Description of disbursements to school personnel, such as stipends or payments.

4. Description of disbursements to schools directly. Reports must be submitted to the ( ) Principal ( ) school bookkeeper ( ) _____ [END OF OPTION] within fifteen (15) business days of the fundraiser's conclusion. The report of each fundraiser shall be approved by the ( ) Principal ( ) _____ [END OF OPTION] .

Any disbursements to the ( ) Corporation ( ) System ( ) _____ must follow the established procedures for gifts to the ( ) Corporation ( ) System ( ) _____. (See also Policy 7230 – *Gifts to the ( ) Corporation ( ) System ( ) _____*)

[END OF OPTIONS]

Board Oversight

[ ] All reports shall be available for the CFO ( ) _____ to review, approve, implement appropriate financial controls and maintain necessary record-keeping. [END OF OPTION]

[ ] These reports should be available in a format that enables web-based access, and can generate reporting of financial transactions as needed and both by program, source, or group, as well as in an aggregating manner to improve transparency and facilitate compliant reporting. [END OF OPTION]

Disbursements that include payments on behalf of the ( ) Corporation ( ) System ( ) _____ (e.g., purchase of equipment) must also be properly categorized in required annual reporting.

Failure to comply with this policy may result in suspension or restrictions to fundraising activities of a student group, foundation, parent organization, and/or other private entity. Improper reporting will result in additional audits or financial reviews of the offending organization's financial records. The CFO ( ) Board ( ) CEO ( ) _____ [END OF OPTIONS] may impose other corrective actions that are

necessary and appropriate to protect the integrity of the Board's financial operations and to meet the financial reporting standards.

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TO GO BEFORE BOARD

po7217

Revised Policy - Vol. 27, No. 1, Aug. 2026 - WEAPONS

ADOPTED May 4, 2023 · REVISED Apr 4, 2024

7217 - **WEAPONS**

But for the exceptions specified below, pursuant to State law, the Corporation prohibits visitors and Corporation employees from openly carrying a handgun or carrying a concealed weapon or concealed firearm, in the school safety zone, or any elementary or secondary school facility, any administration building, as well as into any Governing Board meeting, any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, any school-sponsored event, a school bus, a school bus stop, or in a Corporation vehicle.

Definitions

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

A. "Administration building" is any Board-owned or leased facility where one (1) or more administrative employees are assigned.
B. "School property" means the property of any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.
C. "Weapons and firearms" as defined in F.S. 790.001 and include, but are not limited to, any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, knives, metallic knuckles, or other deadly weapon. "Weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Exceptions

The only exceptions to the prohibitions set forth herein above include the following:

A. Police or other licensed law enforcement officers, as well as other persons approved by the school or Corporation on a case-by-case basis, may possess a firearm or weapon.

B. In a vehicle pursuant to F.S. 790.25(4).

C. A person may carry a firearm in a case to a firearms program, class or function which has been approved in advance by the Principal or site administrator as a program or class to which firearms could be carried.

D. A person may carry a firearm in a case to a career center having a firearms training range.

All Corporation employees shall immediately report knowledge of firearms, weapons, and/or threats of violence by students, staff members, or visitors to the SRD and/or administration. Failure to report such knowledge may subject Corporation employees to discipline.

The Chief Education Officer (CEO) shall require that any Corporation employee possessing a firearm, weapon, or other device designed to inflict serious bodily harm, including a concealed firearm or weapon,

in violation of this policy and State law, is reported immediately to the appropriate law enforcement agency, regardless of whether such Corporation employee possesses a valid concealed weapon license. As well, the staff member shall be subject to disciplinary action, up to and including termination, consistent with law and due process.

The CEO shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Corporation property and Corporation-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Discharging a Firearm

It is a second degree felony if a person discharges any weapon or firearm within 1,000 feet of a school, during school hours, or during the time of a sanctioned school activity, unless discharged for lawful defense of themselves or another or for a lawful purpose. This offense does not apply to the discharge of a weapon or firearm on private real property within 1,000 feet of a school by the owner of such property or by a person whose presence on such property has been authorized, licensed, or invited by the owner.

A person arrested for discharging any weapon or firearm within 1,000 feet of a school, during school hours, or during the time of a sanctioned school activity must be held in custody until brought before the court for admittance to bail. The crime is ranked as a level 6 in the Offense Severity Ranking Chart.

Notices

The CEO shall post notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report prohibiting an individual from openly carrying a handgun or carrying a concealed weapon or firearm in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. Such notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and school campuses. Further, notices shall be posted in each school bus and other Corporation-owned vehicle, including a school van.

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

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Legal
F.S. 790.001
F.S. 790.06
F.S. 790.115
F.S. 790.251
F.S. 1001.43(1)(a)
F.S. 1006.07
18 U.S.C. 922

TO GO BEFORE BOARD

po7310

Revised Policy - Vol. 27, No. 1, June 2026 - DISPOSITION OF SURPLUS PROPERTY

ADOPTED May 4, 2023

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The Corporation requires the Chief Education Officer (CEO) to review the property of the Corporation periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The Corporation shall review instructional materials (i.e., textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Tangible Personal Property/Equipment

The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The CEO is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal as outlined below. Written authorization is required before disposition. Equipment acquired under a Federal award must be disposed of according to Uniform Guidance, 2 C.F.R. 200.313.

Instructional Materials - Instructional materials that have become unserviceable or surplus and are no longer on State contract may be:

1. offered to teachers to cut up or otherwise use as resource materials
2. Surplus Property Valued under $5,000 - The Governing Board may, as its discretion, dispose of surplus property valued under $5,000 in a bid or auction or offer such property to governmental units or private nonprofit agencies by direct sale or donation.
3. Surplus Property with a Value of $5,000 or more - Surplus property with an estimated value of $5,000 or more shall be sold only to the highest responsible bidder or by public

auction

D. Annual Inventory of Unimproved Real Property

The District shall annually, by a date established by the Florida Department of Education (FLDOE), submit to the FLDOE a complete inventory of all "unimproved real property" owned by the District as of June 30th of that year, and further provide all required information as set forth in Florida statutes and rules adopted by the State Board of Education.

Auctions shall be advertised in the newspaper of general circulation in the Corporation's local area for not less than one (1) week nor more than two (2) weeks prior to the auction date.

The disposal of property with a value of our approved capitalization policy or more, or any property included in a bid, auction, or donation, shall be approved by and recorded in the minutes of the Board.

No school or department is authorized to surplus property. Written authorization by the CEO is required to express the desire to surplus property, and then proper procedures defined above must be followed. Any disposition of property without proper authorization and adherence to procedures may lead to disciplinary action.

Effective 7/1/23

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Legal
F.S. 274.05
F.S. 274.06
F.S. 274.07
F.S. 1012.33
F.S. 1013.28
F.A.C. 69I-73.005
2 C.F.R. 200.312
2 C.F.R. 200.313

TO GO BEFORE BOARD

po8100

Revised Policy - Vol. 27, No. 1, Aug. 2026 - INTERLOCAL AGREEMENTS

ADOPTED May 4, 2023

8100 - **INTERLOCAL AGREEMENTS**

F.S. 187.201 provides that it is a goal of the State that Florida governments economically and efficiently provide the amount and quality of services required by the public. It is a policy of the State to encourage greater cooperation between, among, and within the levels of Florida government through the use of appropriate interlocal agreements and mutual participation for mutual benefit , including through interlocal agreements entered into pursuant to F.S. 163.31777 .

Local governments are permitted to make the most efficient use of their powers by cooperating with other localities on a basis of mutual advantage and thereby providing services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities.

Local governments must accomplish analyses of problems and opportunities for existing schools and schools anticipated in the future; analyses of opportunities to collocate future schools with other public facilitates, such as parks, libraries, and community centers; and analyses of the need for supporting public facilities for existing and future schools.

An interlocal agreement entered into by a school district for the development of only its own schools, including provisions relating to the extension of infrastructure, may be used by the Governing Board. ~~County and municipalities located within the geographic area of the Corporation may enter into an interlocal agreement with the Corporation which jointly establishes the specific ways in which the plans and processes of the Corporation and the local governments are to be coordinated.~~

~~An interlocal agreement may provide for one (1) or more parties to the agreement to administer or execute the agreement. The parties may provide for the mutual exchange of services without payment or any contribution other than services. The parties may also provide for the use or maintenance of facilities or equipment of another party on a cost-reimbursement basis.~~

~~The Corporation may enter into interlocal agreements for the transportation of students, for building rental, for maintenance and upkeep of school plants, and for other public purposes.~~

~~The interlocal agreement shall provide for reimbursement to the Corporation, in full or in part, the proportionate share of the fixed and operating costs incurred that are attributable to the use of buses or attributable to the maintenance or other activities conducted by the Corporation.~~

~~The public agency receiving services from the Corporation shall indemnify and hold harmless the Corporation from any and all liability by virtue of the use of buses, rental of facilities, maintenance and upkeep of school plants or other public purposes pursuant to an interlocal agreement.~~

Effective 7/1/23

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Legal
F.S. 163.01

F.S. 187.201
F.S. 1003.02
F.S .1006.261

TO GO BEFORE BOARD

po8330

Revised Policy - Vol. 27, No. 1, Aug. 2026 - STUDENT RECORDS

ADOPTED May 4, 2023 · REVISED May 7, 2026

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Corporation must collect, retain, and use information about students. Simultaneously, the Corporation recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Definitions

A. "Education records" means records that are directly related to a student and that are maintained by the Corporation or a party acting for or on behalf of the Corporation, as defined in 20 U.S.C. Section 1232g(a)(4).
B. "Eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.
C. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.
D. "Parent" or "parents" includes parents or guardians of students who are or have been in attendance at a school or institution.
E. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
F. "Student" means any individual who is or has been in attendance in a Corporation school and regarding whom the Corporation maintains education records.
G. "Therapeutic treatment plan" means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.
H. "Therapy progress notes" means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.
I. "Third-party vendor" or "Third-party service provider" means any entity, whether public or private, that provides services to the Corporation through a contract or agreement. The term does not include the Florida Department of Education (FLDOE), FLDOE contractors and subcontractors, school boards, and school districts.

Maintenance of Student Records

The Corporation is responsible for the records of all students who attend or have attended schools in this Corporation. Only records mandated by the State or Federal government and necessary and relevant to the function of the Corporation or specifically permitted by this Governing Board shall be compiled by Corporation employees.

Each school shall maintain a permanent cumulative record for each student enrolled in the school which shall contain the data as prescribed by F.A.C. 6A-1.0955 and this policy.

Information contained in student education records shall be classified as set forth in F.A.C. 6A-1.0955 and retained in accordance with the rule and this policy.

Periodic review for elimination of outdated information in student records by the custodian or designees shall be made in accordance with F.S. 1001.52, and the approved Corporation records retention plan. The custodian of the student records shall be responsible for maintaining the accuracy of information by purging student records in accordance with the General Records Schedule for Public Schools (GS-7). Explanations placed in the education record and the record of access shall be maintained for as long as the education record to which it pertains is maintained. This procedure must be implemented before records are released to any vocational-technical centers, community colleges, or institutions of higher learning in which the student seeks or intends to enroll.

