



Book Policy Project Revised  
Section 9000 Community Relations Cleaned  
Title PUBLIC COMPLAINTS  
Code po9130  
Status From Neola  
Legal F.S. 119.071(2)(k)  
F.S. 1012.31

#### 9130 - PUBLIC COMPLAINTS

Any person or group, having an interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to applicable policies.

#### **Matters Regarding a Staff Member**

If the complainant contacts an individual Board member to discuss an issue the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity.

#### **Matters Involving Suspected Child Abuse, Substance Abuse, or Affects the Health, Welfare, and Safety of a Student**

Alleged misconduct by District employees which involves suspected child abuse or substance abuse or affects the health, safety, or welfare of a student shall be reported to the Superintendent. The matter shall be investigated and, if necessary, appropriate action taken.

#### **Challenges to Material Used in a Classroom, Made Available in a School or Classroom Library, or Included on a Reading List**

See Policy 2520 - *Selection and Adoption of Instructional Materials*/Policy 2522.

#### **Confidentiality**

Pursuant to State law, a complaint of misconduct against a District employee, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:

- A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or
- B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated

Employees.

Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:

A. by certified mail, return receipt requested, to his/her address of record; or

B. by personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

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Book Policy Project Revised  
Section 9000 Community Relations Cleaned  
Title SCHOOL VISITORS  
Code po9150  
Status From Neola

### 9150 - SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The control of the school is vested in the Principal who has the ultimate responsibility for the administrative and supervision of all decisions and activities on the school campus. The Principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Principal also has the right to control the time of day, length of the visit, and to determine if the parent is to be accompanied.

Unauthorized presence on school premises is strictly prohibited. All visitors desiring access to school premises must first receive permission from the Principal, sign in and out at the school office, and wear a visitor's nametag while present on school premises. Persons desiring to meet with a teacher or student on school premises must arrange for an appointment through the Principal.

Parents and guardians desiring to visit their child during the school day on school premises must follow the procedures set forth above. Non-custodial parents may not remove the child from the school without the lawful consent of the custodial parent or guardian or legal authorization in the form of an order or judgment of a court of competent jurisdiction.

Observation of a teacher's class by a parent or guardian shall be allowed only after receiving the building principal's consent and providing a twenty-four (24) hour notice, unless the teacher to be observed agrees to less notice.

The Superintendent shall promulgate such administrative procedures as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

### Visitation by Board Members and Legislators

Individual Board members may visit a District school at any time. Board members and legislators may not be required to give prior notice of the visit. Another Board member or District employee may not limit the duration or scope of the visit or direct a visiting Board member or legislator to leave the premises. A member of the Legislature may visit any public school in the legislative district of the member.

Board members and legislators must sign in and sign out at the school's main office and wear their identification badge at all times while present on school premises. The Board member or legislator shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

Pursuant to Bylaw 0172, if, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate.

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Book Policy Project Revised

Section 9000 Community Relations Cleaned

Title PUBLIC ATTENDANCE AT SCHOOL EVENTS

Code po9160

Status From Neola

Legal F.S. 871.05  
28 C.F.R. Part 35  
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended  
34 C.F.R. Part 104  
42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

**9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The School Board welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AP 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function occurring on Board property.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

Individuals with disabilities shall have an equal opportunity to purchase tickets for accessible seating for a single event or series of events during the same hours; during the same stages of ticket sales, including, but not limited to, presales, promotions, lotteries, wait- lists, and general sales; through the same methods of distribution; in the same types and numbers of ticketing sales outlets, including telephone service, in-person ticket sales at the facility, or third-party ticketing services, as other patrons; and under the same terms and conditions as other tickets sold for the same event or series of events.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

The Board is aware of the increasing desire of many parents and other members of an audience to make digital recordings of school events. Such recordings can be made if the performance is not of copyrighted material. If the performance is of copyrighted material, recordings can be made if the District secures the appropriate license authorizing such recordings in advance of the performance. If the performance is of copyrighted material and the necessary license is not secured in advance of the performance, the audience shall be advised before the performance begins that audio and/or video recordings are prohibited. At events when recordings are permitted, the audience will be reminded at the outset that their use of digital recording equipment may not interfere with the conduct of the particular activity or performance, nor impinge on the enjoyment of the event by other members of the audience. The Superintendent will establish rules and procedures governing the use of nondistrict digital recording equipment at any District-sponsored event or activity. Such rules should be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to the activity.

