VOL. 27, NO. 1, JUNE 2026

po0122.1

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

0122.1 - **MEMBER POWERS**

School Board members as individuals do not separately possess the powers that reside in the Board. Board members shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member, except when such statement or action is pursuant to specific official instructions of the Board.

A Board member has the right to comment publicly during or outside of a Board meeting on any matter of Board business, except for student and employee disciplinary hearings that are specifically addressed in F.S. 1006.07 and 1012.34, respectively, or other matters prohibited by law.

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VOL. 27, NO. 1, JUNE 2026

po0124

Revised Bylaw - Vol. 27, No. 1, June 2026 - STANDARDS OF ETHICAL CONDUCT

0124 - **STANDARDS OF ETHICAL CONDUCT**

Members of the School Board recognize their individual duty to promote the best interests of the District. Public schools as a whole and each Board member shall adhere to the following educational and ethical standards.

Board members must have a sincere desire to serve the educational needs of the community. Decisions must be based on the best interests of students and not on political or personal interests.

Board members recognize their individual duty to promote the best interests of the District. In doing so, members of the Board shall be guided by the *Principles of Professional Conduct for the Education Profession in Florida*, F.A.C. 6A-10.081, which outlines the following ethical principles:

A. Board members value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. Board members share the primary professional concern for the student and for the development of the student's potential. Members of the Board will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. Board members strive to achieve and sustain the highest degree of ethical conduct because they are aware of the importance of maintaining the respect and confidence of their colleagues, of students, of parents, and of other members of the community.

Members of the Board shall strive to fulfill the following obligations:

A. Obligation to the student requires that members of the Board do what is necessary and appropriate so that:

1. students are protected from conditions harmful to learning and/or to the students' mental and/or physical health and/or safety is protected as well.

2. students are not unreasonably restrained from independent action in pursuit of learning.

3. students are not unreasonably denied access to diverse points of view.

4. subject matter relevant to a student's academic program is not intentionally suppressed or distorted.

5. students are not intentionally exposed to unnecessary embarrassment or disparagement.

6. students are not intentionally provided classroom instruction in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.

7. students are not intentionally provided classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted by F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.

8. student's legal rights are not intentionally violated.

9. parents are not discouraged or prohibited parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01.

10. students are not harassed or discriminated against on the basis of race, color, nationality or ethnic origin, sex, disability, pregnancy, marital status, age (except as authorized by law), religion, political beliefs, social and family background, military status, ancestry, or genetic information and each student is protected from harassment or discrimination.

11. District staff members, administrators, or officials do not exploit a relationship with a student for personal gain or advantage.

12. personally identifiable information obtained in the course of professional service is kept in confidence unless disclosure serves professional purposes or is required by law.

13. the Board member shall not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. the Board member shall not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the members of the Board do what is necessary and appropriate so that:

1. District staff members, administrators, and officials distinguish between personal views and those of the District.

2. facts concerning an educational matter are not intentionally distorted or misrepresented in direct or indirect public expression.

3. institutional privileges are not used for personal gain or advantage. (see also Bylaw 0141.2, *Conflict of Interest*)

4. District staff members, administrators, and officials do not accept a gratuity, gift, or favor that might influence professional judgment. (see also Bylaw 0141.2, *Conflict of Interest*)

5. District staff members, administrators, and official do not offer a gratuity, gift, or favor to obtain special advantages. (see also Bylaw 0141.2, *Conflict of Interest*)

C. Obligation to the profession of education requires that members of the Board do what is necessary and appropriate so that:

1. all District staff members, administrators, and official maintain honesty in all professional dealings.

2. a District staff member, administrator, or official is not denied professional benefits or advantages or participation in any professional organization not on the basis of race, color, national or ethnic origin, sex, disability, pregnancy, marital status, age (except as authorized by law), religion, political beliefs, social and family background, military status, ancestry, or genetic information.

3. District staff members, administrators, or officials do not interfere with a District staff member's, administrator's, or official's exercise of political or civil rights and responsibilities.

4. a District staff member, administrator, or official does not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, so that each District staff member, administrator, or official is protected from such harassment or discrimination.

5. a District staff member, administrator, or official does not make malicious or intentionally false statements about another District staff member, administrator, or official.

6. a District staff member, administrator, or official does not use coercive means or promises of special treatment to influence professional judgments of a colleague.

7. a District staff member, administrator, or official does not misrepresent one's own professional qualifications.

8. District staff members, administrators, or officials do not submit fraudulent information on any document in connection with professional activities.

9. District staff members, administrators, or officials do not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. District staff members, administrators, or officials do not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. a District staff member, administrator, or official does not assist with entry into or continuance in the profession of any person known to be unqualified in accordance with the *Principles of Professional Conduct for the Education Profession in Florida*, other applicable Florida statutes, State Board of Education rules, and Board policies.

12. a District staff member, administrator, or official self-reports within forty-eight (48) hoursto a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such self-report is not to be considered an admission of guilt nor shall such self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, Board members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a

pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

13. a District staff member, administrator, or officials understand their duty to report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

14. a District staff member, administrator, or official does not seek reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

D. Members of the Board shall not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Bylaw 0141.2, *Conflict of Interest*)

E. Each Board member must recognize that decisions must be made by the Board as a whole and that when made, these decisions must be supported by the entire Board.

F. All Board members shall adhere to the principles enumerated above.

Mandatory Training

Members of the Board shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory *Code of Ethics for Public Officers and Employees* (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by the completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered.

Members of the Board are also required to complete training annually on the standards of ethical conduct established in this bylaw.

Gifts

Members of the Board may not solicit any gift or knowingly accept, directly or indirectly, a gift valued in excess of $50 or an honorarium from a person, vendor, potential vendor or other entity doing business with the Board, from a political committee, or from a lobbyist (and related individuals and entities) who lobbies the reporting individual's agency (see F.S. 1001.421). "Vendor" is defined by F.S. 112.3148 relating to gifts and F.S. 112.3149 relating to honoraria to mean a business entity doing business directly with an agency, such as renting, leasing, or selling realty, goods, or services. The term "gift" has the same meaning

as in F.S. 112.312(12). This prohibition applies as well to relatives, as defined in F.S. 112.312(21).

In addition to the foregoing, members of the Board shall not solicit or accept anything of value including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the Board member would be influenced thereby.

Board members are further required to follow all Florida laws applicable to the solicitation or acceptance of gifts, including F.S. 112.313 and 112.3148. Board members must review these laws upon taking office and are encouraged to do so periodically during the course of their term in office.

Stolen Valor

Candidates for, and members of the Board, the Superintendent, and Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

    1. a service member or veteran of the Armed Forces of the United States;

    2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

    3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or

    4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

“Material gain” means anything of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual’s current employment or public employment, including gaining a position in state or local

government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining State or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Responsibilities Related to Allegations of Misconduct

Pursuant to F.S. 1001.42(7), a Board member may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Board member knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel or school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of this provision will result in the forfeit of the Board member's salary for one (1) year.

Appointment or Employment of Relative

DRAFTING NOTE - SB 572 (2026) amended F.S. 112.3135 (2)(c) to specify that the restriction on the employment of relatives "does not prohibit the board, council, commission, or collegial body on which an elected public official serves from appointing, employing, promoting, or advancing a relative who is an elected public official serving on the same board, council, commission, or collegial body to a leadership position thereof." Based on this language, it is unclear whether the exception to the prohibition applies to the Board as a whole or individual members of the Board. Thus, the Board may want to confer with its legal counsel regarding the application of this exception to the actions of the Board and its members.]

Pursuant to F.S. 1012.23(2), Board members may not appoint or employ a relative, as defined in F.S. 112.3135, to work under their direct supervision. This limitation does not apply to employees appointed or employed before the election or appointment of the Board member.

This does not prohibit the Board on which an elected public official serves from appointing, employing, promoting, or advancing a relative who is an elected public official serving on the same Board to a leadership position thereof.

Revised 11/6/25

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F.S. 112.312
F.S. 112.313
F.S. 112.3131
F.S. 112.3142
F.S. 112.3148
F.S. 112.3149
F.S. 112.317
F.S. 1001.42(6)
F.S. 1001.421
F.S. 1012.23
F.A.C. 6A-10.081

VOL. 27, NO. 1, JUNE 2026

po0147.1

Revised Bylaw - Vol. 27, No. 1, June 2026 - TRAVEL AND EXPENSES

0147.1 - **TRAVEL AND EXPENSES**

Members of the School Board have a duty to promote the best interests of the District and are expected to engage in meaningful professional development to enhance their leadership abilities and fulfill their responsibilities. In doing so, members of the Board may need to travel from time-to-time in the county, out of the county, and/or out of the State.

Members of the Board seeking reimbursement for travel must utilize District-approved forms.

In-County Travel

[DRAFTING NOTE: Pursuant to F.S. 112.061(14)(a)(3), the Board may, through the adoption of policy, establish rates that vary from the mileage rates established in F.S. 112.061(7)(d) so long as those rates are not less than the statutorily established rate of twenty-nine cents ($0.29) that was in effect for the 2005-2006 fiscal year.]

Travel on official business performed within Clay County by members of the Board shall be reimbursed at the maximum rate allowed by F.S. Chapter 112.061; said mileage shall be determined by actual driving directions , if travel performed by personal automobile . Such point of origin may be the Board member's place of residence, consistent with provisions of F.S. 1001.39.

Reimbursable in-county travel for members of the Board is defined as that travel performed as part of a Board member's duties.

Out-of-County Travel (Within the State of Florida)

Expenditures for travel outside the District or for cellular phones, cellular phone service, personal digital assistants, or any other mobile wireless communication device or service, including text messaging, whether through purchasing, leasing, contracting, or any other

method, are not permitted if any of the financial conditions outlined in F.S. 1011.051, and as set forth in Policy 6233, exist.

If such a financial condition does not exist, when approved in advance, expenses for out-of-county travel for members of the Board members shall be paid at the rate allowed by State law. Copies of receipts for lodging, transportation, tolls, registration fees, and parking must be attached to the traveler's request for reimbursement.

Travel outside the county that exceeds $500.00 requires prior approval by the Board to confirm that such travel is for official business of the District and complies with rules of the State Board of Education.

Out-of-State Travel

Expenditures for travel outside the State or for cellular phones, cellular phone service, personal digital assistants, or any other mobile wireless communication device or service, including text messaging, whether through purchasing, leasing, contracting, or any other method, are not permitted if any of the financial conditions outlined in F.S. 1011.051, and as set forth in Policy 6233, exist.

If such a financial condition does not exist, ~~when approved in advance,~~ and the threshold of $500.00 for prior approval will not be met expenses for out-of-State travel for members of the Board shall be paid at the rate allowed by State law.

Any request by a member of the Board member to travel outside of Florida must include an itemized list detailing all anticipated travel expenses including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. The public shall have an opportunity to speak on any member of the Board specific travel agenda item prior to the Board taking action on whether to approve or deny the travel request.

Any out-of-state travel that exceeds $500.00 requires prior approval by the Board to confirm that such travel is for official business of the District and complies with rules of the State Board of Education.

Travel Costs Paid or Reimbursed from Federal Funds

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

Participation in Virtual Trainings and Conferences

Similar to in-person trainings and conferences, participation by a Board member in a virtual training or conference is defined as official business performed as part of a Board member's duties when all of the following apply:

A. The main purpose of the virtual training or conference is in connection with the official business of the District and directly related to the performance of the statutory duties and responsibilities of the Board member participating.

B. The virtual training or conference provides a direct educational or other benefit supporting the work and public purpose of the participating Board member.

C. The duties and responsibilities of the participating Board member are compatible with the objectives of the virtual training or conference.

Any request by a member of the Board to participate in a virtual training or conference must include an itemized list detailing all anticipated expenses including, but not limited to, the anticipated costs of registration and meeting materials.

Expenses for participation in virtual trainings and conferences that exceeds $250 requires prior approval by the Board to confirm that such participation is for official business of the District and complies with rules of the State Board of Education.

If a financial condition pursuant to F.S. 1011.051 does not exist, expenses for participation in a virtual training or conference for members of the Board shall be reimbursed at the rate allowed by State law.

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

VOL. 27, NO. 1, JUNE 2026

po0149

Revised Bylaw - Vol. 27, No. 1, June 2026 - ACCESS TO RECORDS

0149 - **ACCESS TO RECORDS**

Individual members of the School Board do not possess the powers that reside in the Board, but no member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

Upon request, a Board member has the right to be given free and timely access to all District documents necessary to fulfill the Board member's duties and responsibilities required under the Florida Constitution and the Florida Early Learning-20 Education Code. Access to documents that are confidential or exempt from public disclosure must be provided in compliance with applicable law. Any document provided to a Board member must be offered to all Board members.

Board members may request any document or information, except for documents or information that the Board member would be prohibited by law from accessing, from District staff with the permission of the Superintendent or other members of the administration, where such permission may not be unreasonably withheld.

~~Access to District personnel records shall be subject to Board policy and State statute.~~

Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members to fulfill their legal responsibilities in making decisions on such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal, or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

F.S. 1001.366

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VOL. 27, NO. 1, JUNE 2026

po0149.3

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

0149.3 - **BOARD-STAFF COMMUNICATIONS**

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

A. Staff Communications to the Board

All communications regarding official business of the District from staff members to the Board or its committees should be preferably submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board no later than seven (7) days following receipt.

If a staff member chooses to communicate directly with the Board regarding District business, then that communication should be sent to all members of the Board and the Superintendent should be copied as well.

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

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff ~~will~~ should generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns and actions. A Board member may consult with the District's chief financial officer on general matters related to the budget and sources and uses of District funds, and have reasonable access, upon the Board member's request, to any detail or line item in any proposed or approved budget or in any financial transaction by the District.

C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, it will be considered to be unacceptable conduct for individual Board members to discuss with members of the staff personnel grievances or other complaints if procedures to seek remedy for such grievances or complaints have been established in Board policy or in the collective bargaining agreement.

F.S. 1001.366

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VOL. 27, NO. 1, JUNE 2026

po0168

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

0168 - **MINUTES**

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

The minutes of Board meetings shall be considered at the next regular meeting where they shall be read (unless waived by law), corrected, and approved. The approved minutes shall be signed by the Superintendent and the Chairman.

Recordings shall be made of each meeting of the Board as an administrative aid and shall be preserved as public documents of the Board as required by State statute.

The approved minutes shall be filed in the Board office in a prescribed minutes book as a permanent record of official Board proceedings.

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F.S. 1001.42

VOL. 27, NO. 1, JUNE 2026

po1130

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

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

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

Appointment and Assignment

The Superintendent shall submit written recommendations with regard to the appointment and assignment of administrators for Board action.

The Board shall act not later than three (3) weeks following the receipt of State mandated testing scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendations for initial appointment and assignment, or re-appointment and assignment, for good cause.

It is only for the purposes of initial appointment and assignment and re-appointment and assignment, that the term "good cause" means the Board has determined any of the following: that the nominated employee fabricated or materially exaggerated their credentials or background; that the nominated employee does not meet the minimum requirements for the position; or that the nominated employee's educator certificate has been revoked by another state.

The Superintendent may temporarily reassign employees when it is determined that it is in the employee's and/or School District's best interest(s).

Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to F.S. 1012.34.

When need be, the Superintendent shall submit written recommendations with regard to the promotion or transfer of administrative staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an administrative staff member for good cause.

Duties, Days, and Hours

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

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

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

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

Employment and Supervision of Relatives (Nepotism)

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

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision.

These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same school/department except by permission of the Superintendent. In the event that an administrator, due to some unusual

circumstance, may have been placed in the same school/department with a relative, the administrator may continue in the position until reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. Relatives may be employed in the same school/department when specifically recommended by the administrator and approved by the Superintendent on the grounds that it is to the advantage of the District.

B. Under no circumstances shall a person supervise the work of a relative.

Likewise, administrators may not nominate for employment, or directly supervise, relatives at the same work location. The administrator of any District entity or office shall disclose to the Superintendent any relative for whom the administrator is responsible with respect to employment decisions, payroll authorization, or job performance evaluations. All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

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

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

VOL. 27, NO. 1, JUNE 2026

po1211

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

1211 - **WHISTLEBLOWER PROTECTION**

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

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

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

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.~~

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

Any employee making such a report in a signed, written report shall not be ~~protected from~~ subjected to dismissal, discipline, ~~retaliation, or reprisal~~ or any other adverse personnel action as defined in F.S. 112.3187 for making such report ~~as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.~~ unless the employee knows the information to be false

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely,

employees may be ~~are~~ subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a signed, written report to the Superintendent ~~report confirmed in writing to their immediate supervisor.~~

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

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

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

VOL. 27, NO. 1, JUNE 2026

po2421

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

2421 - **CAREER AND TECHNICAL EDUCATION**

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

Career and Technical Education (CTE) will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

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

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

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

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

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

Additionally, the District shall host a career fair during the school year and establish a process to provide students in grades 11 and 12 the opportunity to meet or interview with potential employers during the career fair. The career fair must be held on the campus of the high school, except that a group of high schools in the District or the District and other school districts may hold a joint career fair at an alternative location to satisfy this requirement. A joint career fair must be held at a location within reasonable driving

distance for students at all participating schools. The career fair must be held during the school day and may use Florida's online career planning and work-based learning system as part of the career fair activities. Alternatively, the District may consult with local workforce development boards, advisory committees, and business groups to determine free or cost-effective methods to provide other career and industry networking opportunities during the school day for secondary students, and exposure for elementary and secondary students to a representative variety of industries, business, and careers.

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

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

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

Career and Professional Academies; Career-Themed Courses

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

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

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

The Board further provides the opportunity for middle school students who successfully complete the curriculum of the career and professional academies or a career-themed course to transfer to a high school career and professional academy or a career-themed course currently operating within the District. Students who complete such courses at the middle school level shall have the opportunity to earn an industry certificate, high school credit, and participate in career planning, and business leadership development activities. The District shall inform students and parents during course selection for middle school of the career and professional academy or career-themed courses available within the District. Middle grade students may not earn more than two (2) CAPE Digital Tool certificates per school year.

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

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

Each career and professional academy and career-themed course at the high school level must:

A. provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize the relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.

B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships can provide opportunities for:

    1. instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching;

    2. internships, externships, and on-the-job training;

3. a postsecondary degree, diploma, or certificate;

4. the highest available level of industry certification;

5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.

C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at a minimum, the Florida Gold Seal CAPE scholarship pursuant to F.S. 1009.536.

D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Florida Commerce.

E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.

F. offer applied courses that combine academic content with technical skills.

G. provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Each career and professional academy at the middle school level must:

A. lead to careers in occupations aligned to the CAPE Industry Certified Funding List approved under rules adopted by the State Board of Education.

B. integrate content from core subject areas.

C. integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to F.S. 1003.428.

D. coordinate with high schools to maximize opportunities for middle school students to earn high school credit.

E. provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to State curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits.

F. provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach.

G. provide personalized student advisement that includes a parent-participation component.

An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with F.S. Chapter 446, Job Training, is exempt from the provisions of F.S. 1004.91 relating to career preparatory instruction.

High School Credit for Career and Technical Student Organization Participation

Students in grades 6 through 12 may earn one (1) high school credit upon providing their school with verifiable documentation showing an accumulation of at least 135 hours of participation in career and technical student organization activities that occur outside of regular class time. The 135-hour threshold may be accumulated over the course of one (1) or more academic years.

A. "Career and technical education program" means a comprehensive program of secondary instruction for which a curriculum framework has been adopted in accordance with F.A.C. 6A-6.0571.

B. “Career and technical student organizations” or “CTSOs” are organizations for students enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program to develop knowledge and skills by participating in activities, events, and competitions.

CTSO experiences and activities may count toward a high school credit if they provide the opportunity for students to apply academic and technical content to career experiences. These activities may include events, projects, competitions, and workshops, including preparation or practice time for such activities, supervised agricultural experiences, or any other activity that meets the definition of work-based learning under F.S. 446.0915, that is related to a CTSO.

