

ADMINISTRATION

po1430.03

SICK LEAVE

ADOPTED Jun 5, 2025

1430.03 - SICK LEAVE

Administrators who are appointed to work half-time or more shall earn one (1) day of paid sick leave for each full month of employment. Earned sick leave shall be pro-rated in proportion to the number of hours employed per day. Sick leave may not be used before it is earned and credited.

A. Accrual

1. Four (4) days of sick leave credit shall be annually advanced at the end of the first month of employment of each contract year, and thereafter one (1) day of sick leave will be credited at the end of each month in which it is earned. However, each employee is entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn sick leave for each month in which s/he receives pay for one (1) day more than half the number of work days during that month.
3. An employee who is on leave without pay during a month shall earn sick leave for that month if s/he has worked one (1) day more than half the number of work days during that month.
4. If the employee terminates his or her employment and has not accrued the four (4) days of sick leave available to him/her, the School Board may withhold the average daily amount for the days of sick leave used but unearned by the employee.
5. Sick leave shall be cumulative from year to year.

B. Use

1. An employee taking sick leave shall notify the appropriate supervisor and file a certificate of absence before beginning the leave, if possible. In an emergency, the certificate of absence may be filed immediately following return to duty.
2. Sick leave may be taken for the following reasons:
 - a. when the employee is unable to perform his/her duty in the school on account of personal sickness, accident, disability, or extended personal illness, and consequently has to be absent from his/her work;
 - b. for the illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employee's own household;
 - c. as personal leave with pay for up to six (6) days per fiscal year; and
 - d. for the maternity or paternity of the employee or the employee's spouse, child, other close relative, or member of the employee's own household.

C. Transfer

1. From Other Public Schools

Sick leave may be transferred from other public schools in Florida funded through the Florida Education Finance Program. Transferred days may only be credited in a number equal to the number of days earned in this District.

2. From Department of Children and Family Services (DCF)

Educational personnel in DCF residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated sick leave for such person employed by the Board in a position that is eligible to accrue sick leave under policies of the Board.

3. To Family Members

~~An employee may authorize transfer of accrued sick leave to his/her~~

spouse, child, parent, or sibling, who is also a District employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein.

The personnel administrator approving the leave may require documentation of the recipient's relationship to the authorizing employee.

(F.S. 1012.61(2)(e)1)

4. 3. To ~~Other~~ Board Employees

An employee may donate (i.e., authorize transfer of) his/her accrued sick leave to another Board employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein. The authorizing employee must retain at least ten (10) days of sick leave, as of the time of donation under this policy.

The recipient must provide documentation from the treating physician of the illness, accident, or injury for which leave is needed.

Any transferred sick leave that is not used as anticipated shall be returned to the authorizing administrator, upon the recipient's return to work. In the case of multiple donors, the unused leave will be returned pro-rata to each donor.

The person receiving the transfer may not use the donated sick leave until s/he has exhausted all of his/her own accrued k leave, excluding sick leave from a sick leave bank, if the recipient participated in a sick leave bank.

Donated sick leave shall have no value for terminal pay.

(F.S. 1012.61(2)(e)2)

D. Terminal Pay for Sick Leave

1. Leave Accumulated While Employed by the District (Sick Leave not Transferred in from Prior Employment Outside the District)

At the employee's option and upon written request by the employee at the time of separation, s/he will be paid for sick leave accumulated

through the end of the last full month worked, but not including the last partial month worked.

Sick leave accrued after June 30, 2004 shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned; sick leave accrued before June 30, 2004 shall be compensated at the daily rate of pay applicable at the time of separation. Terminal pay shall not exceed 120 days.

Terminal pay may not exceed an amount determined as follows:

- a. during the first three (3) years of service, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave
- b. during the next three (3) years of service, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave
- c. during the next three (3) years of service, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave
- d. during the next three (3) years of service, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave
- e. during and after the 13th year of service, the daily rate of pay multiplied by 100% times the number of days of accumulated sick leave.

2. Sick Leave Transferred in from Outside the District

Upon the retirement or death of an employee, unused sick leave transferred in from outside the District will be compensated in the same manner as sick leave accumulated while employed through the District.

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Legal

F.S. 402.22

F.S. 1001.41

1	F.S. 1001.42(5)
2	F.S. 1001.43(11)
3	F.S. 1012.22
4	F.S. 1012.23
5	F.S. 1012.61
6	F.S. 1012.62
7	F.S. 1012.66
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3 ADMINISTRATION

4 SICK LEAVE BANK

6 1430.031

10 ADMINISTRATIVE/CONFIDENTIAL EMPLOYEE SICK LEAVE BANK

12 A. Committee

13 A sick leave bank shall be established for participating employees paid on the
14 Administrative/Managerial/Confidential salary grades/schedules. Such bank shall be
15 administered by a committee composed of three (3) persons selected by the
16 Superintendent,
17 which shall adhere to all rules, laws, and regulations in effect.

19 B. Membership

20 1. Any administrator or confidential employee who has been employed a minimum of
21 one
22 (1) year in Clay County and who has an accumulation of a minimum of ten (10) days of
23 sick leave on record shall be eligible for membership in the bank. Such membership
24 and
25 participation shall, at all time, be voluntary. Each participating employee shall
26 contribute
27 three (3) days of earned sick leave during the first thirty (30) working days of the fiscal
28 year. These days shall not be returned to the employee unless the bank fails to come
29 into existence in accordance with the following rules. No further contributions to the
30 bank shall be necessary except as provided below for the replenishment of the bank.