Any person or organization seeking to film students or a school activity which is not a public event must obtain prior permission from the Superintendent.

### **Interference with a Sporting or Entertainment Event**

In accordance with F.S. 871.05, the term:

- A. "Covered event" means an athletic competition or practice, including one conducted in a public venue or a live artistic, theatrical, or other entertainment performance event. The duration of such event includes the period from the time when a venue is held open to the public for such an event until the end of the athletic competition or performance event.
- B. "Covered participant" means an umpire, officiating crew member, player, coach, manager, groundskeeper, or any artistic, theatrical, or other performer or sanctioned participant in a covered event. The term includes event operations and security employees working at a covered event.
- C. "Restricted area" means any area designated for use by players, coaches, officials, performers, or other personnel administering a covered event that is on, or adjacent to, the area of play or performance.

No person may:

- A. intentionally touch or strike a covered participant during a covered event against the will of the covered participant, or intentionally cause bodily harm to a covered participant during a covered event; or
- B. willfully enter or remain in a restricted area during a covered event without being authorized, licensed, or invited to enter or remain in such a restricted area.

A person who interferes with a sporting or entertainment event shall be subject to loss of visitor privileges and shall be reported to appropriate law enforcement officials.

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| Book    | Policy Project Revised                    |
| Section | 9000 Community Relations Cleaned          |
| Title   | CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS |
| Code    | po9190                                    |
| Status  | From Neola                                |

#### 9190 - **CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS**

It is the policy of the School Board to approve school sponsorship of functional occupational projects as part of the shop instruction related to the occupations being taught by the District school(s).

Functional projects may be accepted by the teacher with the approval of the Superintendent.

Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students.

Patrons shall be charged only for the actual cost of materials used in completing instructional projects. No tipping shall be allowed to any student or teacher. Signs shall be printed and posted in each shop indicating that no tipping is permitted.

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Book Policy Project Revised

Section 9000 Community Relations Cleaned

Title VOLUNTEERS

Code po9200

Status From Neola

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

**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.

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.

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Book Policy Project Revised  
Section 9000 Community Relations Cleaned  
Title DIRECT-SUPPORT ORGANIZATIONS  
Code po9215  
Status From Neola  
Legal F.S. 11.45(8),  
F.S. 119.07(1),  
F.S. 1001.453  
F.A.C. 6A-1.0013

#### 9215 - **DIRECT-SUPPORT ORGANIZATIONS**

The School Board believes that direct support organizations provide invaluable assistance to the students of this 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 Board
- B. it is a Florida corporation not for profit, incorporated under the provisions of 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 this District

The Board may approve agreements with direct-support organizations that meet the criteria listed above. Direct-support organizations must submit their applications directly to the Superintendent.

If the 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 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 District funds to a direct-support organization for start-up funds to begin a fund-raising program.

#### **Direct-Support Organizations with more than \$100,000.00 in Annual Expenditures and Expenses**

The Board requires that each direct-support organization 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 direct-support organization that is audited pursuant to this policy submit an annual audit report no later than two(2) months after the close of the fiscal year, that is September 1st, 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 direct-support organization.

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, exempt from the provisions of State law. Any other records of such direct-support organizations subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.

The direct-support organization shall also submit to the Superintendent and the Board an annual report indicating its goal(s), programs, and activities no later than March 1st of each year.

### **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.

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Book Policy Project Revised

Section 9000 Community Relations Cleaned

Title HOME-EDUCATION PROGRAMS

Code po9270

Status From Neola

Legal [F.S. 490.003](#)  
[F.S. 1001.32\(2\)](#)  
[F.S. 1001.41](#)  
[F.S. 1002.20](#)  
[F.S. 1002.41](#)  
[F.S. 1002.45](#)  
[F.S. 1003.01](#)  
[F.S. 1003.21](#)  
[F.S. 1003.26](#)  
[F.S. 1006.03](#)  
[F.S. 1006.15](#)  
[F.S. 1007.27](#)  
[F.S. 1007.271](#)  
[F.A.C. 6A-6.0331, General Education Intervention Procedures, Evaluation, Determination of Eligibility, Reevaluation and the Provision of Exceptional Student Education Services](#)  
[FLDOE Home Education and ESE Services FAQs](#)

## 9270 - HOME-EDUCATION PROGRAMS

A "home education program" means the sequentially progressive instruction of a student directed by his/her parent in order to satisfy the attendance requirements set forth in State law. Home schooled students will not be assigned a grade level by the District.

