GULF DISTRICT SCHOOLS

Draft - Policy Manual

Neola Select V 26 N2 Jan, V 26 N2 Feb, V 27 N1

104 policies

August 27, 2026

Table of Contents

2 - Vol. 26, No. 2, Feb. 2026 - Student Support Organizations Policy Disposition Sheet

2 - Vol. 26, No. 2, Jan. 2026 Policy Disposition Sheet

2 - Vol. 27, No. 1, June 2026 Policy Disposition Sheet

03 - Legal Alert 2025 COPPA Rule - Implications for K-12 Public Schools

03 - Memorandum Memorandum re: Autism-Specific Learning Opportunities (HB 851)

04 - Legal Alert DOJ Issues New Rule Concerning Web Content and Mobile App Accessibility

04 - Memorandum Memorandum re: Claims Against the Government (HB 145)

05 - Legal Alert Miscellaneous Revised State Board of Education Rules

05 - Memorandum Memorandum re: Confidentiality of Assessment Instruments (SB 7022)

06 - Legal Alert Firearms at Schools/Board Meetings/Administrative Buildings

06 - Memorandum Memorandum re: District School Board Members' Bill of Rights

07 - Legal Alert Schools of Hope (F.A.C. 6A-1.0998271)

07 - Memorandum Memorandum re: Federal Grants and Upcoming Rule/Policy Changes

po0122.1 Revised Bylaw - Vol. 27, No. 1, June 2026 - MEMBER POWERS

po0124 Revised Bylaw - Vol. 27, No. 1, June 2026 - STANDARDS OF ETHICAL CONDUCT

po0143.1 Revised Bylaw - Vol. 26, No. 2, Jan. 2026 - RESIDENCE AREAS

po0147.1 Revised Bylaw - Vol. 26, No. 2, Jan 2026 - TRAVEL AND EXPENSES

po0149 Revised Bylaw - Vol. 27, No. 1, June 2026 - ACCESS TO RECORDS

po0149.1V1 Revised Bylaw - Vol. 27, No. 1, June 2026 - PUBLIC EXPRESSION OF MEMBERS

po0149.3 Revised Bylaw - Vol. 27, No. 1, June 2026 - BOARD-STAFF COMMUNICATIONS

po0168 Revised Bylaw - Vol. 27, No. 1, June 2026 - MINUTES

po0169.1 Revised Bylaw - Vol. 26, No. 2, Jan. 2026 - PUBLIC PARTICIPATION AT BOARD MEETINGS

po1120 Revised Policy - Vol. 27, No. 1, June 2026 - EMPLOYMENT OF ADMINISTRATORS

po1130 Revised Policy - Vol. 27, No. 1, June 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF ADMINISTRATORS

po1139 Technical Correction - Vol. 26, No. 2, Jan. 2026 - EDUCATOR MISCONDUCT

po1211	Revised Policy - Vol. 27, No. 1, June 2026 - WHISTLEBLOWER PROTECTION
po1215	Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO FREE ENVIRONMENT
po1220	Revised Policy - Vol. 26, No. 2, Jan. 2026 - EVALUATION OF ADMINISTRATIVE PERSONNEL
po1243	Revised Policy - Vol. 26, No. 2, Jan. 2026 - PROFESSIONAL MEETINGS
po2111	Revised Policy - Vol. 26, No. 2, Jan. 2026 - PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM
po2125	Technical Correction - Vol. 26, No. 2, Jan. 2026 - SCHOOL ADVISORY COUNCILS FOR SCHOOL IMPROVEMENT AND ACCOUNTABILITY
po2215	Revised Policy - Vol. 27, No. 1, June 2026 - PROGRAM OF INSTRUCTION
po2260	Revised Policy - Vol. 26, No. 2, Jan. 2026 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
po2261	Revised Policy - Vol. 26, No. 2, Jan. 2026 - TITLE I SERVICES
po2261.02	Revised Policy - Vol. 26, No. 2, Jan. 2026 - TITLE I - PARENTS' RIGHT TO KNOW
po2266	Revised Policy - Vol. 26, No. 2, Jan. 2026 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES
po2280	Revised Policy - Vol. 27, No. 1, June 2026 - PHYSICAL EDUCATION
po2370.01	Revised Policy - Vol. 27, No. 1, June 2026 - VIRTUAL INSTRUCTION
po2371	Revised Policy - Vol. 26, No. 2, Jan. 2026 - HOPE SCHOLARSHIPS
po2421	Revised Policy - Vol. 26, No. 2, Jan. 2026 - CAREER AND TECHNICAL EDUCATION
po2431	Revised Policy - Vol. 27, No. 1, June 2026 - INTERSCHOLASTIC AND INTRASCHOLASTIC ATHLETICS
po2431.01	Revised Policy - Vol. 27, No. 2, June 2026 - PARTICIPATION BY TRANSFER STUDENTS
po2450	Revised Policy - Vol. 26, No. 2, Jan. 2026 - ADULT AND COMMUNITY EDUCATION
po2460	Revised Policy - Vol. 27. No. 1, June 2026 - EXCEPTIONAL STUDENT EDUCATION
po3120	Revised Policy - Vol. 27, No. 1, June 2026 - EMPLOYMENT OF INSTRUCTIONAL STAFF
po3120.03	Revised Policy - Vol. 27, No. 1, June 2026 - ATHLETIC COACHES
po3120.04	Revised Policy - Vol. 26, No. 2, Jan. 2026 - EMPLOYMENT OF SUBSTITUTE, SHORT-TERM, AND PART-TIME INSTRUCTIONAL STAFF
po3120.08	Revised Policy - Vol. 27, No. 1, June 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL
po3129	Revised Policy - Vol. 26, No. 2, Jan. 2026 - CONFLICT OF INTEREST

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po3129.01	Revised Policy - Vol. 26, No. 2, Jan. 2026 - TUTORING
po3130	Revised Policy - Vol. 27, No. 1, June 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF
po3211	Revised Policy - Vol. 27, No. 1, June 2026 - WHISTLEBLOWER PROTECTION
po3215	Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT
po3220	Revised Policy - Vol. 27, No. 1, June 2026 - EVALUATION OF INSTRUCTIONAL PERSONNEL
po3242	Revised Policy - Vol. 27, No. 1, June 2026 - PROFESSIONAL LEARNING
po3243	Revised Policy - Vol. 26, No. 2, Jan. 2026 - PROFESSIONAL MEETINGS
po3700	Revised Policy - Vol. 26, No. 2, Jan. 2026 - TEACHERS' BILL OF RIGHTS
po4120	Revised Policy - Vol. 26, No. 2, Jan. 2026 - EMPLOYMENT OF SUPPORT STAFF
po4120.03	Revised Policy - Vol. 27, No. 1, June 2026 - ATHLETIC COACHES
po4120.08	Revised Policy - Vol. 27, No. 1, June 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL
po4130	Revised Policy - Vol. 27, No. 1, June 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF SUPPORT STAFF
po4211	Revised Policy - Vol. 27, No. 1, June 2026 - WHISTLEBLOWER PROTECTION
po4215	Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT
po5223	Revised Policy - Vol. 27, No. 1, June 2026 - ABSENCES FOR RELIGIOUS INSTRUCTION
po5330.01	Revised Policy - Vol. 27. No. 1, June 2026 - EPINEPHRINE, ANAPHYLAXIS, AND SELF-ADMINISTERED MEDICATION
po5330.03	Rescind Policy - Vol. 26, No. 2, Jan. 2026 - ADMINISTRATION OF EPINEPHRINE BY TRAINED SCHOOL PERSONNEL
po5335	Revised Policy - Vol. 27, No. 1, June 2026 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
po5350	Revised Policy - Vol. 26, No. 2, Jan. 2026 - STUDENT SUICIDE PREVENTION, AWARENESS, AND SCREENING
po5410.01	Revised Policy - Vol. 27, No. 1, June 2026 - PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION
po5430	Revised Policy - Vol. 27, No. 1, June 2026 - CLASS RANK
po5512	Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT

po5514	Revised Policy - Vol. 27, No. 1, June 2026 - USE OF PERSONAL TRANSPORTATION DEVICES
po5530	Revised Policy - Vol. 26, No. 2, Jan. 2026 - DRUG PREVENTION
po5780	Revised Policy - Vol. 27, No. 1, June 2026 - STUDENT/PARENT RIGHTS
po5830	Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - STUDENT FUNDRAISING
po6325	Revised Policy - Vol. 26, No. 2, Jan. 2026 - PROCUREMENT - FEDERAL GRANTS/FUNDS
po6605	Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - CROWDFUNDING
po6608	New Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS
po6610	Revised Policy - Vol. 26, No. 2 - School Support Organizations - SCHOOL INTERNAL FUNDS
po7217	Revised Policy - Vol. 27, No. 1, June 2026 - WEAPONS
po7230	Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - GIFTS TO THE SCHOOL DISTRICT
po7310	Revised Policy - Vol. 27, No. 1, June 2026 - DISPOSITION OF SURPLUS PROPERTY
po7434	Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT
po7540.02	Revised Policy - Vol. 26, No. 2, Jan. 2026 - DIGITAL CONTENT AND ACCESSIBILITY
po7540.04	Revised Policy - Vol. 26, No. 2, Jan. 2026 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
po7540.08	Revised Policy - Vol. 26, No. 2, Jan. 2026 - ARTIFICIAL INTELLIGENCE (AI)
po8100	Revised Policy - Vol. 27, No. 1, June 2026 - INTERLOCAL AGREEMENTS
po8141	Revised Policy - Vol. 26, No. 2, Jan. 2026 - MANDATORY REPORTING OF MISCONDUCT
po8330	Revised Policy - Vol. 27, No. 1, June 2026 - STUDENT RECORDS
po8405	Revised Policy - Vol. 26, No. 2, Jan. 2026 - SCHOOL SAFETY AND SECURITY
po8407	Revised Policy - Vol. 27, No. 1, June 2026 - SAFE-SCHOOL OFFICERS
po8420	Revised Policy - Vol. 26, No. 2, Jan. 2026 - EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES
po8470	Revised Policy - Vol. 27, No. 1, June 2026 - REGISTERED SEXUAL PREDATORS/SEX OFFENDERS

po8475	Revised Policy - Vol. 27, No. 1, June 2026 - CRIMINAL BACKGROUND SCREENING FOR CONTRACTOR [ ] AND VOLUNTEER SCHOOL CHAPLAIN [END OF OPTION] ACCESS
po8510	Revised Policy - Vol. 26, No. 2, Jan. 2026 - WELLNESS
po8600	Revised Policy - Vol. 26, No. 2, Jan. 2026 - TRANSPORTATION
po8600.04	Revised Policy - Vol. 26, No. 2, Jan. 2026 - BUS OPERATOR QUALIFICATIONS, CERTIFICATION, DISCIPLINE, AND TERMINATION
po8700	Revised Policy - Vol. 26, No. 2, Jan. 2026 - ANTI-FRAUD
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
po9120	Revised Policy - Vol. 27, No. 1, June 2026 - PUBLIC INFORMATION AND PARENTAL INVOLVEMENT PROGRAM
po9211	New Policy - Vol. 27, No. 1, June 2026 - DIRECT-SUPPORT ORGANIZATIONS (DSOs)
po9215	Revised Policy - Vol. 27, No. 1, June 2026 - SCHOOL SUPPORT ORGANIZATIONS (SSOS)
po9700	Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - RELATIONS WITH SPECIAL INTEREST GROUPS
po9700.01	Technical Correction - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - ADVERTISING AND COMMERCIAL ACTIVITIES

Policy Disposition Sheet

DISPOSITION OF NEW/REVISED/REPLACEMENT
POLICIES FOR BOARD ADOPTION

VOL. 26, NO. 2, Feb. 2026 - Student Support Organizations

Coding for District-Specific Edits
***1** = drafted by District staff
***2** = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish
***3** = if the material is copyrighted to someone else from whom the District has secured permission to publish the material
(No code is needed for accepting Neola's vetted material)

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po5830				
po6605				
po6608				
po6610				
po7230				
po9211 (Rescind)				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po9215				
po9700				
po9700.01				

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2 - Vol. 26, No. 2, Jan. 2026

Policy Disposition Sheet

DISPOSITION OF NEW/REVISED/REPLACEMENT
POLICIES FOR BOARD ADOPTION

VOL. 26, NO. 2, Jan. 2026

Coding for District-Specific Edits
***1** = drafted by District staff
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Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po0143.1				
po0147.1				
po0169.1				
po1139				
po1211				
po1215				
po1220				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po1243				
po2111				
po2125				
po2260				
po2261				
po2261.02				
po2264 (Rescind)				
po2266				
po2371				
po2421				
po2450				
po3120.04				
po3129				
po3129.01				
po3130				
po3211				
po3215				
po3220				
po3242				
po3243				
po3700				
po4120				
po4211				
po4215				
po5330.01				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po5330.03 (Rescind)				
po5350				
po5460				
po5512				
po5530				
po5780				
po6325				
po6835				
po7434				
po7540.02				
po7540.04				
po7540.08				
po8141				
po8330				
po8405				
po8420				
po8470				
po8510				
po8600				
po8600.04				
po8700				

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

2 - Vol. 27, No. 1, June 2026

Policy Disposition Sheet

DISPOSITION OF NEW/REVISED/REPLACEMENT
POLICIES FOR BOARD ADOPTION

VOL. 27, NO. 1, June 2026

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(No code is needed for accepting Neola's vetted material)

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po0122.1				
po0124				
po0147.1				
po0149				
po0149.1V1				
po0149.1V2				
po0149.3				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po0168				
po1120				
po1130				
po1211				
po2215				
po2280				
po2370.01				
po2421				
po2431				
po2431.01				
po2460				
po3120				
po3120.03				
po3120.08				
po3130				
po3211				
po3220				
po3242				
po4120				
po4120.03				
po4120.08				
po4130				
po4211				
po5223				
po5330.01				
po5335				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po5410.01				
po5430				
po5514				
po5780				
po6152V1				
po6152V2				
po6520V1				
po6520V2				
po7217				
po7310				
po8100				
po8330				
po8405				
po8407				
po8470				
po8475				
po8810				
po9120				
po9211 (New)				
po9215				

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

03 - Legal Alert

2025 COPPA Rule - Implications for K-12 Public Schools

Legal Alert

To:	Neola Clients
From:	Peters Kalail & Markakis Co., L.P.A.
Re:	2025 COPPA Rule – Implications for K-12 Public Schools
Date:	January 2026

The Children's Online Privacy Protection Act ("COPPA") was enacted in 1998 to provide parents with control over the personal information collected from children under the age of thirteen (13) by websites and online services. COPPA's implementing regulations are overseen by the Federal Trade Commission ("FTC"), which is required by law to review the COPPA Rule every five (5) years. The original COPPA Rule, implemented in 2000, was last substantively amended in 2013 to reflect emerging technologies, including the increased use of mobile apps and social networking platforms by children. While the previous rules focused primarily on basic parental consent and data collection practices, the new rules are the most sweeping to date and respond to dramatic shifts in how children interact with online platforms, including the rise of artificial intelligence and biometric data use. The 2025 amendments significantly expand protections by requiring separate parental consent for third party data sharing, implementing more prescriptive security requirements, establishing data retention limits, and broadening the definition of personal information.

The 2025 Final Rule was published on April 22, 2025, and became effective on June 23, 2025, with full compliance required by April 22, 2026 (except for specific provisions pertaining to COPPA's safe harbor programs).

While COPPA primarily regulates commercial operators of websites and online services directed to children under thirteen (13), school districts are allowed to give consent to ed tech companies in lieu of parental consent as long as that data is solely used for educational purposes and not commercially. Nothing in the Final Rule alters the FTC's established guidance that permits schools to adopt educational technology without obtaining individual parental consent for each student. Nevertheless, schools must ensure that vendor platforms comply with the revised COPPA Rule and must train staff accordingly (i.e., concerning student data privacy).

KEY PROVISIONS AFFECTING K-12 SCHOOLS

- **Parental Consent and Educational Use**: Operators must now obtain verifiable parental consent before children's data (i.e., personally identifiable information ("PII")) is collected, used, or disclosed to third parties. This change is critical to ed tech vendors using third party analytics, advertising, or AI tools. Consent must be specific to each third party and disclosure purpose.

- **Definition of Personal Information**: The Final Rule contains an expanded definition of PII, which now includes biometric identifiers (e.g., fingerprints, faceprints, retina or iris scans, voiceprints), online contact information, persistent identifiers, and government-issued identifiers (e.g., Social Security Numbers, State identification numbers, birth certificates, or passport numbers). This expansion means schools and their vendors must reassess the data they collect, even passively.