31
32 2. Members who are retiring shall be permitted to donate any portion of their unused
33 sick
34 leave days beyond the maximum accumulated days established for terminal pay.

36 C. Procedures and Audit

37 The sick leave bank committee shall consult with, and comply with, procedures
38 developed by
39 the Human Resources Division and the Business Affairs Division regarding the
40 identification and
41 recording of contributions. Such record keeping and procedures shall be audited by
42 these

Divisions to ensure compliance with regulations.

D. Bank Rules

1. The sick leave bank shall have a minimum of one hundred fifty (150) days on deposit before being activated. At no time shall the balance of the days on deposit fall below zero (0).

2. In the event the balance of days on deposit falls below seventy-five (75) days during a fiscal year, all participating members shall contribute two (2) additional days during the first thirty (30) working days of the next fiscal year in order to replenish the bank to the level established in D.1 above for reactivation. Any employee not contributing under this provision shall be considered to have dropped his/her membership and shall not have his/her previously contributed days returned. The two (2) days contributed under this section shall not be returned to the employee unless the bank fails to be reactivated.

3. Use and Application

a. Sick leave drawn from the bank by participating members must be used for said members' prolonged personal illness, accident, or injury.

b. No member shall be eligible to use the bank until he/she has exhausted all accumulated sick leave and annual leave on record.

c. Any member wishing to use the bank must have been a member of the bank for at least thirty (30) working days before contraction of the illness unless waived in the case of extreme emergency by the committee. In addition, the member must have been absent for a minimum of fifteen (15) consecutive workdays, of which five (5) have been without pay.

d. No member shall be eligible to draw more than thirty (30) days from the bank during any school year.

e. Any member applying for days from the sick leave bank must file with the committee an application. This application must be accompanied by a doctor's statement certifying the illness or disability and the necessity for the extended leave. The member must certify in the application the date leave began, the date leave will be exhausted, and the date on which the sick leave bank is requested. The committee reserves the right to request a second medical opinion at the cost of the applicant.

f. No member shall be permitted to use the sick leave bank if he/she is on injury or illness in the line of duty or drawing workers' compensation.

1 4. Abuse

2 If a member is found to have abused the use of the sick leave bank, he/she shall repay
3 the days drawn from the bank and be subject to such other disciplinary action as
4 determined by the School Board.

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6 5. Withdrawal from Sick Leave Bank

7 Employees wishing to withdraw membership in the bank shall not have their
8 contributed sick leave days returned.

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10 E. Hold Harmless

11 Employees shall indemnify and save the Board harmless against and from any and all
12 claims,
13 demands, suits, or other forms of liability that may arise out of or by reason of action
14 taken, or
15 not taken, by the Board for the purpose of granting this procedure for
16 Administrative/Managerial/Confidential employees to use this sick leave bank.

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18 (Ref. F.S. 1012.61)
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INSTRUCTIONAL STAFF

po3430.03

SICK LEAVE

ADOPTED Jun 5, 2025

3430.03 - **SICK LEAVE**

Instructional staff members who are appointed to work full-time shall earn one (1) day of paid sick leave for each full month of employment. Earned sick leave shall be pro-rated in proportion to the number of hours employed per day. Sick leave may not be used before it is earned and credited.

A. Accrual

1. Four (4) days of sick leave credit shall be annually advanced as of the first day of employment each contract year, and thereafter one (1) day of sick leave will be credited at the end of each month in which it is earned.
However, each employee is entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn sick leave for each month in which s/he receives pay for one (1) day more than half the number of work days during that month.
3. An employee who is on leave without pay during a month shall earn sick leave for that month if s/he has worked one (1) day more than half the number of work days during that month.
4. If the employee terminates his or her employment and has not accrued the four (4) days of sick leave available to him/her, the School Board may withhold the average daily amount for the days of sick leave used but unearned by the employee.
5. Sick leave shall be cumulative from year to year.

B. Use

1. An employee taking sick leave shall notify the appropriate supervisor and file a certificate of absence before beginning the leave, if possible. In an emergency, the certificate of absence may be filed immediately following return to duty.
2. Sick leave may be taken for the following reasons:
 - a. when the employee is unable to perform his/her duty in the school on account of personal sickness, accident, disability, or extended personal illness, and consequently has to be absent from his/her work;
 - b. for the illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employee's own household;
 - c. as personal leave with pay for up to six (6) days per fiscal year; and
 - d. for the maternity or paternity of the employee or the employee's spouse, child, other close relative, or member of the employee's own household.

C. Transfer

1. From Other Public Schools

Sick leave may be transferred from other public schools in Florida funded through the Florida Education Finance Program. Transferred days may only be credited in a number equal to the number of days earned in this District.

2. From Department of Children and Family Services (DCF)

Educational personnel in DCF residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated sick leave for such person employed by the Board in a position that is eligible to accrue sick leave under policies of the Board.

3. To Family Members

~~An employee may authorize transfer of accrued sick leave to his/her~~

spouse, child, parent, or sibling, who is also a District employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein.

The personnel administrator approving the leave may require documentation of the recipient's relationship to the authorizing employee.

(F.S. 1012.61(2)(e)1)

4. 3. To Other Board Employees

An employee may donate (i.e., authorize transfer of) his/her accrued sick leave to another Board employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein. The authorizing employee must retain at least ten (10) days of sick leave, as of the time of donation under this policy.