Home education programs are excluded from meeting the day or hour requirements of the school day or school year.

### **Establishment of a Home Education Program**

Parents residing in the District seeking to establish a home education program for their child shall notify the Superintendent of their intent to establish and maintain a home education program.

If the student has previously not been enrolled in the District when making such notification, the parent shall also comply with the residency verification required by State law.

The notice must be in writing, signed by the parent, and must include the full legal names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program, the Superintendent shall provide the parent with a copy of F.S. 1002.41, and a copy of the accountability requirements set forth in F.S. 1003.26(1)(f) with which the parent shall be expected to comply.

Parents establishing and maintaining a home education program are not required to hold a valid regular Florida teaching certificate. The notice must be filed in the Superintendent's office within thirty (30) days of the establishment of the home education program.

The Superintendent shall accept the notice and immediately register the home education program upon receipt of the notice. A parent is not required to submit any additional information or verification unless the student chooses to participate in a District program or service. If the student chooses to participate in a District program or service, s/he will be required to supply the District with the same information that is required of the District's students in order to participate in the program or service.

Home education program students will be provided written notification of Statewide, standardized assessments offered by the District.

Parents must file a written notice of termination in the Superintendent's office within thirty (30) days of completion of the home education program. The written notice must also include a copy of the student's Annual Educational Evaluation.

### **Portfolios**

Parents who establish a home education program shall maintain a portfolio of records and materials. As required by State law, the portfolio must consist of the following:

- A. a log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used; and
- B. samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

Parents shall determine the content of the portfolio, preserve it for two (2) years, and make it available for inspection by the Superintendent, if requested, upon fifteen (15) days' written notice.

### **Annual Educational Evaluation**

Parents who establish a home education program shall provide for an annual educational evaluation documenting their child's demonstration of educational progress at a level commensurate with his/her ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the Superintendent's office in the District. The annual educational evaluation shall consist of one (1) of the following:

- A. A teacher selected by the parent shall evaluate the student's educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level.
- B. The student shall take any nationally normed student achievement test administered by a certified teacher.
- C. The student shall take a State student assessment test used by the District and administered by a certified teacher, at a location, and under testing conditions approved by the District.
- D. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of State law.
- E. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by the Superintendent and the parent.

The Superintendent shall accept the results of the annual educational evaluation of the student in a home education program and may also request that the parent submit the student's portfolio for review. Pursuant to State law, the parent must submit the portfolio within fifteen (15) days of receiving this notice.

If the student does not demonstrate educational progress at a level commensurate with his/her ability, the Superintendent shall notify the parent, in writing, that such progress has not been achieved.

The parent shall have one (1) year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the one (1) year probationary period, the student shall be reevaluated as specified in State law. Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with his/her ability at the end of the probationary period.

#### **Home Education Student Participation in Certain Activities**

In accordance with Florida law, home education program students may participate in certain activities associated with the District. These activities include, but are not limited to, the following:

- A. interscholastic extra-curricular student activities;
- B. dual enrollment programs;
- C. District virtual instruction programs;
- D. career and technical courses and programs when the student enrolls in a public school solely for career and technical courses and programs; and
- E. industry certifications, national assessments, and statewide, standardized assessments offered by the District.

Homeschool students are not permitted to participate in district graduation ceremonies and are ineligible for district issued high school diplomas.

#### **Exceptional Student Education**

Parents of student not enrolled in the District who suspect that their child may have a disability or may be gifted should (1) contact the District's Exceptional Student Education office and request that their child be tested and evaluated; or (2) contact the Florida Department of Education's (FLDOE's) Diagnostic and Resources System (FDLRS) and request that their child be evaluated in accordance with State law. If requested to do so by a parent of a student suspected of having a disability or is gifted, the District shall perform testing and evaluation services for the student.