Type Record	**Location**	**Custodian**	**Address**
Active and inactive student records as specified in the current Student Records Manual for the Corporation	Last school attended	Principal of last school attended	As shown in local directory
Inactive student cumulative records (Category A) as specified in the current Student Records Manual for the Corporation	Last school attended	Principal of last school attended	As shown in local directory
Individual exceptional student education records as specified in the current Student Records Manual for the Corporation	Last school attended	Principal of last school attended	As shown in local directory
Individual student psychological records as specified in the current Student Records Manual for the Corporation	Last school attended	Principal of last school attended	As shown in local directory

Limitations on Collection and Retention of Certain Information

The Corporation shall not collect, obtain, or retain information on the political affiliation, voting history, religious affiliation, or biometric information of a student or a parent or sibling of a student. For purposes of this paragraph, the term "biometric information" means information collected from the electronic measurement or evaluation of any physical or behavioral characteristics that are attributable to a single person, including fingerprint characteristics, hand characteristics, eye characteristics, vocal characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty. Examples of biometric information include, but are not limited to, a fingerprint or hand scan, a retina or iris scan, a voice print, or a facial geometry scan.

The Corporation shall not maintain any report or record relative to a student that includes a copy of a student's fingerprints.

The Chief Education Officer (CEO) or designee will be responsible for the privacy and security of records that are not under the supervision of the school principal.

Requests to Deviate from Students' Legal Name

Parents who approve of their student being referred to by any name other than their legal name (such as a nickname) must fully complete a parental consent form.

Access to Student Records

The rights of students and their parents with respect to education records created, maintained, or used by the Corporation must be protected in accordance with FERPA, State law, and the implementing regulations and rules issued pursuant thereto. Students and their parents have the right to access their education records, including the right to inspect and review those records, have the right to waive their access to their education records in certain circumstances, have the right to challenge the content of education records, have the right of privacy with respect to such records and reports, and receive annual notice of their rights with respect to education records.

In addition to students and their parents and eligible students, student records shall be available only to designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted by law.

Schools may, without consent of parents, guardians, or eligible students, provide access to school officials to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family, and psychologists within the Corporation providing they have a legitimate educational interest. Support employees may be designated by the principal for the purpose of doing clerical work and maintaining student records. However, such persons shall receive in-service training concerning the confidentiality of student records and work under the supervision and control of an administrative staff member.

Whenever a student has attained eighteen (18) years of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the Corporation, shall thereafter be required of and accorded to the eligible student only, unless the eligible student is a dependent of their parents as defined in Title 26 U.S.C. Section 152 of the Internal Revenue Code of 1954. The Corporation may, in this instance, disclose personally identifiable information from the education records to the parents without the prior consent of the eligible student.

Whenever a student has enrolled in a postsecondary institution, regardless of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the postsecondary institution shall thereafter be required of and accorded to the eligible student only. However, if the student is not eighteen (18) years of age, then the permission and consent required of and rights as to the student's records maintained by the Corporation shall be retained by the parents.

The custodian of the student record shall permit the eligible student or the parents or guardians of the student who is or has been in attendance in the Corporation to inspect and review the education records of the eligible student or student. Provisions for such inspection and review shall be made within a reasonable period of time of the request, but in no case shall be more than thirty (30) days after the request has been made.

The Corporation presumes that the eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary.

In instances where records are opened to parents, guardians, or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies, upon request and payment of the current Corporation copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119.

The copy rate will include actual reproduction costs and will not include the labor costs for retrieval.

School officials shall provide requesting parents, guardians, or eligible students an opportunity for a hearing to challenge the content of their child's or the eligible student's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Parents, guardians, and eligible students may waive their right of access to confidential letters or statements of recommendations or evaluation. Such waiver shall be made in writing to the custodian of the records and shall be signed by the parent, guardian, or eligible student. Such waiver shall apply to recommendations or evaluation only if:

A. the parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and
B. such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

The waiver of the right of access may be revoked in writing with respect to actions occurring after the revocation.

Court Request of Records

A. Student records may be disclosed to a court of competent jurisdiction provided that reasonable notification is given in advance to the parents and student. If the Principal is unable to notify prior to the time for compliance set forth in the court order, they shall bring to the court's attention the provision of the Family Educational Rights and Privacy Act of 1974 and comply with the court's instruction.
B. Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or their parent if the student is either a minor and not attending an institution of postsecondary education or a dependent of such parent as defined in 26 U.S.C. 152 (s. 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

The CEO may, in writing, authorize access to student records to representatives of the Federal, State, or local educational authorities.

Transcripts of a student's records may be released without written consent from the students' parents, guardians, or eligible student, to any vocational-technical center, community college, or any postsecondary institutions of higher learning in which the student seeks or intends to enroll. A copy of the records may be released to the student's parents, guardians, or eligible student upon request. This policy is also applicable in instances where such a request is in connection with a student's application for, or receipt of, financial aid.

Hearing Procedure to Correct Student Records

Whenever a parent, guardian, or eligible student believes the content of the student record is inaccurate, misleading, or in violation of their privacy, they may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, denial of the request and notification of the right to a formal hearing shall be made in writing to the parent, guardian, or eligible student with a copy to the CEO or designee.

Upon the request of a parent, guardian, or eligible student, a formal hearing shall be held. Such hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the CEO or designee, who shall appoint a hearing officer who shall be any official of the school system

with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

The parents, guardian, eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.

If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent, guardian, or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

Disclosure of Personally Identifiable Information

Notwithstanding any other provision in this policy, student education records shall not be disclosed to any person, public body, body politic, political subdivision, or agency of the Federal government except when authorized by State or Federal law or in response to a lawfully issued subpoena or court order. In accordance with State law, student education records are exempt from the provisions of F.S. Chapter 119.

A. Prior Written Consent

1. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information other than directory information. The written consent shall include: signature of the parent, guardian, or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.
2. Disclosures of personally identifiable student information will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent, guardian, or eligible student, as appropriate. Personally identifiable student information which is disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The Corporation presumes the parent, guardian, or eligible student has the authority to grant permission for disclosure of personally identifiable student information unless the Corporation has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

Personally identifiable information or records of a student may be released to the following persons or organizations without the prior written consent of the student or the student's parent or guardian:

1. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.
2. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.
3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

   The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those

education programs. A written agreement between the parties is required under this exception. (see Form 8330 F16)

This written agreement must include:

a. designation of the receiving individual or entity as an authorized representative;
b. specification of the information to be disclosed;
c. specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements;
d. a summary of the activity that includes a description of the methodology and an explanation of why personally identifiable information is necessary to accomplish the activity;
e. a statement requiring the organization to destroy all personally identifiable information when it is no longer needed to carry out the audit or evaluation, along with a specific time period in which the information must be destroyed; and
f. a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the Corporation will use reasonable methods to verify that the authorized representative complies with FERPA regulations. Specifically, the Corporation will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The Corporation will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the Corporation will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the Corporation will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

4. Appropriate parties in connection with a student's application for or receipt of financial aid, if necessary to determine the eligibility for the aid; determine the amount of the aid; determine the conditions of the aid; and/or enforce the terms and conditions of the aid.
5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if the studies are conducted in a manner that does not permit the personal identification of students and their parents by persons other than representatives of such organizations and if the information will be destroyed when no longer needed for the purpose of conducting such studies.

   In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. (see Form 8330 F14)

   This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

   While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.
6. Accrediting organizations, in order to carry out their accrediting functions.
7. School Readiness programs as provided in State law in order to carry out their assigned duties.

8. For use as evidence in student expulsion hearings conducted by a district school board under F.S. Chapter 120; however, public records of expulsion hearings shall not contain any personally identifiable information.
9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals.
10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from F.S. 119.07 (1) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis and Government Accountability's official use.
11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

    Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. 152 (section 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.
13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.
14. Consistent with the Family Educational Rights and Privacy Act (FERPA), the Department of Children and Families (DCF) or a community-based care lead agency acting on behalf of the DCF, as appropriate.
15. Parents of a dependent student as defined by the Internal Revenue Service Tax Code of 1986 and in this policy.
16. Directory information as specified in this policy.
17. If the Corporation initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the Corporation. In such circumstances, the Corporation may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the Corporation to proceed with legal action as the plaintiff or to defend itself.
18. If the release is to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in Sections 2331 and 2332 of Title 18, U.S. Code.

    Under this exception, school officials are not required to record (i.e., on an access log) the disclosure of information from a student's education record when the school makes pursuant

to an ex parte order.

Further, an educational institution that, in good faith, produces information from education records in compliance with an ex parte order shall not be liable to any person for that disclosure.

19. If the release is otherwise permitted under Federal law.

C. Record of Disclosures

Record of any requests or disclosures of personally identifiable student information shall be maintained except for disclosures to the parent, guardian, or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

With regard to such disclosures, a school official is determined to be any employee of the Corporation, with direct responsibility for providing services to students. A legitimate educational interest is determined to mean responsibility for providing direct educational services to students which will include teaching, counseling, psychological services, or other services to students which require access to personally identifiable information and/or those specified in the law.

D. Disclosures - Health or Safety Emergencies

Disclosure of personally identifiable student information may be made by school officials in the event of a health or safety emergency. Such emergency situations shall be declared in writing to the CEO by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

Directory Information ~~DIRECTORY INFORMATION~~

The Corporation may make available, upon request, certain information known as directory information without prior permission of the parents or the eligible student. The Corporation shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Corporation designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the Corporation's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the CEO.

In accordance with Federal law, the Corporation shall release the names, addresses, Corporation-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's

parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The CEO is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, Corporation-assigned e-mail address (if available), and telephone listing not be released without parental consent.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the CEO shall appoint a person who has no conflicting interest to provide such written consent.

The Corporation may disclose directory information on former students without student or parental consent.

Transfer of Student Records

Student records shall be transferred in accordance with the requirements of F.A.C. 6A-1.0955.

While all reasonable efforts shall be made to collect for damaged or lost library books or textbooks, under no conditions shall the transfer of a student's cumulative record be delayed or denied for failure to pay any fine or fee assessed by the school. Progress reports to parents (report cards) may not be withheld for failure to pay any fine, fee, or an assessment for lost or damaged books.

The Corporation is required to transfer certain student records to Florida College System institutions and State universities when a student is enrolled. Specifically, the following documents must be transferred in accordance with the rules and regulations adopted by the State Board of Education and the Board of Governors when contained in a student's education records:

1. Verified reports of serious or recurrent behavior patterns, including any threat assessment report, all corresponding documentation, and any other information required by the Florida-specific behavioral threat assessment instrument pursuant to F.S. 1001.212 which contains the evaluation, intervention, and management of the threat assessment evaluations and intervention services; and
2. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by charter school staff, as appropriate.

Procedures

The CEO shall prepare administrative procedures to ensure that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's educational records;
B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
C. consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
D. challenge Corporation noncompliance with a parent's or eligible student's request to amend the records through a hearing;
E. file a complaint with the FLDOE;
F. obtain a copy of the Corporation's policy and administrative procedures on student records.

The CEO shall also develop, and update as needed, procedures for:

A. the proper storage and retention of records including a list of the type and location of record;
B. informing Corporation employees of the Federal and State laws concerning student records.

The Corporation is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing student records in accordance with this policy and procedures.

Additional Safeguards for Student Education Records

A. Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Corporation delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Corporation. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

B. <u>Required use of online educational services by students and parents</u>

In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Corporation requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:

1. The CEO is responsible for reviewing the online educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;
2. The CEO is responsible for the review and approval of online educational services that will be required for students to use;
3. Parents and eligible students will be notified any time they are required to use an online educational service that collects student PII;
4. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure.
5. The Corporation will not utilize any online educational service that will share or sell a student's PII for commercial purposes.