The recipient must provide documentation from the treating physician of the illness, accident, or injury for which leave is needed.

Any transferred sick leave that is not used as anticipated shall be returned to the authorizing administrator, upon the recipient's return to work. In the case of multiple donors, the unused leave will be returned pro-rata to each donor.

The person receiving the transfer may not use the donated sick leave until s/he has exhausted all of his/her own accrued leave, excluding sick leave from a sick leave bank, if the recipient participated in a sick leave bank.

Donated sick leave shall have no value for terminal pay.

(F.S. 1012.61(2)(e)2)

D. Terminal Pay for Sick Leave

1. Leave Accumulated While Employed by the District (Sick Leave not Transferred in from Prior Employment Outside the District)

At the employee's option and upon request by the employee at the time of separation, s/he will be paid for sick leave accumulated through the end of the last full month worked, but not including the last partial month

1 worked. Such terminal pay shall not exceed 120 days and shall be
2 compensated at the daily rate of pay applicable at the time the sick leave
3 was earned.

4
5 Terminal pay may not exceed an amount determined as follows:

- 6
7 a. during the first three (3) years of service, the daily rate of pay
8 multiplied by thirty-five percent (35%) times the number of days of
9 accumulated sick leave
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11 b. during the next three (3) years of service, the daily rate of pay
12 multiplied by forty percent (40%) times the number of days of
13 accumulated sick leave
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15 c. during the next three (3) years of service, the daily rate of pay
16 multiplied by forty-five percent (45%) times the number of days of
17 accumulated sick leave
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19 d. during the next three (3) years of service, the daily rate of pay
20 multiplied by fifty percent (50%) times the number of days of
21 accumulated sick leave
22
23 e. during and after the 13th year of service, the daily rate of pay
24 multiplied by 100% times the number of days of accumulated sick
25 leave

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27 **2. Sick Leave Transferred in from Outside the District**

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29 Subject to the provisions of any applicable collective bargaining
30 agreement, upon the retirement or death of an employee, unused sick
31 leave transferred in from outside the District will be compensated in the
32 same manner as sick leave accumulated while employed through the
33 District.

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36 **Legal**

37 F.S. 402.22

38 F.S. 1001.41

39 F.S. 1001.42(5)

40 F.S. 1001.43(11)

41 F.S. 1012.22
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SUPPORT STAFF

po4430.03

SICK LEAVE

ADOPTED Jun 5, 2025

4430.03 - **SICK LEAVE**

Support staff members who are appointed to work full-time shall earn one (1) day of paid sick leave for each full month of employment. Earned sick leave shall be pro-rated in proportion to the number of hours employed per day. Sick leave may not be used before it is earned and credited.

A. Accrual

1. Four (4) days of sick leave credit shall be annually advanced at the end of the first month of employment each contract year, and thereafter one (1) day of sick leave will be credited at the end of each month in which it is earned. However, each employee is entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn sick leave for each month in which s/he receives pay for one (1) day more than half the number of work days during that month.
3. An employee who is on leave without pay during a month shall earn sick leave for that month if s/he has worked one (1) day more than half the number of work days during that month.
4. If the employee terminates his/her employment and has not accrued the four (4) days of sick leave available to him/her, the School Board may withhold the average daily amount for the days of sick leave used but unearned by the employee.
5. Sick leave shall be cumulative from year to year.

B. Use

1. An employee taking sick leave shall notify the appropriate supervisor and file a certificate of absence before beginning the leave, if possible. In an emergency, the certificate of absence may be filed immediately following return to duty.
2. Sick leave may be taken for the following reasons:
 - a. when the employee is unable to perform his/her duty on account of personal sickness, accident, disability, or extended personal illness, and consequently has to be absent from his/her work;
 - b. for the illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employee's own household;
 - c. as personal leave with pay for up to six (6) days per fiscal year; and
 - d. for the maternity or paternity of the employee or the employee's spouse, child, other close relative, or member of the employee's own household.

C. Transfer

1. From Other Public Schools

Sick leave may be transferred from other public schools in Florida funded through the Florida Education Finance Program. Transferred days may only be credited in a number equal to the number of days earned in this District.

2. From Department of Children and Family Services (DCF)

Educational personnel in DCF residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated sick leave for such person employed by the Board in a position that is eligible to accrue sick leave under policies of the Board.

(F.S. 1012.62)

3. To Family Members

An employee may authorize transfer of accrued sick leave to his/her spouse, child, parent, or sibling, who is also a District employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein.

The personnel administrator approving the leave may require documentation of the recipient's relationship to the authorizing employee.

(F.S. 1012.61(2)(e)1)

4. 3. To ~~Other~~ Board Employees

An employee may donate (i.e., authorize transfer of) his/her accrued sick leave to another Board employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein. The authorizing employee must retain at least ten (10) days of sick leave, as of the time of donation under this policy.

The recipient must provide documentation from the treating physician of the illness, accident, or injury for which leave is needed.

Any transferred sick leave that is not used as anticipated shall be returned to the authorizing administrator, upon the recipient's return to work. In the case of multiple donors, the unused leave will be returned pro-rata to each donor.

The person receiving the transfer may not use the donated sick leave until s/he has exhausted all of his/her own accrued leave, excluding sick leave from a sick leave bank, if the recipient participated in a sick leave bank.

Donated sick leave shall have no value for terminal pay.