If it is determined that a student meets eligibility requirements for exceptional student education, his/her parent(s) may enroll the child in the District so that the child may receive appropriate instruction and services as an ESE student, choose to educate the child in a home education program, or choose to access other educational options provided by State law, such as Personal Learning Scholarship Account (PLSA), McKay Scholarship Program, virtual education, etc. The District is not obligated to provide ESE instruction and services to eligible students who are not enrolled in the District.

If the parent of a child with a disability who is currently enrolled in a home education program chooses to enroll the child full time in the District, the District shall provide a free appropriate public education in accordance with the terms of Policy 2460 - Exceptional Student Education, the Individuals with Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973, and any other applicable Florida and Federal laws.



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| Book    | Policy Project Revised  |
| Section | 9000 Community Relations Cleaned  |
| Title   | AWARDS, RECOGNITION, AND INCENTIVES FOR STAFF, SCHOOL VOLUNTEERS, ADVISORY COMMITTEE MEMBERS, AND COMMUNITY MEMBERS |
| Code    | po9300  |
| Status  | From Neola  |
| Legal   | <u>F.S. 1012.22(g).</u>   |

**9300 - AWARDS, RECOGNITION, AND INCENTIVES FOR STAFF, SCHOOL VOLUNTEERS, ADVISORY COMMITTEE MEMBERS, AND COMMUNITY MEMBERS**

The School Board values excellence and wants to recognize, and thereby encourage, staff members, school volunteers, advisory committee members, and community members whose achievements and/or service exemplify the excellence that is our District's standard. It shall be the policy of this Board, therefore, that exemplary achievements and/or service of staff members, school volunteers, advisory committee members, and community members be appropriately recognized with meritorious service awards.

Pursuant to State law, District funds may be budgeted and expended to purchase awards to be presented to individuals in recognition of their achievements and/or service. These awards may include, but are not limited to, certificates, plaques, medals, ribbons, and photographs. The cost of a single award presented pursuant to this policy shall not exceed the statutory limit.

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Book Policy Project Revised  
Section 9000 Community Relations Cleaned  
Title RELATIONS WITH SPECIAL INTEREST GROUPS  
Code po9700  
Status From Neola  
Legal F.S. 1013.10

#### 9700 - RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund-raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests.

It is the policy of the School Board that students, staff members, and District facilities not be used for promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its designee; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

Pursuant to State law, a person or group may not accept a donation of public funds from the District, or any person acting on behalf of the District, for a political advertisement or electioneering communication concerning an issue, referendum, or amendment, including any State question, that is subject to a vote of the electors.

##### A. Political Interests

All materials or activities proposed by outside political sources for student or staff use or participation shall be reviewed by the principal on the basis of their educational contribution to part or all of the school program, benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages. Instructional staff may, however, utilize political materials or those provided by special interest-groups in adopted courses of study with the approval of the principal.

School facilities or equipment may not be used as a means of producing or disseminating to the community any materials that advertises or promotes a political party, a political cause or the candidacy of an individual for public office. Students and employees of the Board shall not be used to distribute campaign literature within the schools or on school grounds.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

##### B. Patriotic Organizations

A "patriotic organization" is a youth membership organization serving young people under the age of twenty-one (21) that has an educational purpose and promotes patriotism and civic involvement. The organizations which are

defined under federal law are Big Brothers-Big Sisters of America, Boy Scouts of America, Boys & Girls Clubs of America, Civil Air Patrol, Future Farmers of America, Girl Scouts of the United States of America, Little League Baseball, Inc., Marine Corps League, and Naval Sea Cadet Corps.

The District may, but is not required to, permit the following:

1. Allow a representative of a patriotic organization the opportunity, during school hours and instructional time, to speak with and distribute informational materials in a classroom setting to students to encourage participation in the patriotic organization and its activities and inform students of how the patriotic organization may further the student's education interests and civic involvement to better their school, community and themselves; and/or
2. Provide opportunities for a patriotic organization to have displays at schools within the District to provide opportunities for student recruitment. Such displays may include informational flyers and the use of other existing communication channels.

If the District authorizes a representative of a patriotic organization to speak with and distribute informational materials to student and provide displays, the District must (a) provide a specific date and time for the organization to speak to students at schools within the District after the organization has provided reasonable notice of its intent to speak to students and provide display, and (b) must notify parents or guardians of each patriotic organization's expected presentation and the option to withhold consent for their child participating in such participation.