C. <u>Contracts or agreements with third-party vendors</u>

1. All contracts or agreements executed by or on behalf of the Corporation with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

    a. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;
    b. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations;
    c. ensure that only the student PII necessary for the service being provided will be disclosed to the third party;
    d. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A-1.0955(11)(b) has been met.

2. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:

    a. the disclosure is authorized by FERPA and 34 CFR §99.31;
    b. the disclosure is authorized by the Corporation's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or
    c. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. 6A-1.0955(11)(b) and this policy.

Request for Student Social Security Numbers at Enrollment

When a student enrolls in a Corporation school, the Corporation shall request that the student provide their social security number and shall indicate whether the student identification number assigned to the student is their social security number. A student satisfies this requirement by presenting ~~his/her~~ their social security card or a copy of the card to a school enrollment official. However, a student is not required to provide their social security number as a condition for enrollment or graduation.

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Legal
F.S. Chapter 119
F.S. 1001.41
F.S. 1001.52
F.S. 1002.22
F.S. 1002.221
F.S. 1002.222
F.S. 1003.25
F.A.C. 6A-1.0955
F.A.C. 6A-1.09550
20 U.S.C. 1232f (FERPA)
20 U.S.C. 1232g (FERPA)
20 U.S.C. 1232h (FERPA)
20 U.S.C. 1232i (FERPA)
20 U.S.C. 7908
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Act
Privacy Rights of Parents and Students - P.L. 90-247
No Child Left Behind Act of 2001 - P.L. 107-110
2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military Records SEC. 521

TO GO BEFORE BOARD

po8405

Revised Policy - Vol. 27, No. 1, Aug. 2026 - SCHOOL SAFETY AND SECURITY

ADOPTED May 4, 2023 · REVISED May 7, 2026

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 Chief Education Officer (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; Such training for classroom teachers and other members of instructional staff must explain the purpose, importance, and proper execution of school safety protocols and emergency procedures.
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 District Schools' Mental Health Coordinator, who serves as the primary point of contact regarding Bay District 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 . or they may transfer to the school in the district that they would otherwise be assigned ..

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 at least four (4) individuals with expertise in counseling, instruction, school administration, and law enforcement. The CEO or principal is responsible for appointing team members.
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 themself 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. On-site 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.

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Legal
F.S. 1001.212
F.S. 1006.07
F.S. 1006.13
F.S. 1006.1493
Florida Safe Schools Assessment Tool
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)
F.A.C. 6A-1.0018
F.A.C. 6A-1.0019
F.A.C. 6AER23-02
Ref-15900 Model Behavioral Threat Assessment Policies and Best Practices for K-12 Schools, Form BTAP-2022
Ref-15899 Comprehensive School Threat Assessment Guidelines, Form CSTAG-2022
Ref-15898 Florida Harm Prevention and Threat Management Instrument, Form OSS-002
Ref-15897 Florida Harm Prevention and Threat Management Manual, Form OSS-001

TO GO BEFORE BOARD

po8475

Revised Policy - Vol. 27, No. 1, Aug. 2026 - CRIMINAL BACKGROUND SCREENING FOR CONTRACTOR [ ] AND VOLUNTEER SCHOOL CHAPLAIN [END OF OPTION] ACCESS

ADOPTED May 4, 2023 · REVISED Nov 12, 2025

8475 - **CRIMINAL BACKGROUND SCREENING FOR CONTRACTOR ACCESS**

The safety of students is of paramount importance to the Corporation. Consistent with this concern for student safety, and in compliance with Florida law, the Corporation requires that all contractual personnel who are permitted access on school grounds when students are present, who have direct access to students, or who have access to or control of school funds must meet the screening requirements of F.S. 1012.32. Further, contractors who have direct contact with students must, upon engagement to provide services, undergo a background screening as required under F.S. 435.12 as well as F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

Noninstructional contractors who are permitted access to school grounds when students are present, whose performance of the contract with the school or Corporation is not anticipated to result in direct contact with students, and for whom any unanticipated contact would be infrequent and incidental shall be required to submit to a fingerprint-based criminal history check using the process described in F.S. 1012.32 (3).

The Governing Board is a registered employer with the Care Provider Background Screening Clearinghouse. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the Corporation for electronic fingerprint submission to the FDLE. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the Corporation in a position for which screening is not required by law but is authorized under the National Child Protection Act. Additionally, as it relates to Care Provider Background Screening, the following shall further apply:

Effective January 1, 2024, initial status and any changes in status must be reported within five (5) business days after a person receives their initial status or after a change in the person's status has been made.

For purposes of this policy, a "contractor" shall mean any vendor, individual, or entity under contract with a school or with the Corporation who receives remuneration for services performed for the Corporation or a school, but who is not otherwise considered an employee of the Corporation. The term also includes any employee of a contractor who performs services for the Corporation or school under the contract, as well as any subcontractor and employees of that subcontractor. This policy applies to both instructional and noninstructional contractors.

All contractors shall be informed that they are subject to a criminal background screening.

The information contained in the reports received is confidential. The Corporation shall not share information received as the result of the criminal background check with other school districts.

A contractor who has a criminal history records check and meets the screening requirements set forth in State law shall be permitted to have access on school grounds when students are present, to have direct contact with students, and to have access to or control of school funds as required by the scope of their employment.

Exemptions for Noninstructional Contractors

The following noninstructional contractors shall be exempt from the screening requirements set forth in State law:

A. Noninstructional contractors who are under the direct supervision of a Corporation employee are exempt from the screening requirements set forth in State law. Pursuant to State law, "direct supervision" means that a Corporation employee or contractor, who has had a criminal history records check and has met the screening requirements, is physically present with a noninstructional contractor when the noninstructional contractor has access to a student and the access remains in the Corporation employee's or the qualified contractor's line of sight.

   However, if a noninstructional contractor who was exempt because s/he is under the direct supervision of a Corporation employee or a contractor who has met the criminal history records check screening requirements is no longer under direct supervision of that employee or contractor who has met the criminal history records check screening requirement, said non-instructional contractor shall not be permitted on school grounds when students are present until s/he meets the screening requirements set forth in State law or until such direct supervision can be assured.

B. A noninstructional contractor who is required by law to undergo a Level 2 background screening pursuant to F.S. 435.04 for licensure, certification, employment, or other purposes and who submits evidence of meeting the following criteria:

   1. The contractor meets the screening standards in F.S. 435.04.

   2. The contractor's license or certificate is active and in good standing, if the contractor is a licensee or certificate holder.

   3. The contractor completed the criminal history check within five (5) years prior to seeking access to school grounds when students are present.

C. A law enforcement officer, as defined in F.S. 943.10, who is assigned or dispatched to school grounds by his/her employer.

D. An employee or medical director of an ambulance provider licensed pursuant to Chapter 401 of State law, who is providing services within the scope of part III of Chapter 401 of State law on behalf of such ambulance provider.

E. Noninstructional contractors who remain at a site where students are not permitted if the site is separated from the remainder of the school grounds by a single chain-link fence of six (6) feet in height.

F. A noninstructional contractor who provides pickup or delivery services and those services involve brief visits on school grounds when students are present.

G. An investigator for the Florida High School Athletic Association (FHSAA) who meets the requirements under F.S. 1006.20(2)(f).

The Corporation will not subject a contractor who meets the requirements set forth in State law to an additional criminal history check. Upon submission of evidence and verification by the Corporation, the Corporation will accept the results of the criminal history check for the contractor.

A noninstructional contractor who is exempt under this policy from the screening requirements set forth in State law is subject to a search of his/her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the FDLE under F.S. 943.043 and the National Sex Offender Public Registry maintained by the United States Department of Justice. The Corporation will conduct the search required under this subsection without charge or fee to the contractor.

Disqualifying Offenses for Noninstructional Contractors

A noninstructional contractor for whom a criminal history check is required under this policy may not have been convicted of any of the following offenses designated in the Florida statutes, any similar offense in another jurisdiction, or any similar offense committed in this State which has been redesignated from a former provision of the Florida statutes to one (1) of the following:

A. Any offense listed in F.S. 943.0435(1)(h)1. relating to the registration of an individual as a sexual offender.

B. Any offense under F.S. 393.135 relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.

C. Any offense under F.S. 394.4593 relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.

D. Any offense under F.S. 775.30 relating to terrorism.

E. Any offense under F.S. 782.04 relating to murder.

F. Any offense under F.S. 787.01 relating to kidnapping.

G. Any offense under Chapter 800 of State law relating to lewdness and indecent exposure.

H. Any offense under F.S. 826.04 relating to incest.

I. Any offense under F.S. 827.03 relating to child abuse, aggravated child abuse, or neglect of a child.

For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435. Additionally, "conviction of a similar offense" includes, but is not limited to, a conviction by a Federal or military tribunal, including court-martials conducted by the Armed Forces of the United States, and includes a conviction or entry of a plea of guilty or nolo contendere resulting in a sanction in any State of the United States or other jurisdiction. Further, a "sanction" includes, but is not limited to, a fine, probation, community control, parole, conditional release, control release, or incarceration in a State prison, Federal prison, private correctional facility, or local detention facility.

Disqualifying Offenses for Instructional Contractors

An instructional contractor may not have been convicted of any of the offenses listed in F.S. 1012.315.

Duty to Inform

Under penalty of perjury, each person who is under contract in a capacity described in this policy must agree to inform his/her employer or the party with whom s/he is under contract within forty-eight (48) hours if convicted of any disqualifying offense while s/he is under contract in that capacity. A contractor who willfully fails to comply with this subsection commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083. If the employer of a noninstructional contractor or the party to whom the non-instructional contractor is under contract knows the noninstructional contractor has been arrested for any of the disqualifying offenses listed above, and authorizes the noninstructional contractor to be present on school grounds when students are present, such employer or such party commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.

Failure to Meet Screening Requirements

If it is found that a person who is under contract in a capacity described in this policy does not meet the screening requirements, and/or has been convicted of any of the offenses listed above, the person shall be immediately suspended from working in the capacity of a contractor and having access to school

grounds, and shall remain suspended until final resolution of any appeals and/or the conviction is set aside in any post conviction proceeding.

Sexual Predators

A contractor who is identified as a sexual predator or sexual offender in the registry search shall not be permitted on school grounds when students are present. Upon determining that a contractor shall not be permitted on school grounds because of his/her status as a sexual predator or sexual offender, the Corporation will notify the vendor, individual, or entity under contract within three (3) business days.

Corporation's Duty to Notify Contractor of Denial of Access

If the Corporation has reasonable cause to believe that grounds exist for the denial of a contractor's access to school grounds when students are present, it shall notify the contractor in writing, stating the specific record that indicates noncompliance with the standards set forth in this policy. It is the responsibility of the affected contractor to contest his/her denial. The only basis for contesting the denial is proof of mistaken identity or that an offense from another jurisdiction is not disqualifying under those offenses listed above.