- **Enhanced Transparency**: Operators are now required to provide clear, direct, written notice to parents (or schools acting as proxies) about how they plan to collect, use, and disclose children's data upon receiving consent. Specifically, the operator must identify what personal information is collected, how they intend to use it, the identities or specific categories of third parties receiving the data, the purposes for each data disclosure, and the operator's data retention and deletion practices.

- **Data Retention and Deletion**: Operators must establish and publish a written data retention policy, which places limits on how long children's data can be retained (it cannot be indefinite). Further, the Rule states that the data can only be retained as long as is reasonably necessary to fulfill the specific purpose for which it was collected.

- **Separate Parental Consent for Third Party Disclosures**: Schools must ensure contracts require vendors to obtain separate parental consent if any student data is disclosed beyond the school-authorized purpose.

- **Cybersecurity Requirements**: Operators must implement a written information security program that is tailored to the sensitivity of student data, including

conducting annual risk assessments, and scales with the operator's size, complexity, and nature and scope of activities. It will be important for schools to require vendors to certify compliance.

- **Clarification on Mixed Audience Sites**: Websites that attract both children and general users must implement "neutral" age gates and cannot collect any personal data until age is verified. Many K–8 tools fall into this category and must be configured accordingly.

WHAT SHOULD DISTRICTS BE DOING BETWEEN NOW AND APRIL 22, 2026

- **Conduct a Tech Audit/Carefully Analyze Vendor Agreements**: When entering or renewing vendor contracts, schools should:
    - **Require Explicit Educational Purpose Clauses**: Ensure all contracts clearly state that student data will be used solely for educational purposes, not commercial activities or targeted advertising.
    - **Demand Data Retention Policies**: The Final Rule requires operators to obtain separate parental consent before disclosing children's personal information to any third party. District's contracts need to specify data retention periods and deletion procedures.
    - **Verify Security Measures**: Request documentation of vendors' written security programs, including annual risk assessments and specific safeguards for children's data.
    - **Include Audit Rights**: Build in contractual rights to audit vendor compliance with COPPA requirements and data handling practices.
    - **Address Biometric Data**: For any systems collecting biometric information (facial recognition for security, fingerprint scanners), ensure specific protections and limitations are contractually defined.
    - **Indemnification Clauses**: Schools should seek to include indemnification clauses related to a vendor's non-compliance.
- **Train Staff on Updated COPPA Requirements**: Ensure staff (e.g., teachers, media specialists, and technology coordinators) understand the revised consent requirements, limitations on new platform usage, and how to identify PII under the 2025 Final Rule.
- **Update Parental Notification Practices**: Create/update template notices that explain what data is collected, which platforms are used, and how parents can opt out or view their child's data.

The FTC noted when it announced the 2025 COPPA Rule that it was coming at a critical time, as companies are increasingly trying to profit off children's data, and large ed tech companies are experiencing significant cybersecurity incidents that have led to mass breaches of sensitive student data. With these events as background, the Final new Rule seeks to strengthen parental control and impose stricter data privacy and security requirements that will directly affect K-12 operations. Proactive compliance—through staff training, contract review, and vendor oversight—is essential to safeguard student privacy and minimize institutional risk. Neola urges its client to act promptly to ensure vendor compliance by the April 22, 2026 full compliance deadline, while immediately reviewing new contracts under the enhanced standards taking effect June 23, 2025.

For further details, consult:

The Final Rule at https://www.federalregister.gov/documents/2025/04/22/2025-05904/childrens-online-privacy-protection-rule and the FTC's COPPA FAQs at https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions.

Information contained in this Legal Alert is provided for the general education and knowledge of its readers. It is not designed to be, and should not be used as, the sole source of information when analyzing and addressing a legal problem/issue, and it should not be substituted for legal advice, which relies on a specific factual analysis. Moreover, the laws of each jurisdiction are different and are constantly evolving. The information in this Legal Alert is not intended to create, and receipt of it does not constitute, an attorney-client relationship. If you have specific questions regarding a particular fact situation, you should obtain the services of competent legal counsel

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03 - Memorandum

Memorandum re: Autism-Specific Learning Opportunities (HB 851)

DATE: June 2026

TO: Neola Clients in Florida

SUBJECT: Autism-Specific Professional Learning Opportunities

House Bill 851, effective July 1, 2026, amended F.S. 1012.98 (School Community Professional Learning Act) to include an additional requirement that must be addressed in a school district's professional learning system. Since current policy templates incorporate the requirements of F.S. 1012.98 (See Policy 1242 and Policy 3242), policy revisions are not necessary. Nonetheless, we wanted our clients to be aware of the new requirement.

As a result of HB 851, school district professional learning systems must provide at least one autism-specific professional learning opportunity annually for instructional personnel and school-based administrators. The professional learning must be developed in consultation with the district's assigned Center for Autism and Related Disabilities and must include evidence-based practices for supporting students with autism spectrum disorder across all levels of need, including academic instruction, behavioral supports, communication strategies, and inclusive practices.

This memorandum is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

04 - Legal Alert

DOJ Issues New Rule Concerning Web Content and Mobile App Accessibility

Legal Alert

To:	Neola Clients
From:	Peters Kalail & Markakis Co., L.P.A.
Re:	DOJ Issues New Rule Concerning Web Content and Mobile App Accessibility
Date:	January 2026

On April 24, 2024, the U.S. Department of Justice ("DOJ") published a final rule under Title II of the Americans with Disabilities Act ("ADA") requiring State and local government entities — including public schools — to make web content and mobile applications accessible to individuals with disabilities. This rule marks the first time that the DOJ has adopted a specific technical standard for digital accessibility.

The ADA was originally enacted in 1990 to ensure that individuals with disabilities are not excluded from participation in public programs and services. While the ADA has long required effective communication and equal access, this rule clarifies the application of these principles to digital environments (i.e., websites and apps). In issuing the Final Rule, the DOJ emphasized the fact that State and local governments are increasingly providing services through websites and mobile applications. Consequently, when these digital platforms are inaccessible, they create barriers for people with disabilities to access government services; in the school context, this can include access to educational resources and course materials, registration and enrollment systems, parent portals and communication platforms, and online forms and applications. For this reason, the DOJ determined it was the appropriate time to adopt a technical standard = Web Content Accessibility Guidelines ("WCAG") 2.1, Level AA – to ensure digital content is accessible.

School districts that have a population of 50,000+ people have to comply with the new technical standard by April 24, 2026; school districts with populations of fewer than 50,000 have until April 26, 2027, to comply. Once a district is obligated to comply with the Final Rule, its web content (i.e., information and experiences available on the web, including text, images, sound, videos, and documents) and mobile applications (i.e., software applications downloaded and designed to run on mobile devices), along web content/mobile apps provided or managed by third parties on behalf of the district will have to meet the WCAG 2.1, Level AA standard, which includes features such as alternative text for images, keyboard navigation, sufficient contrast for text, captioning and transcripts for audio/video content, and logical structure and screen reader compatibility.

While the regulations apply to nearly all web content and mobile apps, there are a few limited exceptions: archived web content; preexisting conventional electronic documents; third party posted content (i.e., content not posted by contracted vendors); individualized password-protected documents (i.e., documents about specific persons, properties, or accounts that can only be accessed through the use of a password); and preexisting social media posts. In order for archived web content not to have to comply with the new technical standard, it has to (a) have been created before compliance date, (b) be maintained solely for reference, research, or recordkeeping purposes and in a special archive section on the website, and (c) remain unchanged since it was archived.

Similarly, preexisting conventional electronic documents (e.g., word processing, presentation, PDF, or spreadsheet files) have to have been available before the compliance date and not be currently used for applying, accessing, or participating in district services in order to avoid having to comply with the WCAG 2.1, Level AA standard. Importantly, even when an exception applies, the district must still provide effective communication and reasonable modifications under existing ADA obligations.

To assist districts with their compliance obligations under the Final Rule, Neola has updated Policy and Administrative Procedure 7540.02 to specify the WCAG 2.1, Level AA standard, along with the five (5) exceptions referenced above. Additionally, the vendor/contract procurement language in the documents has been strengthened.

In advance of their applicable compliance deadline, Neola recommends that districts conduct Accessibility Audits – i.e., inventory all district websites, web applications, and mobile apps to assess their current WCAG 2.1, Level AA compliance status. If web content or a mobile app is found not to meet the new technical standard, the district should promptly remediate the situation. Be advised, this may prove more challenging than one might initially think; for example, some districts have a fair amount of content on their district websites that is posted in the Portable Document Format (i.e., PDFs), which unfortunately is not always compliant with the WCAG 2.1, Level AA standard.

Relatedly, as specified in Policy and AP 7540.02, districts will need to prospectively conduct accessibility testing and annual compliance audits, and provide a means for users to

submit any concerns they may have related to web content or mobile apps not being accessible.

Next, in addition to auditing existing content and apps to assess their accessibility, districts should review new and existing contracts (and related RFPs) with the vendors it uses to host/publish web content and/or operate mobile apps on their behalf to verify those agreements require the vendors to comply with the WCAG 2.1, Level AA standard. To that end, districts will want to work with their local legal counsel to ensure future contracts contain language requiring vendors to ensure "all web content and mobile applications meet or exceed Web Content Accessibility Guidelines ("WCAG") 2.1, Level AA standards as required by Title II of the Americans with Disabilities Act, 28 C.F.R. § 35.104." Likewise, districts will want those contracts to provide for vendor liability for ADA non-compliance, the right for the district to terminate a contract for a vendor's accessibility failures, and the opportunity for the district to recover any legal defense costs and damages associated with a lawsuit alleging a failure by the district to meet its ADA-accessibility obligations.

Finally, it will be important for districts to ensure relevant staff are appropriately trained concerning the new technical standard so that they can assist their districts in complying with WCAG 2.1, Level AA, so persons with disabilities will be able to access – on a nondiscriminatory basis – the district's programs and services as offered their web content and mobile apps.

Information contained in this Legal Alert is provided for the general education and knowledge of its readers. It is not designed to be, and should not be used as, the sole source of information when analyzing and addressing a legal problem/issue, and it should not be substituted for legal advice, which relies on a specific factual analysis. Moreover, the laws of each jurisdiction are different and are constantly evolving. The information in this Legal Alert is not intended to create, and receipt of it does not constitute, an attorney-client relationship. If you have specific questions regarding a particular fact situation, you should obtain the services of competent legal counsel.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

04 - Memorandum

Memorandum re: Claims Against the Government (HB 145)

DATE: June 2026

TO: Neola Clients in Florida

SUBJECT: Claims Against the Government

House Bill 145, effective October 1, 2026, is a significant 110-page bill that amends numerous statutes related to claims against governmental entities, including school boards. Although the bill does not mandate policy revisions, its impact is still legally significant for school boards in Florida. Amendments include, but are not limited to, the following:

A. The statutory caps for recovery against governmental entities has increased from $200,000 (per person) and $300,000 (for multiple claims arising out of the same incident) to $350,000 and $500,000.

B. Pre-suit notice requirements are shortened from 3 years to 18 months except, that it, the action arises from a violation of F.S. 794.011 (sexual battery) involving a victim who was younger than 16 years of age at the time of the act, the claimant may present the claim in writing at any time.

C. Clarifying that attorneys may not collect fees in excess of 25% of any "funds recovered as a result of" judgment or settlement.

D. Limiting the statute of limitations period for certain claims to 2 years, including claims based on negligence and violations of F.S. 794.011 (sexual battery) involving a victim who was younger than 16 years of age at the time of the act.

This memorandum is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

05 - Legal Alert

Miscellaneous Revised State Board of Education Rules

DATE: January 2026

TO: Neola Clients in Florida

SUBJECT: Miscellaneous Revised State Board of Education Rules

In an effort to further assist our Florida clients, this Legal Alert identifies revised Florida State Board of Education Rules that do not warrant a modification to any policy templates but may have operational implications. The summary of changes are republished from the Notice of Proposed Rule issued by the State Board of Education. District personnel should carefully review this Legal Alert and, if necessary, address any questions with the School Board's and/or School District's legal counsel.

1. **F.A.C. Rule 6A-4.004 (Florida Educator's Certificates with Academic, Administrative, Degreed Career and Technical, and Specialty Class Coverages)**

   Summary: Rule 6A-4.004 is amended to align to statutory changes for a certificate in school social work. It will address the restructuring of certain restricted professional certificates and provide professional certificates for personnel providing student support services. Agency review of fingerprint submission is included.

2. **F.A.C. Rule 6A-4.0181 (Specialization Requirements for Certification in School Counseling (Grades PK-12) - Specialty Class)**

   Summary: Rule 6A-4.0181 is amended to align to statutory changes to include another pathway for eligible educators to become certified in school counseling.

3. **F.A.C. Rule 6A-4.02451 (Florida Teacher Standards for ESOL Endorsement)**

   Summary: The Standards are updated to reflect current research and best practices.

4. **F.A.C. Rule 6A-4.0021 (Florida Teacher Certification Examinations)**

Summary: Section 1012.56(10)(b), F.S., requires the State Board of Education (SBE) to specify, by rule, examination competencies and skills and establish uniform evaluation guidelines and passing scores for the FTCE. Accepted professional practice for assessment programs, such as the FTCE, requires periodic review of all program aspects impacted by SBE Rule, including the review and revision of the competencies and skills assessed. Rule 6A-4.0021(9)(gg), F.A.C., specifies that the Department shall review these tests in 5-year cycles. Accordingly, it is time to update the competencies and skills for two subject area examinations, Educational Media Specialist PK-12 and Health K-12. The proposed rule revises the fee collection tables in subsection (4) to reflect current policy and practice by removing references to "first-time" and "retake" registrations, as well as "full battery" tests.

This Legal Alert is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

05 - Memorandum

Memorandum re: Confidentiality of Assessment Instruments (SB 7022)

DATE: June 2026

TO: Neola Clients in Florida

SUBJECT: Confidentiality of Assessment Instruments

Florida law currently makes certain examination and assessment instruments confidential and exempt from Florida's Public Records Act. Currently, Policy 8310 acknowledges that certain documents are confidential and exempt, including examination and assessment instruments, but that whether a particular document is exempt will be made upon receipt of a request for release of said document as a public record.

Nonetheless, we wanted you to be aware that SB 7022 amended F.S. 1008.23 (Confidentiality of Assessment Instruments) as it relates to examination and assessment instruments and added additional statutory language regarding the purpose of why such documents are exempt. District personnel should review SB 7022.

This memorandum is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

06 - Legal Alert

Firearms at Schools/Board Meetings/Administrative Buildings

DATE: January 2026

TO: Neola Clients in Florida

SUBJECT: Firearms at Schools/Board Meetings/Administrative Buildings

Neola currently has multiple policy templates (including 5772 and 7217) prohibiting individuals from openly carrying a handgun or carrying a concealed weapon or concealed firearm at the following locations:

1. in a school safety zone;
2. any elementary or secondary school facility;
3. any administration building;
4. Board meetings; or,
5. 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.

On September 10, 2025, in McDaniels v. State (Case No. 1D2023-0522), the First District Court of Appeal declared Florida's Open Carry Ban (F.S. 790.053) unconstitutional as it conflicts with the Constitution's right to carry arms openly for self-defense.

Since the issuance of the decision in McDaniels, we are aware that there has been discussion regarding whether school boards may limit open carrying of firearms (not just handguns) at school board meetings and various other administrative buildings since, unlike possessing a concealed weapon at these same locations (See F.S. 790.06(12)(a)), there is no express statutory ban on the right to do so openly.

At this time, Neola does not believe that the decision in McDaniels warrants changes to current policy templates or that it restricts school boards from prohibiting the open carrying of all types of firearms at school board meetings and administrative buildings.

This interpretation is further supported by Florida Attorney General James Uthmeier's Guidance Memorandum issued to Florida's Law Enforcement Agencies and Prosecuting Authorities on September 15, 2025 (See https://www.myfloridalegal.com/sites/default/files/ag_guidance_letter_9.15.pdf). In the Guidance Memorandum, AG Uthmeier stated, "the Court's decision neither considered nor implicated Florida's law listing certain locations where the carrying of **a firearm**—open or concealed—may be unauthorized. See § 790.06(12)(a), Fla. Stat" (emphasis added).

This Legal Alert is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

06 - Memorandum

Memorandum re: District School Board Members' Bill of Rights

DATE: June 2026

TO: Neola Clients in Florida

SUBJECT: District School Board Members' Bill of Rights

Florida House Bill 1073 created a new statutory section (F.S. 1001.366) titled, "District School Board Members' Bill of Rights." The Bill of Rights provides that a member of the Board has the right to:

1. Upon request, be given free and timely access to all school district documents necessary to fulfill the duties and responsibilities required under the State 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. A request not related to a matter on a publicly noticed meeting of the district school board must be fulfilled within 10 business days after receipt of such request. Any document provided to a district school board member must be offered to all board members.