The District may not discriminate against a patriotic organization in the use of any school building or property for the activities described above if the activities occur outside of the school day. See also Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity* and Policy 7510 - *Use of District Facilities*.

If the District allows a patriotic organization to speak with and distribute informational materials to students or use school buildings or property pursuant to this policy, it is not required to provide equal access to an organization that is not designated as a patriotic organization.

#### C. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. involve any direct cost to the District;
4. interrupt the regular school program unless the student body as a whole derives benefit from such activities;
5. cause the participants to leave the School District, unless:
  - a. the Board's Policy 2340 - *Field and Other District-Sponsored Trips* - has been complied with in all aspects;
  - b. the Board has granted special permission;
  - c. the parents of a minor student have granted their permission.

#### D. Distribution/Posting of Literature

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the principal.

#### E. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations, individuals, or staff members who meet the permission criteria established in the District's administrative procedures. Solicitation must take place at such times and places and in such a manner as specified in the administrative procedures. In accordance with Board Policy 5830, no District student may participate in the solicitation without the Superintendent's approval.

1. The Board disclaims all responsibility for the protection for, or accounting of, such funds.
2. Solicited funds are not to be deposited in any regular or special accounts of the District.
3. A copy of this policy as well as the relevant administrative procedures shall be given to any individual granted permission to solicit funds on District property.
4. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.
5. Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks is prohibited without the specific permission of the Superintendent.

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 Superintendent and the Assistant Superintendent of Finance.

All crowdfunding activities are subject to policy 6605.

#### F. Prizes/Scholarship

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these procedures be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the principal.
3. The principal, together with a committee of staff members designated by the principal, may be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

#### G. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the District shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from students by the providers of the services.



Book Policy Project Revised  
Section 9000 Community Relations Cleaned  
Title ADVERTISING AND COMMERCIAL ACTIVITIES  
Code po9700.01  
Status From Neola  
Legal F.S. 847.012  
F.S. 1013.10

#### 9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The School Board may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

##### A. Product Sales:

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fund-raising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

##### B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

## **Approval**

It is further the policy of the Board that its name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, nonprofit or other non-school agency or organization, public or private, without the approval of:

- A. The principal or site administrator for advertising at the school site or facility.
- B. The Superintendent for advertising at the District level.

## **Accounting**

Advertising revenues must be properly reported and accounted for.

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Book Policy Project Revised

Section 9000 Community Relations Cleaned

Title CHARTER SCHOOLS

Code po9800

Status From Neola

Legal F.S. 39.203  
F.S. Chapter 120  
F.S. 218.39  
F.S. 218.391  
F.S. 218.503  
F.S. 286.23  
F.S. 768.095  
F.S. 1001.10  
F.S. 1001.41  
F.S. 1002.31  
F.S. 1002.33  
F.S. 1002.3301  
F.S. 1002.345  
F.S. 1008.31  
F.S. 1008.34  
F.S. 1011.60  
F.S. 1012.01  
F.S. 1012.315  
F.S. 1012.32  
F.S. 1013.12  
F.A.C. 6A-1.0081  
F.A.C. 6A-1.099827  
F.A.C. 6A-2.0020  
F.A.C. 6A-6.0781  
F.A.C. 6A-6.0784  
F.A.C. 6A-6.0786  
F.A.C. 6A-6.07862  
F.A.C. 6A-6.0787

## 9800 - CHARTER SCHOOLS

F.S. 1002.33 empowers the School Board with oversight responsibility for all charter schools situated within Clay County, Florida. The Board designates the Superintendent to receive and review all charter applications. The Superintendent shall recommend to the Board the approval or denial of each charter application and charter contract as required by State law. The Board shall have final authority, by majority vote, to approve or deny any application and charter contract submitted to the Board within the time frame set forth in State law.

Approved charter schools are public schools and shall receive goods and services from the Board as required by law and/or specified through a contract with the Board.

If approved, the initial charter shall be for a term of five (5) years, excluding two (2) planning years. The Board may renew charters under the conditions and for terms as set forth in State law.