Identification Badges

State law requires the Department of Education (DOE) to create a uniform, Statewide identification badge to be worn by contractors. This badge signifies that a contractor has met the statutory background screening requirements. The District must issue an identification badge to the contractor, which must bear a photograph of the contractor if the contractor:

A. is a resident and citizen of the United States or a permanent resident alien of the United States as determined by the United States Citizenship and Immigration Services;

B. is eighteen (18) years of age or older; and

C. meets the statutory background screening requirements pursuant to State law and this policy.

The uniform, Statewide identification badge will be recognized by the Corporation and must be visible at all times that a contractor is on school grounds. The identification badge is valid for a period of five (5) years. A contractor who is arrested for any disqualifying offense is required to inform his/her employer or the party to whom s/he is under contract within forty-eight (48) hours. If a contractor provides such notification, the contractor must, within forty-eight (48) hours, return the identification badge to the school district that issued the badge.

State law requires the FLDOE to determine a uniform cost that a school district may charge a contractor for receipt of the identification badge, which must be borne by the recipient of the badge. These provisions do not apply to noninstructional contractors who are exempt from background screening requirements.

Penalty for Violation

A contractor who is present on school grounds in violation of this section commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.

Effective 7/1/23
Revised 11/12/25

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Legal
F.S. 435.12
F.S. 775.082
F.S. 775.083
F.S. 1012.32

F.S. 1012.465
F.S. 1012.467
F.S. 1012.468
F.S. 1012.56

TO GO BEFORE BOARD

po8810

Revised Policy - Vol. 27. No. 1, Aug. 2026 - THE AMERICAN FLAG, THE FLAG OF THE STATE OF FLORIDA, AND THE OFFICIAL MOTTO OF THE STATE OF FLORIDA

ADOPTED May 4, 2023

8810 - **THE AMERICAN FLAG, THE FLAG OF THE STATE OF FLORIDA, AND THE OFFICIAL MOTTO OF THE STATE OF FLORIDA**

Salute to the American Flag

The Pledge of Allegiance to the American Flag shall be rendered daily according to the provisions of F.S. 1003.44.

Display of the American Flag and the Flag of the State of Florida

A. Out-of-Doors (American Flag and the Flag of the State of Florida)

The flags shall be displayed daily upon the grounds of each school on a suitable flag staff when the weather permits, except when the school or Corporation is closed for vacation.

The American Flag shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The American flag shall be raised before the opening of school and taken down at its close every day.

B. In the Classroom (American Flag)

Each classroom shall display the flag of the United States on an appropriate staff. The flag must be made in the United States, must be at least 2 feet by 3 feet, and must be properly displayed in accordance with Title 4 U.S.C. Flags shall be procured in accordance with F.S. 1000.06(2).

Flying the Flag at Half-Staff

Etiquette regarding the U.S. Flag says, "The flag is to be flown at half-staff in mourning for designated, principal government leaders and upon **presidential** or **gubernatorial** order."

Pledge of Allegiance

Instructional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Corporation prohibits the intimidation of any student by other students or staff for the purpose of coercing participation. The Chief Education Officer (CEO) shall develop procedures which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student. A written notice shall be published in the student handbook that a student has the right not to participate in reciting the pledge. Upon written request by the student's parent, the student must be excused from reciting the pledge, including standing and placing the right hand over the student's heart.

Display of the Official Motto of the State of Florida

The official motto of the State of Florida, "In God We Trust", shall be displayed in a conspicuous place in all schools in the Corporation and in each building used by the Corporation.

Display of Portraits of George Washington and Abraham Lincoln

Subject to legislative appropriation, all public schools shall display portraits of George Washington and Abraham Lincoln in a conspicuous place.

Effective 7/1/23

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Legal
F.S. 15.0301
F.S. 1000.06
F.S. 1001.41
F.S. 1003.44
U.S. Public Law No. 623, as amended by U.S. Public Law No. 829

TO GO BEFORE BOARD

po9211

New Policy - Vol. 27, No. 1, June 2026 - DIRECT-SUPPORT ORGANIZATIONS (DSOs)

ADOPTED May 4, 2023 · REVISED Jul 11, 2024

New Policy - Vol. 27, No. 1

9211 - **DIRECT-SUPPORT ORGANIZATIONS (DSOs)**

The Governing ~~School~~ Board believes that direct-support organizations (DSOs) provide invaluable assistance to the students of this Corporation ~~District~~ and its programs. For purposes of this policy, a "direct-support organization" is an organization that meets the following criteria:

A. it is approved by the Governing Board;
B. it is a Florida corporation not-for-profit, incorporated under the provisions of F.S. Chapter 617 and approved by the Department of State;
C. it is organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of public kindergarten through 12th grade education and adult career and technical and community education programs in the Corporation ~~District~~.

DSOs do not include school support organizations (SSOs) governed in accordance with Policy 9215 - *School Support Organizations*.

The Board may approve agreements with DSOs that meet the criteria listed above. DSOs must submit their applications directly to the Chief Education Officer (CEO) ~~Superintendent~~.

If the CEO ~~Superintendent~~ determines that the proposed DSO meets the criteria listed above, the application shall be submitted to the Board for approval.

The Board may permit the use of property, facilities, and personal services of the Corporation ~~District~~ by the DSO, subject to provisions of the Florida statutes and corresponding Board policies. Additionally, the Board may contract with a DSO for personal services or operations. However, a retiree of the Florida Retirement System (FRS) must first satisfy the requirements for termination from employment provided in F.S. 121.021 before providing such services or operations for an FRS employer and is subject to reemployment limitations provided in F.S. 121.091.

The Board will not appropriate any Corporation ~~District~~ funds to a DSO for start-up funds to being a fund-raising program.

~~**[ ] Option #1**~~

~~**DSOs With More Than $100,000.00 in Annual Expenditures and Expenses**~~

~~The Board requires that each DSO with more than $100,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.~~

~~Furthermore, the Board requires that each DSO that is audited pursuant to this policy submit an annual audit report no later than nine (9) months after the close of the fiscal year, that is June 30th, to the Board and the Auditor General.~~

~~An audit conducted pursuant to this policy shall be performed by an independent certified public accountant in accordance with rules adopted pursuant to F.S. 11.45(8) by the Auditor General and Commissioner of Education. The audit report shall maintain the anonymity of donors to the DSO.~~

~~The Commissioner of Education, the Auditor General, and the Office of Program Policy Analysis and Government Accountability have the authority under State law to require and receive from the organization or the District auditor any records relative to the operation of the organization. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors are confidential and, therefore, exept from the provisions of State law. Any other records of such DSOs subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.~~

~~The DSO shall also submit to the Superintendent and the Board an annual report indicating its goal(s), programs, and activities no later than _____.~~

~~**[END OF OPTION #1]**~~

~~**[ ] Option #2**~~

DSOs With More Than $250,000.00 in Annual Expenditures and Expenses

The Board requires that each DSO with more than $250,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records. The Corporation reserves the right to request an audit using the Corporation auditor.

Furthermore, the Board requires that each DSO that is audited pursuant to this section submit an annual financial audit report no later than nine (9) months after the close of the fiscal year, that is June 30th, to the Board ~~and the Auditor General~~. The Board may, at its discretion, contract with a vendor for an annual financial audit of a DSO.

An audit conducted pursuant to this policy shall be performed by an independent certified public accountant in accordance with rules adopted pursuant to F.S. 11.45(8) by the Auditor General and Commissioner of Education. The audit report shall maintain the anonymity of donors to the DSO.

The Commissioner of Education, the Auditor General, and/or the Office of Program Policy Analysis and Government Accountability have the authority under State law to require and receive from the organization or the Corporation ~~District~~ auditor any records relative to the operation of an organization with more than $100,000.00 in annual expenditures or expenses. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors are confidential and, therefore, exempt from the provisions of State law. Any other records of such DSOs subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.

DSOs With Less Than $250,000.00 in Annual Expenditures and Expenses

The Board ~~( ) does ( )~~ does not ~~[END OF OPTIONS]~~ require that each DSO with less than $250,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records. The Corporation reserves the right to request an audit using the Corporation auditor.

Each DSO that is audited pursuant to this section shall submit an annual financial audit report no later than nine (9) months after the close of the fiscal year, that is June 30th, to the Board. The Board may, at its discretion, contract with a vendor for an annual financial audit of a DSO.

An audit conducted pursuant to this policy shall be performed by an independent certified public accountant in accordance with procedures adopted pursuant to F.S. 11.45(8) by the Auditor General and Commissioner of Education. The audit report shall maintain the anonymity of donors to the DSO.

The CEO ~~Superintendent~~ has the authority under this section of Board policy to require and receive from the organization any records relative to the operation of the organization. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors

are confidential and, therefore, exempt from the provisions of State law. Any other records of such DSOs subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.

The DSO shall also submit to the CEO ~~Superintendent~~ and the Board an annual report indicating its goal(s), programs, and activities no later than August 1st of each year ~~_____~~.

~~**[END OF OPTION #2]**~~

Equal Employment Opportunities

The Board does not permit the use of property, facilities, or personal services by any DSO that does not provide equal employment opportunities consistent with applicable State and Federal laws.

~~**Use of Donations and Revenues for Athletic Coaches, Activity Directors, or Activity Sponsors of an Extra-Curricular Activity**~~

~~Voluntary donations and revenues generated by authorized DSOs that operate as booster clubs or associations may be used to provide funds to athletic coaches, activity directors, or activity sponsors of an extra-curricular activity supported by a booster club or association. Such funds may not be used for severance pay or for compensation as defined in F.S. 1012.22.~~

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Legal
F.S. 11.45(8)
F.S. 119.07(1)
F.S. 1001.453
F.A.C. 6A-1.0013

TO GO BEFORE BOARD

po9211

Rescind Policy - Vol. 26, No. 2, School Support Organizations - March 2026 - BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

Rescind Policy - Vol. 26, No. 2, School Support Organizations

~~9211 - **BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS**~~

~~The Governing Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of ( ) Corporation ( ) System ( ) _____ students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the ( ) Corporation ( ) System ( ) _____.~~

~~**School-Based Organizations**~~

~~School-based organizations include, but are not necessarily limited to, clubs, classes and departments, and other school-sponsored groups.~~

~~All fund-raising activities must be approved by the principal. The financial transactions of each school organization shall be accounted for in the school internal funds. All funds handled by ( ) Corporation ( ) System ( ) _____ employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the ( ) Corporation ( ) System ( ) _____-level accounting system. All school organizations, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the ( ) Corporation ( ) System ( ) _____ for receipt and expenditure of those funds in the manner prescribed by the Board. If approved by the Board, a school-based, direct-support organization as defined under F.S. 1001.453 may have all financial transactions accounted for in school internal funds. All school internal funds financial transactions are accounted for using procedures prescribed by the Chief Financial Officer (CFO), Florida Red Book, State statutes, and/or Federal guidelines.~~

~~Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements if authorized by the Chief Education Officer (CEO) and CFO.~~

~~Student participation in fund-raising activities shall not be in conflict with the program as administered by the ( ) Corporation ( ) System ( ) _____ and shall be in compliance with Policy 5830 - *Student Fund-Raising* , Policy 6605 - *Crowdfunding* , and Policy 6610 - *School Internal Funds* .~~

~~Fund-raising activities by a school, by any group within a school, or in the name of a school shall not conflict with programs as administered by the ( ) Corporation ( ) System ( ) _____.~~

~~Funds collected shall be expended to benefit students of the particular school raising funds unless those funds are being collected for a specific documented purpose or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds or the student body. Those internal account funds designated for general purposes shall be used to benefit the student body.~~

~~Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial & Program Cost Accounting & Reporting for Florida Schools, Red Book 2017. Sound business practices shall be observed in all transactions.~~

Each school organization shall be subject to audit upon request by the ( ) Corporation ( ) System ( ) _____. Audits may be conducted by the ( ) Corporation ( ) System ( ) _____ at the ( ) Corporation's ( ) System's ( ) _____'s expense or the ( ) Corporation ( ) System ( ) _____ may hire an outside CPA to conduct the audit at the expense of the school organization.