To apply for a high school credit, a student, including a transfer student, must provide the CTE Office with the following forms of verifiable documentation of demonstrable CTSO participation no later than April 30th:

A. dates/times the student participated in a career or technical student organization activity outside of regular class time;

B. the name of the student organization;

C. time sheets, sign-in sheets, or other time reports;

D. a signed statement from the administrator or supervisor of the student organization verifying that the student has completed the reported number of hours.

Within thirty (30) school days of receipt of the student's documents related to CTSO participation, the District's CTE Office/school administrator will review the documentation and notify the student if the student's CTSO participation meets the requirements of F.A.C. 6A-1.09442 and this policy.

CTSO advisors, CTSO teachers, and other relevant District personnel will be provided training on the requirements to award credit for CTSO participation.

Industry Certification in Industry-Certified Career Education Programs

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

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

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

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

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

Strategic Plan to Address Local and Regional Workforce Demands

Florida statutes require each Board to develop, in collaboration with regional workforce boards, economic development agencies, and postsecondary institutions approved to operate in the state, a strategic three (3) year plan to address and meet local and regional workforce demands. If involvement of a regional workforce board or an economic development agency in the strategic plan development is not feasible, the Board, with the approval of the Department of Florida Commerce, shall collaborate with the most appropriate regional business leadership board.

The Board authorizes the Superintendent to collaborate with one (1) or more neighboring counties in the development of the strategic plan, and, upon approval of the plan, to offer career-themed courses, as defined in F.S. 1003.493(1)(b), or a career and professional academy as a joint venture.

The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to

provide part-time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career-themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education.

The strategic three (3) year plan shall be constructed and based upon the elements set forth in F.S. 1003.491. Each strategic plan shall be reviewed, updated, and jointly approved every three (3) years by the School District, regional workforce boards, economic development agencies, and State-approved postsecondary institutions.

Maintenance of Records for Workforce Education Programs Funded with State Appropriations

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

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Legal
F.S. 1011.803
F.S. 1003.493
F.S. 445.004
F.S. 445.006
F.S. 446 et seq.
F.S. 450.081
F.S. 1000.05
F.S. 1001.42
F.S. 1003.01
F.S. 1003.41
F.S. 1003.4156
F.S. 1003.4282
F.S. 1003.491
F.S. 1003.492
F.S. 1003.493
F.S. 1003.4935
F.S. 1004.096
F.S. 1004.91
F.S. 1004.92
F.S. 1007.271

F.S. 1009.21
F.S. 1009.22
F.S. 1009.26
F.S. 1009.40
F.S. 1009.536
F.S. 1011.62
F.S. 1011.80
F.S. 1011.803
F.A.C. 6A-1.09442
F.A.C. 6A-20.0284
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Revised Policy - Vol. 27, No. 1, June 2026 - INTERSCHOLASTIC AND INTRASCHOLASTIC ATHLETICS

2431 - **INTERSCHOLASTIC - AND INTRASCHOLASTIC ATHLETICS**

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

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

Competition involving junior high schools and high schools shall be in accordance with the Florida High School Athletic Association's (FHSAA's) bylaws.

Since the primary purpose of the interscholastic athletics program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels.

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

Interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the District alone. It should also offer an opportunity for career and educational

development. The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

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

Eligibility and Regulation

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

~~Students~~ Eligible students may be enrolled in the District, a private school, charter school (including full-time virtual charter schools), alternative school, Florida Virtual School (FLVS), home education students enrolled in a full-time virtual instruction program under F.S. 1002.45, or educated at home under F.S. 1002.41. Eligible students are permitted to participate in a District interscholastic or intrascholastic sport and must fulfill the same academic and nonacademic requirements as any other participant, - in accordance with F.S. 1006.15 .-

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

A student who participates in an interscholastic or intrascholastic activity at a District public school and who transfers from that school during the school year must be allowed to continue to participate in the activity at that school for the remainder of the school year if:

A. during the period of participation in the activity, the student continues to meet the requirements specified in F.S. 1006.15.

B. the student continues to meet the same standards of acceptance, behavior, and performance which are required of other students participating in the activity, except for enrollment requirements at the school at which the student participates.

C. the parents of the student participating in the activity provide for the transportation of the student to and from the school at which the student participates. The school the student attends, the school at which the student participates in the activity, and the Board are exempt from civil liability arising from any injury that occurs to the student during such transportation.

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

The interscholastic athletics program requires as follows:

A. Prior to any type of participation (including summer workouts, conditioning, open facilities, tryouts and/or practices),

1. each participant shall ~~submit to a thorough physical~~ satisfactorily pass a medical examination ~~by an approved physician~~ each year that is administered only by a practitioner licensed under F.S. Chapters 458, 459, or 460, or F.S. 464.012, or by a practitioner who holds an active equivalent licensure issued by the State in which the medical evaluation is performed, and is in good standing with the practitioner's regulatory board, unless the parent objects in writing based on religious tenets or practices in accordance with F.S. 1006.20 ;

2. and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. ~~A physical evaluation shall be valid for a period not to exceed one (1) calendar year from the date of practitioner's signature.~~ Medical evaluations must be dated June 1st or later of the current school year.

3. and beginning in the 2026-2027 school year and thereafter, the first time a student who is in grades 9 through 12 participates in an interscholastic athletic competition or is a candidate for an interscholastic athletic team, the student shall complete at least one (1) electrocardiogram screening that meets the requirements of F.S. 1006.165. A student shall be granted an exception to the electrocardiogram requirement if the parent of the student objects in writing to the student receiving an electrocardiogram because the electrocardiogram is contrary to the student's religious tenets or practices or if a physician licensed underF.S. Chapter 458 or Chapter 459 in good standing with the Board of Medicine or Board of Osteopathic Medicine, as applicable, provides a certificate of medical exception.

B. The District must pursue public and private partnerships to provide low-cost electrocardiograms to the student. A student athlete is exempt from the requirements in F.S. 1006.20 if the student resides in a school district that is unable to obtain a public or private partnership to provide an electrocardiogram at a rate of less than $50 per student.

C. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical professional who has determined the conditions under which the student may participate. Pursuant to F.S. 1006.20(2)d, the District shall not be liable for any student with a health condition who has been authorized to play by the parent(s) if the parent(s) of the student objects in writing to the student undergoing a medical evaluation because such evaluation is contrary to their religious tenets or practices.

D. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

E. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

F. The Superintendent and District school Principals will require that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate.

G. Prior to any type of participation, each participant shall be cleared for participation by the athletic director.

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

A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;

B. reinforce the concept that participation in athletic activities are a privilege, not a right;

C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;

D. support and recognize participants, coaches, school administrators, and fans who display good sportsmanship; and

E. recognize the value of school athletic activities as a vital part of education.

Participation by Agreement

An individual District public school student who is otherwise eligible to participate in interscholastic extra-curricular activities may either participate in any such activity at any public school in the District in which the student resides unless the activity is provided by the student's traditional public school. Such student must:

A. meet the same standards of acceptance, behavior, and performance that are required of other students in extra-curricular activities at the school at which the student wishes to participate.

B. before participation, register with the school the student's intent to participate in interscholastic extra-curricular activities as a representative of the school. The student must be able to participate in curricular activities if that is a requirement for an extra-curricular activity.

Insurance

Any insurance provided by the District for participants in athletics must be provided for all eligible students.

Records

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

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

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

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

C. the fee that students enrolled at the school pay to participate in the activity; or,

D. a reasonable fee based on the costs to the school (not to exceed $400 per activity).

E.

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

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

Transportation

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

Recruiting Prohibited/Penalties

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

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

Eligibility Appeals

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

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

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po2431.01

Revised Policy - Vol. 27, No. 2, June 2026 - PARTICIPATION BY TRANSFER STUDENTS

2431.01 - **PARTICIPATION BY TRANSFER STUDENTS**

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

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

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

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

A. ~~Dependent children~~ is a dependent child of active duty military personnel whose move resulted from military orders.

B. ~~Children who have~~ has been relocated due to a foster care placement in a different school zone.

C. ~~Children who move~~ has moved due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

D. ~~Authorized for good cause.~~ has been granted approval by the applicable governing organization's executive director.

~~For purposes of this policy, "authorized for good cause" means the student is able to satisfactorily demonstrate to the Principal that one (1) of the following applies:~~

A. ~~move to a new residence;~~

~~The student moves to a new home address due to a move by the student and a person or person(s) with whom the student has been previously living that makes it necessary for the student to attend a different school and student meets all other eligibility requirements. A student cannot reside at more than one address, and only the student's current residence may be used for eligibility purposes. Evidence of a move are as follows but not limited to:~~

1. ~~all personal belongings are moved from the former residence;~~
2. ~~mail is received at the new residence;~~
3. ~~all utilities are transferred to the new residence;~~
4. ~~driver's license, voter registration and other forms of legal identification are changed to their new residence.~~

~~Forms of address verification – examples include, but are not limited to:~~

a. ~~homestead exemption information;~~

b. ~~utility bill, including service address;~~

c. ~~proof of purchase of home;~~

d. ~~current lease agreement.~~

B. ~~student's program choice begins after 9th grade;~~

C. ~~previous school of enrollment is categorized as a failing school;~~

D. ~~student undergoes a necessary relocation beyond the student's or parent's control;~~

E. ~~student established a separate household at a different address due to emancipation by marriage, court order, or reaching the age of majority and is totally financially independent;~~

F. ~~student is a ward of the State and is required to relocate;~~

G. ~~student must return to public school from private school due to financial hardship of the family;~~

H. ~~reassignment by the Superintendent;~~

I. ~~the District office and the student's previous and new schools' principals certify that the transfer is in the best interest of the student, is not the result of disciplinary action, and is not the result of recruitment;~~

J. ~~student is the child of a School District employee entitled to school choice;~~

K. ~~any student who participated in fall football season at one school and then is approved transfer to a newly enrolled school per the District's enrollment policy, will be allowed to participate in spring football.~~

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

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

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

Recruiting Prohibited/Penalties

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

Eligibility Appeals

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

T.C. 11/6/25

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Legal
Handbook and Bylaws of the Florida High School Athletic Association
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VOL. 27, NO. 1, JUNE 2026

po3120

EMPLOYMENT OF INSTRUCTIONAL STAFF

ADOPTED Jun 5, 2025 · REVISED Nov 6, 2025

3120 - **EMPLOYMENT OF INSTRUCTIONAL STAFF**

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

The Board may establish reciprocal certification agreements with other Florida school districts whose employment and/or certification requirements are comparable to those of this District.

The Board shall require a candidate for employment with an out-of-district certificate not comparable to District certification to complete all requirements for initial employment and certification.

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

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

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

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

A. they are on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);

C. they are ineligible based on a security background investigation under F.S.435.04;

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

D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or

E. they have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

The Board shall approve employment, upon the recommendation of the Superintendent.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

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

INSTRUCTIONAL PERSONNEL

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

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State-level and District-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information

guides, School District preparation resources, and preparation courses offered by State universities and Florida college system institutions.

CERTIFICATION

A. State Certification

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

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

B. In-Field

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

1. the teacher is assigned to a course covering subject matter for which the teacher holds a certificate per F.S. 1012.55; or

2. demonstrates sufficient subject matter expertise as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

F.S. 1012.42

C. District Certification

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

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

D. District Adjunct Teaching Certification

The District may issue an adjunct teaching certificate to any applicant who fulfills the requirements of State law and who has subject-area expertise in the subject to be taught. An applicant will be considered to have expertise in the subject matter to be taught if the applicant demonstrates sufficient subset-area mastery through passage of a subject-area test. An adjunct teaching certificate may be for a part-time or full-time teaching position; however, an adjunct teaching certificate issued for a full-time teaching position is valid for no more than five (5) years and is nonrenewable.

Annually, the District will report to the FLDOE the number of adjunct teaching certificates issued for part-time and full-time teaching positions pursuant to this provision.

CERTIFICATED PERSONNEL

Any person employed in a position requiring certification shall possess a valid certificate issued pursuant to Florida law or issued by the Board.

ALTERNATIVE CERTIFICATION

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

LICENSED PERSONNEL

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

Heroes in the Classroom

An honorably discharged or retired military veteran or retired first responder who commits to joining the teaching profession as a full-time classroom teacher is eligible for a one-time sign-on bonus administered by the Florida Department of Education (FLDOE), subject to legislative appropriation. An eligible veteran or first responder may receive an additional bonus for teaching a course in a high-demand teacher need area, as identified by the FLDOE. For any such eligible veteran or first responder employed by it, the Board will provide any necessary information requested by the DOE and, in a manner established by the FLDOE, notify the eligible veteran or first responder that employment may impact their pension from a previous employer.

Nondisclosure or Confidentiality Agreements

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

Revised 11/6/25

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Legal
F.S. 1012.01
F.S. 1012.22
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F.S. 1012.27
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F.A.C. 6A-1.0502
F.A.C. 6A-1.0503
20 U.S.C. 6301
20 U.S.C. 7801
22 C.F.R. Part 62
F.A.C. 6A-4.002

VOL. 27, NO. 1, JUNE 2026

po3120.03

Revised Policy - Vol. 27, No. 1, June 2026 - ATHLETIC COACHES

3120.03 - **ATHLETIC COACHES**

Each person who is employed and renders service as an athletic coach in any District school shall hold a valid temporary or professional certificate or an athletic coaching certificate. The athletic coaching certificate may be used for either full-time or part-time positions. (The provisions of this policy do not apply to those who voluntarily render service and who are not employed by any public school district in this State.)

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

In addition to the requirements for certification provided for in Policy 3120, athletic coaches shall complete all FHSAA-required courses and/or meet all Department of Education (DOE) requirements.

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

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

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

1. current FHSAA bylaws permit the use of personal funds;
2. written consent is obtained from the student's parent before any personal funds are provided to the student;
3. only one (1) head coach per athletic team may use personal funds;

4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;

5. personal funds are not used for recruiting purposes; and,

6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 100 6 .165

F.S. 1006.20

F.S. 1012.55
F.S. 1012.55(2)
F.A.C. 6A-4.004
F.A.C. 6A-4.0282

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F.S. 1012.55
F.S. 1012.55(2)
F.A.C. 6A-4.004
F.A.C. 6A-4.0282

VOL. 27, NO. 1, JUNE 2026

po3120.08

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

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

Part-time extra-curricular personnel may be employed in positions paid on the instructional supplemental salary schedule . Such persons will not be eligible for employee benefits.

Additional Requirements for Employment of Athletic Coaches Who are Not Full-Time Employees of the School Board

Persons who are not full-time employees of the Board and hold an athletic coach's certificate or athletic trainer's license issued by the State of Florida, may be recommended by the Superintendent and appointed by the Board to perform designated secondary school coaching and training responsibilities, and the contracted employment conforms to rules and regulations of the State Board of Education and the bylaws of the Florida High School Athletic Association (FHSAA), and the policies of the Board and administrative procedures established by the Superintendent.

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

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

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

If permitted in accordance with FHSAA bylaws, the head coach of an athletic team may support the welfare of a student they coach by using personal funds to provide, in good

faith, effects such as food, transportation, and recovery services, so long as the following requirements are met:

1. current FHSAA bylaws permit the use of personal funds;

2. written consent is obtained from the student's parent before any personal funds are provided to the student;

3. only one (1) head coach per athletic team may use personal funds;

4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;

5. personal funds are not used for recruiting purposes; and,

6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

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

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

VOL. 27, NO. 1, JUNE 2026

po3124

DRUG-FREE WORKPLACE

ADOPTED Jun 5, 2025

3124 - **DRUG-FREE WORKPLACE**

~~The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act.~~

~~In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's instructional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District procedures and the terms of collective bargaining agreements.~~

~~The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.~~

~~A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:~~

A. ~~reports for duty or performs work while having an alcohol concentration of 0.02 or greater~~
B. ~~reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug~~
C. ~~refuses to submit to drug and/or alcohol testing~~
D. ~~alters or attempts to alter or unduly influence alcohol and/or drug testing results~~
E. ~~failure to pass reasonable suspicion testing~~

The School Board recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. The Board commits to create and maintain a drug-free workplace.

The use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. The Board does not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, or any drug paraphernalia as the term is defined by law, by any member of the District's staff, visitor or

vendor at any time while on District property or while involved in any District-related activity or event.

Drug Testing

In furtherance of this policy, the Board conducts drug testing of its job applicants and employees, pursuant to Federal and State law.

Board employees who operate Board vehicles and have a commercial driver's license or perform safety-sensitive functions are subject to the drug testing procedures in Policy 4162.

"Drug" means an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in a way other than for medical purposes, in accordance with the directions for use provided in the prescription or by the manufacturer. This definition includes prescription marijuana.

Types of Drug Testing

A. Job Applicant Drug Testing

For the purpose of this policy, "job applicant" means a person who has applied for a position with the Board and has been offered employment conditioned upon successful completion of a drug test. Applicants will be informed in advance of the requirement of a negative drug screen as a condition of employment. The drug screen must be conducted within thirty (30) days prior to employment, and within twenty-four (24) hours of receiving the notice to report from Human Resources. A refusal to submit to a drug test or a positive confirmed drug test may be a basis for refusing to hire a job applicant.

B. Reasonable Suspicion Drug Testing

For the purpose of this policy, "reasonable suspicion" means the reasonable belief that an employee is using or has used drugs in violation of this policy, drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee.

1. observable phenomena while at work, including, but not limited to; direct observation of drug use; physical symptoms; or manifestations of being under the influence of a drug;

2. abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;

3. a report of drug use, provided by a reliable and credible source;

4. evidence that an individual has tampered with a drug test during his/her employment with the Board;

5. information that an employee has caused, or contributed to, an accident while at work; or

6. evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working for the Board or while on the Board's premises; or while operating the Board's vehicles, machinery, or equipment.

C. Routine Fitness-for-Duty Drug Testing

A drug screening will be required as part of an employee fitness-for-duty medical examination that is scheduled routinely for all members of an employment classification or group.

D. Follow-up Drug Testing

If the employee in the course of employment enters an employee assistance program for drug-related problems, or a drug rehabilitation program, the Board will require the employee to submit to a drug test as a follow-up to such program. Follow-up testing will be conducted at least once a year for a two (2) year period after completion of the program, with no advance notice of follow-up testing dates.

Drugs Tested

The Board may test for the following drugs:

A. alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor

B. an amphetamine

C. a cannabinoid (THC/marijuana)

D. cocaine

E. phencyclidine (PCP)

F. a hallucinogen

G. methaqualone

H. an opiate (fentanyl, oxycodone, methadone)

I. a barbiturate (phenobarbital)

J. a benzodiazepine (Valium, Xanax, Klonopin)

K. a synthetic narcotic

L. a designer drug

M. a metabolite of any of the substances listed above

Confidential Report to Medical Review Officer (MRO)

An employee may confidentially report to an MRO their use of prescription or non-prescription medications, either before or after being tested.

Right to Consult with the MRO

An employee has the right to consult with an MRO for technical information regarding prescription or non-prescription medication.

Employee Self-Report

Board employees who self-report substance abuse problems, prior to any incident requiring the employee's drug testing, will, upon the first self-report, be afforded employee assistance with the District's Employee Assistance Program. Depending upon the substance involved, this may necessitate the employee requesting a leave from their position while in treatment. This leave will be charged to the employee's accrued time or will be unpaid. Actions taken upon an employee's subsequent self-reports will be at the discretion of Human Resources.

Positive Confirmed Test Result

An employee who receives a positive confirmed test result may contest or explain the result to the MRO after receiving notification of the test result. If the employee's explanation or challenge is unsatisfactory to the MRO, the MRO will report a positive test result to the Board.