In addition, a charter school that satisfied the requirements set forth in State law for designation as a high-performing charter school may receive a modification of its term to fifteen (15) years or a fifteen (15) year charter renewal. The charter may be modified or renewed for a shorter term at the option of the high-performing charter school.

The Board shall enter into a charter with a charter school utilizing the State-approved Florida Standard Charter Contract. The Board, as sponsor, shall perform the duties provided in F.S. 1002.33 and as otherwise required by law.

Charter contracts may be non-renewed or terminated as set forth in the charter contract or as otherwise permitted under State law. Such conditions may include, but are not necessarily limited to, when a charter school:

- A. fails to participate in the State's education accountability system created in F.S. 1008.31, or fails to meet the requirement for student performance as specified in the charter;
- B. fails to meet generally accepted standards of fiscal management due to deteriorating financial conditions or financial emergencies determined pursuant to F.S. 1002.345; and/or
- C. materially violates the law.

### **Application Procedure**

Potential applicants should send letters notifying the Board of their intent to submit an application to open a public charter school not later than July 1st. Such correspondence should be directed to the office of the Superintendent, who will notify the Office of School Choice. Failing to send the letter of intent will in no way negatively impact the application.

Applicants must submit the State-approved Standard Charter School Application along with all documents required by State law.

Applicants anticipating a request for District services (i.e., transportation, payroll services, use of facilities, etc.) must include a proposed contract for each service desired.

### **School Governance/Management**

- A. Charter schools shall organize or be operated by a not-for-profit organized pursuant to F.S. Chapter 617, a municipality, or another public entity, as provided by law.

#### **B. Charter School's Governing Board Requirements**

1. The charter school's governing board shall be solely responsible for the operation of the charter school which includes, but is not limited to, school operational policies; academic accountability; and financial accountability.

As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as the parental involvement representative must reside in the District and may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the board in this capacity. If the governing board oversees more than one charter

school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website. Governing board members are not required to reside in the District if the charter school otherwise complies with the terms of this paragraph.

The charter school's governing board shall hold at least two (2) public meetings per school year in the District. The meetings must be noticed, open, and accessible to the public and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative to facilitate parental involvement and the principal or director or his/her equivalent must be physically present at each meeting. Members of the governing board or any member of a committee formed or designated by the governing board may attend in person or by means of communications media technology used in accordance with rules adopted by the Administration Commission under F.S. Chapter 120.

2. Governing board members must:

- a. notify the Board of changes in membership within forty-eight (48) hours of change; and
- b. successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.

Costs of background screening shall not be borne by the charter school.

3. Governing board members must develop and approve by-laws that govern the operations of the board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-making of the charter school as it regarding curriculum, financial management, and internal controls.
4. Governing board members and their spouses are prohibited by State law from serving as an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.
5. Governing board members must participate in FLDOE sponsored charter school governance training to ensure that each board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A 6.0784:
  - a. Each governing board member must complete a minimum of four (4) hours of instruction focusing on Government in the Sunshine, conflicts of interest, ethics, and financial responsibility as specified in F.S. 1002.33(9)(k). After the initial four (4) hour training, each member is required, within the subsequent three (3) years and for each three (3) year period after that to complete a two (2) hour refresher training on the four (4) topics above in order to retain his/her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.
  - b. New members joining a charter school board must complete the four (4) hour training with ninety (90) days of appointment to the board.

6. Dispute Procedures (Board versus Charter School Governing Board)

Application, nonrenewal, and termination decisions are not subject to this dispute resolution process and must follow the procedures in F.S. 1002.33, Board policy, and the charter contract. Nothing contained herein shall operate to limit a charter school's rights to utilize the dispute resolution procedures set forth in F.S. 1002.33.

- a. The Board and the charter school agree that the existence and the details of a dispute notwithstanding, both parties shall continue without delay their performance under the charter contract, except for any performance, which may be directly affected by such dispute.
- b. Either party shall notify the other party that a dispute exists between them. The notification shall be in writing and shall identify the article and section of the contract that is in dispute and the grounds for the position that such article and section is in dispute. The matter shall be immediately submitted to the Board and the charter school's director for further consideration and discussion to attempt to



resolve the dispute.