2. Consult with the school district's chief financial officer on general matters related to the budget and sources and uses of school district funds, and have reasonable access, upon request, to any detail or line item in any proposed or approved budget or in any financial transaction by the school district.

3. Request any document or information, except for documents or information that the member would be prohibited by law from accessing, from school district staff with the permission of the superintendent or other members of the administration where such permission may not be unreasonably withheld.

4. Comment publicly during or outside of district school board meetings on any matter of district school 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.

We have incorporated each of these rights in existing policies. They may be located as follows:

- F.S. 1001.366 (4); Bylaw 0122.1 - *Member Powers*
- F.S. 1001.366 (1) and (3); Bylaw 0149 - *Access to Records*
- F.S. 1001.366 (4) ; Bylaw 0149.1V1 - *Public Expressions of Members* and Bylaw 0149.1V2 - *Public Expressions of Members*
- F.S. 1001.366 (2); Bylaw 0149.3 - *Board-Staff Communications*

This memorandum is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

07 - Legal Alert

Schools of Hope (F.A.C. 6A-1.0998271)

DATE: January 2026

TO: Neola Clients in Florida

SUBJECT: Schools of Hope (Revised F.A.C. Rule 6A-1.0998271)

On October 28, 2025, the State Board of Education finalized amendments to F.A.C. 6A-1.0998271)(Schools of Hope). The amendments are significant and relate to the co-location of Schools of Hope and District schools in underused, vacant, or surplus District facilities. Despite the significant amendments only recently being implemented, on January 9, 2026, the State Board of Education published a Notice of Development of Rulemaking within which it stated that the "proposed amendment will add further clarity to implement Senate Bill 2510 (2025), including criteria around the co-location of Schools of Hope and district schools and the mutual management of those locations." District personnel should pay close attention to this rule and the District's obligations therein.

This memorandum is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

07 - Memorandum

Memorandum re: Federal Grants and Upcoming Rule/Policy Changes

DATE: June 2026

TO: Neola Clients in Florida

SUBJECT: Federal Grants and Upcoming Rule/Policy Changes

As our clients are aware, Local Education Agencies, which include all School Boards in Florida, are recipients of Federal funds.[1] Currently, Neola has a collection of policy templates that address the Board's responsibilities with respect to Federal grants. These policies include, but are not necessarily limited to, the following:

A. Policy 6110 - *Grant Funds*

B. Policy 6111 - *Internal Controls*

C. Policy 6112 - *Cash Management of Grants*

D. Policy 6114 - *Cost Principles - Spending Federal Funds*

E. Policy 6116 - *Time and Effort Reporting*

F. Policy 6325 - *Procurement - Federal Grants/Funds*

Importantly, on May 29, 2026, the Office of Management and Budget ("OMB") issued a sweeping proposed rule that will significantly impact Federal grant recipients. The following is a summary of the potential changes published by OMB (source: https://www.regulations.gov/document/OMB-2026-0034-0001):

> The Office of Management and Budget (OMB) proposes to revise the Guidance for Federal Financial Assistance to improve government-wide policies and requirements related to the management of grants, cooperative agreements, and other forms of assistance. OMB is proposing revisions that would improve transparency,

accountability, and oversight for Federal awards across the Federal Government. This includes ensuring that American tax dollars are not wasted or misused, activities performed under Federal awards are consistent with law and policy, and recipients are held accountable when they fail to meet relevant standards. The revisions also aim to ensure that basic American principles of equality and equal opportunity are upheld throughout all stages of the award making process and that unlawful discrimination is no longer permitted. Proposed changes also include providing further clarification on the regulatory status of the OMB requirements and on the process for future updates to the government-wide requirements. Finally, OMB also proposes changes to reduce recipient burden. The listed Federal grant-making agencies propose conforming changes to their respective adopting regulations, or, in the case of some agencies and other entities, establishing new adopting regulations or policies. The proposed changes reflect the administration's commitment to transparency, accountability, and proper oversight for the Federal grantmaking process. The proposed regulations seek to ensure that American tax dollars are ultimately used to serve the needs of the American public.

Comments to the proposed rule will be accepted through July 13, 2026, with the proposed rule having an effective date of October 1, 2026. Neola will continue to monitor OMB's rulemaking efforts and will be prepared to prepare policy revisions if necessary.

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[1]Neola's policy templates may at times use the terms "School Board" or "Board" interchangeably with "School District" or "District" when referring to Federal grant responsibilities. Regardless of which term is used, the School Board (even if the term used is "School District" or "District") as the Local Educational Agency, is responsible for complying with obligations applicable to recipients of federal funds.

This memorandum is intended as general information and not legal advice. No attorney-client relationship exists.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po0122.1

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

0122.1 - **MEMBER POWERS**

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

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. 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.

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

F.S. 1001.366

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NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), 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 (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), 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) hours to 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 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 of any value 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 any thing 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.

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Legal
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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po0143.1

Revised Bylaw - Vol. 26, No. 2, Jan. 2026 - RESIDENCE AREAS

0143.1 - **RESIDENCE AREAS**

As provided by law, the School Board may make any ~~changes~~ change that it deems necessary in the boundaries of any Board member residence area ~~in odd-numbered years~~ at any meeting of the Board, provided that such ~~a change~~ changes are not made in the 270 days before a general election and that no change would affect the residence qualifications of any incumbent members if it disqualifies such ~~shall not disqualify an~~ incumbent member during ~~his/her~~ t heir elected term. Residence areas may not be drawn with the intent to favor or disfavor a candidate for Board member or an incumbent Board member based on the candidate's or incumbent's residential address.

Each elected candidate for the Board member must, by the date the candidate assumes office, be a resident of the Board member residence area from which the candidate was elected and shall reside through the member's term of office in the residency area in which election occurred.

Each qualified elector of the District is entitled to vote for one (1) candidate from each Board member residence area.

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Legal
F.S. 1001.36
F.S. 1001.361
F.S. 1001.362

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po0147.1

Revised Bylaw - Vol. 26, No. 2, Jan 2026 - TRAVEL AND EXPENSES

0147.1 - **TRAVEL AND EXPENSES No Changes Needed ~~E~~**

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

This will be a new section for Gulf

[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 _ Gulf _____ County by members of the Board **[X]** shall be reimbursed at the maximum rate allowed by F.S. ~~Chapter~~ 112.061; said mileage shall be ~~determined by actual odometer reading~~ computed from the point of origin, and ~~hs~~ sha ll be computed by use of a current Department of Transportation map, if travel performed by personal automobile ~~**[END OF OPTION] [ ]** shall not be reimbursed **[END OF OPTION]**~~. Such point of origin may be the Board member's place of residence, consistent with provisions of F.S. 1001.39. ~~shall be reimbursed at the mileage rate of $_____ as permitted by F.S. 112.061(14); said mileage shall be computed from the point of origin, and shall be computed by use of a current Department of Transportation map, 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. [END OF OPTION] - [END OF OPTION] OR [ ]~~

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.

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.

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.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic

least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates, and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances") must apply to travel under Federal awards.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po0149

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

DRAFTING NOTE - This bylaw incorporates the District School Board Members' Bill of Rights; specifically, the provisions of F.S. 1001.366 (1) and (3).]

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. A request not related to a matter on a publicly noticed meeting of the Board must be fulfilled within ten (10) business days after receipt of the request. 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.

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~~02~~ **F.S. 1001.366**

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po0149.1V1

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

Revised Bylaw - Vol. 27, No. 1 - Version #1 No Policy in Gulf. Please review

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

0149.1V1 - **PUBLIC EXPRESSIONS OF MEMBERS**

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

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

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

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

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

F.S. 1001.366

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F.S. 1001.366

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po0149.3

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

0149.3 - **BOARD-STAFF COMMUNICATIONS**

[DRAFTING NOTE - This bylaw incorporates the District School Board Members' Bill of Rights; specifically, the provisions of F.S. 1001.366 (2).]

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~~ their constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives 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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NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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. 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.

Tape 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 tape recordings shall also be referred to in the written minutes.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po0169.1

Revised Bylaw - Vol. 26, No. 2, Jan. 2026 - PUBLIC PARTICIPATION AT BOARD MEETINGS

Revised Bylaw - Vol. 26, No. 2 **No Policy in Gulf. Please consider**

0169.1 - **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The School Board recognizes the value to school governance of receiving input from the public. To maintain orderly conduct and proper decorum at its meetings, this policy sets forth the Board's viewpoint-neutral rules related to public input at Board meetings, which are limited public forums.

~~**[DRAFTING NOTES:**~~
~~**F.S. 286.0114(2) states that "[m]embers of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission." With respect to the options below, select Option 1 if the Board desires to limit public input only to propositions before the Board. Select Option 2 if the Board desires to allow open public input on any matter, including items not on the agenda.**~~
~~**As set forth in Moms for Liberty - Brevard County, FL., et. al. v. Brevard Public Schools, et. al. at p.4 (11th Circuit Case No. 23-10656), "[g]overnment restrictions on speech in a limited public forum must be (1) 'viewpoint neutral' and (2) 'reasonable in light of the forum's purpose.'" citing Barrett v. Walker Cnty. Sch. Dist., 872 F.3d 1209, 1225 (11th Cir. 2017).]**~~
~~**[CHOOSE OPTION 1 OR OPTION 2]**~~
~~**[OPTION 1]**~~

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

~~**[END OF OPTION 1]**~~
~~**[OPTION 2]**~~
~~**[ ]** Members of the public shall be given a reasonable opportunity to provide input to the Board.~~
~~**[END OF OPTION 2]**~~

For purposes of this policy, a proposition is an item before the Board for a vote, and includes, but is not necessarily limited to, all items on the agenda noted as unfinished business, consent, **[** **X** **]** and nonconsent ~~**[ ]** nonconsent, and _____ **[END OF**~~

~~OPTION]~~. A proposition may also include a vote on a motion to rescind or to amend action previously taken, but does not generally include items on the special order agenda. Propositions do not include the following:

A. an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;

B. an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

C. a meeting that is exempt from F.S. 286.011 (the Public Meetings Law); or,

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

~~[DRAFTING NOTE: Regarding the next sentence, Boards must be aware that other Florida laws may permit an individual to provide input at a public meeting regarding a matter that is not necessarily a "proposition" before the Board. For example, F.S. 1006.28 (2)(a)b provides, "[p]arents shall have the right to read passages from any material that is subject to an objection. If the school board denies a parent the right to read passages due to content that meets the requirements under sub-sub-subparagraph b.(I), the school district shall discontinue the use of the material in the school district."]~~

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

~~[DRAFTING NOTE: In the next section, the Board needs to include language identifying when public input is permitted during Board meetings. This policy template includes sample language in Option 1 regarding when public input will be received; however, the Board should select Option 2 and include its specific practices as to when public input is received if different than Option 1 (for example, if the Board allows for more than one public input period). Neola recommends that the Board's legal counsel review the Board's specific language included in Option 2 to ensure compliance with Florida law.]~~

Designated Public Input Period

The opportunity to be heard need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Board takes the official action.

~~[CHOOSE OPTION 1 OR OPTION 2]~~
~~[OPTION 1]~~

[X] The portion of the meeting during which participation of the public is invited shall be limited to a total of three (3) _____ minutes, unless adjusted by a vote of the Board. Public input will be received prior to the Board taking official action on a proposition.

~~**[END OF OPTION 1]**~~
~~**[OPTION 2]**~~
~~**[ ]** _____.~~
~~**[END OF OPTION 2]**~~

Requirements When Providing Public Input

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

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

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

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

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

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

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

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

F. Rather than all member of groups or factions desiring to speak on a particular matter at meetings in which a large number of individuals wish to be heard, the

Board encourages representatives of such groups or factions to address the matter in their representative capacity.

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

Additional Rules of Decorum and Conduct

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

The presiding officer shall be guided by the following rules:

A. **(X)** Public input shall be permitted as indicated on the order of business and before the Board takes official position on any action item under consideration.

B. **(X)** Individuals must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.

C. **(X)** Staff members shall not be expected to answer questions from the audience unless called upon by the presiding officer or the Superintendent.

D. **(X)** Audio or video recordings are permitted under the following conditions:

1. **(X)** No obstructions are created between the Board and the audience.

2. **(X)** No interviews are conducted in the meeting room while the Board is in session.

3. **(X)** No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

E. **(X)** The presiding officer may:

1. **(X)** stop, interrupt, or warn an individual when a statement is repetitive, obscene, and/or a true threat;

   An obscene statement may include, but is not necessarily limited to,

language or gestures that are crude, abusive, vulgar, offensive, pornographic, or indecent. A statement that is threatening in nature is one containing language meant to frighten or intimidate one (1) or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest. An abusive statement shall be understood to mean containing language that is harsh, insulting, cruel, or malicious.

~~**[DRAFTING NOTE: The next option should only be selected if the Board selected Option 1 at the beginning of this policy limiting public input to a proposition before the Board.]**~~

2. **(X)** stop, interrupt, or warn an individual when a statement is not related to a proposition before the Board;

3. **(X)** stop, interrupt, or warn an individual when the individual shouts, uses profanity, causes a disruption to the Board's ability to maintain orderly conduct and proper decorum, or engages in conduct that constitutes a violation F.S. 877.13;

4. **(X)** request any individual to stop speaking and/or leave the meeting when that person fails to adhere to the Board's rules of decorum and conduct;

5. **(X)** call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

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Legal
F.S. 286.011
F.S. 286.0114
F.S. 877.13
F.S. 1001.372

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po1120

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

1120 - **EMPLOYMENT OF ADMINISTRATORS**

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

The Board shall approve the employment, determine the compensation, and establish the term of employment for each administrator employed by the Board. Approval shall be given only to those candidates for employment recommended by the Superintendent. Administrators shall recommend to the Superintendent the best qualified administrative applicant available.

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

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

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

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

A. they are on the disqualification list maintained by the Florida Department of Education 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.

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.

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

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

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

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

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

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

District. Any administrator 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 other lesser penalty as the Board may prescribe.

[DRAFTING NOTE: SB 538 (2026) amended F.S. 1006.15 to include a new definition for "extra-curricular." The term "extra-curricular" means "any school-authorized or education-related activity occurring during or outside the regular instructional school day." This definition should be considered by the District if it seeks to employ one (1) or more "extra-curricular activities administrators" as referenced below.]

Administrative personnel may include an "extra-curricular activities administrator". This classification includes any athletic director or coach or any activity director or sponsor specified by the Superintendent at the request of the individual. The Superintendent may negotiate individual compensation in excess of compensation otherwise awardable pursuant to F.S. 1012.22. Such compensation may not exceed the compensation of the highest paid administrator in the District. Any negotiated compensation must be approved by the Board. **[Drafting Note: the last sentence in this paragraph is not contained in the revisions to F.S. 1012.01 regarding "extra-curricular activities administrators". While the statute permits the Superintendent to negotiate compensation with such individuals, it does not alter the Board's responsibility to provide for the appointment and compensation of employees.]**

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.

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Legal
F.S. 1001.10
F.S. 1012.01
F.S. 1012.23
F.S. 1012.315
F.S. 1012.32
F.S. 1012.33
F.S. 1012.55

F.S. 1012.56
42 U.S.C. 9858f

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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.

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 Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines 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.

Required Reporting

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

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 on campus or during school-sponsored activities.

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

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 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 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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Legal
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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po1139

Technical Correction - Vol. 26, No. 2, Jan. 2026 - EDUCATOR MISCONDUCT

1139 - **EDUCATOR MISCONDUCT**

As required by the provisions of State Board of Education rules and the *Principles of Professional Conduct of the Education Profession in Florida*, an administrator is required to self-report within forty-eight (48) hours to 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, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering 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. When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida statutes.

~~Furthermore, all~~ All legally sufficient complaints against an administrator shall be reported to the Department of Education within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the School Board or the office of the Superintendent. A complaint is legally sufficient for reporting if the subject matter of the complaint includes any of the grounds for discipline or dismissal set forth in Florida statutes.

The Superintendent shall require that all legally sufficient complaints are timely filed in writing with the Department of Education. The Superintendent shall file with the Department of Education all information relating to the complaint which is known to the Superintendent at the time of filing. Additionally, Policy 8141 sets forth the procedures for mandatory reporting of alleged misconduct by school administrators to the Florida Department of Education.

It is the responsibility of all employees of the Board to promptly report to the office of the Superintendent or the office of Human Resources Services any complaint against an administrator that comes to the employee's attention and that includes grounds for the revocation or suspension of a teaching certificate. The willful failure by an employee of the

Board to promptly report a complaint shall constitute cause for discipline of the employee as provided by law and Board policy.