Booster Clubs and Other Outside Support Organizations

Outside support organizations include, but are not limited to, parent organizations, booster clubs, and any other support organization. The ( ) Corporation ( ) System ( ) _____ will refer to these organizations as component units.

For purposes of this policy, outside support organizations are defined as any registered Florida non-profit entity, group, or other organization formed and operating for the purpose of supporting ( ) Corporation ( ) System ( ) _____ programs. Outside support organizations shall obtain their own tax identification number and submit their W-9 and bylaws to the CEO for review and approval.

The ( ) Corporation ( ) System ( ) _____ recognizes that individuals may wish to establish an outside support organization to promote and enhance the educational experiences of, as well as co-curricular and extra-curricular activities, for ( ) Corporation ( ) System ( ) _____ students. However, in using the name of the ( ) Corporation ( ) System ( ) _____ or any of its schools and in organizing a group whose identity derives from (a) school(s) of this ( ) Corporation ( ) System ( ) _____, the outside support organization must share responsibility with the ( ) Corporation ( ) System ( ) _____ for the welfare of the students who will benefit from the outside support organization's fund-raising activities. Therefore, any outside support organization desiring to use the good name of the ( ) Corporation ( ) System ( ) _____, as well as any logos or other insignia or emblems associated with and/or used to identify the ( ) Corporation ( ) System ( ) _____, school(s), and/or school-sponsored programs and activities, must obtain the approval of the CEO as a prerequisite to organizing.

Representatives and members of approved outside support organizations shall in all circumstances be treated by ( ) Corporation ( ) System ( ) _____ employees as interested friends of the schools and as supporters of public education in the ( ) Corporation ( ) System ( ) _____.

Staff members are encouraged to join outside support organizations in their related area(s) of specialization or interest.

The ( ) Corporation ( ) System ( ) _____ will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The ( ) Corporation ( ) System ( ) _____ relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Insurance

Outside support organizations shall indemnify and hold the ( ) Corporation ( ) System ( ) _____ harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out their activities.

Outside support organizations shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the outside support organization and ( ) Corporation ( ) System ( ) _____ against claims for damage or injury resulting from any act or omission on the part of the outside support organization. The amount of insurance coverage shall not be less than $1,000,000 and the outside support organization shall provide the ( ) Corporation ( ) System ( ) _____ with sufficient documentation demonstrating that the ( ) Corporation ( ) System ( ) _____ is named as an additional insured on the policy.

Nondiscrimination

Outside support organizations shall allow participation by parents, ( ) Corporation ( ) System ( ) _____ staff, and members of the community. All meetings should be communicated to the school and be open to the public. Outside support organizations shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability (including HIV, AIDS, or sickle cell trait), marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes").

Persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.

Financial Requirements

By the end of each year, each outside support organization shall submit its participation requirements, dues, fees, tentative goals, and objectives and fund-raising plans for the next school year to the principal for review. Should an outside support organization propose a change to these submittals during the school year, the principal shall be advised before any final revisions are made. This information shall be made available on the school's website at the beginning of each school year.

Outside support organizations shall permit the ( ) Corporation ( ) System ( ) _____ to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the ( ) Corporation ( ) System ( ) _____. The Booster organization shall have all financial transactions accounted for using a ( ) Corporation ( ) System ( ) _____ bookkeeper and ( ) Corporation ( ) System ( ) _____ Accounting software.

In addition, outside support organization must produce the following documents to the CEO and/or CFO upon request:

A. A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).

B. A copy of the articles of incorporation or amended articles of incorporation on file with the Florida Department of State, Division of Corporations (if applicable).

C. A copy of any filing with the Florida Department of State, Division of Corporations and the Florida Department of Agriculture and Consumer Services (if applicable).

D. A copy of the outside support organization's Bylaws and any amendments or any other governance documents.

E. A current list of names, addresses, and titles of each officer. No employee of the ( ) Corporation ( ) System ( ) _____ may be an officer of the booster organization in order for the organization to obtain Board recognition.

F. A description of the projects or activities the outside support organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.

G. The outside support organization's balance sheet together with an accounting of the outside support organization's income and expenses for the preceding calendar year. The ( ) Corporation ( ) System ( ) _____ bookkeeper shall produce the documentation as needed for review.

H. Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.

The activities of outside support organizations shall not involve the use of public funds and the ( ) Corporation ( ) System ( ) _____.

For any fund-raisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs* , the USDA *Smart Snacks in Schools* regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods* , whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, administration, and any approved outside support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:

A. The Board relies upon approved outside support organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.

B. In addition to parents, membership should be made available to ( ) Corporation ( ) System ( ) _____ staff and members of the community.

C. Outside support organizations shall work in cooperation with the principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.

D. Outside support organizations are encouraged to set goals that are consistent with those of the particular programs, activities or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. Outside support organizations must abide by the policies and procedures established for the use of ( ) Corporation ( ) System ( ) _____ facilities and grounds. Projects that require any modification or alteration to ( ) Corporation ( ) System ( ) _____ property must be pre-approved by the CEO.

F. Outside support organizations shall provide monthly financial reports to the principal.

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Legal
7 C.F.R. 210.11
42 U.S.C. 1779
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records

F.A.C. 6A-1.087, School Board Responsible for Internal Funds
F.A.C. 6A-1.091, Purchases from Internal Funds
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014

TO GO BEFORE BOARD

po9215

Revised Policy - Vol. 27, No. 1, Aug. 2026 - SCHOOL SUPPORT ORGANIZATIONS (SSOs)

ADOPTED May 4, 2023 · REVISED Oct 5, 2023

Revised Policy - Vol. 27, No. 1

9215 - **SCHOOL SUPPORT ORGANIZATIONS (** SSOs ~~SSO~~ **)**

~~**[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSO), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]**~~

The Governing Board believes that school support organizations (SSOs) provide invaluable assistance to its students and programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of students, to help meet the educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster Clubs ~~Club~~, ~~Foundation,~~ Parent Teacher Associations ~~Association~~ (PTA), Parent Teacher Organizations ~~Organization~~ (PTO), Parent Teacher Support Associations ~~Association~~, ~~direct-support organizations under F.S. 1001.453,~~ or any other nongovernmental organization or group of persons whose primary purpose is to support the Board, school club, or academic, arts, athletic or social activities related to the school, that collects or receives money, materials, property or securities from students, parents or members of the general public. SSOs do not include direct-support organizations (DSOs) under F.S. 1001.45.

~~**[]** A group of people who merely request that students, parents, or members of the general public make donations to a Board, school, school club, or academic, arts, athletic or social activity related to the school or assist in the raising of funds for a specified purpose under the sponsorship of a Board employee where the funds are turned over to the Board or school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO.~~ ~~**[END OF OPTION]**~~

Donation: Any gift or contribution of money, materials, property, or securities from any nongovernmental source received by a Board official or employee for the benefit of the Board, school, school club, or academic, arts, athletic, or social activity related to the school.

Internal School Funds: Any and all money received and accounted for at the school by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to the school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the school from the Board that are to be accounted for; (d) Funds raised through cooperative agreements

with outside organizations; (e) Rental fees charged outside entities for use of school facilities; and (f) Student activity funds.

~~The~~ ~~(~~ ~~)~~ ~~Chief Education Officer (CEO)~~ ~~(~~ ~~)~~ ~~Principal~~ ~~**[END OF OPTION]**~~ ~~is authorized to provide support and assistance as appropriate upon the request of such an organization.~~

Prior Approval Process

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a Board, school, school club, or any academic, arts, athletic, or social activity or event related to a school, the SSO shall submit documentation to the Board that, at a minimum, documents the following:

A. The SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);
B. The goals and objectives of the SSO; and
C. The telephone number, address, and position of each officer of the organization.

Additionally, prior to approving an SSO, the CEO shall:

A. review the objectives of the SSO to determine that relevant educational needs are being addressed;
B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative procedures.

Annual Requirements

The SSO shall annually, before the beginning of the school year, submit documentation to the Board verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:

A. the goals and objectives of the organization; and
B. the current telephone number, address, and position of each officer of the organization.

The SSO shall file a statement of total revenues and disbursements at the end of the school year.

The SSO shall also annually provide a digital record of an annual remittance of insurance coverage.

Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.

~~The Board shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by _____ on the Board or school website.~~

~~**[ ]**~~ ~~Any SSO that has met the requirements of this policy and is officially listed on the website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.~~ ~~**[END OF OPTION]**~~

~~[ ]~~ **Recordkeeping Requirements**

All SSOs shall maintain, at a minimum, the following:

A. detailed statements of receipts and disbursements;
B. minutes of any meetings; and
C. a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.

[ ] The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the school community. [END OF OPTION]

[ ] Upon request, the SSO shall provide to the Board or any authorized and appropriate auditor, access to all books, records, and bank account information for the organization. [END OF OPTION]

[END OF RECORDKEEPING REQUIREMENTS OPTIONS]

[ ] **SSO Officer Responsibilities**

The SSO officers shall be responsible for the following:

A. safeguarding the SSO funds;
B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and
C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.

[ ] All the voting members of any SSO board shall not be Board or school staff members. [END OF OPTION]

[ ] A school staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO. [END OF OPTION]

[END OF SSO OFFICER RESPONSIBILITIES OPTIONS]

Limitation of Liability

The CEO shall require each SSOs fundraising activities comply with all applicable Board policies including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 - *Accountability and Oversight of Fundraiser and Crowdfunding Disbursements*.

SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

SSOs shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any act or omission on the part of the SSO. The amount of insurance coverage shall not be less than $1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.

[ ] The Board may require additional coverage for on-site events. [END OF OPTION]

[ ] The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage. [END OF OPTION]

[ ] **Required Compliance Measures**

[ ] Any organization described in this policy must obtain an advance written cooperative agreement from ( ) the CEO ( ) Building Principal or CEO ( ) the Board [END OF OPTION] before using any of the Board's logos or name ( ) as well as the Board's or school's slogans, specifically: _____, _____ [DRAFTING NOTE: Identify any specific slogans or

~~taglines that would identify a connection to the Board or school] [END OF OPTION]~~ for the purpose of describing or promoting the organization or any activity of the organization.

~~[ ]~~ - By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the CEO ~~for review by the Board~~. Should the goals and objectives or fundraising plans change during the school year, the CEO is to be advised before any final revisions are made. ~~- [END OF OPTION]~~

~~[ ] The CEO shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year. [END OF OPTION]~~

~~[END OF REQUIRED COMPLIANCE MEASURES OPTIONS]~~

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the Board and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (protected classes).

Individuals shall not be excluded from participation in SSOs based upon the extent or level of their past participation.