(F.S. 1012.61(2)(e)2)

D. Terminal Pay for Sick Leave

1. Leave Accumulated While Employed by the District (Sick Leave not Transferred in from Prior Employment Outside the District)

At the employee's option and upon written request by the employee at the time of separation, s/he will be paid for sick leave accumulated

through the end of the last full month worked, but not including the last partial month worked. Such terminal pay shall not exceed 120 days and shall be compensated at the daily rate of pay applicable at the time the sick leave was earned.

Terminal pay may not exceed an amount determined as follows:

- a. during the first three (3) years of service, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave
- b. during the next three (3) years of service, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave
- c. during the next three (3) years of service, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave
- d. during the next three (3) years of service, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave
- e. during and after the 13th year of service, the daily rate of pay multiplied by 100% times the number of days of accumulated sick leave

2. Sick Leave Transferred in from Outside the District

Subject to the provisions of any applicable collective bargaining agreement, upon the retirement or death or an employee, unused sick leave transferred in from outside the District will be compensated in the same manner as sick leave accumulated while employed through the District.

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F.S. 402.22

F.S. 1001.41

F.S. 1001.42(5)

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Revised Policy - Vol. 26, No. 2, Jan. 2026 - DIGITAL CONTENT AND ACCESSIBILITY

ADOPTED Jun 5, 2025 · REVISED Nov 6, 2025

Revised Policy - Vol. 26, No. 2

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 School Board authorizes staff members [] and students **[END OF
OPTION]** to create content ~~, apps, and services~~ **for the District's website and
District-approved/affiliated apps and services** (see Bylaw 0100, *Definitions*) ~~that
will be hosted by the Board on its servers or District-affiliated servers and/or
published on the Internet~~ **("digital content")**.

~~The content, apps, and services~~ **District-generated and school-related digital
content** must comply with all applicable 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 District, its employees, and students.
~~Content, apps, and services~~ **District-generated digital content** must be
consistent with the Board's Mission Statement and ~~staff-created web content,
services, and apps are~~ **is** subject to prior review and approval of the
Superintendent before being published on the ~~Internet and/or used with
students~~ **District's website or District-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, District employees shall have fifteen (15) calendar days to remove
such applications.

[NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

[X] ~~Student~~ School-related student-created content ~~, apps, and services~~ for the Board's website or District-approved/affiliated apps and services are subject to Policy 5722 - *School-Sponsored Student Publications and Productions*.

[X] ~~The creation of content, apps, and services~~ Creation of school-related content by students for the Board's website or District-approved/affiliated apps and services must be done under the supervision of a ~~professional~~ District staff member.

[END OF OPTIONS]

B. Purpose of Digital Content ~~of District Web Pages/Sites, Apps, and Service~~

The purpose of digital content ~~, apps, and services hosted by the Board on its servers or District-affiliated servers~~ covered by this policy is to educate, inform, and communicate. The following criteria shall ~~be used to~~ guide the development of ~~such~~ District-general digital content ~~, apps, and services~~:

1. Educate

~~Content~~ Digital content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board'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 District to members of the public and other persons who may be affected by District matters.

The information ~~contained~~ published on the Board's ~~website(s)~~ website and District-approved/affiliated apps/services should reflect and support the Board'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 Board will abide by the provisions of Policy 8330 - *Student Records*.

Under no circumstances ~~shall is~~ District-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 District'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.

[X] 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 accounts (i.e., non-District-approved/affiliated apps/services) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the ~~Board specified Board's~~ website, ~~app, or service~~ or District-approved/affiliated apps/services (e.g., ~~Progressbook, _~~ Apptegy's "Rooms" _) for the purpose of conveying information to students and/or parents. **[END OF OPTION]**

[X] 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-District-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.

[END OF OPTION]

[X] 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 District approved/ affiliated ~~server~~ app/service. **[END OF OPTION]**

[X] ~~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 Board'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.**[END OF OPTION]**

~~Web~~ Digital content ~~, apps, and services~~ published on the Board'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 Board-owned or District-affiliated servers.~~

The Superintendent shall prepare administrative procedures defining the rules and standards applicable to staff (.) and students **[END OF OPTION]** ~~the use of the Board's website and the creation of web~~ who publish digital content ~~, apps, and services by staff [-] and students- [END OF OPTION]~~ on the Board's website and District-approved/affiliated apps/services.

The Board retains all proprietary rights related to the design of web and content ~~, apps, and services that are hosted on Board-owned or District-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 Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

C. ~~Website~~ Accessibility of Web Content and Mobile Apps

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District'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 District 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 District 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 District's programs, services, and activities delivered in person or online.

~~The District 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. For purposes of this policy, "web content" means "information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content's structure, presentation, and interactions". Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents (e.g., content in the following electronic file formats: portable document formats ("PDF"), word processor file formats, presentation file formats, and spreadsheet file formats). Additionally, "mobile applications" ("mobile apps") means "software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets".

1. Technical Standards

~~The District will adhere to the technical standards of compliance identified at _____ [INSERT link to District website] : The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level _____, and the Web~~

Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. () _____
[insert another acceptable standard selected by the District].

[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.] Web content and mobile apps that the District provides and/or makes available, directly or through contractual, licensing or other arrangements, shall comply with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards, unless the Board can demonstrate that such compliance would result in a fundamental alteration in the nature of its programs, services, or activities, or an undue financial and administrative burden.