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Legal
F.S. 943.0585(4)(c)
F.S. 943.059(4)(c)
F.S. 1012.22
F.S. 1012.795
F.S. 1012.796
F.S. 1012.799
F.A.C. 6A-10.081

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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:

1. 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,

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

Pursuant to State law, the Board expects administrative staff members to report 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. Additionally, pursuant to State law, administrative staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the 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 one 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 and such reports meets the requirements of the Florida's Whistleblower's Act~~ 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~~ may be 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 rreport 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.~~

[X **]** Within sixty (60) days after an action prohibited by this policy, any employee protected by F.S. 112.3187 may file a complaint with the Board so that a hearing may be held with the Florida Division of Administrative Hearings under F.S. 120.65.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po1215

Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO FREE ENVIRONMENT

1215 - **SMOKING AND TOBACCO-FREE ENVIRONMENT No Changes to this policy**

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time"means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device"means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods**.**

C. "School property"means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. “Tobacco product”means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco

dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Violations of this policy by staff members will be addressed through established staff disciplinary procedures.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

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Legal
F.S. 381.84
F.S. 386.202
F.S. 386.204
F.S. 386.209
F.S. 386.212
20 U.S.C. 6081 et seq.
20 U.S.C. 7182
Florida Department of Health and the Public Health Law Center's publication "Commercial Tobacco-Free K-12 School Model Policy: Questions and Answers"

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po1220

Revised Policy - Vol. 26, No. 2, Jan. 2026 - EVALUATION OF ADMINISTRATIVE PERSONNEL

1220 - **EVALUATION OF ADMINISTRATIVE PERSONNEL** **ONLY date changed for copyright**

Pursuant to State law, each administrator shall be evaluated annually by the administrator's immediate supervisor utilizing the approved District evaluation system. The purpose of this performance evaluation shall be continuous quality improvement of the professional skills of each administrator.

Each evaluation shall relate, but not be limited to, the duties specified in the job description.

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

An evaluation shall be submitted at the time an administrator leaves the District if services terminate prior to annual evaluations.

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

School Administrators Evaluation System

The evaluation system for school administrators 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 school administrators, and performance evaluation results must be used when identifying professional learning;

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

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

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

1. highly effective;

2. effective;

3. needs improvement or, for instructional personnel in the first three (3) years of employment who need improvement, developing;

4. unsatisfactory;

F. provide for training and monitoring programs based upon guidelines provided by the 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

As set forth in State law, at least one-third (1/3) of a school administrator's performance evaluation must be based upon learning growth or achievement of the students attending that school over the course of three (3) years. If less than three (3) years data are available, the years for which data are available must be used.

The District shall measure student learning growth using the formulas approved by the Commissioner and the standards for performance levels developed by the State Board for courses associated with the Statewide, standardized assessments administered under F.S. 1008.22 no later than the school year immediately following the year the formula is approved by the Commissioner. (see F.A.C. 6A-5.030 and 6A-5.0411)

For grades and subjects not assessed by Statewide, standardized assessments, the District shall measure student performance using the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE.

B. Instructional Leadership

At least one-third (1/3) of the performance evaluation must be based upon instructional leadership. Evaluation criteria for instructional leadership must include indicators based upon each of the leadership standards adopted by the State Board of Education under F.S. 1012.986 including performance measures related to the effectiveness of classroom teachers in the school, the administrator's appropriate use of evaluation criteria and procedures, recruitment and retention of effective and highly effective classroom teachers, improvement in the percentage of instructional personnel evaluated at the highly effective or effective level, and other leadership practices that result in student learning growth. The system may include a means to give parents and instructional personnel an opportunity to provide input into the administrator's performance evaluation.

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 School 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 evaluator must submit a written report of the evaluation to the Superintendent for the purpose of reviewing the employee's contract. The evaluator must submit the written report to the employee no later than ten (10) days after the evaluation takes place. The evaluator must discuss the written evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his/her personnel file.

Annual Report of Evaluation Results

The Superintendent shall annually report the evaluation results of school administrators using the four (4) levels of performance set forth in State law to the FLDOE. The Superintendent shall also notify the FLDOE of any school administrators who receive two (2) consecutive unsatisfactory evaluations, as well as any school administrators who are given written notice by the District of intent to terminate or not renew their employment.

The school administrator assessment system shall be evaluated annually to determine compliance with State law and this policy. All substantial revisions to an approved system

shall be approved by the Board, upon the recommendation of the Superintendent, before being submitted to the Florida Department of Education for approval.

Annual Review of District School Administrator Evaluation System

The Superintendent may appoint a District Evaluation System Review Committee who shall be responsible for annually reviewing the school administrator evaluation system to analyze whether it complies with Florida law and this policy. The District Evaluation System Review Committee shall follow procedures adopted by the Superintendent when reviewing the evaluation system for compliance with Florida law. All substantial revisions to the evaluation system must be reviewed and approved by the Board before being used to evaluate school administrators.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po1243

Revised Policy - Vol. 26, No. 2, Jan. 2026 - PROFESSIONAL MEETINGS

1243 - **PROFESSIONAL MEETINGS**

The School Board encourages opportunities for ~~administrative staff members~~ administrators to develop increased competence, beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as:

A. any meeting that is related to the activities, duties, or responsibilities of ~~administrative staff members~~ administrators as determined by the Superintendent;

B. **( )** a meeting through which direct value can be derived for the person in attendance for later use in the performance of District duties; and,

C. a collaborative effort with other districts, professional organizations, State foundations, and postsecondary educational institutions to, among other things, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum;

D. ~~professional learning plans established by the Board shall incorporate school improvement plans and shall be aligned with principal leadership training as a part of the plan.~~

Professional learning plans established by the Board shall incorporate school improvement plans and be aligned with principal leadership trainings.

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Legal
F.S. 1012.98
F.S. 1012.985

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2111

Revised Policy - Vol. 26, No. 2, Jan. 2026 - PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM

2111 - **PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM** **No Changes needed except copyright**

The School Board recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). This definition is consistent with F.S. 1000.21, which defines the term "parent" as "either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent".

For purposes of this policy, the term "family" is used in order to include a child's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members and responsible adults who play a significant role in providing for the well-being of the child.

In cultivating partnerships with families and communities, the Board is committed to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;

2. providing professional learning for school staff that helps build partnerships between families and schools; [2,3]

3. providing coordination, technical support, and other support to assist schools in planning and implementing family involvement activities. [3]

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;

2. providing information to families about school policies, procedures, programs, and activities; [2,3]

3. promoting regular and open communication between school personnel and students' family members;

4. communicating with families in a format and language that is understandable, to the extent practicable; [2,3]

5. providing information that will enable families to encourage and support their child(ren)'s academic progress, especially in the area of reading; [1]

6. providing information that will enable families to encourage and support their child(ren)'s citizenship, especially social skills and respect for others; [1]

7. providing information that will enable families to encourage and support their child(ren)'s realization of high expectations and setting life-long learning goals; [1]

8. providing information and involving families in monitoring student progress; [3]

9. providing families with timely and meaningful information regarding Florida's academic standards, State and local assessments, and pertinent legal provisions; [2,3]

10. preparing families to be involved in meaningful discussions and meetings with school staff. [2,3]

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; [1,3]

2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. [3]

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; [1,2,3]

2. working with families to establish learning goals and help their children accomplish these goals; [1]

3. helping families to provide a school and home environment that encourages learning and extends learning at home. [1,2]

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning; [3]

2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. [2,3]

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;[2,3]

2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. [2,3]

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, and to improve parent-teacher cooperation in such areas as homework, school attendance, and discipline. As required by F.S. 1014.05, the plan will include, but not be limited to, the following elements:

A. A procedure for parents to learn about their child's course of study, including supplementary educational materials. See also Policy 2220, *Adoption of Courses of Study*; Policy 2521, *Instructional Materials Program*.

B. A procedure for parents to object to instructional materials and other materials used in the classroom. Objections may be based on beliefs regarding morality, sex, and religion, or on the belief that such materials are harmful. See also Policy 2520, *Selection and Adoption of Instructional Materials*.

C. A procedure for parents to withdraw their child from any portion of the comprehensive health education that relates to sex education or instruction in acquired immune deficiency syndrome (AIDS) education or any instruction regarding sexuality if the parent provides a written objection to their minor child's participation. Procedures must provide for parents to be notified in advance of such course content so that they may withdraw their minor child from those portions of the course. See also Policy 2417, *Comprehensive Health Education*.

D. A procedure for parents to learn about the nature and purpose of clubs and activities offered at their minor child's school, including those that are extra-curricular or part of the school curriculum.

E. Procedures for parents to learn about parental rights and responsibilities under general law, including:

1. To opt their minor child out of any portion of the District's comprehensive health education that relates to sex education instruction in AIDS education or any instruction regarding sexuality. See also Policy 5780, *Student/Parent Rights*.

2. A plan to disseminate information about school choice options, including open enrollment. See also Policy 5121, *Controlled Open Enrollment*.

3. To exempt their child from immunizations. See also Policy 5320, *Immunizations and Health Examination*.

4. To review Statewide, standardized assessment results. See also Policy 2623, *Student Assessment*.

5. To enroll their child in gifted or special education programs. See also Policy 2460, *Exceptional Student Education*.

6. To inspect District instructional materials. See also Policy 2521, *Instructional Materials Program*.

7. To access information relating to the District's policies for promotion or retention, including high school graduation requirements. See also Policy 5410.01, *Promotion, Acceleration, Placement and Retention*, and Policy 5460, *Graduation Requirements*.

8. To receive a school report card and to be informed of their minor child's attendance requirements. See also Policy 5200, *Attendance*, and Policy 5420, *Reporting Student Progress*.

9. To access information relating to the State public education system, State standards, report card requirements, attendance requirements, and instructional materials requirements.

10. To participate in parent-teacher associations and organizations that are sanctioned by the Board or the Department of Education. See also Policy 5780, *Student/Parent Rights*.

11. To opt out of any District-level data collection relating to their minor child not required by law. See also Policy 2605, *Research and Evaluation*.

The information required in this policy may be provided electronically or by posting on the District's or school's website.

The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Pursuant to State law, the Superintendent shall develop and annually disseminate:

A. a parent guide to successful student achievement, consistent with the guidelines of FLDOE, which address what parents need to know about their child's educational progress and how parents can help their child(ren) achieve in school; and

B. a checklist of parental actions that can strengthen parental involvement in their child's educational progress, consistent with the guidelines of FLDOE, to focus on academics, especially reading, high expectations for students, citizenship and communication.

[1]Indicates Florida Statutory Requirements

[2]Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

[3]Indicates Title I parent involvement requirements in Subpart 1 - Basic Program Requirements

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Legal
F.S. 1000.03
F.S. 1002.23

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2125

Technical Correction - Vol. 26, No. 2, Jan. 2026 - SCHOOL ADVISORY COUNCILS FOR SCHOOL IMPROVEMENT AND ACCOUNTABILITY

2125 - **SCHOOL ADVISORY COUNCILS FOR SCHOOL IMPROVEMENT AND ACCOUNTABILITY**

A school advisory council shall be established at each school in the District and include in its name the words "school advisory council". Each school advisory council shall be the sole body responsible for final decision-making at the school relating to the implementation of applicable provisions of F.S. 1001.42 and 1008.345.

Each advisory council shall perform functions prescribed by the School Board; however, no advisory council shall have any of the powers and duties now reserved by law to the Board. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan and, with technical assistance from the Florida Department of Education (FLDOE), shall assist in the preparation of the school's annual budget and plan.

Council members may attend meetings in person or through the use of telecommunication networks such as telephonic and video conferencing.

Composition and Membership

The composition and membership of each school advisory council shall meet the following requirements:

A. be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school;

B. career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students;

C. school advisory councils of career centers and adult education centers are not required to include parents as members;

D. a majority of members of each council must not be employed by the District;

E. council members representing teachers, education support employees, students and parents shall be elected by their respective peer groups at the school in a fair and equitable manner;

F. business and other community members shall be selected by the school according to the written procedures for the school advisory councils for school improvement and accountability. Such procedures must include means of ensuring wide notice of vacancies and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large.

A simple majority is defined as fifty-one percent (51%) of the membership or one-half (1/2) of the number of members plus one (1). The number of parent representatives shall at least be equal to the number of teacher representatives.

The Board shall review the membership composition of each advisory council. School advisory councils for school improvement and accountability will comply with procedures set forth in Florida statutes and State Board of Education rules.

Election of Members

Written procedures for advisory councils shall include the following procedures for elections:

A. Advance notice of election with a specific election date and an opportunity for write-in nominations and ballots for those unable to be present at the election;

B. Ample advance notice will be given for nominations of all interested persons in the following categories before elections are held;

C. Teachers shall be elected by teachers;

D. Education support employees shall be elected by education support employees;

E. Students shall be elected by students; and

F. Parents shall be elected by parents.

Bylaws

Each school advisory council shall adopt bylaws establishing procedures for:

A. requiring a quorum to be present before a vote may be taken by the school advisory council;

   A majority of the membership of the council constitutes a quorum.

B. requiring at least three (3) days' advance notice in writing to all members of the advisory council of any matter that is schedule to come before the council for a vote;

C. scheduling meetings when parents, students, teachers, business persons, and members fo the community can attend;

D. replacing any member who has two (2) unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws; and,

E. recording minutes of meetings.

The Board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

School Improvement Plans

A. School Improvement Plans Approval Process

1. School improvement plans are submitted to the Board for approval. Any District review or revision of the school improvement plan in preparation for presentation to the Board must be done with the collaboration and approval of the school advisory council.

2. The Board approves or declines to approve each plan. If all plans are approved, the Superintendent and Board Chairman certify to the Commissioner of Education that the plans have been approved for the coming year together with any necessary report that a school has not made adequate progress. The plans themselves are not submitted to the Commissioner.

3. If a Board declines to approve a plan, in returning the plan to the school advisory council for revision it must state: (a) the elements within the plan is found to be problematic, and (b) recommendations for change which would enable the plan to be approved. The school advisory council is to then take the comments of the Board and consider revising and resubmitting the plan based upon the Board feedback. The Board then approves or disapproves any revision.

4. If the school advisory council determines that the Board's suggested changes are not consistent with their goals and/or does not desire to modify the plan, then the council and Board are asked to mutually agree to use a dispute resolution process. The Board is strongly encouraged to involve representatives of all the stakeholders in developing such a dispute resolution rule and to offer the broadest range of options.

5. The dispute resolution process is implemented in an effort to resolve the conflict. If the conflict is not resolved, then formal notice is given by the Board to the Department of Education that additional assistance will be required. The school advisory council may also notify the Department of Education.

B. Conflict/Dispute Resolution Process

Should the Board decide not to approve a plan, in returning the plan to the school advisory council, the Board shall state the elements within the plan found to be problematic and recommend changes. The school advisory council shall consider revising and resubmitting the plan based upon the Board's feedback. The Board shall approve or disapprove the school improvement plan. A plan that still does not receive Board approval shall be reviewed by a mediation committee.

1. The mediation committee shall be composed of the school principal, the advisory council chairperson or designated school advisory council member, Board Chairman or designated Board member, the Superintendent or designee, and a facilitator to be mutually agreed upon by the committee members.

2. The mediation committee shall work with the school advisory council to reach a resolution.

3. Upon resolution, the school advisory council shall submit the revised school improvement plan to the Board for approval in accordance with ~~State mandated~~ State-mandated deadlines.

4. Should the Board not approve the school improvement plan after exhausting this process, the Department of Education shall be notified of the need for assistance. The school advisory council may also notify the ~~Department of Education~~ FLDOE

Florida's Sunshine Law

Pursuant to F.S. Chapter 286, advisory council meetings shall be publicly noticed and conducted in public are required under Bylaw 0165 - *School Board Meetings*.

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Legal
F.S. 1001.42
F.S. 1001.452

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2215

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

2215 - **PROGRAM OF INSTRUCTION**

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

Development of Program of Instruction

A program of instruction shall be developed and implemented by the Superintendent as follows:

A. Elementary School

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

B. Junior High School

The primary purpose of the junior high school shall be to promote an expanded educational experience to meet the needs of the students in the sixth, seventh and eighth grades of school. The District-wide program of studies and services adopted

by the Board shall determine the specific offerings. An approval process shall be established by which schools may recommend courses or programs to meet the unique needs of students. Activities which offer desirable experience shall be promoted.

C. Senior High School

The primary purpose of the senior high school shall be to promote education which fits the needs of all students. Courses shall be offered at a level which will challenge students to perform to their capacity. The District-wide studies adopted by the Board shall determine the specific offerings. Student government, a broad program of athletics, and social activities, shall be promoted for the development of well-rounded citizens.