~~[ ] [OPTION 1 - no exceptions]~~

~~For any fundraisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law. If approved, the fundraisers that involve the sale of food items or beverages that will be consumed on campus must also be consistent with regulations established in Policy 8550, *Competitive Foods*. Further, there shall be no exemptions from the standards for competitive foods in the Board's schools.~~

~~[END OF OPTION 1]~~

~~[ ] [OPTION 2 - exceptions per F.A.C. 5P-1.003]~~

For any fundraisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

~~[END OF OPTION 2]~~

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Corporation ~~Board~~, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.
B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.
C. SSOs shall work in cooperation with the Principal and/or CEO and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.
D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the CEO.
F. Voluntary donations and revenues by authorized booster clubs or associations may be used to provide funds to athletic coaches, activity directors, or activity sponsors of an extra-curricular activity supported by a booster club or association. Such funds may not be used for severance pay or for compensation as defined in F.S. 1012.22.

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Legal
F.S. 11.45(8)
F.S. 119.07(1)
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1001.453
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 6A-1.001
F.A.C. 6A-1.0013
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act

TO GO BEFORE BOARD

*po3120.04

EMPLOYMENT OF SUBSTITUTE, LONG-TERM SUBSTITUTE, PART-TIME, AND CONDITIONAL INSTRUCTIONAL PERSONNEL

ADOPTED May 4, 2023 · REVISED Jul 11, 2024

3120.04 - **EMPLOYMENT OF SUBSTITUTE, LONG-TERM SUBSTITUTE, PART-TIME, AND CONDITIONAL INSTRUCTIONAL PERSONNEL**

When it becomes necessary to employ instructional personnel on a temporary basis, such employment is on a limited-time basis for the purpose of filling a vacancy for which a regular employee cannot be found or to perform some task of a temporary nature. This employment shall end at the close of the school term, at the end of the fiscal year, or at the time when the temporary task is completed.

A. Substitute Teachers

The Corporation authorizes the employment of State and Corporation certificated substitute teachers pursuant to Florida law. The employment of substitute teachers shall be in accordance with a planned program developed by the Corporation. Substitute teachers must provide documentation of a minimum education level of a high school diploma or equivalent. Potential substitute teachers with no prior teaching experience, as determined by the Board, must complete an additional training program that includes classroom management skills and instructional strategies.

Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Payroll Manager.

In the absence of a regular teacher, a substitute teacher shall be employed under the following conditions:

1. Absences of regular teachers shall be filled by highly qualified substitute teachers whenever possible.
2. All substitute teachers shall observe the same hours and perform the same duties as regular teachers. Substitutes may be excused by the principal from instructional meetings.
3. Each substitute teacher shall conduct classes according to lesson plans and schedules prepared by the teacher who is absent.
4. The principal shall determine whether substitutes will be responsible for the extra-curricular duties assigned to the regular teacher. Each substitute shall leave for the returning teacher a summary of the work covered and work assigned to students.
5. Compensation of substitute teachers shall be established by the Board.
6. Each substitute teacher shall file a complete set of fingerprints as required in Policy 3121.01 - *Employment History and Criminal Background Checks* and F.S. 1012.32 .
7. The Corporation may remove a substitute teacher from its approved list of substitute teachers with or without cause. The substitute teacher removed from the approved list

shall not have any further recourse against the Corporation unless removal from the approved list is in violation of State or Federal law.

B. Long-Term Substitute Teachers

A substitute teacher who is hired to fill in for a regular teacher for a period of more than twenty-one (21) days, but no longer than six (6) months. Employment beyond the initial stated period does not in any way imply a change in employment status. A substitute teacher will attain the status of long-term substitute on the 21st consecutive, uninterrupted workday and will retain this status unless notified of a change. Long-term substitutes receive all legally mandated benefits, but are ineligible for all the Corporation's other benefit programs such as, but not limited to, paid holidays, personal/sick leave and insurance benefits.

C. Part-Time Instructional Personnel

The Corporation authorizes the employment of temporary or part-time personnel as needed to teach less than a full school day or less than a full school year.

D. Conditional Instructional Personnel

An employee who, at the time of hire, has a Statement of Eligibility from the Florida Department of Education (FLDOE) stating the employee is "eligible" for a Florida Educator's Certificate, either Temporary or Professional, is considered " conditional instructional personnel".
Conditional Instructional Personnel retain this status until the Florida Educator's Certificate is issued. Conditional Instructional Personnel are paid at the same rate as Long-Term Substitute Teachers. Conditional Instructional Personnel receive all legally mandated benefits as well as all the Corporation's other benefit programs such as, but not limited to, paid holidays, personal/sick leave and insurance benefits for those who qualify in accordance with Board policy. ~~the parameters set forth in the Affordable Care Act.~~

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

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Legal
F.S. 1002.83(14)
F.S. 1012.35
F.S. 1012.36

TO GO BEFORE BOARD

*po5330.03 - RESCIND

ADMINISTRATION OF EPINEPHRINE BY TRAINED SCHOOL PERSONNEL

ADOPTED May 4, 2023

~~5330.03 - **ADMINISTRATION OF EPINEPHRINE BY TRAINED SCHOOL PERSONNEL**~~
~~The Corporation authorizes the Chief Education Officer (CEO) to adopt a protocol developed by a licensed physician for the administration of epinephrine by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection.~~
~~Pursuant to State law, educational training programs for school personnel must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or by an entity or individual approved by the Department of Health. The Principal shall arrange for staff who may administer an epinephrine auto-injector.~~
~~The curriculum for this training must include at a minimum:~~

A. ~~recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and~~
B. ~~the proper administration of an epinephrine auto-injector.~~

~~Effective 7/1/23~~
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~~**Legal**~~
~~F.S. 381.88~~
~~F.S. 1002.20~~

TO GO BEFORE BOARD

*po5830

STUDENT FUNDRAISING

ADOPTED May 4, 2023

5830 - **STUDENT FUND - RAISING**

The Corporation acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student fund - raising" shall include student solicitation and collection of money for any purpose including the collection of money in exchange for tickets, papers, or any other goods or services.

The Corporation will permit student fund - raising in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school ~~schools~~.

The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Chief Financial Officer (CFO). ~~Further, student fund-raising by approved school organizations, those whose funds are managed by the Chief Financial Officer (CFO), may be permitted in school if approved by the principal.~~

All fund - raisers must be approved by the principal.

Raffles and all games of chance are prohibited.

For any fund - raisers by student clubs and organizations, parent groups, or booster clubs that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, and the USDA Smart Snacks in Schools and regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fund - raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500 ~~8550~~ *Food Service Program*, ~~*Competitive Foods*~~, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

All funds raised must be deposited in accordance with Policy 6610 - *School Internal Funds*.

Use of the name, logo, or any assets of the Corporation, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Chief Education Officer (CEO).

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the CEO.

Door-to-door solicitation by elementary and middle school students is prohibited. High school students who solicit door-to-door are required to work in groups of at least two (2).

School-wide and classroom incentives are permitted with the approval of the Principal. Incentives for individual students may be permitted if they have educational value.

Student fund-raising by approved school organizations off school grounds may be permitted under the administrative procedures of the CEO.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the CFO may be permitted on school grounds in accordance with the CEO's administrative procedures. These fund-raisers shall comply with the provisions of all Board policies. ~~Policy 9211, *Parent Organizations, Booster Clubs, and Other Fund-Raising Activities*~~.

These administrative procedures should:

A. specify the times and places in which funds may be collected;

B. describe permitted methods of solicitation which do not place undue pressure on students;

C. limit the kind and amount of advertising for solicitation.

Advisors, whether staff members or volunteers, for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors, whether staff members or volunteers, for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a fund-raiser.

In addition, advisors, whether staff members or volunteers, for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

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 an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the CFO, in writing, that ~~s/he~~ the employee received such compensation and shall thereafter properly transmit said compensation to the Chief Financial Officer at ~~his/her~~ the employee's earliest opportunity.

Effective 7/1/23

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Legal
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records
F.A.C. 6A-1.087, School Board Responsible for Internal Funds

F.A.C. 6A-1.091, Purchases from Internal Funds
7 C.F.R. Part 210
7 C.F.R. Part 220
42 U.S.C. 1779
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014

TO GO BEFORE BOARD

*po6325

PROCUREMENT - FEDERAL GRANTS/FUNDS

ADOPTED May 4, 2023 · REVISED Jun 5, 2025

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or Corporation matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The Chief Financial Officer (CFO) shall have and use a procurement and contract administration system in accordance with Federal requirements (2 C.F.R. 200.317-.326; 7 C.F.R. 210.21) for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the Corporation's documented general purchasing Policy 6320.

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc., of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

The Corporation will not request documentation of, consider, or give a preference based on a vendor's social, political, or ideological interests.

The Corporation shall take affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible in accordance with 2 C.F.R. 200.321.

All Corporation employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1129, Policy 3129, and Policy 4129 – *Conflict of Interest*.

The Corporation will avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the Corporation may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or Corporation matching funds shall be conducted in a manner that provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure objective contractor performance and eliminate unfair competitive advantage, the Corporation shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms for them to qualify to do business

B. unnecessary experience and excessive bonding requirements

C. noncompetitive pricing practices between firms or between affiliated companies

D. noncompetitive contracts to consultants that are on retainer contracts

E. organizational conflicts of interest

F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement

G. any arbitrary action in the procurement process

To the extent that the Corporation uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The Corporation allows vendors to apply for consideration to be placed on the list at any time.

The Corporation shall require that all prequalified lists of persons, firms, or products which are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the Corporation (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. The Corporation shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The Corporation shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(b))that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used.

Any solicitation for the procurement of commodities, contractual services, or leases will include a provision notifying vendors that the Board will not request documentation of, consider, or give a preference based on the vendor's social, political, or ideological interests.

The Corporation will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The Corporation shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The Corporation may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal procurement methods:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $10,000 (not to exceed $10,000). To the maximum extent practicable, the Corporation should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the CFO considers the price to be reasonable based on research, experience, purchase history or other relevant information and maintains documents to support its conclusion. The Corporation shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $50,000. Small purchase procedures require that price or rate quotations shall be obtained from three (3) qualified sources. However, if three (3) quotes cannot be obtained, the Corporation will keep evidence that three (3) quotes were requested, but not received. These small purchases do not include items that are used in the regular course of business (such as textbooks, supplies, etc.). Also, if a single source provider of materials, that will be notated as well (such as textbooks).

The Corporation is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than $50,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed $50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

a. a complete, adequate, and realistic specification or purchase description is available;

b. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally based on price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

d. A firm fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, direct materials sales tax program, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the Corporation determines they are a valid factor based on prior experience.

e. The Board reserves the right to reject any or all bids, but must document and provide justification for all bids it rejects.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

a. Requests for proposals require public notice, and must identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

b. Proposals shall be solicited from an adequate number of sources.

c. The Corporation must have written procedures for conducting technical evaluations and for making selections.

d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the Corporation considering price and other factors.

e. All Requests for Proposals (RFPs) and Invitations to Bid (ITBs) shall be opened publicly in accordance with F.S. 287.057.

The Corporation may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services, construction management, and contract management, whereby competitors' qualifications are

evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services, construction management, and contract management. It cannot be used to purchase other types of services through A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

b. the procurement transaction can only be fulfilled by a single source

c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

d. the Corporation requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

e. soliciting several sources, competition is determined to be inadequate.

Domestic Preference for Procurement

The Corporation should, to the extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. (See 7 C.F.R 210.21(d)). If a non-domestic agricultural product is to be provided, the vendor must obtain written approval of the product to be used in advance. Such requirements shall be included in all subawards, contracts and purchase orders under the Federal award.