Refusal and Adulterated Specimen

A refusal to submit to a drug screen will be considered a positive test result, and the employee will be subject to disciplinary action, up to and including termination. An

employee or applicant who refuses to submit to an alcohol or controlled substance test does so by:

A. failing to provide adequate breath for testing without a valid medical explanation after being notified of the requirement for breath testing;

B. failing to provide adequate urine for controlled substance testing without a valid medical explanation after being notified of the requirement for urine testing; or

C. engaging in conduct that clearly obstructs the testing process.

D. refusing to submit to drug and/or alcohol testing.

An adulterated specimen is considered a refusal to participate in a drug screen (i.e., a positive test).

Disciplinary Sanctions

Disciplinary sanctions, if appropriate, will be implemented in accordance with Board policy, applicable Florida statutes, and State Board of Education rules.

A job applicant found to test positive for illegal drug(s) or abuse of legal drug(s) will not be considered for employment by the Board.

A Board employee found to test positive for illegal drug(s) or abuse of legal drug(s) will be immediately subject to disciplinary procedures.

Notice of Administrative or Civil Action

It is the responsibility of the employee to notify the laboratory of any administrative or civil action brought pursuant to Florida law or this policy.

Confidentiality

Laboratory results and test results will not appear in an employee's general personnel records. Information of this nature will be contained in a separate, confidential medical file that will be appropriately maintained by the Human Resources Department. The reports or test results may be disclosed to Board administrators on a strictly need-to-know basis and to the tested employee upon request. Disclosures without the employee's consent may also occur when the information:

A. is compelled by law or by judicial or administrative process;

B. has been placed at issue in a formal dispute between the Board and the employee;

C. is to be used in administering an employee benefit plan; or

D. is needed by medical personnel for the diagnosis or treatment of the employee in the event the employee is unable to authorize disclosure.

Resources Available

Information regarding the Employee Assistance Program can be found in the OneClay Portal under the Benefits tile.

Notice of Policy

A notice of drug testing will be included on vacancy announcements for positions with the Board.

This policy is adopted pursuant to F.S. 440.102. The Board will follow the procedures outlined in AP 1124, *Drug-Free Workplace Technical Guide*, in implementing this policy.

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Legal
F.S. 440.101
F.S. 440.102
20 U.S.C. 3224A
20 U.S.C. Omnibus Transportation Testing Act of 1991
20 U.S.C. 701-706, Rehabilitative Act 1973
20 U.S.C. 86-201
20 U.S.C. 3171 et seq.
29 U.S.C. 705(2)
29 U.S.C. 794
29 U.S.C. 794a
34 C.F.R. Part 85
34 C.F.R. Part 86
34 C.F.R. Part 104
34 C.F.R. 34-86.201
41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988
Vocation Rehabilitation Act of 1973
Drug-Free Schools and Communities Act of 1986

VOL. 27, NO. 1, JUNE 2026

po3130

APPOINTMENT AND ASSIGNMENT OF INSTRUCTIONAL STAFF

ADOPTED Jun 5, 2025 · REVISED Jul 23, 2026

3130 - **APPOINTMENT AND ASSIGNMENT OF INSTRUCTIONAL STAFF**

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

Appointment and Assignment

When developing his/her their recommendations for appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to the principal's school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

It is only for the purposes of initial appointment and assignment and re-appointment and assignment, that the term "good cause" means the Board has determined any of the following: that the nominated employee fabricated or materially exaggerated their credentials or background; that the nominated employee does not meet the minimum requirements for the position; or that the nominated employee's educator certificate has been revoked by another state.

The Board authorizes the Superintendent to reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s).

Assignment to Schools Graded "D" or "F"

Pursuant to statutory requirements, the percentage of inexperienced teachers, teachers in need of improvement, or out-of-field teachers assigned to schools graded "D" or "F" under State law shall not be greater than the District average. As used in this policy, "inexperienced teacher" means a teacher who has been teaching for three (3) years or less. Such assignments shall be consistent with the collective bargaining agreement.

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

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

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

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

The Superintendent will annually certify to the Commission of Education that these requirements are being met.

Assignment to Teacher Preparation Programs

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in which candidates demonstrate an impact on student learning growth must have evidence of "clinical educator" training, a valid professional certificate and at least three (3) years K-12 teaching experience and must have earned an "effective" or "highly effective" rating on the prior year's performance evaluation or be a peer evaluator under the District's evaluation system. All instructional personnel who supervise or direct teacher preparation students during internships in kindergarten through third grade or who are enrolled in a teacher preparation program for a certificate area identified pursuant to F.S. 1012.585(3)(f) must have a certificate of endorsement in reading.

Teachers Teaching Out-of-Field

"Out-of-field" means a teacher is assigned to a course covering subject matter outside the field for which the teacher holds a certificate pursuant to F.S. 1012.55 or for which the

teacher has not demonstrated sufficient subject matter expertise pursuant to F.S. 1012.42 and as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

A. Out-of-Field Teacher Plan

The Superintendent shall prepare a plan to assist any teacher teaching out-of-field with priority consideration to be given in professional learning activities.

The plan must include provisions that require out-of-field teachers to participate in a certification or staff development program designed to provide the teachers with the competencies required for their assigned duties.

The plan must also include duties of administrative personnel and other instructional personnel to provide students with instructional services.

B. Approval of Out-of-Field Teachers

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

C. Notification Requirements and Transfer Requests

When a teacher is assigned instructional duties in a class containing subject matter outside the field in which the teacher is certified, outside the field that was the applicant's minor field of study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, as determined by the State Board of Education rule (F.A.C. 6A-1.0503), the parents of all students in the class shall be notified in writing of such assignment.

The Board shall report out-of-field teachers on the District's website within thirty (30) days before the beginning of each semester.

Duties, Days, and Hours

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

A. Instructional staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such

duties in an acceptable manner shall constitute a violation of the instructional staff member's contract and just cause for disciplinary action.

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

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

Employment and Supervision of Relatives (Nepotism)

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

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same administrative unit except by permission of the Superintendent. In the event that an instructional staff member, due to some unusual circumstance, may have been placed in the same working unit with a relative, the instructional staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. A relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the educational advantage of the school.

B. Under no circumstances shall a person supervise the work of a relative.

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

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

Revised 11/6/25
Revised 7/23/26

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

VOL. 27, NO. 1, JUNE 2026

po3211

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

3211 - **WHISTLEBLOWER PROTECTION**

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. ~~Pursuant to State law, the Board expects~~ I ~~i~~nstructional staff members ~~to~~ must report in a signed, written report, the following to the Superintendent:

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

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

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.~~

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

Any employee making such a report in a signed, written report shall not be s ubjected to dismissal, ~~protected from~~ discipline, ~~retaliation, or reprisal~~ or any other adverse personnel action as defined in F.S. 112.3187 for making such report ~~as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.u~~ nless the employee knows the information to be false.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely,

employees may be ~~are~~ subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a signed, written report to the Superintendent ~~confirmed in writing to their immediate supervisor.~~

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

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

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F.S. 112.3187
F.S. 112.3189

VOL. 27, NO. 1, JUNE 2026

po3220

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

3220 - **EVALUATION OF INSTRUCTIONAL PERSONNEL**

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

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

Instructional Personnel Evaluation System

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

The evaluation system for instructional personnel will:

A. be designed to support effective instruction and student learning growth, and performance evaluation results must be used when developing District and school-level improvement plans;

B. provide appropriate instruments, procedures, timely feedback, and criteria for continuous quality improvement of the professional skills of instructional

personnel, and performance evaluation results must be used when identifying professional learning ~~development;~~

C. include a mechanism to examine performance data from multiple sources, including opportunities for parents to provide input into employee performance evaluations when appropriate;

D. identify those teaching fields for which special evaluation procedures and criteria are necessary;

E. differentiate among four (4) levels of performance as follows:

1. highly effective

2. effective

3. needs improvement

4. unsatisfactory

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

Evaluation Procedures and Criteria

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

A. Performance of Students

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

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

For instructional personnel who are not classroom teachers, the District shall use

the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

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

B. Instructional Practice

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

C. Other Indicators of Performance

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

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

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

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

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

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

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

VOL. 27, NO. 1, JUNE 2026

po4120

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

4120 - **EMPLOYMENT OF SUPPORT STAFF**

A support employee is a person employed in a continuing position on a daily schedule after having completed a ninety (90) calendar day probationary period. Employees who have not completed such period of employment may be discharged without recourse and shall not be subject to the provisions of the grievance procedure for bargaining unit employees.

Support positions are those listed in the applicable bargaining unit agreement as well as some nonbargaining positions.

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

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

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

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

A. they are on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);

C. they are ineligible based on a security background investigation under F.S.435.04;

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

D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or

E. they have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under Federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

The Board shall approve employment, upon the recommendation of the Superintendent.

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

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

Nondisclosure or Confidentiality Agreements

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

~~Revised 11/6/25~~

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Legal
F.S. 1001.10
F.S. 1012.01
F.S. 1012.315

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

VOL. 27, NO. 1, JUNE 2026

po4120.03

Revised Policy - Vol. 27, No. 1, June 2026 - ATHLETIC COACHES

4120.03 - **ATHLETIC COACHES**

Each person who is employed and renders service as an athletic coach in any District school shall hold a valid temporary or professional certificate or an athletic coaching certificate. The athletic coaching certificate may be used for either full-time or part-time positions. (The provisions of this policy do not apply to those who voluntarily render service and who are not employed by any public school district in this State.)

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

In addition to the requirements for certification provided for in Policy 4120, athletic coaches shall complete all FHSAA-required courses and/or meet all Department of Education (DOE) requirements.

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

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

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

1. current FHSAA bylaws permit the use of personal funds;
2. written consent is obtained from the student's parent before any personal funds are provided to the student;
3. only one (1) head coach per athletic team may use personal funds;

4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;

5. personal funds are not used for recruiting purposes; and,

6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

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F.S. 1012.55
F.S. 1012.55(2)
F.A.C. 6A-4.004
F.A.C. 6A-4.0282

VOL. 27, NO. 1, JUNE 2026

po4120.08

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

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

Part-time extra-curricular personnel may be employed in positions paid on the support supplemental salary schedule. Such persons will not be eligible for employee benefits.

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

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

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

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

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

6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

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

VOL. 27, NO. 1, JUNE 2026

po4124

DRUG-FREE WORKPLACE

ADOPTED Jun 5, 2025

4124 - **DRUG-FREE WORKPLACE**

~~The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act.~~

~~In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District procedures and the terms of collective bargaining agreements.~~

~~The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.~~

~~A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:~~

A. ~~reports for duty or performs work while having an alcohol concentration of 0.02 or greater~~
B. ~~reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug~~
C. ~~refuses to submit to drug and/or alcohol testing~~
D. ~~alters or attempts to alter or unduly influence alcohol and/or drug testing results~~
E. ~~failure to pass reasonable suspicion testing~~

The School Board recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. The Board commits to create and maintain a drug-free workplace.

The use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. The Board does not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, or any drug paraphernalia as the term is defined by law, by any member of the District's staff, visitor or

vendor at any time while on District property or while involved in any District-related activity or event.

Drug Testing

In furtherance of this policy, the Board conducts drug testing of its job applicants and employees, pursuant to Federal and State law.

Board employees who operate Board vehicles and have a commercial driver's license or perform safety-sensitive functions are subject to the drug testing procedures in Policy 4162.

"Drug" means an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in a way other than for medical purposes, in accordance with the directions for use provided in the prescription or by the manufacturer. This definition includes prescription marijuana.

Types of Drug Testing

A. Job Applicant Drug Testing

For the purpose of this policy, "job applicant" means a person who has applied for a position with the Board and has been offered employment conditioned upon successful completion of a drug test. Applicants will be informed in advance of the requirement of a negative drug screen as a condition of employment. The drug screen must be conducted within thirty (30) days prior to employment, and within twenty-four (24) hours of receiving the notice to report from Human Resources. A refusal to submit to a drug test or a positive confirmed drug test may be a basis for refusing to hire a job applicant.

B. Reasonable Suspicion Drug Testing

For the purpose of this policy, "reasonable suspicion" means the reasonable belief that an employee is using or has used drugs in violation of this policy, drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee.

1. observable phenomena while at work, including, but not limited to; direct observation of drug use; physical symptoms; or manifestations of being under the influence of a drug;

2. abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;

3. a report of drug use, provided by a reliable and credible source;

4. evidence that an individual has tampered with a drug test during his/her employment with the Board;

5. information that an employee has caused, or contributed to, an accident while at work; or

6. evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working for the Board or while on the Board's premises; or while operating the Board's vehicles, machinery, or equipment.

C. Routine Fitness-for-Duty Drug Testing

A drug screening will be required as part of an employee fitness-for-duty medical examination that is scheduled routinely for all members of an employment classification or group.

D. Follow-up Drug Testing

If the employee in the course of employment enters an employee assistance program for drug-related problems, or a drug rehabilitation program, the Board will require the employee to submit to a drug test as a follow-up to such program. Follow-up testing will be conducted at least once a year for a two (2) year period after completion of the program, with no advance notice of follow-up testing dates.

Drugs Tested

The Board may test for the following drugs:

A. alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor

B. an amphetamine

C. a cannabinoid (THC/marijuana)

D. cocaine

E. phencyclidine (PCP)

F. a hallucinogen

G. methaqualone

H. an opiate (fentanyl, oxycodone, methadone)

I. a barbiturate (phenobarbital)

J. a benzodiazepine (Valium, Xanax, Klonopin)

K. a synthetic narcotic

L. a designer drug

M. a metabolite of any of the substances listed above

Confidential Report to Medical Review Officer (MRO)

An employee may confidentially report to an MRO their use of prescription or non-prescription medications, either before or after being tested.

Right to Consult with the MRO

An employee has the right to consult with an MRO for technical information regarding prescription or non-prescription medication.

Employee Self-Report

Board employees who self-report substance abuse problems, prior to any incident requiring the employee's drug testing, will, upon the first self-report, be afforded employee assistance with the District's Employee Assistance Program. Depending upon the substance involved, this may necessitate the employee requesting a leave from their position while in treatment. This leave will be charged to the employee's accrued time or will be unpaid. Actions taken upon an employee's subsequent self-reports will be at the discretion of Human Resources.

Positive Confirmed Test Result

An employee who receives a positive confirmed test result may contest or explain the result to the MRO after receiving notification of the test result. If the employee's explanation or challenge is unsatisfactory to the MRO, the MRO will report a positive test result to the Board.

Refusal and Adulterated Specimen

A refusal to submit to a drug screen will be considered a positive test result, and the employee will be subject to disciplinary action, up to and including termination. An

employee or applicant who refuses to submit to an alcohol or controlled substance test does so by:

A. failing to provide adequate breath for testing without a valid medical explanation after being notified of the requirement for breath testing;

B. failing to provide adequate urine for controlled substance testing without a valid medical explanation after being notified of the requirement for urine testing; or

C. engaging in conduct that clearly obstructs the testing process.

D. refusing to submit to drug and/or alcohol testing.

An adulterated specimen is considered a refusal to participate in a drug screen (i.e., a positive test).

Disciplinary Sanctions

Disciplinary sanctions, if appropriate, will be implemented in accordance with Board policy, applicable Florida statutes, and State Board of Education rules.

A job applicant found to test positive for illegal drug(s) or abuse of legal drug(s) will not be considered for employment by the Board.

A Board employee found to test positive for illegal drug(s) or abuse of legal drug(s) will be immediately subject to disciplinary procedures.

Notice of Administrative or Civil Action

It is the responsibility of the employee to notify the laboratory of any administrative or civil action brought pursuant to Florida law or this policy.

Confidentiality

Laboratory results and test results will not appear in an employee's general personnel records. Information of this nature will be contained in a separate, confidential medical file that will be appropriately maintained by the Human Resources Department. The reports or test results may be disclosed to Board administrators on a strictly need-to-know basis and to the tested employee upon request. Disclosures without the employee's consent may also occur when the information:

A. is compelled by law or by judicial or administrative process;

B. has been placed at issue in a formal dispute between the Board and the employee;

C. is to be used in administering an employee benefit plan; or

D. is needed by medical personnel for the diagnosis or treatment of the employee in the event the employee is unable to authorize disclosure.

Resources Available

Information regarding the Employee Assistance Program can be found in the OneClay Portal under the Benefits tile.

Notice of Policy

A notice of drug testing will be included on vacancy announcements for positions with the Board.

This policy is adopted pursuant to F.S. 440.102. The Board will follow the procedures outlined in AP 1124, *Drug-Free Workplace Technical Guide*, in implementing this policy.

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F.S. 440.101
F.S. 440.102
34 C.F.R. 34-86.201
34 C.F.R. Part 85
34 C.F.R. Part 86
34 C.F.R. Part 104
20 U.S.C. 3224A
20 U.S.C. 86-201
20 U.S.C. 701-706 Rehabilitative Act 1973
20 U.S.C. 3171 et seq.
20 U.S.C. Omnibus Transportation Testing Act of 1991
29 U.S.C. 705(20)
29 U.S.C. 794
29 U.S.C. 794a
41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988 Vocational Rehabilitation Act of 1973
Drug-Free Schools and Communities Act of 1986

VOL. 27, NO. 1, JUNE 2026

po4130

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

4130 - **APPOINTMENT AND ASSIGNMENT OF SUPPORT STAFF**

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

Appointment and Assignment

When developing his/her recommendation for appointments of support staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of support staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

It is only for the purposes of initial appointment and assignment and re-appointment and assignment, that the term "good cause" means the Board has determined any of the following: that the nominated employee fabricated or materially exaggerated their credentials or background; that the nominated employee does not meet the minimum requirements for the position; or that the nominated employee's educator certificate has been revoked by another state.

The Board authorizes the Superintendent to reassign employees when the Superintendent determines that it is in the employee’s and/or School District’s best interest(s).

Duties, Days, and Hours

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of support staff.

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

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

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

Employment and Supervision of Relatives (Nepotism)

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

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same school/department except by permission of the Superintendent. In the event that a support staff member, due to some unusual circumstance, may have been placed in the same working unit with a relative, the support staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. A relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the advantage of the school.

B. Under no circumstances shall a person supervise the work of a relative.

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

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

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

VOL. 27, NO. 1, JUNE 2026

po4211

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

4211 - **WHISTLEBLOWER PROTECTION**

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. ~~Pursuant to State law, the Board expects~~ S ~~s~~upport staff members ~~to~~ must report in a signed, written report, the following to the Superintendent: a

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

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

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.~~

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

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are

aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report ~~confirmed in writing to their immediate supervisor~~.

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

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

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~~F.S. 112.3189~~

VOL. 27, NO. 1, JUNE 2026

po5223

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

Revised Policy - Vol. 27, No. 1

[NOTE: This policy is required by State law and the Florida Administrative Code.]

5223 - **ABSENCES FOR RELIGIOUS INSTRUCTION**

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

Upon receipt of a signed, written request ~~(Form 5223 F1)~~ from the parent/guardian or adult student, the Board will grant permission and allow exceptions to the student's attendance at school for religious instruction outside the school building by a religious group, church, or denomination. The signed, written request shall include the following:

A. a statement attesting that the religious instruction ~~is not provided at a time that conflicts with the student's attendance at school~~ does not take place during instruction in core curricula courses as defined in F.S. 1003.01 ;

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

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

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

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

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

The principal may terminate the student's permission for non-attendance. The parent/guardian or adult student may appeal the principal's decision ~~s~~ to terminate permission for the student to be released for religious instruction to the Superintendent.

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

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

Indemnification and Hold Harmless

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

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VOL. 27, NO. 1, JUNE 2026

po5335

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

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

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions may be provided pursuant to a Section 504 Plan (Form 2260.01 F13).

Chronic health conditions, for the purposes of this policy, shall include:

A. "peanut" and other food allergies;

B. allergies;

C. asthma;

D. diabetes;

E. epilepsy and seizure disorders; and

F. other chronic medical conditions.

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

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

A. identification of individuals with chronic health conditions;

B. development of individual health care action plans;

C. coordination of health care management activities by school staff;

D. communication among school staff who interact with children with chronic health conditions;

E. development of protocols to prevent exposure/episodic reactions;

F. awareness and training of school staff regarding School Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

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

A. full participation in physical activities when students are well;

B. modified activities as indicated by the student's health care action plan, 504 plan, or Individualized Education Plan (IEP);

C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;

D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.