D. Instruction in Sexual Orientation/Gender Identity

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

Required Instruction

The District shall submit a Required Instruction Implementation Plan to the Commissioner of the Florida Department of Education. The plan will include, at a minimum, the following:

A. the methods in which instruction will be delivered for each grade level;

B. the professional qualifications of the District's instructional personnel; and,

C. a description of the District's instructional materials.

Instructional staff members, subject to Board policy and State Board of Education rules, shall teach efficiently and faithfully, using the books and materials required that meet the highest standards of professionalism and historic accuracy, following the prescribed courses of study, and employ approved methods of instruction, the following:

A. The history and content of the Declaration of Independence, including national sovereignty, natural law, self-evident truth, equality of all persons, limited government, popular sovereignty, and inalienable rights of life, liberty, and property, and how they form the philosophical foundation of our government.

B. The history, meaning, significance, and effect of the provisions of the Constitution of the United States and amendments thereto, with emphasis on each of the ten (10)

amendments that make up the Bill of Rights and how the constitution provides the structure of our government.

C. The arguments in support of adopting our republican form of government as they are embodied in the most important of the Federalist Papers.

D. Flag education including proper flag display and flag salute.

E. The elements of civil government, including the primary functions of and interrelationships between the Federal government, the State, and its counties, municipalities, school districts, and special districts.

F. The history of the United States, including the period of discovery, early colonies, the war for independence, the Civil War, the expansion of the United States to its present boundaries, the world wars, and the civil rights movement to the present. American history shall be viewed as factual, not as constructed, shall be viewed as knowable, teachable, and testable, and shall be defined as the creation of a new nation based largely on the universal principles stated in the Declaration of Independence.

G. The history of the Holocaust (1933-1945), the systematic, planned annihilation of European Jews and other groups by Nazi Germany, a watershed event in the history of humanity, to be taught in a manner that leads to an investigation of human behavior, an understanding of the ramifications of prejudice, racism, and stereotyping, and an examination of what it means to be a responsible and respectful person, for the purposes of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions, including the policy, definition, and historical and current examples of anti-Semitism, as described in F.S. 1000.05(8), and the prevention of anti-Semitism.

The Superintendent will annually certify and provide evidence to the Florida Department of Education, in a manner prescribed by the Department, that the requirements of this paragraph have been met.

H. The history of African Americans, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the history and contributions of Americans of the African diaspora to society. Instructional materials shall include the contributions of African Americans to American society. Students shall develop an understanding of the ramifications of prejudice, racism, and stereotyping on individual freedoms, and examine what it means to be a responsible and respectful person, for the purpose of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions. Instruction shall include the roles and contributions of individuals from all walks of life and their endeavors to learn and thrive throughout history as artists, scientists,

educators, businesspeople, influential thinkers, members of the faith community, and political and governmental leaders and the courageous steps they took to fulfill the promise of democracy and unite the nation. Instructional materials shall include the vital contributions of African Americans to build and strengthen American society and celebrate the inspirational stories of African Americans who prospered, even in the most difficult circumstances. Instructional personnel may facilitate discussions and use curricula to address, in an age-appropriate manner, how the individual freedoms of persons have been infringed by slavery, racial oppression, racial segregation, and racial discrimination, as well as topics relating to the enactment and enforcement of laws resulting in racial oppression, racial segregation, and racial discrimination and how recognition of these freedoms has overturned these unjust laws. However, classroom instruction and curriculum may not be used to indoctrinate or persuade students to a particular point of view inconsistent with the principles enumerated in F.S. 1003.42 or the State academic standards.

The Superintendent will annually certify and provide evidence to the Florida Department of Education, in a manner prescribed by the Department, that the requirements of this paragraph have been met.

I. The history of Asian Americans and Pacific Islanders, including the history of Japanese internment camps and the incarceration of Japanese-Americans during World War II; the immigration, citizenship, civil rights, identity, and culture of Asian Americans and Pacific Islanders; and the contributions of Asian Americans and Pacific Islanders to American society. Instructional materials shall include the contributions of Asian Americans and Pacific Islanders to American society.

J. The elementary principles of agriculture.

K. The true effects of all alcoholic and intoxicating liquors and beverages and narcotics upon the human body and mind.

L. Kindness to animals.

M. The history of the State.

N. The conservation of natural resources.

O. Comprehensive age-appropriate and developmentally appropriate K-12 instruction on:

1. health education that addresses concepts of community health, consumer health, environmental health, and family life, including:

a. injury prevention and safety;

b. Internet safety;

c. nutrition;

d. personal health;

e. prevention and control of disease;

f. substance use and abuse; and,

g. prevention of child sexual abuse, exploitation, and human trafficking.

2. For students in grades 7 through 12, teen dating violence and abuse. This component must include, but not be limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.

3. For students in grades 6 through 12, awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy.

4. Life skills that build confidence, support mental and emotional health, and enable students to overcome challenges, including:

a. self-awareness and self-management;

b. responsible decision-making;

c. resiliency;

d. relationship skills and conflict resolution;

e. understanding and respecting other viewpoints and backgrounds; and,

f. for grades 9 through 12, developing leadership skills, interpersonal skills, organizational skills, and research skills; creating a resume, including a digital resume; exploring career pathways; using State career planning resources; developing and practicing the skills necessary for employment interviews; workplace ethics and workplace law; managing stress and expectations; and self-motivation.

Health education and life skills instruction and materials will not contradict the principles enumerated in F.S. 1003.42.

The health education curriculum will include basic training in first aid, including cardiopulmonary resuscitation (CPR), once in middle school in a physical education or health class and once in high school in a physical education or health class. Instruction in the use of cardiopulmonary resuscitation must allow students to practice the psychomotor skills associated with performing cardiopulmonary resuscitation and include the use of an automated external defibrillator (AED).

See also Board Policy 2280 and Policy 2417.

P. Personal financial literacy and money management.

Each student must earn one-half (1/2) credit. Instruction must include discussion or instruction in all of the following: types of bank accounts offered, opening and managing a bank account, and assessing the quality of a depository institution's services; balancing a checkbook; basic principles of money management, such as spending, credit, credit scores, and managing debt, including retail and credit card debt; completing a loan application; receiving an inheritance and related implications; basic principles of personal insurance policies; computing Federal income taxes; local tax assessments; computing interest rates by various mechanisms; simple contracts; contesting an incorrect billing statement; types of savings and investments; State and Federal laws concerning finance; and, costs of postsecondary education, including cost of attendance, completion of the Free Application for Federal Student Aid (FAFSA), scholarships and grants, and student loans.

Q. Such additional materials, subjects, courses, or fields in such grades as are prescribed by law or by rules of the State Board of Education and the Board in fulfilling the requirements of law.

R. The study of Hispanic contributions to the United States.

S. The study of women contributions to the United States.

T. The nature and importance of free enterprise to the United States economy.

U. Civic and character education on the qualities and responsibilities of patriotism and citizenship including, kindness, respect for authority, life, liberty, personal property, honesty, charity, racial, ethnic, and religious tolerance and cooperation. Additionally, for grades 11 and 12, the education shall include the topic of voting

using the uniform primary and general election ballot described in F.S. 101.151. An integrated civic education curricula shall meet the requirements of F.S. 1003.44(6)(a).

V. In order to encourage patriotism:

1. the sacrifices that Medal of Honor recipients have made in serving our country and protecting democratic values worldwide. Such instruction must occur on or before Medal of Honor Day. Members of the instructional staff are encouraged to use the assistance of local veterans and Medal of Honor recipients when practicable.

2. The history and importance of Veterans' Day and Memorial Day. Such instruction may include two (2) forty-five (45) minute lessons that occur on or before the respective holidays.

W. This history of communism (beginning in the 2026-2027 school year). Such instruction must be age and developmentally appropriate and include:

1. The history of communism in the United States and domestic communist movements, including their histories and tactics.

2. Atrocities committed in foreign countries under the guidance of communism.

3. Comparative discussion of political ideologies, such as communism and totalitarianism, which conflict with the principles of freedom and democracy essential to the founding principles of the United States.

4. The increasing threat of communism in the United States and to our allies through the 20th century, including the events of the Cultural Revolution in the People’s Republic of China and other mass killings from communist regimes.

5. The economic, industrial, and political events that have preceded and anticipated communist revolutions.

6. The communist policies of Cuba and the spread of communist ideologies throughout Latin America, including the roots of the Communist Party of Cuba and guerilla forces throughout Latin America.

16. For students in grades 3 through 5, the study of cursive writing and the development of the skills necessary for legible cursive writing, including:

    1. letter formation;

    2. proper spacing and alignment; and,

    3. practice in writing complete words and sentences in cursive.

By the end of grade 5, each student must demonstrate proficiency in cursive writing. For purposes of this policy, the term "proficiency in cursive writing" means all of the following:

1. The ability to write uppercase and lowercase letters of the alphabet in cursive writing.

2. Writing words and sentences in cursive legibly and maintaining proper spacing and alignment.

3. The ability to read and apply cursive writing in a manner that supports literacy development, including writing essays and assignments in cursive writing in accordance with State academic standards.

Efficient and faithful teaching of the required topics must be consistent with the State academic standards, the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards, and the principles stated in F.S. 1003.42. Efficient and faithful teaching further means that any discussion is appropriate for the age and maturity level of the students, and teachers serve as facilitators for student discussion and do not share their personal views or attempt to indoctrinate or persuade students to a particular point of view that is inconsistent with the State academic standards and the B.E.S.T. Standards.

Instruction on the required topics must be factual and objective, and may not suppress or distort significant historical events, such as the Holocaust, and may not define American history as something other than the creation of a new nation based largely on universal principles stated in the Declaration of Independence.

Resiliency Education Required Instruction

Civic and character education (see F.A.C. Rule 6A-1.094124), and life skills education that builds confidence and supports mental health, are combined to develop and prepare more resilient students. The District will provide annually a minimum of five (5) hours of data-driven instruction to students in grades 6-12 related to civic and character education and life skills education through resiliency education. Using the health education standards adopted in F.A.C. Rule 6A-1.09401, the instruction will advance each year through developmentally appropriate instruction and skill building and will address, at a minimum the following topics:

A. Strategies specific to demonstrating resiliency through adversity, including the benefits of service to the community through volunteerism.

B. Strategies to develop health characteristics that reinforce positive core values and foster resiliency, such as:

1. empathy, perseverance, grit, gratitude, and responsibility;

2. critical thinking, problem solving, and responsible decision-making;

3. self-awareness and self-management;

4. mentorship and citizenship; and

5. honesty.

C. Recognition of signs and symptoms of mental health concerns.

D. Promotion of resiliency to empower youth to persevere and reverse the harmful stigma of mental health by reframing the approach from mental health education to resiliency education.

E. Strategies to support a peer, friends, or family member through adversity.

F. Prevention of suicide.

G. Prevention of the abuse of and addiction to alcohol, nicotine, and drugs.

H. Awareness of local school and community resources and the process for accessing assistance.

Computer Science and Technology Instruction

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

The Board shall provide students in grades K-12 opportunities for learning computer science including, but not limited to, computer coding and computer programming. Computer science courses offered in junior high and high schools shall include the opportunity to earn industry certifications, when possible. Coding instruction may be provided in elementary and junior high schools. Instruction to develop students' computer usage and digital literacy skills may be provided in junior high school.

Exemptions from Certain Instruction

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

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Legal
F.S. 1001.51
F.S. 1003.42
F.S. 1003.4205
F.S. 1003.44
F.S. 1003.453
F.S. 1003.48
F.S. 1007.2616
F.A.C. 6A-1.094124

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po2260

Revised Policy - Vol. 26, No. 2, Jan. 2026 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

I. **General Statement**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the School Board will not discriminate nor tolerate harassment in its educational programs or activities on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, color, national origin, sex (including sexual orientation, gender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), 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").

The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction or any other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination also occurs when any student or employee is subjected to training or instruction that is unlawful under F.S. 1000.05.

The Board also does not discriminate on the basis of protected classes in its employment policies and practices as they relate to students.

Equal educational opportunities shall be available to all students, without regard to the protected classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Further, nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the protected classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc., toward the development of human society;

B. Staff Training

develop professional learning and training opportunities for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the protected classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

2. verify that facilities are made available for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group that is officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society, pursuant to Board Policy 7510 - *Use of District Facilities*;

D. District Support

verify that like aspects of the District's program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Assessment

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the protected classes.

II. Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

III. District Compliance Officer(s)

A. Compliance Officers

The Board designates the following individuals to serve as the District’s "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

Joshua Dailey
Assistant Superintendent
850-229-8256
jdailey@gulf.k12.fl.us

B. Section 504 Compliance Officer/ADA Coordinator

The Board designates the following individuals to serve as the District's

Section 504 Compliance Officer/ADA Coordinator

Renee Lynn
Assistant Superintendent
850-229-6940
rlynn@gulf.k12.fl.us

C. Title IX Coordinator

The Board designates the following individuals to serve as the District's Title IX Coordinator.

Joshua Dailey
Assistant Superintendent
850-229-8256
jdailey@gulf.k12.fl.us

D. Publication

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the staff handbooks and on the School District's website.

E. Duties and Responsibilities

The CO(s), Section 504 Compliance Officer/ADA Coordinator(s), and Title IX Coordinator(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, the Florida Civil Rights Act of 1992, the Florida Educational Equity Act, and/or their implementing regulations is provided to students, their parents, staff members, and the general public. A copy of each of the acts and regulations on which this notice is based may be found in the CO's office.

F. Students with Disabilities, Limited English Proficiency, or Other Needing Additional Services

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive a public

education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit procedures and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing, on an annual basis (see AP 2260F). The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one or more programs is not the result of discrimination.

G. The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

IV. **Reports and Complaints of Unlawful Discrimination and Retaliation**

Students and Board employees are required, and all other members of the School District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the COwithin two (2) days.

Members of the School District community, which includes students or Third Parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – *Bullying and Harassment*, the

Principal believes that the reported misconduct may constitute unlawful discrimination based on a protected class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Nothing contained in this policy is intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations ("FCHR"), or the Equal Employment Opportunity Commission ("EEOC").

V. Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by ~~Policy 2264 – *Nondiscrimination on the Basis of Sex in Education Programs and*~~

~~*Activities* or~~ Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities* ~~*(The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*~~, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination/retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate

conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the Complainant's wishes informal resolution may involve, but not be limited to, one (1) or more of the following:

1. Advising the Complainant about how to communicate concerns to the Respondent.

2. Distributing a copy of Policy 2260 – *Nondiscrimination and Access to Equal Educational Opportunity* to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations

are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District official at the student's school, the CO, Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or

administrative guidelines, including Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity*. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

1. interviews with the complainant;

2. interviews with the respondent;

3. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

4. consideration of any documentation or other information presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A complainant or respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person’s pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

VI. **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the complainant, the respondent(s), and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each

person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Florida's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

VII. **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

VIII. **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

IX. Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

X. Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

A. all written reports/allegations/complaints/statements;

B. narratives of all verbal reports/allegations/complaints/statements;

C. a narrative of all actions taken by District personnel;

D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;

E. written witness statements;

F. narratives of, notes from, or audio, video, or digital recordings of witness statements;

G. all documentary evidence;

H. e-mails, texts, or social media posts pertaining to the investigation;

I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

K. dated written determinations to the parties;

L. dated written descriptions of verbal notifications to the parties;

M. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;

N. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

O. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

P. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

Q. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination, harassment, or retaliation;

R. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

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Legal

F.S. 553.501 et seq., Florida Americans with Disabilities Accessibility Implementation Act
F.S. 760.021
F.S. 760.08
F.S. 1000.05, Florida Educational Equity Act
F.A.C. 6A-19.001
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
34 C.F.R. Part 110 (7/27/93)
29 C.F.R. Part 1635
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2261

Revised Policy - Vol. 26, No. 2, Jan. 2026 - TITLE I SERVICES

2261 - **TITLE I SERVICES**

The School Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act.

The Superintendent shall prepare and present to the Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate ~~staff members~~ personnel and parents of students who will be served by the plan.

A. Assessment

Assessment shall be the same as the assessment for all students in the District.

B. Scope

Funds will be used to upgrade the educational program of an entire school in Title I schools that qualify as schoolwide schools and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The schoolwide program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, and parents involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Federal requirements.

D. Supplement ~~not~~ Not Supplant and Comparability of Services

Title I funds will be used only to supplement, not to supplant, State and local funds. The District will document its compliance with the supplement not supplant provisions by using a written methodology that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding.

The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.

The determination of the comparability of services may exclude State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District.

The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of a school year in determining comparability of services.

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel, and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. Professional Learning

The Superintendent may develop administrative procedures whereby ~~members of the professional staff~~ personnel may participate in the design and implementation of staff development activities. The procedures should:

1. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;

2. allocate part of the staff learning to the following types of strategies:

    a. performance-based student assessment;

    b. use of technology;

    c. working effectively with parents and the community;

    d. early childhood education to build the foundation of reading;

    e. meeting children's special needs;

f. and most importantly, high yield rigorous standard-based instruction to all students;

3. provide opportunities for paraprofessionals to work toward licensing as professional educators.