Contract/Price Analysis

The Corporation shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently ~~$250,000~~ $350,000 effective October 1, 2025). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the Corporation should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the Corporation must make independent estimates before receiving bids or proposals.

The method and degree of analysis are dependent on the facts surrounding the particular procurement situation.

When performing a cost analysis, the Corporation shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The Corporation uses a time and materials type contract only (1) after a determination that no other contract is suitable, and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the Corporation is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the Corporation sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the Corporation shall assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The Corporation will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. All purchasing decisions shall be made in the best interests of the Corporation and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the Corporation shall consider such factors as (1) contractor integrity; (2) public policy; (3) compliance; (4) proper classification of employees; (5) record of past performance; and (6) financial and technical resources.

The Corporation shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $25,000, the Corporation shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The Corporation maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the CEO/CFO within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the CEO/CFO shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The Corporation shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

Record Retention

The Corporation must retain all Federal award records for three (3) years from the date of submission of the final financial report and five (5) fiscal years after completion of grant cycle or project, whichever is greater. For awards that are renewed quarterly or annually, the Corporation must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively and five (5) fiscal years after completion of grant cycle or project, whichever is greater. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334.

The Corporation must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The Corporation may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion

procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

Effective 7/1/23
Revised 10/5/23
Revised 7/11/24
Revised 6/5/25

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Legal
2 C.F.R. 200.334 - 200.336
F.S. 287.057
2 C.F.R. 200.317-.326
2 C.F.R. 200.520
2 C.F.R. 3485.220
7 C.F.R. 210.21
Appendix II to Part 200
General Records Schedule (GS1-SL State and Local Government Agencies)

TO GO BEFORE BOARD

*po6605

CROWDFUNDING

ADOPTED May 4, 2023 · REVISED Jul 11, 2024

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the Corporation – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is ~~defined as~~ the solicitation of funds, supplies, or other resources from individuals and/or organizations to support specific ~~identified~~ activities , ~~or~~ projects , or programs ~~that enhance the educational program or a specific cause~~ approved by the Corporation. ~~The solicitation i~~ Crowdfunding i s typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Chief Education Officer (CEO) and Chief Financial Officer (CFO).

Such approved crowdfunding activities are authorized to use the school name, logo, mascot, or any other name or slogan that would associate an activity with the Corporation ~~Board~~ . Unauthorized use of school branding is strictly prohibited. (See Policy 9700.01 - *Advertising and Commercial Activities*)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. The ~~(~~ Principal ~~)~~ - ~~(~~ - _____ - ~~[END OF OPTION]~~ shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with ~~Board~~ Corporation goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board policy, it will result in the immediate cessation of the crowdfunding activity and the ~~(~~ ~~)~~ - ~~Board~~ - ~~(~~ ~~)~~ Chief Education Officer (CEO) **and/or Chief Financial Officer (CFO)** may prohibit future fundraising privileges.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with ~~Governing~~ Board policies and accompanying ~~Corporation~~ administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

All funds raised through approved crowdfunding activities shall be disbursed in accordance with Policy 6608 - *Accountability and Oversight of Fundraiser and Crowdfunding Disbursement* and all other applicable Board policies.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the Corporation or school. ~~€~~ Direct c ash or equivalent payment to Corporation personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

No individual crowdfunding using the Corporation or school name can be used. Online pay apps shall not be used unless approved by the CFO. This includes, but is not limited to PayPal, Venmo, Cash App, and ApplePay.

All crowdfunding activities are subject to applicable Board policies including, but not limited to, Policy 5830 – *Student Fund-Raising*.

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

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TO GO BEFORE BOARD

*po6610

SCHOOL INTERNAL FUNDS

ADOPTED May 4, 2023

6610 - **SCHOOL INTERNAL FUNDS**

The Governing Board is responsible for the administration and control of internal funds of the Corporation. "School internal funds" are those held by specific schools which are not part of the Board's regularly adopted budget . School internal funds shall be used to benefit activities authorized by the Board and administered by each individual school in accordance with policies of the Board, the Constitution of the State of Florida, Florida statutes, rules of the State Board of Education, and the Financial and Program Cost Accounting and Reporting for Florida Schools ~~(Redbook)~~, as revised.

All funds handled by employees during normal working hours shall be included in, and become part of, the internal funds of the school unless accounted for in the Corporation-level accounting system.

All organizations of the school or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds.

Annual Audit

All school internal funds will be audited annually.

A. Uniform Records and Accounts

The principal of each school shall be responsible for the safe and proper handling of all monies collected and disbursed within the school and shall keep all accounts in accordance with regulations of the Board and State Board of Education and the Financial and Program Cost Accounting and Reporting for Florida Schools. A complete and accurate record of each and every transaction and a suitable classification (chart of accounts) of all receipts and expenditures shall be kept on approved forms.

B. Receipts of Monies Collected

All funds collected within the school for any purpose shall be deposited in an approved bank account by the bookkeeper with such substantiating records as may be required. ~~Whereas prescribed by the Financial and Program Cost Accounting and Reporting for Florida Schools (Redbook), triplicate receipts shall be used.~~

C. Safekeeping of Monies, Certificates, and Bonds

All monies received shall be promptly deposited in a qualified public depository and provisions shall be made for the adequate safekeeping of all monies and other financial assets that may come into the possession of the school.

1. Funds shall be promptly deposited in the qualified public depository. Schools shall make deposits at least twice weekly, and more frequently if the funds on hand in the school exceed $200.00 , including change and petty cash funds .

2. All funds received shall be recorded, banked, and reconciled to the proper receipts and accounts.

D. Expenditures

All expenditures from school funds shall be made by check or by credit card. Invoices or other approved substantiating evidence shall be required for all payments from school funds. All checks are to be signed by two (2) persons, the approved signators.

1. Overspending Limitations

School expenditures from internal funds shall not exceed the cash balance of resources of that school during any fiscal year without written approval of the Chief Education Officer (CEO) and/or Chief Financial Officer (CFO) or Board.

2. Regulations Concerning Expenditures

a. All expenditures require prior approval before purchase. The school should anticipate needs in time to permit processing and proper clearance of written authorization requests. Expenditures shall not be made until approved in writing by the principal, CEO, CFO, or their designees.

b. No school internal fund shall be obligated for any student or teacher expenditure not previously approved in writing by the principal and approving authorities. Employees shall be fully responsible for any unauthorized purchases. The Corporation will not be responsible for any unauthorized purchases. A principal shall be responsible for any expenditures made or approved by them ~~him/her~~ which are not permissible under the laws and regulations of the State or policies of the Board.

c. Competitive bidding is encouraged whenever practical. However, no purchase may be made by a school amounting to over $~~1~~ 5,000.00, including series or group purchases, except through obtaining three (3) or more written competitive bids or quotes , whatever is practical based upon definite specifications in the same manner as used by the purchasing department, except that when advanced individual orders are taken from students, staff, or patrons, competitive bids or quotes shall not be required. Items purchased "on consignment" need not be bid.

3. Expenditures Prohibited from Internal Funds

The following is a list of expenditures which cannot be made from internal funds.

a. Professional books and magazines, except school professional libraries and personal memberships in professional organizations when purchased through trust funds to which employees contribute.

b. Articles or services for personal use of Board employees or other persons.

c. Equipment, supplies, and services for rooms and areas not used primarily for student body benefit, unless raised specifically through employees or other persons or authorized by a student organization.

d. Wages or supplements to any persons engaged in regular, part-time or temporary employment.

e. Loans, credits, or accommodations to Board employees or other persons, including students.

4. Cooperative Activities Permitted

The general provisions for cooperative activities for which internal funds are permissible

are as follows:

a. Outside groups. There shall be a definite written agreement between both parties.

b. The principal, CEO, or CFO must approve cooperative activities.

c. Cooperative activities must be beneficial to students.

d. Collections for the Board, the Bay Haven Charter Academy Foundation, or PTSP's.

e. Trust funds, drives, professional dues, etc.

f. Foundation funds (donations by outside organizations or persons for a definite educational purpose).

g. Flower and gift funds.

5. Promotion and Public Relations Funding

The CEO or designee and principals are authorized to expend funds from a designated internal account for the purpose of promoting the school and for public relations.

Funds derived from auxiliary enterprises and undesignated gifts shall be disbursed in accordance with rules of the Board for such purposes as are deemed to be for the benefit of the Corporation. Funds from auxiliary enterprises are defined as profits from enterprise type activities of the Corporation, excluding food service activities, which may include, but are not limited to, vending machines, school stores, and other internal account fund profits not specifically designated for student or school level purposes and from funds received from other agencies making purchases from warehouse inventories in excess of the actual costs to the Corporation.

Such funds shall be administered in accordance with procedures included in the Financial and Program Cost Accounting and Reporting for Florida Schools.

E. ~~Fund Raising~~ Fundraising

School principals are to be made aware of, approve and oversee all fundraising activities and actions conducted on a school campus and approve all fund-raising activities in the name of the school. Any fund-raising activity conducted on school property is a school-connected activity.

1. Each fund-raising activity shall be planned to finance a specified objective.

2. Each fund-raising activity shall have the approval of the organization sponsor and the principal.

3. The CEO acts as the custodian of all school property and may delegate responsibilities to the school principal. The principal shall control the fund-raising activities conducted in the name of the school and ensure that the purposes are worthwhile.

a. Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property. Encouraging or permitting minors to participate in games of chance by playing or betting money or other valuable things is prohibited. Only a charitable, nonprofit organization exempt from Federal income taxation pursuant to the Internal Revenue Code may conduct raffles or drawings by chance in the name of the school if the organization complies with all applicable provisions of F.S. Chapter 496, and F.S. 849.0935, and the raffle is not conducted on school property.

b. Fund-raising activities for which students are charged an admission shall not be presented during school hours.

4. When any school organization or group is involved in a fund-raising activity or any function exposing the Board to extraordinary liability, approval must be obtained in advance from the CEO or CFO.

5. Collections for all school-sponsored fund-raising activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with Board policy.

6. Fund Benefits

   Funds collected for the benefit of a specific student organization shall be expended for the benefit of said organization unless otherwise designated in minutes of the organization. General fund monies collected from the student body as a whole shall be expended to benefit students directly.

7. Commissions or Profits

   Funds from commissions such as school pictures, etc., may be credited to the general fund or some designated account.

F. Student Travel

1. Advance Arrangements

   When travel by students is necessary in the pursuance of an approved student activity, advance travel arrangements shall be made when possible. Advance arrangements shall include transportation, meals, registration or entrance fees, and lodging. Checks may be prepared in advance for the exact amount and payable to the contractor ~~corporation~~ or proprietor providing the service. The faculty sponsor accompanying the students shall be the temporary custodian of the checks and responsible for obtaining an invoice for the exact amount of the check from the contractor ~~corporation~~ or proprietor upon presentation of the check.

2. Advance to Sponsor

   When advance arrangements for meals or lodging are impractical because service to be rendered is en route, or the student group is of such number to make prior knowledge of the exact number impossible, advancement may be made to the faculty sponsor for distribution to the students. All receipts must be collected by the sponsor. The sponsor shall be individually responsible for expenditures unaccompanied by a receipt. Tips must be documented as well. Alcohol purchases are prohibited.

3. Limits

   Under no circumstances may the amount paid from Corporation or internal funds be in excess of rates established in F.S. 112.