[DRAFTING NOTES:

- a. ~~Districts with a population of 50,000 or more residents must fully comply with WCAG 2.1, Level AA standards by April 24, 2026; Districts with fewer than 50,000 residents must fully comply with WCAG 2.1, Level AA standards by April 26, 2027.~~
- b. ~~While the Department of Justice's Final Rule allows public entities to employ alternative designs, methods, or techniques if they provide equivalent or greater accessibility and usability, Neola does not recommend that approach. If a board wants to consider an alternative technical standard, it should consult with its legal counsel.~~

[END OF DRAFTING NOTES]

Notwithstanding the preceding, Federal regulations provide for the following content types to have limited exemption from the WCAG 2.1, Level AA requirements:

- a. Archived web content (provided all four (4) Federal criteria are met).
- b. Preexisting conventional electronic documents (with specific restrictions).
- c. Third party content that is not created pursuant to a contract between the Board and a third party.
- d. Password-protected documents pertaining to a specific student or account.

1 e. Preexisting social media posts.

2
3 Even when the preceding exceptions apply, the District, however, will still
4 provide effective communication and reasonable modifications in
5 accordance with the ADA.

6
7 In addition, documents currently used for accessing District programs,
8 services, programs, and/or activities do not qualify for the above
9 exceptions, regardless of creation date.

10
11 When a person with a disability cannot access District-generated or
12 affiliated web content or mobile apps that meet WCAG 2.1, Level AA
13 standards, the District will: (1) provide alternate means of access to the
14 same information and functionality; (2) make reasonable modifications to
15 policies, practices, or procedures; (3) ensure effective communication
16 through appropriate auxiliary aids and services; and (4) respond to
17 accommodation requests within 5 business days, not including weekends
18 or holidays. _____ (--) [INSERT TIMEFRAME] - business days. Such
19 accommodations may include: (a) alternative document formats (large print,
20 Braille, audio); (b) telephone or in-person assistance for online services; or
21 (c) email or mail delivery of information typically accessed online.

22
23 2. Web Digital Accessibility Coordinator

24
25 The Board designates its ~~() - Section 504/ADA Compliance Coordinator(s) - ()~~
26 ~~Technology Director () - Chief Technology Officer _____ - [END OF~~
27 **OPTIONS]** as the District's ~~web accessibility coordinator(s)~~ Digital Accessibility
28 Coordinator(s). That individual(s) is responsible for coordinating and
29 implementing this policy.

30 **[Select Option 1 or 2]**

31
32 **[] [OPTION 1]**

33
34 ~~See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)~~
35 ~~contact information.~~

36
37 **[X] [OPTION 2]**

38
39 The District's Web Digital Accessibility Coordinator(s) can be reached at
40 _____ **[Insert name or title, address, e-mail, phone].**
41 Chief Technology Officer, 900 Walnut Street, Green Cove Springs, FL 32043;
42

904-336-6500

[End of Option 1 & 2]

3. Third Party Content

Links included on the Board's website(s), ~~services, and apps that pertain to its programs, benefits, and/or services~~ and District-approved/affiliated mobile apps that pertain to its programs, activities, and/or services must also meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). ~~While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with these criteria for all new content placed on the District's website after the adoption of this policy. The District's Digital Accessibility Coordinator(s) or designee(s) will vet online content available on the Board's website and through District-approved/affiliated mobile apps that are related to the District's programs, activities, and/or services for compliance with this criteria for all new content published on the District's website and mobile apps after adoption of this policy.~~

Content posted by third parties (e.g., members of the public) on District platforms is exempt from the WCAG 2.1, Level AA requirements. Those platforms, however, along with content posted by the District staff or contractors, must be fully compliant.

~~Nothing in the preceding paragraph, however,~~ Additionally, nothing herein shall prevent the District from including links on ~~the Board's website(s) its~~ website(s) and apps/services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age appropriate advertisements that are consistent with the requirements of Policy 9700.01, AP 9700B, and State and Federal law.

4. Regular Audits Vendor Accessibility

~~The District, under the direction of the web accessibility coordinator(s) Digital Accessibility Coordinator(s) or their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above digital content to ensure it meets the required technical standard : () This audit will occur no less than once every two (2) years. This audit will occur () quarterly () semi-annually () at least annually () with quarterly monitoring of high-priority content and newly published materials [OR] () annually () ,with quarterly monitoring of high-priority content and newly published materials [END OF INTERNAL OPTIONS] : [END OF OPTION]~~

[SELECT OPTION 1 OR OPTION 2]

[] [OPTION 1]

~~[] The audit must be documented () and include compliance assessment reports, identified accessibility barriers, remediation plans with specific timelines, vendor compliance status, and user complaint tracking and resolution. [END OF INTERNAL OPTION] [END OF OPTION 1]~~

~~[] [OPTION 2] [] - If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.~~

[END OF OPTION 2]

[END OF OPTIONS]

The District will require vendors to certify accessibility at the point of purchase.

5. Reporting Concerns or Possible Violations

~~If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, the individual may contact the web accessibility coordinator with any accessibility concerns.~~ If a person accessing the District's web content and/or District-approved/affiliated mobile apps (e.g., a student, prospective student,

employee, guest, or visitor)("user") believes that specific web content and/or a mobile app has violated the WCAG 2.1, Level AA standards, the user may contact the Digital Accessibility Coordinator with any accessibility concerns.

The individual may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

D. Instructional Use of Apps ~~and Web~~ / Services

The Board 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 District unless expressly directed by a teacher solely for educational purposes.