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Legal
20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2261.02

Revised Policy - Vol. 26, No. 2, Jan. 2026 - TITLE I - PARENTS' RIGHT TO KNOW

2261.02 - **TITLE I - PARENTS' RIGHT TO KNOW**

In accordance with the requirement of ~~Section 1111 of~~ Title I, at the beginning of each school year for each school receiving Title I funds, the ~~Superintendent~~ District shall ~~make sure that all~~ notify parents of students in that school ~~are notified~~ that they may request, and the District will provide in a timely manner, the following information ~~on~~ regarding the professional qualifications of the student's classroom teachers:

1. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.

2. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.

3. ~~The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned~~ Whether the teacher(s) is teaching in the field of discipline of the certification of the teacher.

4. The qualifications of any paraprofessionals providing services to their child(ren).

5. In addition, the parents shall be provided:

    1. information on the level of achievement and academic growth, if applicable and available, of their child(ren) on the required State academic assessments; and,

    2. timely notice if the student is assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher ~~a teacher~~ who ~~is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not "highly qualified"~~ does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Testing Transparency

At the beginning of each school year for each school receiving Title I funds, the District shall notify parents in that school that the parents may request, and the District will provide in a timely manner, information regarding any State or District policy regarding student participation in any assessments mandated by federal law, State law, and/or District policy. The notice will also advise parents of the right to opt their child out of such assessment, where applicable.

The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website and, where practicable, on the website of each school operated by the District) for each grade served by the District, information on each assessment required by the State to comply with federal law, other assessments required by the State and, where such information is available and feasible to report, assessments required by the District.

Language Instruction for English Learners

The District shall, not later than thirty (30) days after the beginning of each school year, inform parents of an English learner identified for participation or participating in a language instruction educational program of the following information:

1. the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;

2. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;

3. the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

4. how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;

5. how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;

6. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under Title I are used for children in high schools;

7. in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child under the Individuals with

Disabilities Education Act; and,

8. information pertaining to parental rights that includes written guidance:

    1. detailing the right that parents have to have their child immediately removed from such program upon their request;

    2. detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and,

    3. assisting parents in selecting among various programs and methods of instruction, if more than one (1) program or method is offered by the eligible entity.

For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the District shall notify the child's parents during the first two (2) weeks of the child being placed in a language instruction educational program consistent with this Policy.

The District shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can:

1. be involved in the education of their children; and,

2. be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

The District's outreach shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under Title I or Title III.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

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Legal
20 U.S.C. 6311, Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq.

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2266

Revised Policy - Vol. 26, No. 2, Jan. 2026 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES**

Introduction

The School Board does not discriminate on the basis of sex ~~(including sexual orientation or gender identity)~~ in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District's education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative procedures, applicable State and/or Federal laws and/or Employee/Administrator Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the District's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative procedures, applicable State and/or Federal laws and/or Employee/Administrator Handbook(s) if committed by a Board employee.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);

B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, ***and*** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, ~~fondling~~ criminal sexual contact (f.k.a. fondling), incest, and statutory rape.

1. *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent

because of age or because of temporary or permanent mental or physical incapacity.

2. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

3. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

4. ~~*Fondling*~~ *Criminal Sexual Contact (f.k.a. Fondling)* is the intentional touching of the clothed or unclothed body parts, without consent, of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or the forced touching by the victim of the other individual's clothed or unclothed body parts, without consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation. ~~is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.~~

5. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

6. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by State law.

7. *Consent*refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

8. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or

alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

D. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

1. a current or former spouse or intimate partner of the victim;

2. a person with whom the victim shares a child in common;

3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or

5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

E. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint: "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the District investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal

Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has the authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District, including but not limited to in-person and online educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes locations, events, and circumstances that take place off-school property/grounds over which the Board exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

School District community: "School District community" refers to students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: "Third Parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other

individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged Sexual Harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of Sexual Harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Eligible Student: "Eligible Student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Joshua Dailey
Assistant Superintendent
850-229-8256
jdailey@gulf.k12.fl.us

Renee Lynn
Assistant Superintendent
850-229-8256
rlynn@gulf.k12.fl.us

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board Attorney. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

> The School Board of Gulf County, Florida, does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and

employment. The District's Title IX Coordinator(s) is/are:

Joshua Dailey
Assistant Superintendent
850-229-8256
150 Middle School Road

Port St. Joe, FL 32456
jdailey@gulf.k12.fl.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities*, which is available at: gulfcoschools.com. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator's(s') contact information – including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). Anonymous reports may be submitted using the online reporting form posted at www.gulfcoschools.com.

Students, Board members, and Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with various vendors, contractors, and other third-parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third-party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies, the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or Employee/Administrator Handbook.

Because the Board is considered to have actual knowledge of Sexual Harassment or allegations of Sexual Harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of Sexual Harassment or allegations of Sexual Harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or Sexual Harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities regarding suspected abuse, abandonment, or neglect of a child pursuant to F.S. 39.201 and Policy 8462 – *Student Abuse, Abandonment, and Neglect*, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of Sexual Harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy 5610 – *Removal, Out-*

of-School Suspension, Disciplinary Placement, and Expulsion of Students, Policy 5610.01 – *Emergency Removal of Students*, and Policy 5611 – *Due Process Rights*.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the

reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

A. Notice of the Board's grievance process, including any informal resolution processes;

B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a Formal Complaint, *unless* the conduct alleged in the Formal Complaint:

A. would not constitute Sexual Harassment (as defined in this policy) even if proved;

B. did not occur in the District's education program or activity; or

C. did not occur against a person in the United States.

If one of the preceding circumstances ~~exist~~ exists the Title IX Coordinator *shall* dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator *may* dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation or hearing:

A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;

B. the Respondent is no longer enrolled in the District or employed by the Board; or

C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal

resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

A. the allegations;

B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and

C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur have stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party

provides the District with voluntary, written consent to do so; if a student party is not an Eligible Student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and

B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

   Board Policy 2461 – *Recording of IEP Team Meetings* controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one (1) day's notice with respect to investigative interviews and other meetings and three (3) days' notice with respect to hearings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the investigator and/or Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

will not provide hearing

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

If the decision-maker(s) decides not to conduct a hearing, the decision-maker(s) will state in writing the reason for not conducting a hearing and provide that explanation to the parties. Additionally, before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

If the decision-maker(s) elects to conduct a hearing, the hearing will proceed as follows:

The hearing will proceed as follows:

> At the hearing, the decision-maker(s) will allow each party or each party's advisor to submit relevant questions to the decision-maker(s) who will ask the questions to the

other party and any witnesses. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Only relevant cross-examination and other questions, including follow-up questions and questions challenging credibility, will be permitted. Such cross-examination and questioning at the live hearing shall be conducted orally and in real time.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Hearings may be conducted with all parties physically present in the same geographic location or, at the discretion of the decision-maker(s) and/or Title IX Coordinator(s), any or all parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either party, the decision-maker shall provide for the hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or witness answering questions. The District will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

A. Identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;

B. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence, and hearings held;

C. Findings of fact supporting the determination;

D. Conclusions regarding the application of the applicable code of conduct to the facts;

E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and

F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The following disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

A. Informal Discipline

1. writing assignments;

2. changing of seating or location:

3. in-school discipline.

B. Formal Discipline

1. suspension of bus riding/transportation privileges;

2. removal from co-curricular and/or extra-curricular activity(ies), including athletics;

3. emergency removal;

4. suspension for up to ten (10) school days;

5. expulsion not to exceed the remainder of the term or school year and one (1) additional year of attendance;

6. any other sanction authorized by the Student Code of Conduct.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX

Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – *Suspension/Expulsion of Disabled Students*, Policy 5610 – *Removal, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students*, Policy 5601.01 – *Emergency Removal of Students*, Policy 5610.02 – *In-School Discipline*, Policy 5610.04 – *Suspension of Bus Riding/Transportation Privileges*, Policy 5610.05 – *Participation in Extra-Curricular Activities*, and Policy 5611 – *Due Process Rights*. Discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

The following disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

A. oral or written warning;

B. written reprimands;

C. suspension with pay;

D. suspension without pay (with board approval);

E. termination, and any other sanction authorized by any applicable Employee/Administrator Handbook and/or collective bargaining agreement.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

A. oral or written warning;

B. suspension or termination/cancellation of the Board's contract with the third-party vendor or contractor;

C. mandatory monitoring of the third-party while on school property and/or while working/interacting with students;

D. restriction/prohibition on the third-party's ability to be on school property; and

E. any combination of the same.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately imposing a disciplinary sanction/consequence, the Superintendent (or the Board when the appointed Superintendent is the Respondent) will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is an elected Superintendent or Member of the Board, the Board shall notify the appropriate Florida governmental authority(ies).

The District's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the Superintendent (or the Title IX Coordinator if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, on the following bases:

A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the

matter; and

C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the Sexual Harassment).

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within three (3) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent (or the Board when the appointed Superintendent is the Respondent) from implementing appropriate remedies; however, excluding disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal shall determine when each party's written statement is due.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-makers(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX

Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation and/or hearing, is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20

U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, F.S. 1002.22-1002.222, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution and the principles of academic freedom as set forth in the applicable collective bargaining agreement. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment and/or the principles of academic freedom specified in the Board's collective bargaining agreement with its teachers.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

A. the definition of Sexual Harassment (as that term is used in this policy);

B. the scope of the District's education program or activity;

C. how to conduct an investigation and implement the grievance process, that includes hearings, appeals, and informal resolution processes, as applicable; and

D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report Sexual Harassment to the Title IX Coordinator. This training will include practical information about how to identify and report Sexual Harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of

the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records:

A. each Sexual Harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript that is made of any hearing, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity

B. any appeal and the result therefrom

C. any informal resolution and the result therefrom, and

D. all materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains discretion to appoint two or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation may be rescinded by the Superintendent at any time.

Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

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Legal
20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
34 C.F.R. Part 106
Dear Colleague Letter on Sexual Violence (Office for Civil Rights, 2011)
F.S. 1000.05
OCR's Revised Sexual Harassment Guidance (2001)

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2280

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

2280 - **PHYSICAL EDUCATION**

The School Board recognizes the value of physical education to the maintenance of the health and vitality of all students, as well as to the development of life-long habits that will enhance personal fitness and wellness and has available to students one-on-one counseling concerning the benefits of physical education.

Therefore, it shall be the policy of the Board that opportunities for physical education that are consistent with the Florida Early Learning Services Birth to Five standards for physical development shall be available to all students in Pre-Kindergarten. Students in kindergarten through grade five (5) shall be provided 150 minutes of physical education, as defined in State law, each week. Students in grade six who are enrolled in a school with students in Kindergarten through grade five shall also be provided 150 minutes of physical education as defined in State law each week.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Completion of two (2) years of marching band shall satisfy the one (1) credit requirement in physical education ~~or~~ and the one (1) credit requirement in performing arts.

C. Completion of one (1) credit with a grade of "C" or better in a dance techniques course, a significant component of which is activities designed to maintain or improve health-related fitness and lifelong fitness, shall satisfy the one (1) credit requirement in physical education or the one (1) credit requirement in performing

arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or 504 Plan.

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

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

F. Completion of two (2) years in a Reserve Officer Training Corps (R.O.T.C.) class, a significant component of which is drills, shall satisfy the one (1) credit requirement in physical education and the one (1) credit requirement in performing arts. This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or 504 plan.

G. ~~Taking a marching band class, a physical activity class, or a dance class or by completing two (2) years of JROTC will not be a substitute for the personal fitness or adaptive physical education requirements required by Florida law.~~ A student with a disability may participate in the Special Olympics as a course substitution for the one (1) credit physical education requirement. A student who chooses this option must participate in the Special Olympics for one (1) school year, as determined by the student's IEP team.

The Superintendent shall annually review the District's wellness policy and physical education policy and include it as an item on a Board meeting agenda for public input and revision.

The Superintendent shall be an ex officio member of the committee.

The physical education committee will be responsible for accomplishing the following:

A. review data about the implementation of the District's physical education policy in each of the District's schools;

B. review the District's current physical education policy;

C. conduct a meeting at which public input may be provided with regard to revisions needed to the physical education policy; and

D. recommend revision of the policy, as necessary.

Before the end of each school year, the physical education committee shall submit to the Superintendent and Board their report in which they describe the implementation of the physical education policy in each school, and identify any revisions to the policy the committee deems necessary.

The Superintendent shall report annually to the Board on the work of the physical education committee, including their evaluation of the implementation of the physical education policy District-wide, and the areas for improvement, if any, that the committee identified. The Superintendent shall also recommend any revisions deemed necessary to the policy for the Board's consideration and adoption.

If revisions to the physical education policy are recommended and adopted, the Superintendent shall submit the revised policy to the Department of Education, as required by State law.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2370.01

Revised Policy - Vol. 27, No. 1, June 2026 - VIRTUAL INSTRUCTION

2370.01 **- VIRTUAL INSTRUCTION**

Virtual instructional is available to students residing within the District for part-time or full-time participation in Kindergarten through Grade 12. Such courses shall be identified in the course code directory.

The District shall provide access to enroll in courses , based on the student's choice, available through ~~one of the District options for virtual instruction~~ the District's virtual instruction program option or an approved virtual instruction program under F.S. 1002.45 , and shall award credit for successful completion. Access to online courses is available to students during and after the normal school day and through summer school enrollment. A District student will not be required to take an online course outside of the regular school day in addition to the student's courses for a given semester or on school grounds.

The purposes of the options above is to make instruction available to District students using online and distance education technology in either a traditional classroom or a nontraditional classroom (i.e., primarily outside of public school buildings). If the student and his/her parents select part-time or full-time instruction delivered by providers approved by the FLDOE, they will have the right to select from the list of approved providers.

The District may offer a full-time or part-time program for grade 9-12 students enrolled in dropout prevention, academic intervention, Department of Juvenile Justice (DJJ), core courses to meet class size requirements, or community colleges.

Student Participation Requirements

Students participating in a virtual instruction program must take Statewide standardized assessments pursuant to F.S. 1008.22 and participate in the coordinated screening and progress monitoring system under F.S. 1008.25. The approved virtual instruction program provider or virtual charter school shall provide a list of students to be administered Statewide assessments and progress monitoring to the District, including the students' names, Florida Education Identifiers, grade levels, assessments and progress monitoring to be administered and contact information. Unless an alternative testing site is mutually

agreed to by the virtual program provider or virtual charter school and the Board, all assessments and progress monitoring must be taken at the school to which the student would be assigned according to the Board's attendance policy. The District must provide the student with access to the school's or Board's testing facilities and provide the student with the date and time of the administration of each assessment and progress monitoring.

Notification of Virtual Instruction Program to Parents and Students

Within the first week of each school year, the District shall provide notification to parents and students about a student's right and choice to participate in a virtual instruction program and in courses offered by the Florida Virtual School under State law.

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Legal
F.S. 1000.04
F.S. 1001.20
F.S. 1001.42
F.S. 1002.20
F.S. 1002.321
F.S. 1002.37
F.S. 1002.45
F.S. 1002.455
F.S. 1003.02
F.S. 1003.32(1)
F.S. 1003.4282
F.S. 1003.498
F.S. 1003.499
F.S. 1006.29
F.S. 1007.27
F.S. 1011.62
F.A.C. 6A-6.0981

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2371

Revised Policy - Vol. 26, No. 2, Jan. 2026 - HOPE SCHOLARSHIPS

2371 - **HOPE SCHOLARSHIPS** **No policy in Gulf. Please consider**

Students subjected to an incident of violence or bullying at school have the opportunity to seek a transfer to another District school with capacity or request a scholarship to attend an eligible private school.

Eligibility

A student in grade K-12 is eligible for certain educational options if the student was subjected to, and subsequently reported to the Principal, any of the following incidents (as set forth in F.S. 1002.40(3)) at school, on a school bus, at a school bus stop, at a school-related/sponsored program or activity, or at any other school location:

A. battery;

B. harassment (see Policy 5517.01 - *Bullying and Harassment*);

C. hazing (see Policy 5516 - *Student Hazing*);

D. bullying (see Policy 5517.01 - *Bullying and Harassment*);

E. kidnapping;

F. physical attack;

G. robbery;

H. sexual offenses (including harassment, assault, or battery) (see ~~Policy 2264 – Nondiscrimination on the Basis of Sex in Education Programs and Activities or~~ Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities* ~~(The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)~~);

I. threat or intimidation; or

J. fighting.

Investigation and Parental Notification of Hope Scholarship Program

Upon receipt of a report from a student of any of the incidents set forth herein, the Principal shall provide a copy of the report to the parent of the student and investigate the incident within fifteen (15) days to determine if the incident must be reported to the Florida Department of Education's (FLDOE) Automated Student Information System.