Healthcare management activities shall include:

A. procedures to obtain, maintain, and utilize written health care action plans, signed by the child's parents and physician, for each student with a chronic health condition;

B. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written health care action plan on site;

C. established communication strategies for students to use to tell an adult they may be having a health-related problem;

D. procedures for students to have immediate access to medications in accordance with Policy 5330 and AP 5330 that allow students to self-care and self-administer medications, inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;

E. prevention strategies to avoid causal elements;

F. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;

G. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event.

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

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

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

Emergency Allergy Treatment Educational Training Programs

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

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

B. the proper administration of an epinephrine auto-injector.

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

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

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VOL. 27, NO. 1, JUNE 2026

po5410.01

PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION

ADOPTED Jun 5, 2025 · REVISED Nov 6, 2025

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

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

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

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

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

Progress Monitoring Plans and Remediation

Each student must participate in the Statewide standardized assessment program that is required by F.S. 1008.22. Each student who does not achieve a Level 3 or above on Statewide standardized English language arts assessment; the Statewide standardized mathematics assessment; or the Algebra I end-of-course (EOC) assessment must be evaluated to determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic supports to improve the student's performance.

Beginning in the 2022-2023 school year, the end-of-year comprehensive progress monitoring assessment administered pursuant to F.S. 1008.25(9)(b)2. is the Statewide

standardized English Language Arts assessment for students in grades 3 through 10 and the Statewide standardized Mathematics assessment for students in grades 3 through 8.

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

A. a Federally required student plan such as an individual education plan;

B. a schoolwide system of progress monitoring for all students, except a student who scores Level 4 or above on the English language arts and mathematics assessments may be exempted from participation by the principal; or

C. an individualized progress monitoring plan.

Any student who has a substantial reading and/or substantial mathematics deficiency as described in F.S. 1008.25 must be covered by a Federally required student plan, such as an IEP or an individualized progress monitoring plan, or both, as necessary. The individualized progress monitoring plan shall be developed within forty-five (45) days after the results of the coordinated screening and progress monitoring system become available. The plan shall, at a minimum, include the following:

A. the student's specific, identified reading or mathematics skill deficiency;

B. goals and benchmarks for student growth in reading or mathematics;

C. a description of the specific measures that will be used to evaluate and monitor the student's reading or mathematics progress;

D. for a substantial reading deficiency, the specific evidence-based will receive;

E. strategies, resources, and materials that will be provided to the student's parent to support the student to make reading or mathematics progress; and,
For a student with a substantial reading deficiency, resources must include information about the student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485.

F. any additional services the student's teacher deems available and appropriate to accelerate the student's reading or mathematics skill development.

Substantial Reading Deficiencies/Characteristics of Dyslexia and Parental Notification

Any student in a Voluntary Prekindergarten Education Program provided by a public school who exhibits a substantial deficiency in early literacy skills and any student in kindergarten through grade 3 who exhibits a substantial deficiency in reading or the characteristics

of dyslexia, based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessments; or teacher observations must be provided intensive, explicit, systematic, and multisensory reading interventions immediately following the identification of the reading deficiency or the characteristics of dyslexia to address his or her specific deficiency or dyslexia. A Voluntary Prekindergarten Education Program student is deemed to exhibit a substantial deficiency in early literacy skills based upon the results of the midyear or final administration of the coordinated screening and progress monitoring required pursuant to Florida law.

The District shall implement reading intervention programs approved by the Florida Department of Education in addition to the comprehensive core reading instruction that is provided to all students in the general education classroom. Dyslexia-specific interventions, as defined by rule of the State Board of Education, shall be provided to students who have the characteristics of dyslexia. The reading intervention programs implemented by the District shall do all of the following:

A. provide explicit, direct instruction that is systematic, sequential, and cumulative in language development, phonological awareness, phonics, fluency, vocabulary, and comprehension, as applicable.

B. provide daily targeted small group reading interventions based on student need in phonological awareness, phonics, including decoding and encoding, sight words, vocabulary, or comprehension.

C. be implemented during regular school hours.

A school may not wait for a student to receive a failing grade at the end of a grading period or wait until a plan under this policy is developed to identify the student as having a substantial reading deficiency and initiate intensive reading interventions. In addition, a school may not wait until an evaluation conducted pursuant to F.S. 1003.57 is completed to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional licensed under F.S. Chapter 490 which demonstrates that the student has been diagnosed with dyslexia. Such interventions must be initiated upon receipt of the documentation and based on the student's specific areas of difficulty as identified by the licensed professional.

A student's reading proficiency must be monitored and the intensive interventions must continue until the student demonstrates grade-level proficiency in a manner determined by the District, which may include achieving a Level 3 on the Statewide, standardized English Language Arts assessment. Determination of whether a student in a Voluntary Prekindergarten Education Program has a deficiency in early literacy and kindergarten through grade 3 has a substantial deficiency in reading shall be in accordance with State Board of Education guidelines.

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

A. that their child has been identified as having a substantial deficiency in reading, including a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading;

B. a description of the current services that are provided to the child;

C. a description of the proposed intensive interventions and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency;

D. the student progression requirements and that if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless the student is exempt from mandatory retention for good cause;

E. strategies, including multisensory strategies and programming, through a read-at-home plan for parents to use in helping their child succeed in reading;

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

F. that the Statewide, standardized English Language Arts assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the School District in knowing when a child is reading at or above grade level and ready for grade promotion;

G. the District's specific criteria and policies for a portfolio as provided in F.S. 1008.22 and the evidence required for a student to demonstrate mastery of Florida's academic standards for English language arts;

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

H. the District's specific criteria and policies for midyear promotion;

Midyear promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level.

I. information about the student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485 ~~and the New Worlds Scholarship Accounts under F.S.~~

~~1002.411~~ and information on parent training modules and other reading engagement resources available through the initiative.

After initial notification, schools shall apprise the parent at least monthly of the student's progress in response to the intensive interventions and supports. Such communication will be in writing and explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement. Upon the request of the parent, the teacher or school administrator shall meet to discuss the student's progress. The parent may request more frequent notification of the student's progress, more frequent interventions or supports, and earlier implementation of the additional interventions or supports described in the initial notification.

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

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

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

Substantial Mathematics Deficiencies/Characteristics of Dyscalculia and Parental Notification

Any student in a Voluntary Prekindergarten Education Program provided by a public school who exhibits a substantial deficiency in early mathematics skills and any student in kindergarten through grade 4 who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia based upon screening, diagnostic, progress monitoring, or assessment data; Statewide assessments; or teacher observations must:

A. immediately following the identification of the mathematics deficiency, be provided systematic and explicit mathematics instruction to address their specific deficiencies through either:

1. daily targeted small group mathematics intervention based on student need; or

2. supplemental, evidence-based mathematics interventions before or after school, or both, delivered by a highly qualified teacher of mathematics or a trained tutor.

B. the performance of a student receiving mathematics instruction under Paragraph A must be monitored and instruction must be adjusted based on the student's need.

A school may not wait for a student to receive a failing grade at the end of a grading period or wait until a plan under this policy is developed to identify the student as having a substantial mathematics deficiency and initiate intensive mathematics interventions. In addition, a school may not wait until an evaluation conducted pursuant to F.S. 1003.57 is completed to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional licensed under F.S. Chapter 490 which demonstrates that the student has been diagnosed with dyscalculia. Such interventions must be initiated upon receipt of the documentation and based on the student's specific areas of difficulty as identified by the licensed professional.

The mathematics proficiency of a student receiving additional mathematics supports must be monitored and the intensive interventions must continue until the student demonstrates grade-level proficiency in a manner determined by the district, which may include achieving a Level 3 on the Statewide, standardized Mathematics assessment. Determination of whether a student in a Voluntary Prekindergarten Education Program has a deficiency in early mathematics skills or a student in Kindergarten through grade 4 has a substantial deficiency in mathematics will be made in accordance with State Board of Education guidelines. A Voluntary Prekindergarten Education Program student is deemed to exhibit a substantial deficiency in mathematics skills based upon the results of the midyear or final administration of the coordinated screening and progress monitoring pursuant to Florida law.

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

A. that their child has been identified as having a substantial deficiency in mathematics, including a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in mathematics;

B. a description of the current services that are provided to the child;

C. a description of the proposed intensive interventions and supports that will be provided to the child that are designed to remediate the identified area of mathematics deficiency;

D. strategies, including multisensory strategies and programming, through a home-based plan the parent can use in helping their child succeed in mathematics. The

home-based plan must provide access to the resources identified in F.S. 1008.25; and

E. information about the student's eligibility for the District's tutoring services provided by the New Worlds Tutoring Program under F.S. 1008.366.

After the initial notification, the school shall apprise the parent at least monthly of the student's progress in response to the intensive interventions and supports. Such communications must be in writing and must explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement. Upon the request of the parent, the teacher or school administrator shall meet to discuss the student's progress. The parent may request more frequent notification of the student's progress, more frequent interventions or supports, and earlier implementation of the additional interventions or supports described in the initial notification.

The District shall incorporate into a home-based plan provided to the parent of a student who is identified as having a substantial mathematics deficiency the resources compiled by the Florida Department of Education and the Florida Center for Mathematics and Science Education Research. The resources will be made available online in an electronic format or, at the request of a parent, in a hardcopy format.

Middle Grades Promotion

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

A. Three (3) middle grades or higher courses in English Language Arts (ELA).

B. Three (3) middle grades or higher courses in mathematics.

1. Each school that includes middle grades must offer at least one (1) high school-level mathematics course for which students may earn high school credit. Successful completion of a high school-level Algebra I or Geometry course is not contingent upon the student's performance on the Statewide standardized end-of-course (EOC) assessment.

2. To earn high school credit for Algebra I, a middle grades student must take the Statewide standardized Algebra I EOC assessment and pass the course, and in addition, a student's performance on the Algebra I EOC assessment constitutes thirty percent (30%) of the student's final course grade.

3. To earn high school credit for a Geometry course, a middle grades student must take the Statewide standardized Geometry EOC assessment, which

constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course.

C. Three (3) middle grades or higher courses in social studies.

1. One (1) of these courses must be at least a one (1) semester civics education course that includes the roles and responsibilities of Federal, State, and local governments; the structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States.

2. Each student's performance on the Statewide standardized EOC assessment in civics education required under F.S. 1008.22 constitutes thirty percent (30%) of the student's final course grade.

3. A middle grade student who transfers in from out of country, out of state, a private school, a personalized education program, or a home education program after the beginning of the second term of grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three (3) courses in social studies or two (2) year-long courses in social studies that include coverage of civics education.

D. Three (3) middle grades or higher courses in science.

1. Successful completion of a high school-level Biology I course is not contingent upon the student's performance on the Statewide, standardized EOC assessment required under F.S. 1008.22.

2. However, to earn high school credit for a Biology I course, a middle grade student must take the Statewide, standardized Biology I EOC assessment, which constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course.

E. One course in career and education planning to be completed in grades 6, 7, or 8, which may be taught by any member of the instructional staff. The course must be Internet-based, customizable to each student, and include research-based assessments to assist students in determining educational and career options and goals. The course must result in a completed personalized academic and career plan for the student, which must use, when available, Florida online career planning and work-based learning coordination system. The course must teach each student how to access and update the plan and encourage the student to access and update the plan at least annually as the student progresses through middle school and high school. The personalized academic and career plan must emphasize the importance

of entrepreneurship and employability skills; and must include information from the Department of Economic Opportunity's economic security report under F.S. 445.07 and other State career planning resources.

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

    a. requirements for earning a high school diploma designation under F.S. 1003.4285 and the career and technical education pathway to earn a standard high school diploma under F.S. 1003.4282;

    b. requirements for each scholarship in the Florida Bright Futures Scholarship Program;

    c. State university and Florida college system institution admission requirements;

    d. available opportunities to earn college credit in high school, including Advanced Placement courses;

    e. the International Baccalaureate Program;

    f. the Advanced International Certificate of Education Program;

    g. dual enrollment, including career dual enrollment;

    h. work-based learning opportunities, including internships and preapprenticeship and apprenticeship programs; and,

    i. career education courses, including career-themed courses, and course sequences that lead to industry certification pursuant to F.S. 1003.492 or 1008.44.

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

Notification of Acceleration, Academic, and Career Planning Options

At the beginning of each school year, the District shall notify students in or entering high school and the students' parents, in a language that is understandable to students and parents, of the opportunity and benefits of the following:

A. advanced placement, International Baccalaureate, Advanced International Certificate of Education, and dual enrollment courses;

B. career and professional academies;

C. career-themed courses;

D. the career and technical education pathway to earn a standard high school diploma under F.S. 1003.4282;

E. work-based learning opportunities, including internships and apprenticeship and preapprenticeship programs;

F. foundational and soft-skill credentialing programs under F.S. 445.06;

G. Florida Virtual School courses;

H. options for early graduation under F.S. 1003.4281; and

I. guidance on accessing and using Florida's online career planning and work-based learning coordination system and the contact information of a certified school counselor who can advise students and parents of the options set forth hereinabove.

Retention of Students with Disabilities

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

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F.S. 1002.3105
F.S. 1003.02
F.S. 1003.4156
F.S. 1008.22
F.S. 1008.25
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F.A.C. 6A-1.094221
F.A.C. 6A-1.094222
F.A.C. 6A-6.0533

VOL. 27, NO. 1, JUNE 2026

po5430

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

5430 - **CLASS RANK**

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

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

No student shall be eligible for graduation honors, such as Valedictorian, etc., unless they have been enrolled for two (2) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors.

The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

A. a provision for students completing graduation requirements before their class;

B. a system for fairly averaging makeup courses;

C. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;

D. recognition of the heavier burden of certain work, classes, courses, etc.

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VOL. 27, NO. 1, JUNE 2026

po5514

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

5514 - **USE OF PERSONAL TRANSPORTATION DEVICES**

The School Board regulates the utilization of bicycles, scooters, skateboards, hoverboards, and personal transportation devices, whether powered manually by an operator or powered by a mechanical means (including but not limited to gas engines or electric motors). For purposes of this policy, such items are collectively referred to as "personal transportation devices" but do not include personal transportation devices needed and/or used due to a disability. Personal transportation devices necessary for use due to a student's disability are governed by other policies of the Board. Additionally, this policy does not prevent the safe and reasonable utilization and operation of personal transportation devices when needed due to a disability.

The Board regards the use of personal transportation devices for travel to and from school by students as an assumption of care, risk and responsibility on the part of the students and parents of the students.

The Board in no way regulates the utilization of personal transportation devices off Board property and in no way takes responsibility regarding the utilization of personal transportation devices on Board property, with the owner and operator of such devices being fully and wholly liable for any personal or property damage resulting from the operation of such devices.

The operator of a personal transportation device must observe all safety rules, display courtesy and consideration toward others, and must abide by this Policy as well as all laws and ordinances regarding the operation of the relevant device. Operating or bringing a personal transportation device on Board property is a privilege and not a right. An administrator may temporarily or permanently revoke such privilege to the extent that a personal transportation device is operated in a negligent, reckless, or other manner that creates a risk of harm to the operator or others, or in a fashion that otherwise fails to comply with safety rules, laws, or ordinances. The decision of the administrator is subject to a school-level appeal, as set forth in the Student Code of Conduct. Additional disciplinary action may result from the unsafe operation of a personal transportation device on Board property.

Under no circumstances are gas-powered personal transportation devices to be operated on Board property. Under no circumstances may an electric-powered or gas-powered personal transportation device be operated on Board property at a speed that exceeds two (2) miles per hour. ~~Upon the request of an administrator, the~~ The operator of an electric-powered transportation device ~~will~~ shall dismount the device and walk the device to the appropriate outdoor storage area. Failure to ~~comply with an administrator's request to~~ dismount and walk such a device may subject the student to disciplinary action.

~~Under no circumstances are gas-powered personal transportation devices to be operated on Board property. Under no circumstances may an electric-powered personal transportation device be operated on Board property at a speed that exceeds two (2) miles per hour. Upon the request of an administrator, the operator of an electronic powered transportation device will dismount the device and walk the device to the appropriate storage area. Failure to comply with an administrator's request to dismount and walk such a device may subject the student to disciplinary action.~~

The Board will not be responsible for personal ~~mobility t~~ transportation devices that are lost, stolen, or damaged.

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

5780 - **STUDENT/PARENT RIGHTS**

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well. Federal and State law prohibits the Board from adopting any policy or rule, or from entering into any agreement, that infringes upon or waives the rights of freedoms afforded to students by the United States Constitution.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, they may authorize those school matters previously handled by their parents, but the student also assumes the responsibility for their performance in school, attendance, and compliance with school rules.

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

Parental Access at School

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

Educational Decisions

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

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

Parental Notice

Parents normally receive notice by U.S. Mail of the school's suspension of their student or intended placement of their student in a dropout prevention/academic intervention program. A parent may agree to receive such notices by an alternative method other than U.S. Mail. Such agreement may be made before the need for notice arises or at the time the notice becomes required.

Attendance

A. Termination of Enrollment

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the District of its receipt of the student's declaration of intent to terminate school enrollment. (see also Policy 5130 - *Withdrawal from School*)

B. Married or Pregnant

Students who become or have become married or who are pregnant and parenting have the right to attend school and receive the same or equivalent educational instruction as other students. (see also Policy 5751 - *Parental-Married Status of Students*)

C. Compulsory Attendance

Parents of students who have attained the age of six (6) years by February 1st of any school year but who have not attained the age of sixteen (16) years must comply with the compulsory school attendance laws. Parents have the option to comply with the school attendance laws by attendance of the student in a public school; a parochial, religious, or denominational school; a private school; a home education program; or a private tutoring program. (see also Policy 5112 - *Entrance Requirements* and Policy 5200 - *Attendance*)

D. Absence for Religious Purposes

A parent of a student may request and be granted permission for absence of the student from school for religious instruction or religious holidays. (see also Policy 5223 - *Absences for Religious Instruction* and Policy 5225 - *Absences for Religious Holidays*)

E. Dropout Prevention and Academic Intervention Programs

The parent of a student has the right to receive written notice by certified mail or other method agreed to by the parent before a student initially receives services under a dropout prevention and academic intervention program. The parent will be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement. Thereafter, the parent must be notified annually. The notification must be in the parent's primary language or other mode of communication commonly used by the parent unless clearly not feasible pursuant to F.A.C. 6A-6.0908.

F. Absence for Treatment of Autism Spectrum Disorder

A parent of a student may request and be granted permission for absence of the student from school for an appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Health Issues

A. Notice of Health Care Services

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

3, the District will provide the questionnaire or form to the parent and obtain the permission of the parent.

B. School-Entry Health Examinations

The parent of any student shall be exempt from the requirement of a health examination upon written request stating objections on religious grounds. (see also Policy 5112 - *Entrance Requirements*)

C. Immunizations

The parent of any student shall be exempt from the school immunization requirements upon meeting any of the specified exemptions. (see also Policy 5320 - *Immunizations* and Policy 5112 - *Entrance Requirements*)

D. Biological Experiments

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

E. Reproductive Health and Disease Education

A public school student whose parent makes written request to the school Principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS. (see also Policy 2417 - *Comprehensive Health Education*)

F. Career Education Courses Involving Hazardous Substances

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

G. Substance Abuse Reports

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

H. Short-Acting Bronchodilator Use

Asthmatic students whose parent and physician provide their approval to the Principal may carry a short-acting bronchodilator and components on their person while in school. The school Principal shall be provided a copy of the parent's and physician's approval. (see also Policy 5330.01 - *Epinephrine, Anaphylaxis and Self-Administered Medication ~~and Epinephrine Use~~*; Policy 5330.04 - *Administration of*

Short-Acting Bronchodilators and Components by Trained School Personnel)

I. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry ~~an~~ a United States Food and Drug Administration (FDA)-approved epinephrine ~~auto-injector~~ delivery device and self-administer epinephrine by ~~auto-injector~~ such FDA-approved delivery device while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with written parental and physician authorization.