[SELECT OPTION #1 OR #2]

[][OPTION #1]

The Board requires the ~~() Superintendent~~ (☒) Chief Technology Officer _____ [END OF OPTIONS] pre-approve each app ~~and/or~~ / service that a teacher intends to use to supplement and enhance student learning. To be approved, the app ~~and/or~~ / service must have a FERPA-compliant privacy policy, as well as comply 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 including the WCAG 2.1, Level AA accessibility standards [END OF OPTION].

[][OPTION #2]

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 () Superintendent () _____ [END OF OPTION] 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, including the WCAG 2.1, Level AA accessibility standards [END OF OPTION].

[END OF OPTIONS]

The Board further requires

(☒) the use of a Board-issued e-mail address in the login process for District-approved/affiliated apps/services.

~~() prior written parental permission to use a student's personal e-mail address in the login process for District-approved/affiliated apps/services : [END OF OPTIONS]~~

E. ~~Annual~~ Training

The District will provide ~~() annual~~ (X) periodic [END OF OPTION] 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.~~

1. create web content, documents, or multimedia materials;
2. manage the Board's website and digital services;
3. select and contract with technology vendors; and
4. work on online communications. The training should cover:

[CHOOSE OPTION 1 OR OPTION 2]

~~[] [OPTION 1]~~

- a. ~~WCAG 2.1, Level AA guidelines and success criteria;~~
- b. ~~accessible document creation (PDFs, Word, PowerPoint);~~
- c. ~~alternative text requirements for images and media;~~
- d. ~~video captioning and audio description requirements;~~
- e. ~~accessible form and navigation design;~~
- f. ~~color contrast and visual design standards;~~
- g. ~~vendor accessibility evaluation criteria; and~~
- h. ~~the District's responsibilities under Title II of the ADA, including its grievance procedures.~~

~~[END OF OPTION 1]~~

[X] [OPTION 2]

this Policy and responsibilities associated with the specified staff members' roles related to implementation of this policy and ensuring the District's digital content is appropriate and accessible.

1 [END OF OPTION 2]

2
3 [END OF OPTIONS]

4
5 [.] Such training shall be facilitated by qualified individuals with demonstrated
6 knowledge, skill, and experience concerning the accessibility standards and ADA
7 compliance. [END OF OPTION]

8
9 [.] New employees in covered positions must complete accessibility training
10 within [INSERT TIMEFRAME] of hire. [END OF OPTION]

11
12 F. One-Way Communication Using the District ~~Web Content, Apps, and~~
13 ~~Services~~ Website and/or District-Approved/Affiliated Apps/Services

14
15 The District is authorized to use ~~web pages/sites, apps, and services~~ its
16 website(s) and District-approved/affiliated apps/services to promote school
17 activities and inform stakeholders and the general public about District news
18 and operations.

19
20 However, the use of TikTok or any successor platform is prohibited on District-
21 owned devices, through Internet access provided by the District, or as a platform
22 to communicate or promote any District school, school-sponsored club, extra-
23 curricular organization, or athletic team.

24
25 Such communications constitute public records that will be archived.

26
27 When the Board or Superintendent designates communications distributed via
28 the District ~~web pages/sites, apps, and services~~ website(s) and/or District-
29 approved/affiliated apps/services to be one-way communication, public
30 comments are not solicited or desired, and the ~~website, app, or~~
31 ~~service~~ website(s) or app/service is to be considered a nonpublic forum.

32
33 If the District uses an app ~~and/or web~~ / service that does not allow the District
34 to block or deactivate public comments (e.g., Facebook, which does not allow
35 comments to be turned off, or X (formerly Twitter), which does not permit users
36 to disable private messages or mentions/replies), the District's use of that apps
37 ~~and web~~ / service will be subject to Policy 7544 – *Use of Social Media*, unless the
38 District is able to automatically withhold all public comments.

39
40 If unsolicited public comments can be automatically withheld, the District will
41 retain the comments in accordance with its adopted record retention schedule
42 (see AP 8310A – *Requests for Public Records*), but it will not review or consider

those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such “hidden public comments” on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

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)

28 C.F.R. Part 35, Subpart H (Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities – Effective 6/24/2024)

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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

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COMMUNITY RELATIONS

po9200

VOLUNTEERS (To Rescind)

ADOPTED Jun 5, 2025 · REVISED Nov 6, 2025

9200-- **VOLUNTEERS**

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

Application and Background Check

Prospective volunteers must complete an application and background check in accordance with Florida law. The 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 District for electronic fingerprint submission to the Florida Department of Law Enforcement. 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 District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

Initial status and any changes in status must be reported within five (5) business days after a person receives his/her initial status or after a change in the person's status has been made.

Volunteer applicants are subject to a background check against the Florida Department of Law Enforcement (FDLE) sexual predator/sex offender registry.

Volunteer applicants who will work with students in an unsupervised manner are required to pass a Level 2 criminal background screening and screening pursuant to F.S. 435.12 and 943.0542.

The Superintendent may require a Level 2 criminal background screening and screening pursuant to F.S. 435.12 for any other situation or activity deemed appropriate.

If a criminal records check is conducted, it will be at the volunteer's expense.

The volunteer application shall require that the applicant disclose if s/he has ever been convicted or had adjudication withheld in a criminal offense, other than a minor traffic violation, or if any criminal charges are pending. For purposes of this policy, "convicted" means 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. (F.S. 943.0435)

An applicant who is found through background screening to be included in the FDLE sexual offender/predator registry or who has been convicted of any crime involving moral turpitude,

as defined by rule of the State Board of Education, shall not be approved as a volunteer.