Within twenty-four (24) hours after receipt of the report, the Principal shall provide a copy of the report to the parent of the alleged offender and to the superintendent.

Upon conclusion of the investigation or within fifteen (15) days after the incident was reported, whichever occurs first, the District shall notify the parent of opportunities to enroll the student in another public school that has capacity, and notify the parent of the student's eligibility to apply for a scholarship to attend an eligible private school under F.S. 1002.394 and 1002.395.

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Legal
F.S. 1002.40
F.A.C. 6A-6.0951

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2421

Revised Policy - Vol. 26, No. 2, Jan. 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 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. practical arts courses designed to teach students practical generic skills which, although applicable in some occupations, are not designed to prepare students for entry into an occupation;

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

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

Additionally, each high school in 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.

The Superintendent shall annually submit a list of the career and technical education courses available in the District to the Board for approval. If required, the course list and any other related information shall thereafter be submitted to the Florida Department of Education (FLDOE) for approval.

Career and technical education program offerings are available to middle and high school students without regard to race (including anti-Semitism), color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), 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. The Superintendent is to ensure that application forms for cooperative education programs contain a notice of nondiscrimination. The notice of nondiscrimination shall be part of the application forms provided to employers.

Procedures for program operation in accordance with applicable labor laws are incorporated in the FLDOE Curriculum Frameworks, and Student Performance Standards. Those documents are kept on file in the Superintendent's office.

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

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

The Board may seek partnerships with other school districts, private businesses, postsecondary institutions, or consultants to offer classes and instruction to teachers and students to assist the District in providing digital materials, CAPE Digital Tool certificates, and CAPE industry certifications established pursuant to F.S. 1003.4203.

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 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 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, the opportunity to earn industry certification, the opportunity to attain the Florida Gold Seal Vocational Scholars award or the Florida Gold Seal CAPE Scholars award, and the opportunity to earn postsecondary credit.

The 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, job shadowing, 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.

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.

A Florida Ready to Work Credential and portfolio will be awarded to students upon successful completion of the instruction. Each portfolio must delineate the skills demonstrated by the student as evidenced by the student's preparation for employment. A student shall also be awarded a Florida Ready to Work Credential who successfully passes assessments in Reading for Information, Applied Mathematics, and Locating Information or any other assessments of comparable rigor. Each assessment is scored on a scale of three to seven (7) and a student receives a level of credential based on the score they receive. A bronze-level credential requires a minimum score of three (3) or above on each of the assessments, a silver-level credential requires a minimum score of four (4) or above on each of the assessments, and a gold-level credential requires a minimum score of five (5) or above on each of the assessments.

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 must 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 Vocational Scholars award 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 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. offer externships.

H. 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 FLDOE in accordance with F.S. Chapter 446, Job Training, is exempt from the provisions of F.S. 1004.91 relating to career preparatory instruction.

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.

Registration and Enrollment Reporting Requirements for Adult Students

Districts must comply with the specific requirements and procedures outlined in F.A.C. 6A-10.0381 for registration and reporting of enrollment of students in adult general education and postsecondary career and technical education (CTE) programs. The District must maintain written policies and procedures to ensure implementation of this rule and must comply with the information database requirements of the Comprehensive Management Information System as specified in F.A.C. 6A-1.0014.

Waiver of Tuition and Fees for Certain Individuals

Certain individuals may qualify for a waiver of tuition and/or other fees. The following ~~consist~~ consists of the Board's tuition and other fee waivers.

A. Tuition shall be waived for undergraduate college credit programs and career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Similarly, tuition and fees shall be waived for eligible disabled veterans pursuant to F.S. 1009.21.

B. Out-of-state fees for career centers for the following:

1. Students who are undocumented for Federal immigration purposes and:

a. attended a secondary school in Florida for three (3) consecutive years immediately before graduating from a high school in Florida;

b. apply for enrollment in an institution of higher education within twenty-four (24) months after high school graduation; and

c. submit an official Florida high school transcript as evidence of attendance and graduation.

2. An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in Florida while enrolled in the career center; or entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in Florida while enrolled in the career center.

3. A person who is an active duty member of the Armed Forces of the United States residing or stationed outside of Florida. Tuition and fees charged to a student who qualifies for this out-of-state ~~wavier~~ waiver may not exceed tuition and fees charged to a resident student.

C. Transcript fees shall be waived for any individual who is an active duty member or an honorably discharged veteran of the United States Armed Forces. Transcript fees shall also be waived for such individual's spouse and dependents.

D. All registration, tuition, laboratory, and examination fees for a student participating in the Graduation Alternative to Traditional Education (GATE) Program as set forth under F.S. 1004.933. A waiver provided under this subparagraph after a student's first term shall be provided after State aid pursuant to F.S. 1009.895 is applied. Instructional materials assigned for use under the GATE Program will be made available to GATE Program students free of charge. No criteria to determine a student's eligibility to receive a waiver shall differ from F.S. 1004.933.

The District shall report to the FLDOE all students enrolled in the GATE Program during the fall, spring, or summer terms within thirty (30) days after the end of

regular registration. For each eligible student, the District shall report the total reimbursable expenses by category.

Career centers shall report to the State Board of Education the number and value of fee waivers granted annually.

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 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.

Armed Services Vocational Aptitude Battery (ASVAB)

The District shall provide opportunities to students in grades 11 and 12 to take the Armed Services Vocational Aptitude Battery (ASVAB) during normal school hours and, if requested by a student, the opportunity to consult with a military recruiter.

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Legal
F.S. 445.004
F.S. 445.006
F.S. 446 et seq.
F.S. 450.081
F.S. 1000.05
F.S. 1001.42
F.S. 1003.01
F.S. 1003.41
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-6.0200
F.A.C. 6A-6.0576
F.A.C. 6A-10.0244
F.A.C. 6A-20.0284
29 U.S.C. 201
29 U.S.C. 202
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29 U.S.C. 216
29 U.S.C. 216b
29 U.S.C. 217
29 U.S.C. 218
29 U.S.C. 218b
29 U.S.C. 218c
29 U.S.C. 219

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2431

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 involvingmiddle schools (grades 6-8)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. No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

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

Interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the 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 athletic coaches and sponsors of extra-curricular activities involving outdoor practices or events shall complete annual training in exertional heat stroke (EHS) identification, prevention, and response, including effective administration of cooling zones.

Eligibility and Regulation

All middle schools and high schools shall be members of the FHSAA and governed by its rules and regulations. All ~~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 enrolling in the sport,

1. each participant shall ~~submit to a thorough physical~~ satisfactorily pass a medical examination ~~by a District-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;

   ~~Physicals~~ 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 under F.S. Chapter 458 or Chapter 459 in good standing with the Board of Medicine or Board of Osteopathic Medicine, as applicable, provides a certificate of medical exception.

B. 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 review panel that 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.

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 or develop an agreement to participate in such activity at a private school, 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:

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

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

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

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

Transportation

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

Recruiting Prohibited/Penalties

The 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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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:

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

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

3. ~~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; or, ~~.~~

4. ~~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:~~

1. ~~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.~~

2. ~~The student moves to a new residence following marriage of the student. The student must immediately establish a new residence that makes it necessary to attend a different school.~~

3. ~~The student is reassigned to a new school pursuant to Board policy.~~

4. ~~The student transfers from the current school within the first twenty (20) school days to a new school (i.e., acceptance into a previously applied for magnet program, charter, or private school).~~

5. ~~Special assignment by the Superintendent.~~

6. ~~Undue hardship.~~

7. ~~_____.~~

8. ~~_____.~~

~~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 principal ~~or designee~~ shall certify that the information provided to the FHSAA is accurate and that the students named in the report are eligible to participate in accordance with the FHSAA's bylaws.

Recruiting Prohibited/Penalties

The 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 ~~Principal~~ governing organization 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~~ governing organization's bylaws.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2450

Revised Policy - Vol. 26, No. 2, Jan. 2026 - ADULT AND COMMUNITY EDUCATION

2450 - **ADULT AND COMMUNITY EDUCATION**

With regard to adult/community education, the School Board also shall provide a basic and high school continuation program as an opportunity for anyone over the age of sixteen (16) who is not attending high school in this District.

The District shall adhere to the specific requirements and procedures outlined in F.A.C. 6A-10.0381 for registration and reporting of enrollment of students in adult general education and postsecondary career and technical education (CTE) programs. Additionally, the District shall comply with the information database requirements of the Comprehensive Management Information System as specified in F.A.C. 6A-1.0014.

An individual who is sixteen (16) or seventeen (17) years of age may be permitted to take the General Education Development (GED) test in accordance with Policy 5465 - *General Education Development (GED) Tests*.

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Legal
F.S. 1003.435
F.S. 1004.93
F.S. 1004.94

F.A.C. 6A-1.0014

F.A.C. 6A-10.0381

The Veterans Benefits and Transition Act - 2018 (38 USC Sections 3679, 3698(c)(1)(C), P.L. 115-407, Sections 103-104)

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po2460

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

2460 - **EXCEPTIONAL STUDENT EDUCATION**

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

A. Child Identification

The District will make ongoing efforts to identify, locate, and evaluate students below twenty-two (22) years of age, who reside within the District and have a confirmed or suspected disability in accordance with all Federal regulations and State standards.

B. Procedural Safeguards

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

C. Multifactored Evaluation

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

The District will provide a multifactored evaluation for students with disabilities by ensuring that:

1. children are assessed in their native language or other mode of communication;

2. tests are used for their validated purposes;

3. children are evaluated in all areas related to their suspected disability;

4. testing is conducted by a multidisciplinary team;

5. testing materials and procedures are not racially or culturally biased;

6. tests are administered by trained personnel qualified in accordance with all Federal regulations and State standards;

7. tests are administered in conformance with the instructions provided by the producer;

8. medical evaluation, when required as part of the multifactored evaluation, shall be provided at no cost to the parent by a licensed physician designated by the Superintendent or his/her designee, when other no-cost resources are not available.

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

D. Individualized Education Program

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

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

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

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

2. place the student in an exceptional student education center.

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

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

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

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

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

1. individuals certified under F.S. 393.17 or licensed under Chapter 490 or Chapter 491 for applied behavior analysis services as defined in F.S. 627.6686 and 641.31098;

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

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

3. speech-language pathologists licensed under F.S. 468.1185;

4. occupational therapists licensed under part III of 379 Chapter 468;

5. physical therapists licensed under Chapter 486;

6. psychologists licensed under Chapter 490; and

7. clinical social workers licensed under Chapter 491.

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

1. the student's public instructional personnel and principal consent to the time and place; and

2. the private instructional personnel satisfies the requirements of F.S. 1012.32 or 1012.321.

E. Least Restrictive Environment

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

F. Confidentiality of Data

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

G. Due Process

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

child.

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

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

H. Surrogate Parent

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

I. Testing Programs

Students with disabilities shall participate in local and State-wide testing programs to the maximum extent appropriate. Individual exemptions and/or waivers shall be granted only as permitted under Florida law and State Board of Education rules. Exceptional students with disabilities shall have access to testing sites.

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

If the IEP Team determines that a student with a disability is prevented by a "circumstance" or "condition" as defined in F.S. 1008.212 from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment under F.S. 1008.22(3)(c), the IEP Team may submit to the superintendent a written request for an extraordinary exemption from the administration of the assessment, pursuant to F.S. 1008.212. The request may be made at any time during the school year, but not later than sixty (60) days before the assessment for which the request is made. The superintendent will recommend to the Commissioner of Education whether the request should be granted or denied, and the Commissioner will grant or deny the requested exemption within thirty (30) days. A copy of the District's procedural safeguards as required in F.A.C. 6A-6.03311 shall be provided to the parent. If the parent disagrees with the IEP Team's recommendation, the dispute resolution methods described in the procedural safeguards shall be made available to the parent.

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

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

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

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 a meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents of students with disabilities or eligible students with disabilities on school grounds shall sign-in at the front office of such school as a guest.

Parents of students with disabilities, or eligible students with disabilities, and District personnel shall sign Form 5780 F1 at the meeting's conclusion which states whether or not any District personnel have prohibited, discouraged or attempted

discourage the parents, or eligible student, from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

K. Early Literacy Skills for Retained Prekindergarten Students

A parent of a student with a disability who is enrolled in prekindergarten at the age of 4 and is fully funded through the Florida Education Finance Program may retain their child in consultation with the student's IEP team. A student with an IEP who has been retained pursuant to this paragraph and has demonstrated a substantial deficiency in early literacy skills shall receive instruction from the District in early literacy skills.

L. Transfer of Parental Rights at Age of Majority

Unless an exception applies under the rules of the State Board of Education, when a student with a disability reaches the age of eighteen (18), the right of prior written notice is retained as a shared right of the parent and the student. All other parent rights under the IDEA then transfer to the student.

At least one (1) year before the student reaches the age of eighteen (18), the Board will provide information and instruction to the student and the student's parent(s) on self-determination and the legal rights and responsibilities regarding the educational decisions that transfer to the student upon attaining the age of eighteen (18). The information and instruction will include written notice that the rights afforded to parents under Part B of the IDEA transfer to the student at age eighteen (18) except in specified circumstances referenced in F.A.C. 6A-6.03311, a description of the rights that transfer to the student, and the ways in which the parent may continue to participate in educational decisions, including:

1. informed consent to grant permission to access confidential records protected under the Family Educational Rights and Privacy Act (FERPA) as provided in F.S. 1002.22;

2. powers of attorney as provided in F.S. Chapter 709;

3. guardian advocacy as provided in F.S. 393.12;

4. guardianship as provided in F.S. Chapter 744; and,

5. supported decision-making agreements as provided in F.S. 709.2209.

M. Right to Notice and Access Regarding Related Services

If a related service identified in a student's IEP is not provided as scheduled, the District

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

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

Placement by the Department of Children and Family Services

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

A. provide educational instruction to the student;

B. contract with another provider to provide the educational instruction;

C. contract with the private residential care facility in which the student resides to provide the educational instruction; or

D. decline to provide or contract for educational instruction, in which case the school district in which the legal residence of the student is located shall provide or contract for the educational instruction of the student.

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

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Legal
F.S. 1001.41
F.S. 1001.42
F.S. 1002.20
F.S. 1003.01(3)
F.S. 1003.4156
F.S. 1003.4282
F.S. 1003.57
F.S. 1003.5715
F.S. 1003.572
F.S. 1008.212
F.S. 1008.22
F.S. 1008.24

Statewide Assessment for Students with Disabilities, F.A.C. 6A-1.0943
Florida Alternate Assessment Requirements, F.A.C. 6A-1.09430
F.A.C. 6A-1.09963
Provision of Free Appropriate Public Education (FAPE) and Development of Individual Educational Plans for Students with Disabilities, F.A.C. 6A-6.03028
Procedural Safeguards and Due Process Procedures for Parents and Students with Disabilities, F.A.C. 6A-6.03311
Procedural Safeguards for Exceptional Students Who Are Gifted, F.A.C. 6A-6.03313
Surrogate Parents, F.A.C. 6A-6.0333
Definitions, ESE Policies and Procedures, and ESE Administrators, F.A.C. 6A-6.03411
20 U.S.C. 1400 et seq.
20 U.S.C. 1401 et seq.
34 C.F.R. Part 300

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3120

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

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 School District.

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

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~~ Federal ~~l~~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.

The Board may employ exchange teachers through the United States Department of State's Exchange Visitor Program (J-1 Visa) so long as such individuals meet all teacher and licensure requirements as set forth in Florida law, Federal law, 22 C.F.R. Chapter 62, and F.A.C. 6A-4.002. "Exchange teacher" is "a teacher from a country other than the United States teaching as the result of a reciprocal arrangement with the United States government or a nationally recognized organization in the United States and another country".

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 shall 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. The District will post requirements on its website for the issuance of an adjunct teaching certificate, including the subject area test through which an applicant demonstrates subject area mastery.

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.

NONCERTIFICATED INSTRUCTIONAL PERSONNEL

The Superintendent is hereby authorized to select and recommend noncertificated instructional personnel for appointment, pursuant to State Board of Education Rule F.A.C. 6A-1.0502, in a critical teacher shortage area, as identified by the Board. To be eligible for employment under this provision, such individuals must hold a Bachelor's or higher degree and possess expert skill in or knowledge of a particular subject or talent, but not hold a Florida teaching certificate. Instructional personnel employed under this policy will not be entitled to receive a contract and shall be governed by the criteria found in the Board Noncertificated Instructional Personnel Procedures.

CERTIFICATED PERSONNEL

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

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 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.