The School District shall be indemnified by the parent of a student who is authorized to carry an FDA-approved epinephrine delivery device ~~auto-injector~~ for any and all liability with respect to the student's use of an FDA-approved epinephrine ~~auto-injector~~ delivery device pursuant to this policy.

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

1. unless the trained school personnel's action is willful and wanton;

2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the School District is not liable; and

3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

(see also Policy 5330.01 - *Epinephrine, Anaphylaxis and Self-Administered Medication ~~and Epinephrine Use~~*)

J. Diabetes Management

The District may not assign a student who has diabetes to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel.

Diabetic students whose parent and physician provide their written authorization to the school Principal may carry diabetic supplies and equipment on their person and

attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule and F.S. 1002.20. The written authorization shall identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-delivery system used by the student, and treating hypoglycemia and hyperglycemia. An authorized health care practitioner as defined in F.S. 1002.20 may prescribe glucagon in the name of the District or student's school for use in accordance with F.S. 1002.20, and a licensed pharmacist may dispense glucagon pursuant to a prescription issued in the name of the District or student's school in accordance with F.S. 1002.20. Undesignated glucagon that is able to be administered as ordered in a student's diabetes medical management plan or health care practitioner's orders shall be made available at the student's school.

A school nurse or trained school personnel shall administer glucagon to students only if they have completed training and believe in good faith thatthe student is experiencing a hypoglycemic emergency. Immediately after undesignated glucagon has been administered to a student, the Principal or an employee at the student's school shall call for emergency assistance, notify the school nurse, and notify the student's parent or guardian or emergency contact.

Schools may acquire and maintain a supply of undesignated glucagon for the purpose of treating a student with diabetes experiencing a hypoglycemic emergency. Undesignated glucagon must be stored in a secure location on the school's premises that is immediately accessible to a school nurse or other school personnel trained to administer glucagon pursuant to F.S. 1002.20. Undesignated glucagon must be stored in accordance with the manufacturer's instructions.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to carry diabetic supplies or equipment for any and all liability with respect to the student’s use of such supplies and equipment pursuant to this policy.

(see also Policy 5330.01 - *Self-Administered Medication and Epinephrine Use*)

K. Use of Prescribed Pancreatic Enzyme Supplements

A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, IF the school

has been provided with written authorization from the student's parent and prescribing practitioner.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to use prescribed pancreatic enzyme supplements for any and all liability with respect to the student's use of the supplements under this policy.

(see also Policy 5330.01 - *Epinephrine, Anaphylaxis and Self-Administered Medication*

L. ~~*and Epinephrine Use*)~~

M. Involuntary Examinations of Students

Before a Principal contacts a law enforcement officer for possible removal of a student from school for involuntary examination, the Principal must verify that the school has used de-escalation strategies and initiated outreach to a mobile response team, unless the Principal reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

The Principal shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. Reasonable attempt to notify means the exercise of reasonable diligence and care by the Principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the Principal must take the following actions:

1. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voicemail messages, following the decision to initiate an involuntary examination of the student;

2. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

The Principal who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.

The Principal may delay the required notification for no more than twenty-four (24) hours after a student is removed if:

1. the Principal deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect (see also Policy 2410 - *School Health Services*); or

2. the Principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

M. Sun-protective Measures in School

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

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

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

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

   This prohibition does not apply to safety equipment required as part of a course of study consistent with occupational or laboratory safety requirements. See Policy 8450.01, *Protective Facial Coverings During Pandemic/Epidemic Events*.

2. prohibit a student from attending school or school-sponsored activities, prohibit a student being on school property, or subject a student to restrictions or disparate treatment, based on an exposure to COVID-19, so long as the student remains asymptomatic and has not received a positive test for COVID-19.

O. Medication to Relieve Headaches

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event/activity without a physician’s note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

P. Emergency Opioid Antagonist Use and Supply

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

A District employee who administers an approved emergency opioid antagonist to a student in compliance with F.S. 381.887 and 768.13 is immune from civil liability under F.S. 768.13.

Discipline

A. Suspension

A student may be suspended only as provided by policy of the District. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail or other method agreed to by the parent. A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension. (see also Policy 5610 - *Removal, Suspension, and Expulsion of Students*)

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of Education rules.

B. Expulsion

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process. (see also Policy 5610 - *Removal, Suspension, and Expulsion of Students*)

Safety

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

Educational Choice

A. Public School Choices

Parents may seek whatever public school options are applicable and available to students in the School District.

Options also include the public educational choice options of the Hope Scholarship Program (see Policy 2371 - *Hope Scholarships*), the Opportunity Scholarship Program, the McKay Scholarships for Students with Disabilities Program, the Family Empowerment Scholarship Program, and the Florida Tax Credit Scholarship Program. (see also Policy 2370 - *Educational Options*, Policy 2370.01 - *Virtual Instruction*, and Policy 5113 - *School Choice Options Provided by the No Child Left Behind Act*)

B. Private School Choices

Parents may seek private educational choice options under certain programs established under F.S. Chapter 1002.

C. Home Education

The parent may choose to place the student in a home education program, in accordance with State law. (see also Policy 9270 - *Home-Education Programs*)

D. Private Tutoring

The parent of a student may choose to place the student in a private tutoring program in accordance with State law.

E. New Worlds Scholarships

The parent of a student in kindergarten through grade 5 who (1) exhibits a substantial deficiency in early literacy skills based upon the results of the most recent progress monitoring administered pursuant to F.S. 1008.25 (2) has a substantial reading deficiency identified under F.S. 1008.25 or scored below a Level 3 on the most recent Statewide, standardized English Language Arts (ELA) assessment, (3) exhibits a substantial deficiency in early mathematics skills based upon the results of the most recent progress monitoring administered pursuant to F.S. 1008.25, or (4) has a substantial deficiency in mathematics or the characteristics of dyscalculia as identified under F.S. 1008.25, or scored below a Level 3 on the most recent Statewide, standardized Mathematics assessment may seek a scholarship in accordance with State law.

The District will notify the parent of each eligible student of the process to request and receive a scholarship, subject to available funds, when providing results from

the standardized coordinated screening and progress monitoring pursuant to F.S. 1008.25.

F. Request to Transfer to Different Classroom Teacher

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

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. If denied, the Principal shall specify the reasons for the denial.

G. Request to Transfer to In-Field Classroom Teacher

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

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. The Principal shall notify the parent in writing as to whether the request is approved or denied.

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

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

ACCEL Options

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

Nondiscrimination

All education programs, activities, and opportunities offered by the District are available without discrimination on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), color, ethnicity, national origin, sex, disability, pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, protected classes). (see also Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity* and Policy 2260.01 - *Section 504/ADA Prohibition Against Discrimination Based on Disability*)

Exceptional Students

Parents may enroll their eligible child in gifted or special education. (See also Policy 2460 - *Exceptional Student Education*)

A. Notice and Due Process

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process. (see also Policy 2460 - *Exceptional Student Education*)

B. Graduation

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. Certain students with disabilities may be awarded a special diploma upon high school graduation. (see also Policy 2623 - *Student Assessment*)

C. Meetings with District Personnel

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with District personnel.

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

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

Blind Students

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

Limited English Proficient Students

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

Students with Reading Deficiencies

Each elementary school shall regularly assess the reading ability of each K-3 student. The parent of any K-3 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading; shall be consulted in the development of a progress monitoring plan; and shall be informed that the student will be given intensive reading instruction until the deficiency is corrected.

Students with Substantial Math Deficiencies

The parent of any K-4 student who exhibits a substantial deficiency in mathematics will be notified that the child has been identified as having a deficiency, with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in mathematics; a description of current services provided to the child; a description of proposed intensive interventions and supports that will be provided to remediate the identified area of math deficiency; and strategies through a home-based plan the parent can use in helping the child succeed in mathematics, including resources in an electronic format.

Pledge of Allegiance

A student will be excused from reciting the Pledge of Allegiance or the Declaration of Independence, upon written request by the student's parent, in accordance with State law. See also Policy 8800, *Religious/Patriotic Ceremonies and Observances*.

Student Records

A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of their student who is a minor or a dependent adult pursuant to law, unless the school has received a

certified copy of an enforceable court order that provides to the contrary. (see also Policy 8330 - *Student Records*)

B. A student is not required to provide their social security number as a condition for enrollment or graduation. (see also Policy 8330 - *Student Records*)

C. The school will not collect, obtain or retain information on the political affiliation, voting history, religious affiliation or biometric information of a student, parent or siblings.

Student Report Cards

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

Student Progress Reports

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child, including ways they can help their child to succeed in school. (see also Policy 5420 - *Reporting Student Progress*)

Student Accountability and School Improvement Rating Reports

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

High School Athletics

A. Eligibility

A student is eligible in the school in which they first enrolls each school year, the school in which the student makes himself/ herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law. (see also Policy 2431 - *Interscholastic Athletics*)

B. Medical Evaluation

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law. (see also Policy 2431 - *Interscholastic Athletics*)

C. Electrocardiogram

Beginning in the 2026-2027 school year and thereafter, and applicable under State law, students must receive an electrocardiogram before participating in athletics, unless the parent objects in writing based on religious tenets or practices or secures a certificate of medical exception orthe District is unable to obtain a public or private partnership for the provisions of an electrocardiogram pursuant to F.S. 1006.165. (see also Policy 2431 - *Interscholastic Athletics*)

Extra-Curricular Activities

A. Eligibility

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

B. Home Education Students

Home education students, including those in a full-time virtual instruction program under F.S. 1002.45, who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies, or may develop an agreement to participate at a private school.

C. Charter School Students

Charter school students, including full-time virtual charter school students, who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies unless such activity is provided by the student's charter school.

D. Florida Virtual School Full-Time Students

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies.

Instructional Materials

A. Core Courses

Students are entitled to adequate instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

B. Curricular Objectives

The parent of each student has the right to receive effective communication from the school Principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

C. Dual Enrollment Students

Instructional materials purchased by the District or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

D. Parent Access to Instructional Materials

Parents have the ability to access their child's instructional materials and may object to the use of a specific instructional material or contest the adoption of instructional material (See Policy 2520, *Selection and Adoption of Instructional Materials*).

Juvenile Justice Programs

Students who are in juvenile justice programs have the right to receive educational programs and services, in accordance with State law.

Parental Input and Meetings

A. Meetings with School District Personnel

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

B. District Educational Facilities Program

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

C. Parent-Teacher Associations and Organizations

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

Transportation

A. Transportation to School

Students are provided transportation to school in accordance with the provisions of State law. (see also Policy 8600 - *Transportation*)

B. Hazardous Walking Conditions

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

C. Parental Consent

Each parent of a public school student must be notified in writing and give written consent before the student may be transported in a privately owned motor vehicle to a school function in accordance with State law. (see also Policy 8660 - *Transporting Students by Private Vehicles*)

Orderly, Disciplined Classrooms

Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. (see also Policy 5600 - *Student Discipline*)

Safe Schools

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

A. Weapons possession or use when there is intended harm toward another person;

B. Murder, homicide, or manslaughter;

C. Sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel;

D. Natural emergencies, including hurricanes, tornadoes, and severe storms.

E. Exposure as a result of a manmade emergency.

Parental Notification of Arrests of Employees

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

Revised 11/6/25

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Legal
F.S. 39.201
F.S. 381.0056
F.S. 394.463
F.S. 1000.05
F.S. 1002.20
F.S. 1002.22
F.S. 1002.385
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VOL. 27, NO. 1, JUNE 2026

po5830

Copy of STUDENT FUND-RAISING

ADOPTED Jun 5, 2025

5830 - **STUDENT ~~FUND-RAISING~~ FUNDRAISING**

The School Board acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student ~~fund-raising~~ fundraising" shall include student solicitation and collection of money for any purpose including the collection of money in exchange for tickets, papers, or any other goods or services.

The Board will permit student ~~fund-raising~~ fundraising in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school~~s~~.

The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. ~~Further, student by approved school organizations, those whose funds are managed by the Fiscal Officer, may be permitted in school if approved by the principal.~~

Contracts with vendors for student ~~fund-raising~~ fundraising activities shall establish the profit-per-item and/or percentage of the profit that will be earned by the sponsoring organization, regardless of whether that activity is ~~conduct~~ conducted on or off school property.

~~All fund-raisers must be approved by the principal.~~ School-level fundraisers must be approved by the Principal. The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. **[~~]~~** ~~- If the fundraiser is expected to exceed _____ dollars, it shall have Superintendent's approval. - **[END OF OPTION]**~~

~~Raffles and all games of chance are prohibited.~~

For any ~~fund-raisers~~ fundraisers by student clubs and organizations, parent groups, or booster clubs that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the

current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, and the USDA Smart Snacks in Schools and regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, ~~fund-raisers~~ fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, Competitive Foods, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

All funds raised must be deposited in accordance with Policy 6610 - *School Internal Funds*.

[X] The fundraiser's donation and withdrawal reports must be filed with the ~~( ) - _____ -~~ **(X)** Principal **[END OF OPTION]**, verified against deposits, and retained for audit~~s and routed to the _____ for internal controls.~~ **[END OF OPTION]**

~~**[ ]** - All contributions made to the school or District through these student fundraisers, either in-kind or in cash need to be reported in a consolidated electronic, auditable form to - **( )** - _____ - **( )** - Principal - **[END OF OPTION]** , and also provided to the _____ for proper accounting. - **[END OF OPTION]**~~

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.

[X] Raffles and all games of chance are prohibited. ~~**[DRAFTING NOTE: This choice should be consistent with the choice made in Policy 9160 - Public Attendance at School Events.]**~~

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 Business Affairs. **[DRAFTING NOTE - This option should be made consistent with Policy 6605 - Crowdfunding.]**

All crowdfunding activities are subject to Policy 6605.

Door-to-door solicitation by elementary and middle school students is prohibited. High school students who solicit door-to-door are required to work in groups of at least two (2).

~~School-wide and classroom incentives are permitted with the approval of the Principal. Incentives for individual students may be permitted if they have educational value.~~

~~Student fund-raising by approved school organizations off school grounds may be permitted under the administrative procedures of the Superintendent.~~

~~Fund-raising~~ Fundraising by students on behalf of school-related organizations whose funds are not managed by the Fiscal Officer may be permitted on school grounds in accordance with the Superintendent's administrative procedures. These ~~fund-raisers~~ fundraisers shall comply with the provisions of Policy 9211, Parent Organizations, Booster Clubs, and Other Fund-Raising Fundraising Activities.

These administrative procedures should:

A. specify the times and places in which funds may be collected;

B. describe permitted methods of solicitation which do not place undue pressure on students;

C. limit the kind and amount of advertising for solicitation.

Advisors, whether staff members or volunteers, for approved school organizations, shall not accept any form of compensation from vendors that might influence their selection of a vendor that will provide a ~~fund-raising~~ fundraising activity or a product that will be sold as a ~~fund-raiser.~~ fundraiser. Furthermore, advisors, whether staff members or volunteers, for approved school organizations, shall not accept any compensation from a vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a ~~fund-raiser~~ fundraiser ~~.~~

In addition, advisors, whether staff members or volunteers, for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser, shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

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

All other fundraising shall be done in accordance with Board Policy 9700 - *Relations with Special Interest Groups*.

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F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records
F.A.C. 6A-1.087, School Board Responsible for Internal Funds
F.A.C. 6A-1.091, Purchases from Internal Funds
7 C.F.R. Part 210
7 C.F.R. Part 220
42 U.S.C. 1779
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014

VOL. 27, NO. 1, JUNE 2026

po6152V2

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

Revised Policy - Vol. 27, No. 1

Version #2

6152V2 - **STUDENT FEES, FINES, AND CHARGES**

The School Board will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. As set forth in Board Policy 6152.01 (*Waiver of School Fees*), the Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program.

Fees

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

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

1. **(X)** all charges for required workbooks and instructional materials

2. **(X)** all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)

3. **(X)** charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity

4. **(X)** charges or rental fees for uniforms or equipment related to varsity and intramural sports, or to fine arts programs

5. **(X)** charges to participate in extra-curricular activities

6. **(X)** charges for supplies required for a particular class or for gym uniforms

7. **(X)** graduation fees

8. **(X)** school records fees

9. **(X)** school health service fees

B. ~~"School fees" do not include:~~

1. ~~( ) library fines and other charges made for the loss, misuse, or destruction of school property;~~

2. ~~( ) charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;~~

3. ~~( ) charges for optional travel undertaken by a school club or group of students outside of school hours;~~

4. ~~( )~~ ~~charges for admission to school dances, athletic events, or other social events;~~

5. ~~( )~~ ~~optional community service programs for which fees are charged (e.g., preschool ; before and after-school child care, recreation programs).~~

A charge shall not exceed the combined cost of the outside service provided or material used, freight, and/or handling charges. Money received from the resale of such material, if any, shall be remitted to the School Business Office with an accurate accounting of all transactions.

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

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

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

A. the fee that students enrolled at the school pay to participate in the activity; or,

B. a reasonable fee based on the costs to the school (not to exceed $400 per activity).

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

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

Fines

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

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

Any fees, fines, and/or other charges collected by members of the staff shall be remitted to the School Business Office within one (1) business day after collection.

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

Failure to pay fees and fines may result in the denial of participation in the graduation ceremony. In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims Court for collection.

Students Experiencing Homelessness - McKinney-Vento Act

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

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

~~**[ ]** Students experiencing homelessness who are able to pay **( )** fees or fines **( )** fees or fines and refuse to do so **[END OF OPTION]** may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts. **[END OF OPTION]**~~

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

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

VOL. 27, NO. 1, JUNE 2026

po6520V1

Revised Policy - Vol. 27, No. 1, June 2026 - PAYROLL DEDUCTIONS

Revised Policy - Vol. 27, No. 1

Version #1

6520V1 - **PAYROLL DEDUCTIONS**

The District shall make all legally required payroll deductions and such deductions do not require School Board approval.

To the extent permitted by law ~~and consistent with the specific provisions of any applicable negotiated agreement~~, ~~voluntary payroll deductions will be approved by the Board and authorized, in writing, by the employee. All initial requests must be authorized by the Board as recommended by the _____.~~t t he Board authorizes District-approved voluntary deductions to be made from an employee's paycheck upon proper authorization on the appropriate form.

A. Payroll deductions shall be based on an amount divided into equal payments and shall continue for the duration of the payroll request.

B. The employee may cancel noncompulsory deductions on written notice meeting payroll requirements.

C. ~~Payroll deductions for the exclusive bargaining agent(s) shall be in accordance with Florida statutes and negotiated agreements.~~

F.S. 447.303

F.S. 1012.31

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VOL. 27, NO. 1, JUNE 2026

po6605

Copy of CROWDFUNDING

ADOPTED Jun 5, 2025

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is defined as the solicitation of funds, supplies, or other resources from individuals and/or organizations to support specific ~~identified~~ activities, projects or programs ~~or projects that enhance the educational program or a specific cause~~ approved by the District. ~~The solicitation~~ Crowdfunding is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent and the Assistant Superintendent of Business Affairs.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name or slogan that would associate an activity with the District. Unauthorized use of District branding is strictly prohibited. (See Policy 9700.01 - Advertising and Commercial Activities)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. The **(X)** Principal ~~( )~~ _____ ~~[END OF OPTION]~~ shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with District goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board policy, it will result in the immediate cessation of the crowdfunding activity and the ~~( )~~ ~~Board~~ ~~( )~~ Superintendent ~~[END OF OPTION]~~ may prohibit future fundraising privileges.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies and District administrative guidelines and applicable State and Federal law, ~~including FERPA and IDEIA.~~ including the Family

Education al Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)

All funds raised through approved crowdfunding activities shall be disbursed in accordance with Policy 6608 - *Accountability and Oversight of Fundraiser and Crowdfunding Disbursement* and all other applicable Board policies.