- c. Should the representatives named in paragraph b above be unable to resolve the dispute within ten (10) days of receipt of written notification by one to the other of the existence of such dispute, then the matter may be submitted by either party to the Superintendent and to the school's governing board chair for further consideration and discussion to attempt to resolve the dispute.
- d. Should the parties still be unable to resolve their dispute within thirty (30) days of the date of receipt of written notification by one to the other of the existence of such dispute, then either party may proceed with utilizing the dispute resolution procedures set forth in F.S. 1002.33.

#### 7. Conflict Resolution (Charter School versus Parents/Legal Guardians, Employees, and Vendors)

- a. All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board. The procedures for handling such conflicts must be set forth in the charter contract.
- b. Evidence of each parent's acknowledgment of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.
- c. All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.
- d. All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.
- e. The Board shall be provided with the name and contact information of the parties involved in the charter school's conflict resolution process. The Board shall be notified immediately of any change in the contact information.

#### C. Management Companies

1. If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten (10) days before any payment is made to any of the entities.
2. Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.
3. All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must comply with terms as stated in the charter contract between the charter school and the Board. Any default or breach of the terms of the charter contract by the management company(ies) shall constitute a default or breach of the charter contract by the charter school.
4. Neither employees of the management company nor relatives of the management company's employees as defined in F.S. 1002.33 shall serve on the charter school's governing board or serve as officers of the charter school.

#### D. Voluntary Closure of Charter School

A charter may be terminated by a charter school's governing board through voluntary closure. The decision to cease operations must be determined at a public meeting. The governing board shall notify the parents and Board of the public meeting in writing before the public meeting. The governing board must notify the Board, parents of enrolled students, and FLDOE in writing within twenty-four (24) hours after the public meeting of its determination. The notice shall state the charter school's intent to continue operations or the reason for the closure and acknowledge that the governing board agrees to follow the procedures for dissolution and reversion of public funds pursuant to Florida law.

## **Employees of Charter Schools**

A charter school shall employ or contract with employees who have undergone background screening as provided in F.S. 1012.32. Members of the governing board of the charter school shall also undergo background screening in a manner similar to that provided in F.S. 1012.32 upon appointment to the governing board.

A charter school shall disqualify instructional personnel and school administrators, as defined in F.S. 1012.01, from employment in any position that requires direct contact with students if the personnel or administrators are ineligible for such employment under F.S. 1012.315.

Charter school personnel may not appoint, employ, promote, or advance any relative, or advocate for appointment, employment, promotion, or advancement of any relative to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control. An individual may not be appointed, employed, promoted, or advanced in or to a position in a charter school if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or exercise jurisdiction or control over the charter school and who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by the governing board of which a relative of the individual is a member. For purposes of this policy, the definition of relative shall be as it is defined in F.S. 1002.33(24)(a)(2).

Full disclosure of the identity of all relatives employed by the charter school shall be in accordance with F.S. 1002.33.

The governing board of a charter school shall adopt policies establishing standards of ethical conduct for instructional personnel and school administrators.

The Superintendent shall be responsible for responding to inquiries from the FLDOE regarding a request for an appointment of a Special Magistrate for charter school student complaints.

Within five (5) days of receipt of notice that a parent has requested the appointment of a Special Magistrate pursuant to F.A.C. 6A-6.0791, the District will provide to the FLDOE a statement addressing whether any of the grounds for dismissal as described in F.A.C. 6A-6.0791(7)(b) apply to the parental request for appointment of a Special Magistrate.

Additionally, the District will expeditiously contract for payment of a Special Magistrate appointed by the Commissioner of Education and notify the FLDOE within no more than twenty (20) days after receiving notice of the appointment of a Special Magistrate that an agreement has been reached for payment with the appointed Special Magistrate.

All costs incurred by the District for revising and responding to a parent complaint under this section is a service provided by the District to the charter school. The charter school shall be responsible for the District's actual costs unless a different amount is mutually agreed to by the District and charter school in a contract negotiated separately from the charter.

## **Board Annual Report Submission**

The Board shall submit an annual report to the FLDOE in a web-based format to be determined by the FLDOE. The report shall include the:

- A. number of applications received during the school year and up to August 1st and each applicant's contact information;
- B. date each application was approved, denied, or withdrawn; and
- C. date each final contract was executed.

Each year, by November 1, the Board shall submit to the FLDOE the information set forth in A through C for the previous year.