G. Student Activity Funds

For purposes of this policy, a "student activity fund" may include, but not be limited to, co-curricular and approved extra-curricular activities such as clubs, publications, etc. Each school organization should operate within a budget formulated by the organization members. The format of the budget shall be prescribed by the principal.

The CEO is directed to obtain annually prior to the start of the new fiscal year a list of student activities with a brief description of their objectives, activities, and limitations of each fund as well as the responsibilities of the sponsor of that activity.

The Board authorizes the maintenance of approved student activity funds.

The principal, CEO, CFO, or designee must review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the principal shall ensure that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized, and that the student activity fund maintains a positive balance. A student activity fund shall not have a negative balance.

Classes, Clubs, and Departments

The sponsor of each school club or organization is responsible for providing adequate financial documents and records to the principal, CEO, and CFO, and is responsible for retaining duplicates of said documents and records. These records may include an organization budget; triplicate receipts for all income from dues, fund-raising activities, entertainment, assessments, and donations; and approved requests for payment. The individual employee/sponsor shall be personally responsible for unauthorized purchase. The Corporation expects reimbursement for any unauthorized purchase.

All collections received by any club or school organization must be deposited in the school internal fund.

All disbursements by any club or school organization must be made by an internal fund check or school credit card. Disbursements shall be approved by the appropriate organization officer (when the organization has officers), the sponsor, and the principal, CEO, CFO or designee.

A financial report shall be filed with the principal's office at the close of each fund-raising activity. To accommodate the collection of data for this report, a separate account for the activity may be established.

The organization sponsor shall participate, along with the bookkeeper, in the designation of transactions to be recorded in each of the organization's accounts.

Class and club monies shall be expended for the benefit of the class or club or for purposes designated by the class or club that participated in generation of the revenues.

1. Any remaining balance in the account of a class that has graduated shall be transferred to the general miscellaneous account at the discretion of the principal.

2. Any remaining balance in the account of an inactive student organization shall be considered as belonging to the general miscellaneous account and shall be closed at the end of the following fiscal year.

No class, club, or department shall have a negative balance.

Departments may be structured similarly to classes and shall conduct financial activities subject to the principles already outlined.

The CFO shall ensure that all student activity funds are managed, recorded, and deposited in accordance with law and sound fiscal practice.

Effective 7/1/23

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Legal
F.S. 1001.43
F.S. 1010.02
F.S. 1010.20
F.S. 1011.07

F.S. 1011.18
F.A.C. 6A-1.001
F.A.C. 6A-1.014
Financial and Program Cost Accounting and Reporting for Florida Schools, as revised

TO GO BEFORE BOARD

*po7540.02

DIGITAL CONTENT AND ACCESSIBILITY

ADOPTED May 4, 2023 · REVISED Nov 6, 2025

7540.02 - ~~WEB CONTENT, APPS, AND SERVICES~~ DIGITAL CONTENT AND ACCESSIBILITY

A. ~~Creation of Content for Web Pages/Sites, Apps, and Services~~ Creating Digital Content

The Corporation authorizes staff members and students to create content ~~, apps, and services~~ for the school 's website and Board -approved/affiliated apps and services (see Bylaw 0100, Definitions) ~~that will be hosted by the Board on its servers or ( ) Corporation ( ) System ( ) _____-affiliated servers and/or published on the Internet~~ ("digital content").

~~The content, apps, and services~~ Board -generated and school-related digital content must comply with all applicable Governing Board policies, applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the Corporation, its employees, and students. ~~Content, apps, and services~~ School-generated digital content must be consistent with the Corporation's Mission Statement and ~~staff-created web content, services, and apps are~~ is subject to prior review and approval of the Chief Education Officer (CEO) before being published on the ~~Internet and/or used with students~~ website or approved/affiliated apps and services. In accordance with Florida law, no prohibited application as identified by the Florida Department of Management Services (DMS) shall be installed or utilized on a Board-owned WCD. Upon notice of any changes to DMS's list of prohibited applications, Corporation employees shall have fifteen (15) calendar days to remove such applications.

~~Student~~ School-related student -created content ~~, apps, and services~~ for the school 's website or school -approved/affiliated apps and services are subject to Policy 5722 - *School-Sponsored Student Publications and Productions*.
~~The creation of content, apps, and services~~ Creation of school-related content by students for the school 's website or school - approved/affiliated apps and services must be done under the supervision of a ~~professional~~ school staff member.

B. Purpose of Digital Content ~~of Corporation Web Pages/Sites, Apps, and Services~~

The purpose of digital content ~~, apps, and services hosted by the Corporation on its servers or Corporation-affiliated servers~~ covered by this policy is to educate, inform, and communicate. The following criteria ~~be used to~~ guide the development of ~~such content, apps, and services~~ school -genera ted ~~l~~ digital content

1. Educate

~~Content~~ Digital content should be suitable for and usable by students and teachers to support the curriculum and the Corporation's objectives as listed in the Corporation's strategic plan.

2. Inform

~~Content~~ Digital content may inform the community about the school, teachers,

students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate

~~Content~~ Digital content may communicate information about the plans, policies, and operations of the Corporation to members of the public and other persons who may be affected by school ~~Corporation~~ matters.

The information published ~~contained~~ on the ~~Board's~~ ~~website(s)~~ school's website and school -approved/affiliated apps/services should reflect and support the Corporation's mission statement, educational philosophy, and the school improvement process.

When the digital content includes a photograph or personally identifiable information relating to a student, the Corporation will abide by the provisions of Policy 8330 - *Student Records*.

Under no circumstances are school ~~( ) Corporation ( ) System ( ) _____~~ -created digital content ~~, apps, and services~~ to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no digital content contained on the Corporation's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;

2. link to a website of another organization if the other website includes such a message; or

3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances ~~is~~ shall a staff member ~~-created content, apps, and services, including personal web pages/sites, to be used to~~ post on their personal web pages/websites or private digital account (i.e., non- school approved/affiliated apps/service) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the ~~Board-specified~~ Corporation's website ~~, app, or service~~ or school -approved/affiliated apps/services ~~(e.g., Progressbook, _____)~~ for the purpose of conveying information to students and/or parents

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites and/or private digital accounts (i.e., non- school -approved/affiliated apps/services) (including, but not limited to, ~~their~~ the staff member's personal accounts on Facebook, Instagram, Pinterest , YouTube Channel(s), or TikTok site(s) ~~pages~~) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments .

If a staff member creates digital content ~~, apps, and services~~ related to ~~his/her~~ the staff member's class, it must be hosted on the Board's ~~server~~ website or a school approved -affiliated ~~server~~ app/service .

~~Unless the content, apps, and services contains student personally identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and services.~~ The Corporation's website, including school-specific websites, shall be generally open/available to the public unless specific digital content is unique to a specific child and/or includes student personally identifiable information, in which case the information must be password-protected or access to it must be otherwise restricted. When digital content involving student personally identifiable information or information concerning coursework particular to a specific student's classes/assignments is password-protected/access is otherwise restricted, the student's parent(s)/guardian(s) will continue to have access to that digital content

~~Web~~ Digital content ~~, apps, and services~~ pu b lished on the Corporation's website should reflect an understanding that both internal and external audiences will be viewing the information.

~~School web pages/sites, apps, and services must be located on Corporation-owned or Corporation-affiliated servers.~~

The CEO shall prepare administrative procedures defining the rules and standards applicable to staff and students who publish digital ~~the use of the Corporation's website and the creation of web~~ content ~~, apps, and services by staff and students.~~ on the Corporation's website and school ~~-~~approved/affiliated apps/services.

The Corporation retains all proprietary rights related to the design of ~~web~~ digital content ~~, apps, and services that are hosted on Board-owned or ( ) Corporation ( ) System ( ) _____-affiliated servers,~~ for its website(s) and any apps/services it operates and/or is affiliated with absent written agreement to the contrary.

Students who want their class work (i.e., work that is created in or for a class, or is part of a school-sponsored extra-curricular activity) to be displayed on the Corporation's website must have written parent permission and expressly license its display without cost to the Corporation.

Prior written parent permission is necessary for a student to be identified by name on the Corporation's website.

C. ~~Website~~ Accessibility of Web Content and Mobile Apps

The Corporation is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the school's ~~( ) Corporation's ( ) System's ( ) _____'s~~ programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The Board ~~- ( ) Corporation ( ) System ( ) _____~~ is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any ~~( ) Corporation ( ) System ( ) _____ -~~ programs, services, and activities delivered online through the web or a mobile app, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of ~~the ( ) Corporation's ( ) System's ( ) _____'s~~ programs, services, and activities delivered in person or online.

~~The ( ) Corporation ( ) System ( ) _____ adopts this~~ This policy reflects the Board's ~~to fulfill this~~ commitment and ~~affirm its~~ intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects.

D. Instructional Use of Apps / ~~and Web~~ Services

The Corporation authorizes the use of apps and services to supplement and enhance learning opportunities for students, either in the classroom or for extended learning outside the classroom. Students are prohibited from accessing social media platforms through the use of Internet access provided by the Corporation unless expressly directed by a teacher solely for educational purposes.

A teacher who elects to supplement and enhance student learning through the use of apps / ~~and/or~~ services is responsible for verifying/certifying to the CEO that the app / ~~and/or~~ service has a FERPA compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), ~~and~~ the Children's Internet Protection Act (CIPA), and Section 504 and the ADA.

The Board further requires the use of a Corporation-issued e-mail address in the login process for school-approved/affiliated apps/services.

E. ~~Annual~~ Training

The Corporation will provide periodic training for its employees who : ~~are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents, and multimedia content.~~
create web content, documents, or multimedia materials; manage the Board's website and digital services; select and contract with technology vendors; and work on online communications.

F. One-Way Communication Using the Corporation 's Website and/or School-Approved/Affiliated Apps/Services ~~Web Content, Apps, and Services~~

The Corporation is authorized to use ~~web pages/sites, apps, and services~~ / its website(s) and-school approved/affiliated apps/services to promote school activities and inform stakeholders and the general public about ~~Corporation~~ school related news and operations. However, the use of TikTok or any successor platform is prohibited on Corporation-owned devices, through Internet access provided by the Corporation, or as a platform to communicate or promote any Corporation operated school, school-sponsored club, extra-curricular organization, or athletic team.

Such communications constitute public records that will be archived.

When the Corporation or CEO designates communications distributed via Corporation ~~web pages/sites, apps, and services~~ website(s) and/or - school- approved/affiliated apps/services to be one-way communication, public comments are not solicited or desired, and the ~~website, app, or service~~ website(s) or app/service is to be considered a nonpublic forum.

If the Corporation uses an app / ~~and/or web~~ service that does not allow the Corporation to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or X (formerly known as Twitter), which does not permit users to disable private messages or mentions/replies), the Corporation's use of that apps / ~~and web~~ service will be subject to Policy 7544 – *Use of Social Media*, unless the Corporation is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the Corporation will retain the comments in accordance with its adopted record retention schedule, but it will not review or consider those comments.

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Legal
F.S. 104.31(1)(a)
F.S. 110.233(2)
F.S. 110.233(4)
F.S. 112.313(6)
F.S. 1001.32(2)
F.S. 1001.42
H.R. 4577
P.L. 106-554, Children's Internet Protection Act of 2000
People Against Tax Revenue Mismanagement v. County of Leon, 583 So. 2d 1373 (Fla. 1991); Commission on Ethics: In Re: Patty Lynch, Case No. 2068EC (1994)