Approved crowdfunding activities must be conducted through a District-approved platform that meets the following standards:

A. Systems and Organizational Controls (SOC 2) Type I Certification or equivalent standard recognized as best practice in the industry. (minimum):

   The platform must demonstrate compliance with SOC 2 or equivalent standards, ensuring strong controls for security, availability, processing integrity, confidentiality, and privacy. Compliance with this standard guarantees that the platform adheres to industry-recognized best practices for safeguarding sensitive data and financial transactions.

B. Low Fees: Platforms must not exceed a fifteen percent (15%) fee structure to ensure that the funds raised benefit the District maximally and minimize donor loss.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Direct ~~Cash~~ cash payment or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

Only approved vendors may be utilized for this activity. Under no circumstances may the District's or school's name, logos or images be used without the express written permission of the Superintendent.

All crowdfunding activities are subject to applicable Board policies including, but not limited to, Policy 5830 – *Student ~~Fund-Raising~~ :* Fundraising

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VOL. 27, NO. 1, JUNE 2026

po6608

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

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

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

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

Fundraisers and crowdfunding campaigns conducted and organized by students, parent groups, and other private entities shall meet the compliance, accounting, and reporting requirements established herein. Parent groups may include Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), Educational Foundations, Booster clubs, and/or other private entities established for the benefit of the District, school, or a school organization. (See also Policy 5830 – *Student Fundraising*, Policy 9215 - *School Support Organizations (SS0)*).

Definitions

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

Custodial Funds: Funds held and managed by the District for student activities under GASB 84.

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

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

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

Accounting and Compliance Requirements – Custodial Funds

A. Student-Organized Fundraising

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

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

(X) A profit and loss report must be prepared and submitted to the **( )** Principal **( )** _____ **[END OF OPTION]** within ten (10) business days following the close of the fundraiser. ~~The profit and loss report of each fundraiser shall be approved by the **( )** Superintendent **( )** _____ **[END OF OPTION]** .~~

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

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

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

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

(X) The report submitted shall also include:

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

2. Detailed listing of expenditures with receipts.

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

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

Any disbursements to the school or District must follow the established procedures for gifts to the District. (See also Policy 7230 – *Gifts to the School District*)

[END OF OPTIONS]

District Oversight

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

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

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

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

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VOL. 27, NO. 1, JUNE 2026

po6610

Copy of SCHOOL INTERNAL FUNDS

ADOPTED Jun 5, 2025

6610 - **SCHOOL INTERNAL FUNDS**

The School Board is responsible for the administration and control of internal funds of the School District. "School internal funds" are those held by specific schools and are part of the Board's regularly adopted budget (GASB 84 - Fiduciary Activities). School internal funds shall be used to benefit activities authorized by the Board and administered by each individual school in accordance with policies of the Board, the Constitution of the State of Florida, Florida statutes, rules of the State Board of Education, and the Financial and Program Cost Accounting and Reporting for Florida Schools, as revised.

All funds handled by employees during normal working hours shall be included in, and become part of, the internal funds of the school unless accounted for in the District-level accounting system. All employees responsible for handling and recording internal funds financial transactions shall be bonded through the District.

All organizations of the school or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds.

Annual Audit

All school internal funds will be audited annually.

A. Uniform Records and Accounts

The principal of each school shall be responsible for the safe and proper handling of all monies collected and disbursed within the school and shall keep all accounts in accordance with regulations of the Board and State Board of Education and the Financial and Program Cost Accounting and Reporting for Florida Schools. A complete and accurate record of each and every transaction and a suitable classification (chart of accounts) of all receipts and expenditures shall be kept on approved forms.

B. Receipts of Monies Collected

All funds collected within the school for any purpose shall be deposited with the principal together with such substantiating records as may be required.

C. Safekeeping of Monies, Certificates, and Bonds

All monies received shall be promptly deposited in a qualified public depository and provisions shall be made for the adequate safekeeping of all monies and other financial assets that may come into the possession of the school.

1. Funds shall be promptly deposited in the qualified public depository. Schools shall make deposits of all monies collected within five (5) working days of receipt.

2. All funds received shall be recorded, banked, and reconciled to the proper receipts and accounts.

D. Expenditures

All expenditures from school funds shall be made by approved purchasing methods. Invoices or other approved substantiating evidence shall be required for all payments from school funds. All checks are to be signed by two (2) persons, the principal and the designee.

1. Overspending Limitations

   School expenditures from internal funds shall not exceed the cash balance of resources of that school during any fiscal year without written approval of the Superintendent or Board.

2. Regulations Concerning Expenditures

   a. Where expenditures require prior approval, the school should anticipate needs in time to permit processing and proper clearance of written authorization requests. Expenditures shall not be made until approved in writing by the principal.

   b. Authorization for expenditures expire one (1) year after the date of approval.

   c. No school internal fund shall be obligated for any student or teacher expenditure not previously approved in writing by the principal. A principal shall be responsible for any expenditures made or approved by him/her which are not permissible under the laws and regulations of the State or policies of the Board.

d. Competitive bidding shall follow District purchasing policies in Policy 6320, except that when advanced individual orders are taken from students, staff, or patrons, competitive bids shall not be required. Items purchased "on consignment" need not be bid.

3. Expenditures Requiring Prior Approval

The following is a list of expenditures requiring prior written authorization from the Superintendent or designee:

a. All equipment which is to be attached to the buildings, or requires remodeling, including the installation of utility service other than that which presently exists in the building. Examples of such purchases are as follows: air-conditioning, ice machines, equipment which uses 220 current where only 110 service exists, those that require the installation of water or sewage lines, etc.

b. Buildings, permanent attachments to buildings, or other structures.

c. Bleachers or equipment involving risk to users.

d. Services and purchase made for any employee of the District.

e. Membership in and contributions to any noneducational organization.

f. Each principal may employ persons and authorize payment from internal account funds for supplemental positions consistent with the current Human Resource policies and supplemental salary schedule and requires board approval (see 4.d. below)

4. Expenditures Prohibited from Internal Funds

The following is a list of expenditures which cannot be made from internal funds.

a. Professional books and magazines, except school professional libraries and personal memberships in professional organizations when purchased through trust funds to which employees contribute.

b. Articles or services for personal use of Board employees or other persons.

c. Equipment, supplies, and services for rooms and areas not used primarily for student body benefit, unless raised specifically through employees or other persons or authorized by a student organization.

d. Wages or supplements to any persons engaged in regular part-time or temporary employment except as provided by the Board.

e. Loans, credits, or accommodations to Board employees or other persons, including students except as provided in Policy 6550 - *Travel and Expenses*.

5. Cooperative Activities Permitted

The general provisions for cooperative activities for which internal funds are permissible are as follows:

a. Outside groups. There shall be a definite written agreement between both parties that includes the separation of the outside group from the Clay County School Board and District.

b. The principal must approve cooperative activities.

c. Cooperative activities must be beneficial to students.

6. Promotion and Public Relations Funding

The Superintendent or designee and principals are authorized to expend funds from a designated internal account for the purpose of promoting the school and for public relations

Such funds shall be administered in accordance with procedures included in the Financial and Program Cost Accounting and Reporting for Florida Schools.

E. Fundraising ~~Fund-Raising~~

School principals are to be made aware of, approve and oversee all ~~fund-raising~~ fundraising activities and actions conducted on a school campus and approve all ~~fund-raising~~ fundraising activities in the name of the school. Any ~~fund-raising~~ fundraising activity conducted on school property is a school-connected activity.

1. Each ~~fund-raising~~ fundraising activity shall be planned to finance a specified objective.
2. Each ~~fund-raising~~ fundraising activity shall have the approval of the organization sponsor and the principal.
3. The superintendent acts as the custodian of all school property and may delegate responsibilities to the school principal. The principal shall control the ~~fund-raising~~ fundraising activities conducted in the name of the school

and ensure that the purposes are worthwhile.

a. Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property. Encouraging or permitting minors to participate in games of chance by playing or betting money or other valuable things is prohibited.

b. ~~Fund-raising~~ ~~F~~ F undraising activities for which students are charged admission shall not be presented during school hours.

4. When any school organization or group is involved in a ~~fund-raising~~ fundraising activity or any function exposing the Board to extraordinary liability, approval must be obtained in advance from the Superintendent (including by not limited to fireworks on Board property, parades & other events on public streets, etc.).
5. Collections for all school-sponsored ~~fund-raising~~ fundraising activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with Board policy.
6. Under no circumstances may the District's or school's name, logos or images be used without the express written permission of the Superintendent.

7. Fund Benefits

Funds collected for the benefit of a specific student organization shall be expended for the benefit of said organization unless otherwise designated in minutes of the organization. General fund monies collected from the student body as a whole shall be expended to benefit students directly, except that Board authorized salary supplements for sponsors of student activity programs may be paid from these funds.

8. Commissions or Profits

Funds from commissions such as school pictures, etc., may be credited to the internal general fund or some designated account. Contracts for such activities must comply with bid requirements and be approved by the principal.

F. Student Travel

1. Advance Arrangements

When travel by students is necessary in the pursuance of an approved student activity, advance travel arrangements shall be made. Advance arrangements may include transportation, meals, registration or entrance fees, and lodging. Checks may be prepared in advance for the exact amount

and payable to the corporation or proprietor providing the service. The employee sponsor accompanying the students shall be the temporary custodian of the checks and responsible for obtaining an invoice for the exact amount of the check from the corporation or proprietor upon presentation of the check.

2. Advance to Sponsor

When advance arrangements for meals or lodging are impractical because the service to be rendered is en route, or the student group is of such number to make prior knowledge of the exact number impossible, advancement may be made to the faculty sponsor for distribution to the students. Each student shall sign a signature sheet certifying that s/he received their meal or lodging allowance. In such situations, students are to be made aware of the amount of the allowances at least twenty-four (24) hours prior to travel departure so as to permit them to make adequate financial arrangements personally or with their parents.

3. Limits

Under no circumstances may the amount paid from the District or internal funds be in excess of rates established in F.S. 112.

G. Student Activity Funds

For purposes of this policy, a "student activity fund" may include, but not be limited to, co-curricular and approved extra-curricular activities such as clubs, publications, etc. Each school organization should operate within a budget formulated by the organization members. The format of the budget shall be prescribed by the principal.

The Superintendent is directed to obtain annually a list of student activities with a brief description of their objectives, activities, and limitations of each fund.

The Board authorizes the maintenance of approved student activity funds.

The Board authorizes the principal at each school to review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the principal shall ensure that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized.

An expenditure may consist of a donation to an organization or individual for a purpose deemed appropriate by the principal.

A charitable donation may be made to an organization or individual if approved by

the principal.

H. Classes, Clubs, and Departments

The sponsor of each school club or organization is responsible for providing adequate financial documents and records to the principal and is responsible for retaining duplicates of said documents and records. These records may include an organization budget; duplicate receipts for all income from dues, ~~fund-raising~~ fundraising activities, entertainment, assessments, and donations; and approved requests for payment.

All collections received by any club or school organization must be deposited in the school's internal fund.

All disbursements by any club or school organization must be made by an internal fund check or from an approved change fund. Disbursements shall be approved by the appropriate organization officer (when the organization has officers), the sponsor, and the principal.

A financial report shall be filed with the principal's office at the close of each ~~fund-raising~~ fundraising activity. To accommodate the collection of data for this report, a separate account for the activity may be established.

The organization sponsor shall participate, along with the Principal's Secretary/Bookkeeper, in the designation of transactions to be recorded in each of the organization's accounts.

Class and club monies shall be expended for the benefit of the class or club or for purposes designated by the class or club that participated in the generation of the revenues.

1. Any remaining balance in the account of a class that has graduated shall be transferred to the general miscellaneous account at the discretion of the principal.

2. Any remaining balance in the account of an inactive student organization shall be considered as belonging to the general miscellaneous account and shall be closed at the end of the following fiscal year.

Departments may be structured similarly to classes and shall conduct financial activities subject to the principles already outlined.

The principal shall ensure that all student activity funds are managed, recorded, and deposited in accordance with law and sound fiscal practice.

I. Nondistrict-Supported Student Activity Accounts

The Board authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - - *District-Sponsored Clubs and Activities* , shall be determined by the - **( )** - Board - **( )** - Superintendent - **( )** - Business Manager - **( )** - School Administration - **( )** - _____ - **[END OF OPTION]** - before monies can be collected or disbursed in the name of said activity. - **[DRAFTING NOTE: For consistency, it is recommended to make the selection of the approval entity consistent with Policy 2430 -** - ***District-Sponsored Clubs and Activities*** **.]**

Definitions

The following definitions are provided for these terms within the context of this policy:

1. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (See Policy 2430 - - *District-Sponsored Clubs and Activities*) -
2. **District-supported student activity:** The District provides financial support for the student activity and exercises administrative control over dispersal of the activity's funds. -
3. **Nondistrict-supported student activity:** - The District does not provide financial support for the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - - *Definitions* .

Nondistrict-Supported Student Activities

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy - 9200 - - - *Volunteers*). Fundraising is permissible in accordance with District policies (see Policy 5830 - - *Student Fundraising* - and Policy 9700 - - *Relations with Special Interest Groups*). Equal access shall be provided in accordance with Policy 5730 - - *Equal Access for Nondistrict-Sponsored*

Student Clubs and Activities . A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

Criteria for Nondistrict-Supported Student Activity Accounts

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

1. The student activity account has been approved in accordance with this policy.
2. The student activity account will be captured upon receipt and tracked to a corresponding General Ledger code for reporting, financial controls, and to accurately report for revenues and expenditures.
3. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.
4. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.
5. The activity's advisor/coach is not permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.
6. The student activity account is not under the District's control, nor subject to District oversight.

General Provisions

The purpose of District-sponsored activities is to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - - *Educational Outcome Goals* . District-sponsored activities must be approved in accordance with Policy 2430 - - *District-Sponsored Clubs and Activities* - or Policy 2431 - - *Interscholastic Athletics* .

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name or slogan that would associate an activity with the District, provided such use is consistent with other applicable District policies.

Student fundraising shall be conducted in accordance with Policy 5830 - Student Fundraising - and Policy 9700 - - *Relations with Special Interest Groups* .

All collected money shall be handled, secured, and deposited in accordance with this policy. Misappropriation of activity monies, including theft or any other misuse of monies, will result in discipline, up to and including suspension, expulsion, and/or termination of employment.

Discontinued Student Activities

~~( )~~ ~~After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.~~ - ~~**[END OF OPTION]**~~

~~( )~~ ~~After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the District's General Fund - Fund 10.~~ - ~~**[END OF OPTION]**~~

~~**[END OF OPTIONS]**~~

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F.S. 1001.43
F.S. 1010.02
F.S. 1010.20
F.S. 1011.07
F.S. 1011.18
F.A.C. 6A-1.001
F.A.C. 6A-1.014
Financial and Program Cost Accounting and Reporting for Florida Schools, as revised

VOL. 27, NO. 1, JUNE 2026

po7217

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

7217 - **WEAPONS**

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

Definitions

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

A. "Administration building" is any Board-owned or leased facility where one (1) or more administrative employees are assigned.

B. "School property" means the property of any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

C. "Weapons and firearms" as defined in F.S. 790.001 and include, but are not limited to, any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, knives, metallic knuckles, or other deadly weapon. "Weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Exceptions

The only exceptions to the prohibitions set forth hereinabove include the following:

A. Police, school safety officers (i.e., District guardians), or other licensed law enforcement officers, as well as other persons approved by the school or District on

a case-by-case basis, may possess a firearm or weapon.

B. In a vehicle pursuant to F.S. 790.25(4).
This exception does not allow weapons to be stored in vehicles parked on school or district property, including student parking.
~~This exception does not apply for purposes of student and campus parking privileges.~~

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

D. Staff members, contractors, vendors, or their employees may possess and use tools, instruments, and other devices on District property or at District-sponsored events, including in vehicles in either situation, even though such items fall within the definition of weapons(not including firearms), provided that such possession and use is in accordance with the terms of a written contract with the Board, or is otherwise in furtherance of their duties under such a contract and is authorized in advance by the Superintendent.

All District employees shall immediately report knowledge of firearms, weapons, and/or threats of violence by students, staff members, or visitors to the School Resource Officer, Principal, and/or immediate Supervisor. Failure to report such knowledge may subject District employees to discipline.

The Superintendent shall require that any District employee possessing a firearm, weapon, or other device designed to inflict serious bodily harm, including a concealed firearm or weapon, in violation of this policy and State law, is reported immediately to the appropriate law enforcement agency, regardless of whether such District employee possesses a valid concealed weapon license. As well, the staff member shall be subject to disciplinary action, up to and including termination, consistent with law, due process, and the terms of any negotiated agreement.

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

Discharging a Firearm

It is a second degree felony if a person discharges any weapon or firearm within 1,000 feet of a school, during school hours, or during the time of a sanctioned school activity, unless

discharged for lawful defense of themselves or another or for a lawful purpose. This offense does not apply to the discharge of a weapon or firearm on private real property within 1,000 feet of a school by the owner of such property or by a person whose presence on such property has been authorized, licensed, or invited by the owner.

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

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

VOL. 27, NO. 1, JUNE 2026

po8100

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

8100 - **INTERLOCAL AGREEMENTS**

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

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

Local governments must accomplish analyses of problems and opportunities for existing schools and schools anticipated in the future.

~~County~~ Additionally, as set forth in F.S. 163.31777, the county and municipalities located within the geographic area of the School District shall enter into an interlocal agreement with the School Board which jointly establishes the specific ways in which the plans and processes of the Board and the local governments are to be coordinated.

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

School boards may enter into interlocal agreements for the transportation of students, for building rental, for maintenance and upkeep of school plants, for the use of school buses for public purposes, including, but not limited to providing for the needs of the transportation disadvantaged, and for other public purposes.

The interlocal agreement shall provide for reimbursement to the School District, in full or in part, the proportionate share of the fixed and operating costs incurred that are

attributable to the use of buses or attributable to the maintenance or other activities conducted by the Board.

The public agency receiving services from the Board shall indemnify and hold harmless the Board from any and all liability by virtue of the use of buses pursuant to an interlocal agreement.

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F.S. 163.01
F.S. 1002.3301
F.S. 1003.02
F.S .1006.261

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po8330

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

8330 - **STUDENT RECORDS**

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

Definitions

A. "Education records" means records that are directly related to a student and that are maintained by the District or a party acting for or on behalf of the District, as defined in 20 U.S.C. Section 1232g(a)(4).

B. "Eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.

C. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.

D. "Parent" or "parents" includes parents or guardians of students who are or have been in attendance at a school or institution.

E. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that,

alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

F. "Student" means any individual who is or has been in attendance in a District school and regarding whom the District maintains education records.

G. "Therapeutic treatment plan" means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.

H. "Therapy progress notes" means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

I. "Third-party vendor" or "Third-party service provider" means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education, the Department's contractors and subcontractors, school boards, and school districts.

Maintenance of Student Records

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

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

Information contained in student education records shall be classified as follows:

A. Category A Records, Information for each student which shall be kept current while the student is enrolled and retained permanently in the manner prescribed by F.S. 1001.52

1. Student's full legal name.

2. Authenticated birthdate, place of birth, race, ethnicity, and sex.

3. Last known address of the student.

4. Name(s) of the student's parent(s) or guardian(s).

5. Name and location of last school attended.

6. Number of days present and absent, date enrolled, date withdrawn.

7. Courses taken and record of achievements, such as grades, credits, or certification of competence.

8. Date of graduation or date of program completion.

9. Records of requests for access to and disclosure of personally identifiable information from the student's educational records.

10. Health Immunization Certification

B. Category B Records, Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by F.S. 1001.52

1. Health information, family background data, standardized test scores, State-mandated achievement test scores, educational and career plans, honors and activities, work experience reports, and teacher comments.

2. Reports of student services or exceptional student staffing committees including all information required by F.S. 1001.42.