## **Facilities**

No later than January 1st, the FLDOE shall annually provide to the District a list of all underused, vacant, or surplus facilities owned or operated by the District as reported in the Florida Inventory of School Houses. The District may provide evidence to FL DOE that the list contains errors or omissions within thirty (30) days after receipt of the list. By each April 1st, FLDOE shall update and publish a final list of all underused, vacant, or surplus facilities owned or operated by the District, based upon updated information provided by the District. A Hope operator establishing a school of hope may use an educational facility identified in this section as prescribed in F.S. 1002.33(7)(d).

## Services

The Board will provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services, exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the National School Lunch Program, consistent with the needs of the charter school, are provided by the Board at the request of the charter school, that any funds due to the charter school under the National School Lunch Program be paid to the charter school as soon as the charter school begins serving food under the National School Lunch Program and that the charter school is paid at the same time and in the same manner under the National School Lunch Program as other public schools serviced by the Board; test administration services, including payment of the costs of State-required or Board-required student assessments; processing of teacher certificate data services; and information services, including equal access to the sponsor's student information systems that are used by public schools in the District. Student performance data for each student in a charter school, including, but not limited to, State-mandated testing scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the Board to a charter school in the same manner provided to other public schools in the District.

The District will provide training to charter schools on systems the District requires charter schools to use.

The Board may withhold an administrative fee for the provision of such services which shall be a percentage of the available funds defined in F.S. 1002.33(17)(b) calculated based on weighted full-time equivalent students. If the charter school services seventy-five percent (75%) or more exceptional education students as defined in F.S. 1003.01(3), the percentage shall be calculated based on unweighted full-time equivalent students. The administrative fee shall be calculated as follows:

A. Up to five percent (5%) for the following:

1. enrollment of up to and including 250 students in a charter school as defined in F.S. 1002.33(20);
2. enrollment of up to and including 500 students within a charter school system which meets all of the following:
  - a. includes conversion charter schools and nonconversion charter schools;
  - b. has all of its schools located in the same county;
  - c. has a total enrollment exceeding the total enrollment of at least one school district in Florida;
  - d. has the same governing board for all of its schools; or
  - e. does not contract with a for-profit service provider for management of school operations;
3. enrollment of up to and including 250 students in a virtual charter school; and,
4. Up to two percent (2%) for enrollment of up to and including 250 students in an exceptional student education center that meets the requirements of the rules adopted by the State Board of Education pursuant to F.S. 1008.3415(3).

B. Up to two percent (2%) for enrollment of up to and including 250 students in a high-performing charter school as defined in F.S. 1002.331.

The Board will not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum percentage of administrative fees withheld pursuant to this policy. The Board will not charge or withhold any administrative fee against a charter school any funds specifically allocated by the Legislature for teacher compensation.

The Board shall provide the FLDOE by no later than September 15th of each year the total amount of funding withheld from charter schools pursuant to this policy and Florida law for the prior fiscal year.

By September 15th of each year, the Board shall provide a report to charter schools it sponsors and the FLDOE on what services are being rendered from the District's portion of the administrative fee, including a list of the services.

If goods and services are made available to the charter school through the contract with the Board, they shall be provided to the charter school at a rate no greater than the Board's actual cost unless mutually agreed upon by the charter school and the Board in a contract negotiated separately from the charter. When mediation has failed to resolve disputes over contracted services or contractual matters not included in the charter, an appeal may be made to an administrative law

judge appointed by the Division of Administrative Hearings. The administrative law judge has final order authority to rule on the dispute. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the mediation process, administrative proceeding, and any appeals to be paid by the party whom the administrative law judge rule against. To maximize the use of State funds, the Board shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.

The governing body of the charter school may provide transportation through an agreement or contract with the Board. The charter school and the Board shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

### **School Safety Requirements**

Each charter school in the District must comply with the requirements of F.A.C. 6A-1.0018 and Florida law pertaining to school safety, including the requirement that charter schools coordinate with the District's School Safety Specialist. See also, Board Policy 8405 (*School Safety and Security*) and Policy 8407 (*Safe-School Officers*).

### **Interpretation**

In the event that an existing charter school contract provision is found to be inconsistent with this policy, the charter contract provision prevails.

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