Duty to Report Known or Suspected Cases of Child Abuse, Abandonment, or Neglect

All volunteers must abide by Board Policy 8462 – *Student Abuse, Abandonment, and Neglect* and are required to review it during the application process. Each volunteer shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Duties

Duties assigned to school volunteers shall be consistent with Florida law and State Board of Education rules. Volunteers must agree to abide by all Board policies and District guidelines while on duty as a volunteer, including signing, if appropriate, the District's Technology Access Agreement Forms. The Principal shall be responsible for assigning duties of school volunteers.

The Superintendent shall inform all volunteers who work or apply to work with children on a regular basis of the need to display appropriate behavior at all times.

Volunteers shall not:

- A. establish instructional objectives.
- B. make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.
- C. make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
- D. make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).

Confidential Information

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to personally identifiable student information only with approval of the Principal and to the extent necessary to fulfill an assigned activity that would otherwise be performed by a District employee. Volunteers must have a legitimate educational interest in order to access student information.

Legal Protection

Pursuant to Florida law, a school volunteer who has been duly approved by the Superintendent shall incur no civil liability for any act or omission by the volunteer that results in personal injury or property damage if the volunteer was acting in good faith within the scope of the official duties performed under such volunteer service; the volunteer was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by any wanton or willful misconduct on the part of the volunteer in the performance of their volunteer duties.

Removal of Volunteers

Volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or Board policies, or otherwise act in a

manner contrary to the expectations of an employee of this District may be removed as an approved volunteer.

Workers' Compensation Coverage

Volunteers who are assigned to perform specific duties will be covered by the District's workers' compensation insurance policy. All volunteers must sign in when arriving on school grounds and sign out when leaving school grounds. Failure to do so may result in a denial of workers' compensation insurance coverage.

Records

The Superintendent will require that accurate records be maintained of volunteer hours of service, duties, and training.

Revised 11/6/25

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Legal

F.S. 121.091(15)

F.S. 435.04

F.S. 435.12

F.S. 768.1355

F.S. 943.0435

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43(5)

F.S. 1002.23

F.S. 1012.01(5)

F.S. 1012.27

F.S. 1012.315

F.A.C. 6A-10.083, Standards Relating to Gross Immorality and Acts of Moral Turpitude

20 U.S.C. 1232g, Family Educational Rights and Privacy Act

26 C.F.R. 1.409A-1(1)(ii)

34 C.F.R. 99.31

COMMUNITY RELATIONS

9200

Volunteers

I. Purpose and Overview

The School Board of Clay County (SBCC) recognizes that certain programs and activities are greatly enhanced through the use of volunteers who possess particular knowledge, experiences, or skills that support District staff members responsible for the management of those programs.

School volunteers may include parents, legal guardians, senior citizens, students, and other community members who assist teachers or other members of the school staff without compensation or benefits from the District.

II. Volunteer Classifications and Scope of Contact

To safeguard the student body, the District classifies volunteers into two categories based on their level of student contact and the required degree of supervision.

A. Level 1 Volunteers

This category applies strictly to individuals who have direct contact with students only within the immediate, continuous presence and supervision of a District employee during the instructional day. The only Level 1 volunteers permitted to assist outside the regular school day are those serving in operational, public-facing roles where they have no unsupervised access to students. Examples include, but are not limited to, ticket takers, concession stand workers, and athletic chain crews.

B. Level 2 Volunteers

This status is mandatory for nearly all other volunteer activities. Level 2 clearance must be obtained by any individual volunteering outside of regular school hours, as well as any volunteer whose role creates the potential for direct contact with students outside the continuous supervision of a District employee.

Scope of Application: Pursuant to Florida Statutes §§ 1012.32, 1012.465, and Chapter 435, this requirement explicitly applies to—but is not restricted to—volunteer athletic coaches, club sponsors, program assistants, fine arts assistants or helpers, individuals driving students, and chaperones for school-sponsored trips, athletic events, fine arts programs, and extracurricular activities. No individual shall be permitted to serve until full clearance is issued through the District's background screening process.

C. "Direct Contact with Students" Defined

Includes any situation in which a volunteer or non-district personnel interacts with, supervises, instructs, or is otherwise responsible for students in a school-sponsored activity, whether on or off a school campus.

III. Application and Background Screening Framework

A. General Requirements

In accordance with Florida law, all prospective volunteers must complete an application and the background check required for their classification level prior to performing services, with the exception of currently enrolled District students serving as student volunteers (as outlined in Section IV.C). The Board maintains registration as an employer with the Care Provider Background Screening Clearinghouse. Screening against the state and national sexual offender and predator registries will be conducted prior to referring an individual for electronic fingerprint submission to the Care Provider Background Screening Clearinghouse. This applies to any person with a current or potential "affiliation" with the District.

Definition of "Affiliation": Status as an employee, volunteer, or contractor (or applicant for these roles) in a position where screening is authorized under the National Child Protection Act.

B. Screening Protocols

Level 1 Volunteers: Subject to screening against the state and national sexual offender and predator registries.

Level 2 Volunteers: Required to pass a Level 2 criminal background screening pursuant to Florida Statutes §§ 435.12 and 943.0542.

1 Superintendent Authority: The Superintendent may require a Level 2 screening
2 (pursuant to F.S. § 435.12) for any other volunteer situation or activity deemed
3 appropriate. If a criminal records check is conducted under this discretionary
4 authority, it will be executed at the volunteer's expense. The Superintendent may
5 also require additional screening and standards above and beyond the
6 standards listed above.