3. Correspondence from community agencies or private professionals.

4. Discipline records.

5. School Environmental Safety Incident Reports (SESIR) collected under F.S. 1006.07.

6. Threat assessments done by the threat assessment team pursuant to F.S. 1006.07, subject to the following:

   All reports of concerning behavior, concerning communications, or threats documented using the Florida Harm Prevention and Threat Management Instrument prescribed by F.A.C. 6A-1.0019 are Category B records and shall be maintained in a student's file as long as determined useful by a threat management team, pursuant to F.S. 1006.07 and F.A.C. 6A-1.0019. These records include all corresponding documentation and any additional information required by the Florida Model for threat management related to the reporting, evaluation, intervention, and management of threat assessment evaluations and intervention services.

7. A list of schools attended.

8. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.

9. Academic and behavioral intervention services.

10. Psychological evaluations.

11. Therapeutic treatment plans and therapy progress notes.

12. Such other records of educational importance as the school shall deem necessary.

13. Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K - 12, Adult and Vocational/Technical*.

Category A and B records shall be maintained in compliance with the approved District records retention schedule.

Individual exceptional student records shall be kept separate from regular cumulative records. These records shall be sent to each succeeding school the student attends in the District and shall be maintained in accordance with Policy 8320 - *Records Management*.

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

Type Record		**Location**		**Custodian**		**Address**
Active and inactive student records as specified in the current Student Records Manual for the District		Last school attended		Principal of last school attended		As shown in local directory

Inactive student cumulative records (Category A) as specified in the current Student Records Manual for the District		Central District office		Superintendent or designee		900 Walnut Street, Green Cove Springs, FL 32043
Individual exceptional student education records as specified in the current Student Records Manual for the District		Last school attended		Principal of last school attended		As shown in local directory
Individual student psychological records as specified in the current Student Records Manual for the District		Last school attended		Principal of last school attended		As shown in local directory

Limitations on Collection and Retention of Certain Information

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

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

The Superintendent or designee will be responsible for the privacy and security of records that are not under the supervision of the school principal.

Requests to Deviate from Students Legal Name

Parents who approve of their student being referred to by a deviation from their legal name must fully complete the District's electronic or hard copy parental consent form.

Access to Student Records

The rights of students and their parents with respect to education records created, maintained, or used by the District must be protected in accordance with FERPA, State law,

and the implementing regulations and rules issued pursuant thereto. Students and their parents have the right to access their education records, including the right to inspect and review those records, have the right to waive their access to their education records in certain circumstances, have the right to challenge the content of education records, have the right of privacy with respect to such records and reports, and receive annual notice of their rights with respect to education records.

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

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

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

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

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

The District presumes that the eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally

binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary.

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

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

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

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

A. the parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and

B. such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

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

Court Request of Records

A. Student records may be disclosed to a court of competent jurisdiction provided that reasonable notification is given in advance to the parents and student. If the Principal is unable to notify prior to the time for compliance set forth in the court order, they shall bring to the court's attention the provision of the Family Educational Rights and Privacy Act of 1974 and comply with the court's instruction.

B. Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or their parent if the student is either a minor and not attending an institution of postsecondary education or a dependent of such parent as defined in 26 U.S.C. 152 (s. 152 of the Internal Revenue Code of 1954), is notified

of the order or subpoena in advance of compliance therewith by the educational institution or agency.

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

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

Hearing Procedure to Correct Student Records

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

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

Upon the request of a parent, guardian, or eligible student, a formal hearing shall be held. Such hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer who shall be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

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

If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent, guardian, or eligible student shall be

allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

Disclosure of Personally Identifiable Information

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

A. Prior Written Consent

1. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information other than directory information. The written consent shall include: signature of the parent, guardian, or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.

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

B. Without Prior Written Consent

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

1. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.

2. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.

3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

   The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

   This written agreement must include:

   a. designation of the receiving individual or entity as an authorized representative;

   b. specification of the information to be disclosed;

   c. specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements;

   d. a summary of the activity that includes a description of the methodology and an explanation of why personally identifiable information is necessary to accomplish the activity;

   e. a statement requiring the organization to destroy all personally identifiable information when it is no longer needed to carry out the audit or evaluation, along with a specific time period in which the information must be destroyed; and

   f. a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use reasonable methods to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The District will

also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

4. Appropriate parties in connection with a student's application for or receipt of financial aid, if necessary to determine the eligibility for the aid; determine the amount of the aid; determine the conditions of the aid; and/or enforce the terms and conditions of the aid.

5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if the studies are conducted in a manner that does not permit the personal identification of students and their parents by persons other than representatives of such organizations and if the information will be destroyed when no longer needed for the purpose of conducting such studies.

   In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

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

   While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

6. Accrediting organizations, in order to carry out their accrediting functions.

7. School Readiness programs as provided in State law in order to carry out their assigned duties.

8. For use as evidence in student expulsion hearings conducted by a district school board under F.S. Chapter 120; however, public records of expulsion hearings shall not contain any personally identifiable information.

9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals.

10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from F.S. 119.07 (1) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis and Government Accountability's official use.

11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

    Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. 152 (section 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.

13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well

supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

14. Consistent with the Family Educational Rights and Privacy Act, the Department of Children and Families or a community-based care lead agency acting on behalf of the Department of Children and Families, as appropriate.

15. Parents of a dependent student as defined by the Internal Revenue Service Tax Code of 1986 and in this policy.

16. Directory information as specified in this policy.

17. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.

18. If the release is to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in Sections 2331 and 2332 of Title 18, U.S. Code.

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

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

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

C. Record of Disclosures

Record of any requests or disclosures of personally identifiable student information shall be maintained except for disclosures to the parent, guardian, or eligible

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

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

D. Disclosures - Health or Safety Emergencies

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

~~DIRECTORY INFORMATIOND~~ Directory Information

The District may make available, upon request, certain information known as directory information without prior permission of the parents or the eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended. Designation of directory information shall occur at a regularly scheduled Board meeting. At the meeting, the Board shall consider whether designation of such information would put students at risk of becoming targets of marketing campaigns, the media, or criminal acts.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students

unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

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

In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without parental consent.

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

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

Transfer of Student Records

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

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

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

1. Verified reports of serious or recurrent behavior patterns, including any threat assessment report, all corresponding documentation, and any other information required by the Florida-specific behavioral threat assessment instrument pursuant to F.S. 1001.212 which contains the evaluation, intervention, and management of the threat assessment evaluations and intervention services; and

2. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

Liability

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

Additional Safeguards for Student Education Records

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

B. Required use of online educational services by students and parents

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

1. The Superintendent is responsible for reviewing the online educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;

2. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;

3. Parents and eligible students will be notified via the District website any time they are required to use an online educational service that collects student PII;

4. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any, via the District website.

5. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes.

6. If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

C. Contracts or agreements with third-party vendors

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

    a. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;

    b. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations;

    c. ensure that only the student PII necessary for the service being provided will be disclosed to the third party;

    d. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A-1.0955(11)(b) has been met.

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

    a. the disclosure is authorized by FERPA and 34 CFR §99.31;

    b. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or

    c. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. 6A-1.0955(11)(b) and this policy.

Request for Student Social Security Numbers at Enrollment

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

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Legal
F.S. Chapter 119
F.S. 1001.41
F.S. 1001.52
F.S. 1002.22
F.S. 1002.221
F.S. 1002.222
F.S. 1003.25
F.A.C. 6A-1.0955
F.A.C. 6A-1.09550
20 U.S.C. 1232f (FERPA)
20 U.S.C. 1232g (FERPA)
20 U.S.C. 1232h (FERPA)
20 U.S.C. 1232i (FERPA)
20 U.S.C. 7908
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Act
Privacy Rights of Parents and Students - P.L. 90-247

2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military Records SEC. 521

VOL. 27, NO. 1, JUNE 2026

po8405

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

8405 - **SCHOOL SAFETY AND SECURITY**

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

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

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

A. building administrators;

B. representative(s) from the local emergency management agency;

C. District Office of Safety and Security.

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

A. security assessments;

B. roles and responsibilities of District personnel;

C. roles and responsibilities of Safe-School Officers (Policy 8407 - *Safe-School Officers*);

D. information sharing;

E. training of District personnel and exercises/drills, including training standards;

F. identification of Safe Spaces and Command Posts;

G. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;

H. response to the presence of an active assailant on school grounds;

I. communication with law enforcement prior to and after law Enforcement arrives on school grounds;

J. responsibilities prior to law enforcement arrival;

K. responsibilities when law enforcement arrives on school grounds;

L. communication with the public; and

M. post-incident recovery.

The District will adopt its DAARP annually by October 1.

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

School Safety Specialist

The Superintendent is responsible for designating the District's School Safety Specialist. The School Safety Specialist must be an administrator employed by the District or a law enforcement officer employed by the Clay County Sheriff's Office. Prior to appointing a law enforcement officer to serve as the School Safety Specialist, the Superintendent must verify that the law enforcement officer has met all statutory requirements and has been authorized and approved by the Clay County Sheriff's Office to serve as the School Safety Specialist.

By August 1 of each year, the District will submit the School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at SafeSchools@fldoe.org. The District will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist.

A. Training

Within thirty (30) calendar days of appointment, the District's School Safety Specialist must complete and thereafter maintain certificates of completion of the following online Federal Emergency Management Agency Independent Study courses: Preparedness for Childcare Providers; Introduction to the Incident Command System, ICS 100; Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship; Multi-Hazard Emergency Planning for Schools; and Planning for the Needs of Children in Disasters.

Within one (1) year of appointment, and annually thereafter, the District School Safety Specialist must earn a certificate of completion of school safety specialist training provided by the Office of Safe Schools.

The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.

B. Responsibilities

The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District, including at charter schools. The School Safety Specialist's responsibilities include, but are not limited to, the following:

1. reviewing at least annually District and charter schools policies and procedures for compliance with Florida law and applicable rules, as provided by F.S. 1006.07 (6)(a)1., including the District's timely and accurate submission of school environmental safety incident reports to the Department pursuant to F.S. 1001.212;

   The School Safety Specialist is responsible for submitting all Board and District charter school policies and procedures pertaining to the health, safety, or welfare of students to the Office of Safe Schools by July 1 of each year.

2. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security; Such training for classroom teachers and other members of instructional staff must explain the purpose, importance, and proper execution of school safety protocols and emergency procedures.

3. serving as the District liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;

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

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

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

5. make unannounced inspection visits to all District schools, including charter schools;

   The inspection must be done using the form adopted by the OSS. Any violations discovered must be reported to the Superintendent or charter school principal.

6. presenting quarterly reports to the Board at a public meeting regarding the OSS inspection of District schools and during the first quarter of every school year, providing the Board with an annual report including the number of schools inspected by OSS the prior year and the number of those schools found to be in compliance;

7. providing a copy of any Florida School Safety Compliance Inspection Report prepared by OSS following an unannounced visit to the school principal or charter school administrator, as appropriate;

8. coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;

   Any changes related to school safety, emergency issues, and recommendations provided by the public safety agencies will be considered as part of the recommendations by the School Safety Specialist to the Board.

9. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel within the District as set forth in F.S. 1012.584, F.A.C. 6A-1.094120 and F.A.C. 6A-1.0018;

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

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

   a. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;

   b. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and

   c. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.

10. coordinating with charter schools to address charter school safety requirements as set forth under Florida law and F.A.C. 6A-1.0018;

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

11. completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment;

12. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.

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

The School Safety Specialist is responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any District school. Such actions may include, but are not limited to, the following:

1. resolving deficiencies relating to Safe-School officer coverage by no later than the next school day;

2. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to Safe-School officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rules or Florida Statutes that explain the imminent threat;

3. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days;

4. the School Safety Specialist shall identify any instances of noncompliance through their duties identified throughout this policy;

   Additionally, if and when any employee of the District becomes aware of an instance of noncompliance at a school with a requirement of this policy or other State law or rules relating to student safety must notify the School Safety Specialist within twenty-four (24) hours, unless such noncompliance involves an imminent threat to the health, safety, or welfare of students or staff. In such instances, notice must be provided immediately.

   If the School Safety Specialist identifies, or is made aware of an instance of noncompliance by an employee, the School Safety Specialist shall investigate the alleged noncompliance and, if it is determined that there was an instance of noncompliance, the School Safety Specialist shall develop a written plan of correction no later than seven (7) days following their investigation. Alleged noncompliance that creates an imminent threat to the health, safety, or welfare of students or staff shall be addressed immediately and in accordance with subsections (1) through (3) above.

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

The School Safety Specialist is responsible for notifying the Superintendent immediately and no later than the same day of receipt of any notice of suspected

deficiency the School Safety Specialist receives from the Office of Safe Schools.

Within one (1) school day after receipt of a Florida school safety compliance inspection report from the Office of Safe Schools that contains a noted deficiency, the School Safety Specialist must acknowledge receipt of the report in writing. The school safety specialist must provide the Office of Safe Schools written notice of how the noncompliance has been remediated within three (3) school days after receipt of the report.

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

Recommendations of the School Safety Specialist

Based on the findings of the school security risk assessment, the School Safety Specialist must provide recommendations to the Superintendent and Board which identify strategies and activities that the Board should implement in order to address the findings and improve school safety and security. The School Safety Specialist's report to the Board shall also include school safety recommendations made by public safety agencies. The Board will review the school security risk assessment findings and the recommendations of the School Safety Specialist at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action. The *School Safety and Security Plan* is, however, confidential and is not subject to review or release as a public record.

The School Safety Specialist shall report the school security risk assessment findings and recommendations and the Board's action(s) to the Office of Safe Schools no later than thirty (30) days after the Board meeting and prior to November 1 of each year. The School Safety Specialist shall also submit a best-practices assessment in the Florida Safe Schools Assessment Tool.

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

A. safety and security best practices;

B. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;

C. security procedures at school and while students are on the way to and from school;

D. prevention activities that are designed to maintain safe, disciplined and drug-free environments;

E. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:

1. allows a teacher to communicate effectively to all students in the class;

2. allows all students in the class the opportunity to learn;

3. has consequences that are fair, and developmentally appropriate;

4. considers the student and the circumstances of the situation; and

5. is enforced accordingly.

Threat Management Coordinator

The Superintendent will designate a Threat Management Coordinator to oversee threat management at all public K-12 District schools, including charter schools sponsored by or under contract with the District, in accordance with the requirements set forth in Florida law and State Board of Education rules.

Among other duties as may be assigned, the Threat Management Coordinator shall serve as the primary point of contact regarding the District's coordination, communication, and implementation of the threat management program. The Threat Management Coordinator is also responsible for reporting quantitative data to the Office of Safe Schools in accordance with its guidelines.

The Superintendent will report the name and contact information of the Threat Management Coordinator to the Office of Safe Schools by July 1, 2023. Any changes in the name and contact information of the Threat Management Coordinator will be updated with the Office of Safe Schools within one (1) school day of the change.

Mental Health Coordinator

The Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the District's primary point of contact regarding the District's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting. The mental health coordinator is responsible for:

A. Coordinating with the Office of Safe Schools, established pursuant to F.S. 1001.212.

B. Maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation under F.S. 1011.62(14).

C. Facilitating the implementation of District policies relating to the respective duties and responsibilities of the District, the Superintendent, and District Principals.

D. Coordinating with the School Safety Specialist on the staffing and training of threat management teams and facilitating referrals to mental health services, as appropriate, for students and their families.

E. Coordinating with the School Safety Specialist on the training and resources for students and District staff relating to youth mental health awareness and assistance.

F. Reviewing annually the District's policies and procedures related to student mental health for compliance with Florida law and alignment with current best practices and make recommendations, as needed, for amending such policies and procedures to the Superintendent and the Board.

Safety and Security Best Practices

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

The Board shall adopt, in coordination with local law enforcement agencies and local governments, a family reunification plan to reunite students and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or man-made disaster. The reunification plan must be reviewed annually and updated, as applicable.

Threat Management Teams

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

and assessment and intervention with students whose behavior may pose a threat to the safety of school staff or students.

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

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

A. Location and Membership

1. Threat management teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement. All members of the threat management team must be involved in the threat assessment and threat management process and final decision-making. At least one (1) member of the threat management team must have a personal familiarity with the individual who is the subject of the threat assessment. If no member of the threat management team has such familiarity, an instructional personnel or administrative personnel who is personally familiar with the individual who is the subject of the threat assessment must consult with the threat management team for the purpose of assessing the threat. The instructional or administrative personnel who provides such consultation shall not participate in the decision-making process.

    a. The counseling team member must be a school-based mental health services provider who is able to access student mental health records. This must not be the school principal or equivalent.

    b. The school administrator team member must not be the school principal, unless the principal is the only administrator at the school. If the Principal is the only administrator at the school, the Principal must notify the District's Threat Management Coordinators, who must in turn notify the Office of Safe Schools at FloridaModel@fldoe.org

    c. The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Officer, school safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat management team must have access to local Records Management System information, the Criminal Justice Information

System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat management teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.

2. The Board authorizes the Superintendent to create procedures for the purpose of:

    a. identifying team participants by position and role;

    b. designating the individuals (by position) who are responsible for gathering and investigating information; and

    c. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

B. Responsibilities and Activities of Threat Management Teams

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

1. identification of individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;

2. all threat management teams shall use the Florida Harm Prevention and Threat Management Instrument when evaluating the behavior of students who may pose a threat to the school, school staff, or students, and to coordinate intervention and services for such students;

3. consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;

4. consult with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement;

5. if a preliminary determination is made by the threat management team that a student poses a threat of violence or physical harm to himself/herself or others, the threat management team will report its determination to the Superintendent;

    The Superintendent shall immediately attempt to notify the student's parent

or legal guardian. However, nothing in this paragraph precludes District personnel from acting immediately to address an imminent threat.

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

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

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

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

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

C. Sharing of Information

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

D. Immediate Mental Health or Substance Abuse Crisis

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

threat management team shall verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services.

E. Threat Assessment Report

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

F. Behavior Threat Assessment Instrument Training

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

G. Office of Safe Schools Reporting

The Threat Management Coordinator shall report quantitative data on its activities to the Office of Safe Schools in accordance with guidance from the Office of Safe Schools.

Beginning in the 2022-2023 school year, the total number of threat assessments conducted, disaggregated by the total number of non-threats, the total number of transient threats, the number of substantive threats, and the sex, race, and grade level of all students assessed by the threat assessment team. The initial reporting period for the Florida Harm Prevention and Threat Management Instrument will be from January 1-May 31, 2024, and information will be due by June 15, and annually thereafter for the preceding school year.

H. Threat Assessment Records

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

Referral to Mental Health Services

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

School Environmental Safety Incident Reporting

The superintendent is responsible for ensuring the accurate and timely reporting of incidents related to school safety and discipline in accordance with Florida law and rules

promulgated by the FLDOE. Parents of District students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9) and will be timely notified of threats, unlawful acts, and significant emergencies pursuant to F.S. 1006.07 (4) and (7).

Student Crime Watch Program

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

Promotion of School Safety Awareness

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

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

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

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Legal
F.S. 1001.212
F.S. 1006.07
F.S. 1006.13
F.S. 1006.1493
Florida Safe Schools Assessment Tool
Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Department of Education)
F.A.C. 6A-1.0018
F.A.C. 6A-1.0019
F.A.C. 6AER23-02
Ref-15897 Florida Harm Prevention and Threat Management Manual, Form OSS-001
Ref-15898 Florida Harm Prevention and Threat Management Instrument, Form OSS-002
Ref-15899 Comprehensive School Threat Assessment Guidelines, Form CSTAG-2022

Ref-15900 Model Behavioral Threat Assessment Policies and Best Practices for K-12 Schools, Form BTAP-2022

VOL. 27, NO. 1, JUNE 2026

po8407

Revised Policy - Vol. 27, No. 1, June 2026 - SAFE-SCHOOL OFFICERS

8407 - **SAFE-SCHOOL OFFICERS**

For the protection and safety of students, school personnel, visitors, and property, the District shall partner with local law enforcement agencies to establish or assign one or more Safe-School Officers at each school facility in the District, including charter schools. A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar (see Policy 8210 - *School Calendar*).

Definitions

"Safe-School officer" means a school resource officer, a school-safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12.

"School facility" means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under F.A.C. 6A-1.0016, with the following exceptions:

A. Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single school facility.

B. Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.

C. A school facility does not include:

1. schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;

2. settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;

3. schools that provide only prekindergarten or adult education;

4. technical centers under F.S. 1004.91; and

5. private schools, regardless of whether or not their students receive State scholarship funds under F.S. Chapter 1002.

Training

Safe-School officers must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Limitations

An individual must satisfy background screening, psychological evaluation, and drug test requirements and be approved by a local Sheriff's Office before participating in any training required by F.S. 30.15(1)(k) which may be conducted only by a sheriff.

For security purposes, the District will choose one (1) or more of the following options to ensure every school is safe and in compliance with State law:

School Resource Officers

The School Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers shall:

A. undergo criminal background checks, drug testing, and a psychological evaluation; and

B. abide by Board policies and consult with and coordinate activities through school principals.

With respect to matters relating to employment, school resource officers shall be responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools shall be under the direction of school principals.

The powers and duties of law enforcement officers shall continue throughout school resource officers' tenure.

School Guardians (The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program)

The School Board utilizes school guardians pursuant to The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program. The Superintendent shall be responsible for appointing school guardians. Prior to appointing school guardians, the Superintendent must provide the Board with evidence from the Sheriff demonstrating that potential school guardians have met all the requirements set forth in F.S. 30.15.The Superintendent must verify through evidence provided by a local Sheriff's office that potential school guardians have met all the requirements set forth in F.S. 30.15.

The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises and 132 total hours of comprehensive firearm safety and proficiency training conducted by the Criminal Justice Standards and Training Commission-certified instructors, as prescribed in F.S. 1006.12 .

School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident. In support of school-sanctioned activities for purposes of F.S. 790.115, the following individuals may serve as a school guardian:

A. a District employee or personnel as defined under F.S. 1002.01 who volunteers to serve as a school guardian in addition to his/her official job duties; or

B. a District employee who is hired for the specific purpose of serving as a school guardian.

School Security Guards

Pursuant to F.S. 1006.12, the School Board contracts with one (1) or more security agencies to provide appropriately licensed and trained security guards. School security guards must complete training, weapons inspection, and firearm qualification conducted by a sheriff. All contracts with security agencies, among other things, define the entity or entities responsible for maintaining records relating to training, inspection, and firearm qualification.

All security guards serving in the capacity of a safe-school officer pursuant to this policy and Florida law are in support of school-sanctioned activities for purposes of F.S. 790.115 and must aid in the prevention or abatement of active assailant incidents on school premises.

By February 1 and September 1 of each school year, the District will report to the FDLE, in the manner prescribed, the name, date of birth and appointment date of each person appointed as a school guardian or employed as a school security guard. The District will also report to FDLE the date each school guardian or school security guard

separatesfrom appointment as a school guardian or from employment as a school security guard in a school.

Safe-School Officer Assignment Outside of the Regular School Day

The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of Safe-School officers outside of the regular school day, including during, before, and after school, summer school, during extra-curricular activities, and for school-sponsored events. In developing the procedures, the Superintendent must consider factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.

Notification of Incidents Involving Safe-School Officer Discipline, Dismissal or Discharge of a Firearm

A. Discharge of a Weapon

"Discharge" means to fire a gun or firearm.

The Superintendent must notice the Office of Safe Schools when a Safe-School officer assigned to any school facility in the District discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Superintendent is also responsible for notifying the Clay County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes.

B. Dismissal or Discipline

"Dismissal" means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. "Discipline" means a Safe-School officer received a behavior-related official reprimand.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to a school facility in the District has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

C. The Superintendent must notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Superintendent is also responsible for notifying the Clay County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.

D. The Superintendent shall adopt and implement procedures to verify that charter schools, law enforcement agencies, and private security firms employing or contracting with Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.

Crisis Intervention Training

Each Safe-School Officer who is also a sworn law enforcement officer must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training must improve the officer's knowledge and skills as a first responder to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Each Safe-School Officer who is not a sworn law enforcement officer must receive training to improve the officer's knowledge and skills necessary to respond to and de-escalate incidents on school premises.

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F.S. 30.15
F.S. 1006.12
F.A.C. 6A-1.0018

VOL. 27, NO. 1, JUNE 2026

po8470

Revised Policy - Vol. 27, No. 1, June 2026 - REGISTERED SEXUAL PREDATORS/SEX OFFENDERS

8470 - **REGISTERED SEXUAL PREDATORS/SEX OFFENDERS**

The School Board is committed to assisting the sheriff and chiefs of police with their statutory requirement for mandatory community notification of sexual predators and optional community notification with regard to sex offenders as required by the Public Safety Information Act, 1997. The Board is further committed to implementing Florida laws relating to the presence of individuals convicted of certain sex-related crimes on school property.

Distribution of Information Provided to School

A. All posters and/or other information provided directly to schools by the sheriff or chief of police will be maintained by the school for review by parents, students, and other members of the public.

B. All posters and/or other information provided directly to the Office of Safety and Security by the sheriff or chief of police will be distributed to all schools within the District. This is a secondary means of notification to schools for the purpose of community notification within each law enforcement jurisdiction and is meant to be supplemental.

Resource Information

The District may provide a supplemental pamphlet to assist parents, students, and other members of the public with phone numbers, websites, addresses of law enforcement agencies, and other appropriate governmental organizations to provide more detail concerning sex offender/sexual predator identification.

Public Meetings

School(s) will assist law enforcement jurisdictions with public meetings with regard to community notification by providing space for the meetings when such facilities are

requested of the principal. The content and general conduct of the meeting is the responsibility of the local law enforcement jurisdiction.

Direct Public Notification by Schools

A. It is the legislated responsibility of the sheriff or chief of police to make direct community notification, with regard to sex offenders and/or sexual predators. In an effort to be consistent with the statute, neither the District office nor the schools will engage in direct public notification.

B. Schools will continue to use newsletters and other informational sources to alert parents and students with regard to issues of student safety.

Presence of Individuals Convicted of Certain Sex-Related Crimes on School Property

In accordance with Florida law, except those who have been removed from the requirement to register as a sexual offender or sexual predator pursuant to Florida law, an individual convicted of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses identified in F.S. 847.022 is prohibited from knowingly be present in any child care facility or school containing any students in pre-K through grade 12 or on real property comprising any child care facility or school containing any students in pre-K through grade 12 when the child care facility or school is in operation, if such individual fails to:

A. provide written notification ~~of their intent to be present~~ to the School Board, Superintendent, Principal, or child care facility owner that they have a conviction specified in F.S. 856.022(1) and that they intend to be present at the school or child care facility ;;

B. notify the child care facility owner or the school Principal's office when they arrive and depart the child care facility or school; ~~or~~ and

C. remain under direct supervision of a school official or designated chaperone when present in the vicinity of children.

As used in this paragraph, the term "school official" means a Principal, a school resource officer, a teacher, or any other employee of the school, the Superintendent, amember of theBoard, a child care facility owner, or a child care provider.

Any individual who fails to adhere to the notice requirements herein will be immediately reported to a school resource officer or other law enforcement agency and be subject to notification that future presence on District property will be considered trespassing.

The notice requirements herein do not apply in the following situations:

A. The child care facility or school is a voting location and the individual is present for the purpose of voting during the hours designated for voting; or

B. The individual is - a parent, grandparent, or legal guardian who is only dropping off or picking up their own children or grandchildren at the child care facility or school ; or

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F.S. 775.21
F.S. 775.25
F.S. 856.022
F.S. 943.0435
F.S. 944.606
F.S. 1006.695

VOL. 27, NO. 1, JUNE 2026

po8475

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

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

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

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

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's webpage related to the Care Provider Background 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. Additionally, as it relates to Care Provider Background Screening, 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.

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

All contractors shall be informed that they are subject to a criminal background screening. Records received by the District as part of a criminal background screening shall be retained in accordance with State and Federal law.

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

Exemptions for Noninstructional Contractors

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disqualifying Offenses for Noninstructional Contractors

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

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

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

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

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

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

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

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

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

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

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

Disqualifying Offenses for Instructional Contractors

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

Duty to Inform

Under penalty of perjury, each person who is under contract in a capacity described in this policy must agree to inform his/her employer or the party with whom s/he is under contract within forty-eight (48) hours if convicted of any disqualifying offense while s/he is under contract in that capacity. A contractor who willfully fails to comply with this

subsection commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083. If the employer of a noninstructional contractor or the party to whom the non-instructional contractor is under contract knows the noninstructional contractor has been arrested for any of the disqualifying offenses listed above, and authorizes the noninstructional contractor to be present on school grounds when students are present, such employer or such party commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.

Failure to Meet Screening Requirements

If it is found that a person who is under contract in a capacity described in this policy does not meet the screening requirements, and/or has been convicted of any of the offenses listed above, the person shall be immediately suspended from working in the capacity of a contractor and having access to school grounds, and shall remain suspended until final resolution of any appeals and/or the conviction is set aside in any post conviction proceeding.

Sexual Predators

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

Board's Duty to Notify Contractor of Denial of Access

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

Identification Badges

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

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

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

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

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

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

Penalty for Violation

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

Revised 11/6/25

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Legal
F.S. 435.12
F.S. 775.082
F.S. 775.083
F.S. 1012.32
F.S. 1012.465
F.S. 1012.467
F.S. 1012.468
F.S. 1012.56

F.S. 1006.20
F.S. 1012.32
F.S. 1012.465
F.S. 1012.467
F.S. 1012.468
F.S. 1012.56

VOL. 27, NO. 1, JUNE 2026

po8810

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

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

Salute to the American Flag

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

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

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

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

B. In the Classroom (American Flag)

Each classroom shall display the flag of the United States on an appropriate staff.

Flying the Flag at Half-Staff

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

Pledge of Allegiance

Instructional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purpose of coercing participation. The

Superintendent shall develop procedures which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

Display of the Official Motto of the State of Florida

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

Display of Portraits of George Washington and Abraham Lincoln

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

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

VOL. 27, NO. 1, JUNE 2026

po9211

Copy of BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

ADOPTED Jul 29, 2025

~~9211 - **BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS(**~~ **RESCIND)**

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

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

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

~~All fund-raising activities must be approved by the principal. The financial transactions of each school organization shall be accounted for in the school internal funds. All funds handled by Board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the District-level accounting system. All school organizations, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board. If approved by the Board, a school-based, direct-support organization as defined under F.S. 1001.453 may have all financial transactions accounted for in school internal funds.~~

~~Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements if authorized by the Superintendent.~~

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

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

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

~~Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools, 2023 (Red Book). Sound business practices shall be observed in all transactions.~~

~~Each school organization shall be subject to audit upon request by the District. Audits may be conducted by the District at the District's expense or the school organization may hire an outside CPA to conduct the audit at its expense.~~

~~Booster Clubs and Other Outside Support Organizations~~

~~Outside support organizations include, but are not limited to, booster clubs, and any other support organization.~~

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

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

~~Representatives and members of approved outside support organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.~~

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

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

~~Insurance~~

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

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

~~Nondiscrimination~~

~~Outside support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. Outside support organizations shall not discriminate on the basis of~~

~~race, color, national origin, sex marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes").~~

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

~~Financial Requirements~~

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

~~School employees and Board-approved school volunteers may not be directly compensated in any manner by outside support organizations.~~

~~Outside support organizations shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board.~~

~~In addition, outside support organization must produce the following documents to the superintendent upon request:~~

A. ~~A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).~~
B. ~~A copy of the articles of incorporation or amended articles of incorporation on file with the Florida Department of State, Division of Corporations (if applicable).~~
C. ~~A copy of any filing with the Florida Department of State, Division of Corporations and the Florida Department of Agriculture and Consumer Services (if applicable).~~
D. ~~A copy of the outside support organization's bylaws and any amendments or any other governance documents.~~
E. ~~A current list of names, addresses, and titles of each officer. No employee of the District may be an officer of the booster organization in order for the organization to obtain Board recognition.~~
F. ~~A description of the projects or activities the outside support organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.~~
G. ~~The outside support organization's balance sheet together with an accounting of the outside support organization's income and expenses for the preceding calendar year.~~
H. ~~Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.~~

~~The activities of outside support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any outside support organization governed by this policy. The School District tax identification number shall not be used for outside support organization purchases.~~

~~Fund-Raising~~

~~The time, date, purpose, location, and conduct of all fund-raisers shall have prior approval of the administration. Outside support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.~~

~~Proceeds from outside support organizations' fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.~~

~~Donations from outside support organizations must be made in accordance with Policy 7230 and any accompanying procedures. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies, procedures, and Florida law.~~

~~Outside support organizations shall comply with Board Policy 6605 on crowdfunding and accompanying administrative procedures.~~

~~For any fund-raisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs*, the USDA *Smart Snacks in Schools* regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.~~

~~If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.~~

~~Other Rules and Procedures~~

~~The following additional rules and procedures shall govern the working relationships between the Board, administration, and any approved outside support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:~~

A. ~~The Board relies upon approved outside support organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.~~
B. ~~In addition to parents, membership should be made available to District staff and members of the community.~~
C. ~~Outside support organizations shall work in cooperation with the principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.~~

D. ~~Outside support organizations are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.~~

E. ~~Outside support organizations must abide by the policies and procedures established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.~~

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~~**Legal**~~

~~7 C.F.R. 210.11~~
~~42 U.S.C. 1779~~
~~F.S. 1001.41~~
~~F.S. 1001.42~~
~~F.S. 1001.43~~
~~F.S. 1010.01~~
~~F.S. 1010.20~~
~~F.S. 1011.07~~
~~F.A.C. 5P-1.003, Responsibilities for the School Food Service Program~~
~~F.A.C. 6A-1.001, District Financial Records~~
~~F.A.C. 6A-1.087, School Board Responsible for Internal Funds~~
~~F.A.C. 6A-1.091, Purchases from Internal Funds~~
~~Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014~~

VOL. 27, NO. 1, JUNE 2026

po9211

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

New Policy - Vol. 27, No. 1

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

The School Board believes that direct-support organizations (DSOs) 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 F.S. Chapter 617 and approved by the Department of State;

C. it is organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of public kindergarten through 12th grade education and adult career and technical and community education programs in the District.

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

The Board may approve agreements with DSOs that meet the criteria listed above. DSOs must submit their applications directly to the 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 DSO for start-up funds to being a fund-raising program.

[X] Option #1

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

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

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

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

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

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

[END OF OPTION #1]

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

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

~~The Board requires that each DSO with more than $250,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.~~

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

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

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

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

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

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

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

~~The Superintendent has the authority under this section of Board policy to require and receive from the organization any records relative to the operation of the organization. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors are confidential and, therefore, exempt from the provisions of State law. Any other records of such DSOs subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.~~

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

~~[END OF OPTION #2]~~

Equal Employment Opportunities

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

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

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

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

VOL. 27, NO. 1, JUNE 2026

po9215

Revised Policy - Vol. 27, No. 1, June 2026 - SCHOOL SUPPORT ORGANIZATIONS (SSOS)

Revised Policy - Vol. 27, No. 1

[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSO), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]

9215 - **SCHOOL SUPPORT ORGANIZATIONS (~~SSO~~ SSO s ~~S~~)**

The School Board believes that school support organizations (SSOs) provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet the educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster Club s , ~~Foundation,~~ Parent Teacher ~~Association~~ Associations (PTA), Parent Teacher ~~Organization~~ Organizations (PTO), Parent Teacher Support ~~Association~~ Associations , ~~direct-support organizations under F.S. 1001.453,~~ or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public. SSOs do not include direct-support organizations (DSOs) under F.S. 1001.453 and included in Policy 9211 - *Direct-Support Organizations (DSOS).*

[X] A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO. **[END OF OPTION]**

Donation: Any gift or contribution of money, materials, property, or securities from any nongovernmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic, or social activity related to a school.

Internal School Funds: Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the school board that are to be accounted for at the local school level; (d) Funds raised through cooperative agreements with outside organizations; (e) Rental fees charged outside entities for use of school facilities; and (f) Student activity funds.

The ~~( )~~ ~~Superintendent~~ **(X)** Principal **[END OF OPTION]** is authorized to provide support and assistance as appropriate upon the request of such an organization.

Prior Approval Process

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club, or any academic, arts, athletic, or social activity or event related to a school, the SSO shall submit documentation to the District that, at a minimum, documents the following:

A. The SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation with their own tax identification number; ~~provided, h~~ however, ~~that~~ nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);

B. The goals and objectives of the SSO; and

C. The telephone number, address, and position of each officer of the organization.

Additionally, prior to approving an SSO, the Superintendent shall:

A. review the objectives of the SSO to determine that relevant educational needs are being addressed;

B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative procedures.

Annual Requirements

The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:

A. the goals and objectives of the organization; and

B. the current telephone number, address, and position of each officer of the organization.

The SSO shall file a statement of total revenues and disbursements at the end of the school year.

The SSO shall also annually provide a digital record of an annual remittance of insurance coverage.

Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.

~~The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by _____ on the District's website.~~

[ ] ~~Any SSO that has met the requirements of this policy and is officially listed on the District's website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.~~ **~~[END OF OPTION]~~**

[X] Recordkeeping Requirements

All SSOs shall maintain, at a minimum, the following:

A. detailed statements of receipts and disbursements;

B. minutes of any meetings; and

C. a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.

[X] The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the District community.

[X] Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.

[END OF RECORDKEEPING REQUIREMENTS OPTIONS]

[X] SSO Officer Responsibilities

The SSO officers shall be responsible for the following:

A. safeguarding the SSO funds;

B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and

C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.

[X] All the voting members of any SSO board shall not be District staff members.

[X] A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.

[END OF SSO OFFICER RESPONSIBILITIES OPTIONS]

Limitation of Liability

The Superintendent shall require each SSOs fundraising activities comply with all applicable Board policies including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 - *Accountability and Oversight of Fundraiser and Crowdfunding Disbursements*.

SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

SSOs shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any

act or omission on the part of the SSO. The amount of insurance coverage shall not be less than $1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.

[X **]** The Board may require additional coverage for on-site events. **[END OF OPTION]**

~~**[ ]** The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage. **[END OF OPTION]**~~

~~**[ ] Required Compliance Measures**~~

~~**[ ]** Any organization described in this policy must obtain an advance written cooperative agreement from **( )** the Superintendent **( )** Building Principal or Superintendent **( )** the Board **[END OF OPTION]** before using any of the District's logos or name **( )** as well as the District's or school's slogans, specifically: _____, _____ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.~~

~~**[ ]** By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the Superintendent for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent is to be advised before any final revisions are made.~~

~~**[ ]** The Superintendent shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.~~

[END OF REQUIRED COMPLIANCE MEASURES OPTIONS]

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "protected classes").

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

~~**[OPTION 1 - no exceptions]**~~

~~**[ ]** For any fundraisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages~~

~~that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law. If approved, the fundraisers that involve the sale of food items or beverages that will be consumed on campus must also be consistent with regulations established in Policy 8550,~~ ~~*Competitive Foods*~~ ~~. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools.~~

[END OF OPTION 1]

[OPTION 2 - exceptions per F.A.C. 5P-1.003]

X [ ] For any fundraisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

[END OF OPTION 2]

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.

B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.

C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.

D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the Superintendent.

F. Voluntary donations and revenues by authorized booster clubs or associations may be used to provide funds to athletic coaches, activity directors, or activity sponsors of an extra-curricular activity supported by a booster club or association. ~~Such funds may not be used for severance pay or for compensation as defined in F.S. 1012.22.CP~~ Payment for compensation will be outlined in the SSO procedures manual.

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Legal
F.S. 11.45(8)
F.S. 119.07(1)
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1001.453
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 6A-1.001
F.A.C. 6A-1.0013
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act