7

8 **C. Disclosures and Automatic Disqualification**

9

10 The volunteer application requires applicants to disclose pending criminal
11 charges, past convictions, or withheld adjudications (excluding minor traffic
12 violations).

13

14 Definition of "Convicted": A determination of guilt resulting from a trial, a plea of
15 guilty, or a plea of nolo contendere, regardless of whether adjudication was
16 withheld (F.S. § 943.0435).

17

18 Automatic Disqualification: An applicant **shall not** be approved as a volunteer if
19 background screening reveals they have been:

- 20
- 21 1. Included in the FDLE sexual offender/predator registry.
 - 22 2. Arrested or convicted of any crime involving Florida Statutes §§ 1012.32,
23 1012.465, and Chapter 435, as defined by rule of the State Board of Education.

24

25 **D. Terms of Volunteer Service Acknowledgement**

26

27 As part of the application process, all prospective volunteers must execute a
28 Statement of Volunteer Service establishing the legal parameters of their
29 relationship with the District. School volunteers:

- 30
- 31 1. Are not employees of the School Board and have no expectation of future
32 employment with the District.
 - 33 2. Provide services entirely without wages or compensation, and are ineligible for
34 unemployment compensation benefits.
 - 35 3. Are not entitled to District-provided health benefits or medical coverage
 - 36 4. Acknowledge and consent to Level 1 and/or Level 2 background screenings as
37 dictated by role, including specialized FDLE screenings required for individuals
38 serving as student mentors.
- 39

40 **IV. Special Categories: Guest Speakers, Clinicians, and Student Volunteers**

41

42

A. Definition and Clearance

Guest speakers, clinicians, or instructors visiting a campus to provide short-term assistance, instruction, or demonstrations are eligible for Level 1 volunteer status, provided their service is limited to a short-term, single-event basis as defined by District administrative procedures. These individuals must remain under the immediate, continuous supervision of a District employee at all times. Any guest exceeding these limits or returning regularly must obtain Level 2 clearance.

B. Parental Permission

Documented parental permission is strictly required for any student to participate in or attend a guest speaker presentation or activity.

C. Student Volunteers

Current students of the District who serve as volunteers are exempt from the standard volunteer application and background screening protocols detailed in Section III. Student volunteers shall remain under the direct, continuous supervision of a District employee at all times.

V. Volunteer Duties, Restrictions, and Responsibilities

Duties assigned to school volunteers shall be consistent with Florida law and State Board of Education rules. Volunteers must agree to abide by all Board policies and District guidelines while on duty, including executing the District's Technology Access Agreement Forms, if applicable. The Principal shall be responsible for assigning the duties of school volunteers.

A. Instructional Restrictions

The Superintendent shall inform all volunteers who work or apply to work with children on a regular basis of the need to display appropriate behavior at all times.

Volunteers shall not:

1. establish instructional objectives.
2. make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.

3. make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
4. make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).

B. Media and Communication Restrictions

To protect student privacy and maintain professional boundaries, volunteers shall not:

1. Take photographs, audio recordings, or video recordings of students on school grounds or during school-sponsored activities, unless explicitly authorized in writing by the Principal or Superintendent for an official school-approved purpose.
2. Contact or communicate with students through personal channels, including but not limited to personal phone calls, text messaging, personal email accounts, or private social media platforms. All electronic communication with students must occur exclusively through Board-approved communication platforms and must relate directly to the volunteer's officially assigned duties.

C. Confidential Information

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to personally identifiable student information only with approval of the Principal and to the extent necessary to fulfill an assigned activity that would otherwise be performed by a District employee. Volunteers must have a legitimate educational interest in order to access student information.

VI. Legal Protection, Duty to Report, and Removal

A. Legal Protection

Pursuant to Florida law, a school volunteer who has been duly approved by the Superintendent shall incur no civil liability for any act or omission by the volunteer that results in personal injury or property damage if the volunteer was acting in good faith within the scope of the official duties performed under such volunteer service; the volunteer was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by

any wanton or willful misconduct on the part of the volunteer in the performance of their volunteer duties.

B. Continuous Duty to Report Criminal History Changes

1. Criminal History Changes - It is the personal responsibility of the volunteer to immediately notify the Assistant Superintendent of Human Resources if the status of their criminal history changes in any way after the date of clearance. Volunteers are required to self-report, within 48 hours to the Assistant Superintendent of Human Resources, any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance, or any other arrest for offenses listed under Florida Statute 435.04 (2).

2. Known or Suspected Cases of Child Abuse, Abandonment or Neglect: All volunteers must abide by Board Policy 8462 - *Student Abuse, Abandonment and Neglect* - and are required to review it during the application process. Each volunteer shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

C. Removal of Volunteers

Volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or Board policies, or otherwise act in a manner contrary to the expectations of an employee of this District may be removed as an approved volunteer.

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Legal

F.S. 121.091(15)

F.S. 435.04

F.S. 435.12

F.S. 768.1355

F.S. 943.0435

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43(5)

F.S. 1002.23

F.S. 1012.01(5)

F.S. 1012.27

F.S. 1012.315

1 F.A.C. 6A-10.083, Standards Relating to Gross Immorality and Acts of Moral Turpitude
2 20 U.S.C. 1232g, Family Educational Rights and Privacy Act
3 26 C.F.R. 1.409A-1(1)(ii)
4 34 C.F.R. 99.31
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