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Legal
F.S. 1012.01
F.S. 1012.22
F.S. 1012.24
F.S. 1012.27
F.S. 1012.315
F.S. 1012.32
F.S. 1012.33

F.S. 1012.42
F.S. 1012.55
F.S. 1012.56
F.S. 1012.57
F.S. 1012.575
F.A.C. 6A-1.0502
F.A.C. 6A-1.0503
F.A.C. 6A-4.002

20 U.S.C. 6301
20 U.S.C. 7801

22 C.F.R. Part 62

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 any athletic coach who voluntarily renders service and who is 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 a sports safety course which shall count for six (6) hours of required School District in-service instruction for athletic coaching certification if the course is approved by the Florida High School Athletic Association (FHSAA) Board of Directors and meets specified requirements. The course must consist of at least eight (8) modules, must immediately provide an individual with a "merit" certificate at the time of successful completion, and must be delivered through hands-on and online teaching methods. The hands-on course material must be less than 120 pages. In addition, the course must be taught by either a State-licensed athletic trainer who holds a current certificate from the Board of Certification or a member of the American Academy of Orthopedic Surgeons. The course must cover sports safety specifically, excluding coaching principles and procedures for cardiopulmonary resuscitation. The course must be authorized or approved by at least ten (10) health care professionals, must be revised and reviewed for updates at least once every thirty (30) months, and must be available to the general public for a retail price under $50. Also, each course examination must be automated and taken online with a score of eighty percent (80%) or better for successful completion.

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.

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Legal

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3120.04

Revised Policy - Vol. 26, No. 2, Jan. 2026 - EMPLOYMENT OF SUBSTITUTE, SHORT-TERM, AND PART-TIME INSTRUCTIONAL STAFF

3120.04 - **EMPLOYMENT OF SUBSTITUTE, SHORT-TERM, AND PART-TIME INSTRUCTIONAL STAFF**

When it becomes necessary to employ instructional personnel on a temporary basis, such employment is on a limited-time basis for the purpose of filling a vacancy for which a regular employee cannot be found or to perform some task of a temporary nature. This employment shall end at the close of the school term, at the end of the fiscal year, or at the time when the temporary task is completed.

A. Substitute Teachers

The School Board authorizes the employment of State and District certificated substitute teachers pursuant to Florida law. The employment of substitute teachers shall be in accordance with a planned program developed by the District.. Substitute teachers must provide documentation of a minimum education level of a high school diploma or equivalent. Potential substitute teachers with no prior teaching experience as determined by the District must complete an additional training program that includes classroom management skills and instructional strategies.

Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Human Resource Office.

In the absence of a regular teacher, a substitute teacher shall be employed under the following conditions:

1. Absences of regular teachers shall be filled by highly qualified substitute teachers whenever possible.

2. Before working in the District, substitute teachers will complete an initial orientation and training program in Board policies and District procedures

addressing school safety and security procedures, educational liability laws, professional responsibilities, and ethics.

3. All substitute teachers shall observe the same hours and perform the same duties as regular teachers. Substitutes may be excused by the principal from instructional meetings.

4. Each substitute teacher shall conduct classes according to lesson plans and schedules prepared by the teacher who is absent.

5. The principal shall determine whether substitutes will be responsible for the extra-curricular duties assigned to the regular teacher. Each substitute shall leave for the returning teacher a summary of the work covered and work assigned to students.

6. Compensation of substitute teachers shall be established by the Board.

7. Each substitute teacher shall file a complete set of fingerprints as required in Policy 3121.01 - *Employment History and Criminal Background Checks*.

8. The District may remove a substitute teacher from its approved list of substitute teachers with or without cause. The substitute teacher removed from the approved list shall not have any further recourse against the District unless removal from the approved list is in violation of State or Federal law.

Any required training programs for substitute teachers may be provided by Florida College System institutions, colleges of education, district school boards, educational consortia, or commercial vendors.

Substitute teachers who provide instruction for thirty (30) or more days in a single classroom placement will receive a performance appraisal to assess the quality of instruction delivered to students.

Upon request from an early learning coalition serving students in Gulf County, the District will make available to the coalition a list of persons eligible to act as a substitute teacher in this District.

B. Short-Term Teachers

In the absence of a regular teacher, a short-term contract teacher shall be employed when it is known or determined that the regular teacher will be absent for more than thirty (30) consecutive days or for the remainder of the school year. A highly qualified teacher shall be appointed as a replacement as soon as possible so that

there is continuity in the instructional program. To be eligible to be recommended for a contract for the period to be served, the individual selected as the replacement shall have a valid Florida certificate and meet the criteria established by the FLDOE to be considered highly qualified for the assignment.

A short-term teacher shall be paid on the teacher salary schedule, once they have met all conditions to be employed as a replacement, and shall assume the full duties of a regular teacher.

C. Part-Time Instructional Staff

The Superintendent is authorized to employ temporary or part-time personnel as needed to teach less than a full school day or less than a full school year.

Part-time positions for summer programs are handled according to summer program procedures. Other District programs such as after school and migrant tutoring may employ part-time instructors providing they hold appropriate certification.

Employees in bargaining units should refer to the current collective bargaining agreement for additional provisions regarding part-time positions for summer programs.

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Legal
F.S. 1002.83(14)
F.S. 1012.35
F.S. 1012.36

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 (primarily coaching positions). 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. (See Policy 3120.03)

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.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3129

Revised Policy - Vol. 26, No. 2, Jan. 2026 - CONFLICT OF INTEREST

3129 - **CONFLICT OF INTEREST**

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

A. No employee, officer, agent, or Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.

B. No employee, officer, agent, or Board member shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, or parents of such students, or clients in the course of their employment with the District.

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

   1. the provision of any private lessons or services for a fee;

   2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to District records;

   3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;

   4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a

condition of receiving any grades, credits, promotions, approvals, or recommendations.

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

Exceptions to any provision in parts A through C of this policy shall be approved in advance by the Superintendent and shall be consistent with State law , including providing services in accordance with The New Worlds Tutoring Program as permitted under F.S. 1008.366 .

No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors.

However, pursuant to Federal rules, the School District has set standards for situations where the financial interest is not substantial or the gift is for when an employee, officer, agent, or Board member may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $50.00 or less.

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

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

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the

commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200.

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

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Legal
F.S. 1008.366

F.S.112.312
F.S.112.313
F.S. 1006.32
2 C.F.R. 200.112
2 C.F.R. 200.113
2 C.F.R. 200.318

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3129.01

Revised Policy - Vol. 26, No. 2, Jan. 2026 - TUTORING

3129.01 - **TUTORING**

As set forth in Policy 3210 no instructional staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest.

Instructional staff members who tutor students within their school unit and receive compensation for this work shall have prior approval of their principal.

Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes for which a grade is given. For purposes of this policy, "remedial tutoring" does not include The New Worlds ~~Reading Scholarship Account~~ Tutoring Program services permitted under Policy 3129.

In accordance with this policy, Board facilities and materials shall not be utilized for such tutoring.

In accordance with this policy, Board facilities and materials shall not be utilized for such tutoring unless such tutoring is provided as part of the District's participation in the RAISE Program.

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Legal
F.S. 1002.411
F.S. 1008.365

F.S. 1008.366

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3130

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

3130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION 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 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.

The Board shall act not later than three (3) weeks following the receipt of ~~State mandated~~ 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 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 temporarily reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s).

The Superintendent must seek Board approval for any temporary reassignment that will exceed fifteen (15) school days.

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 or endorsement in reading.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in another state, in which a candidate demonstrates an impact on student learning growth, through a Florida online or distance program must have received "clinical educator" training or its equivalent in that state, hold a valid professional certificate issued by the state in which the field experience takes place, and have at least three (3) years of PreK-12 teaching experience.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships, in which a candidate demonstrates an impact on student learning growth, on a United States military base in another country through a Florida online or distance program must have received "clinical educator" training or its equivalent, hold a valid professional certificate issued by the United States Department of Defense or a state or territory of the United States, and have at least three (3) years of PreK-12 teaching experience.

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.

The plan shall be reviewed and considered for adoption by the Board during a publicly-noticed meeting.

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.

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

Promotion and Transfer

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

Before transferring an instructional staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the teacher will be assigned and allow the principal the opportunity to review the teacher's records, including student performance demonstrated under F.S. 1012.34, and interview the teacher. If, in the judgment of the principal, students would not benefit from the placement, an alternative placement may be sought. A principal may refuse to accept the Superintendent's assignment or transfer of an instructional staff member who holds a professional teaching certificate to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of instructional staff for Board action.

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

Required Reporting

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

Duties, Days, and Hours

The 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.

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Legal
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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3211

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

3211 - **WHISTLEBLOWER PROTECTION O PTION TO REVIEW**

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 instructional~~ Instructional staff members ~~to~~ must report in a signed, written report, the following to the Superintendent:

1. 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,

2. ~~to their immediate supervisors. Additionally, pursuant to State law, instructional 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 their immediate supervisor. If the employee's immediate supervisor is not responsive or is the one whose behavior is in question, the employee should report the alleged misconduct to the 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 and such report meets the requirements of the Florida's Whistleblower's Act~~ 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~~ may be 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~~.

[DRAFTING NOTE: Select the option below if the District has contracted with the Division of Administrative Hearings to conduct hearings under F.S. 120.65 and F.S. 112.3187.]

[X **]** Within sixty (60) days after an action prohibited by this policy, any employee protected by F.S. 112.3187 may file a complaint with the Board so that a hearing may be held with the Florida Division of Administrative Hearings under F.S. 120.65. **[END OF OPTION]**

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Legal
F.S. 112.3187
F.S. 112.3189

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3215

Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT

3215 - **SMOKING AND TOBACCO-FREE ENVIRONMENT** NO CHANGES NEEDED

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time"means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device"means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods**.**

C. "School property"means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. “Tobacco product”means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco

dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Violations of this policy by staff members will be addressed through established staff disciplinary procedures.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

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Legal

F.S. 381.84
F.S. 386.202
F.S. 386.204
F.S. 386.209
F.S. 386.212
20 U.S.C. 6081 et seq.
20 U.S.C. 7182
Florida Department of Health and the Public Health Law Center's publication "Commercial Tobacco-Free K-12 School Model Policy: Questions and Answers"

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 and excluding substitute teachers, a performance evaluation must be conducted for each instructional staff member at least once per year. Newly hired teachers must be observed and evaluated twice during their first year of teaching in the District.

The Principal is responsible for the performance of all personnel employed by the School Board and assigned to the school to which the Principal is assigned. The Principal shall appropriately and effectively apply the personnel evaluation system that has been recommended by the 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 of instructional personnel must be based upon the performance of students assigned to their classrooms. The performance evaluation system must be based upon sound educational principles and contemporary research in effective educational practices. The 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 and school administrators' performance, or any combination of student performance and other criteria. All personnel must be fully informed of the criteria, data sources, methodologies, and procedures associated with the evaluation process before the evaluation takes place. Additionally, the Principal shall assist the teachers within the school to use student assessment data, as measured by student learning growth gains pursuant to State law for self-evaluation and improvement.

The evaluation system for instructional personnel will:

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

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

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

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

1. highly effective

2. effective

3. needs improvement or, for instructional personnel in the first three (3) years of employment who need improvement, developing

4. unsatisfactory

F. provide for training and monitoring programs based upon guidelines provided by the 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 assessed by Statewide standardized assessments, the District may

measure student learning growth using the formulas approved by the Commissioner and the standards for performance levels adopted by the State Board for courses associated with the Statewide, standardized assessments administered under F.S. 1008.22 no later than the school year immediately following the year the formula is approved by the Commissioner (see F.A.C. 6A-5.030 and 6A-5.0411).

For classroom teachers of grades and subjects for which their students' performance is not assessed by Statewide standardized assessments, the 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), excluding substitute teachers, must include indicators based upon each of the Florida Educator Accomplished Practices adopted by the State Board of Education. For instructional personnel who are not classroom teachers 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 performance evaluation may also include peer reviews, objectively reliable survey information from students and parents based on teaching practices that are

consistently associated with higher student achievement, and other valid and reliable measures of instructional practice.

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

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

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

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

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

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

In addition, the 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, excluding substitute teachers, 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, as well as any instructional

personnel who are given written notice by the District of intent to terminate or not renew their employment.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3242

Revised Policy - Vol. 27, No. 1, June 2026 - PROFESSIONAL LEARNING

3242 - **PROFESSIONAL LEARNING** **OPTION**

Professional Learning System

Pursuant to State law, the School District will work collaboratively with the Florida Department of Education (FLDOE), public postsecondary institutions, State education foundations, teachers, consortia, professional organizations, and business/community representatives in Florida to maintain a coordinated system of professional learning.

Pursuant to Florida law, the term “professional learning” means learning that is aligned to Florida’s standards for effective professional learning, educator practices, and leadership practices; incorporates active learning; is collaborative; provides models; and is sustained and continuous.

The purpose of the system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum and prepare students for continuing education and the workforce.

The District's comprehensive professional learning system will incorporate school improvement plans and align with the professional learning standards adopted by the State. Furthermore, the results of the performance evaluations of instructional staff members conducted pursuant to State law and School Board Policy 3220 will be used when identifying the areas for which professional learning is needed. As part of its effort to develop and refine its professional learning system, the District will review and monitor school discipline data; school environment surveys; assessments of parental satisfaction; performance appraisal data of teachers, managers, and administrative personnel; and other performance indicators to identify school and student needs that can be met by improved professional performance.

The District's professional learning system shall include the following:

A. an overview of the system;

B. a list of the collaborative partnerships established and a description of how a diverse group of stakeholders was consulted during development of the system;

C. a description of the organizational structure of professional learning in the District;

D. a list of the District- and school-based positions with the primary responsibility for planning, providing, implementing, and supporting, or evaluating professional learning, and a brief description of their roles related to professional learning;

E. a description of the District's systems of professional learning programs and supports that enable instructional personnel and school administrators to continually develop throughout their career, and provide opportunities for meaningful teacher leadership and the identification and preparation of aspiring school leaders;

F. a description of how the District implements each of the professional learning standards outlined in State Board Rule;

G. a list of the technology platforms and programs the District uses to manage, provide, or support professional learning, and a brief description of how they are utilized;

H. a list of the funding sources and amounts allocated for the District's professional learning resources, and the percentage of the District's total operating expenses that is allocated for professional learning for each of the last three (3) school years; and,

I. confirmation that the system meets the requirements of F.S. 1012.98.

The Board will provide funding for professional learning as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional learning. The plan will also provide for training for each teacher who will use materials that were purchased with funds allocated by the State for instructional materials, provide for in-service credit for the training, and document satisfactory completion of the training by each teacher.

The in-service activities for instructional personnel shall focus on analysis of student achievement data, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.

The District shall also provide in-service activities and support targeted to the individual needs of new teachers participating in the professional learning certification and education competency program.

Additionally, in-service activities will be made available for instructional personnel of nonpublic schools in the District and the State certified teachers who are not employed by

the Board on a fee basis not to exceed the cost of the activity per all participants.

School principals may, but are not required to, establish and maintain an individual professional learning plan for each instructional employee assigned to the school. The individual professional learning plan must:

A. be related to specific performance data for the students to whom the teacher is assigned;

B. define the in-service objectives and specific measurable improvements expected in student performance as a result of the in-service activity;

C. include an evaluation component that determines the effectiveness of the professional learning plan.

Professional learning activities must be linked to student learning, provide professional growth for instructional staff and meet the following criteria:

A. Utilize materials aligned to the Florida Educational Leadership Standards adopted in rule by the State Board of Education.

B. Have clear, defined, and measurable outcomes for both individual in-service activities and multiple day sessions.

C. Employ multiple measurement tools for data on teacher growth, participants' use of new knowledge and skills, student learning outcomes, instructional growth outcomes, and leadership growth outcomes, as applicable.

D. Utilize active learning and engage participants directly in designing and trying out strategies, providing participants with the opportunity to engage in authentic teaching and leadership experiences.

E. Utilize artifacts, interactive activities, and other strategies to provide deeply embedded and highly contextualized professional learning.

F. Create opportunities for collaboration.

G. Utilize coaching and expert support to involve the sharing of expertise about content and evidence-based practices, focused directly on the needs of the role.

H. Provide opportunities to think about, receive input on, and make changes to practice by facilitating reflection and providing feedback.

I. Provide sustained duration with follow-up to have adequate time to learn, practice, implement, and reflect upon new strategies that facilitate changes in practice.

J. Provide training, when such training is available, on the use of instructional materials included on the State-adopted instructional materials list pursuant to F.S. 1006.28, materials evaluated and identified pursuant to F.S. 101.215 (4), materials developed pursuant to F.S. 1006.39, and materials posted online by the FLDOE, including when and how to use intervention materials.

Professional Learning Certification and Education Competency Program

The District will provide the competency-based professional learning certification program developed by the FLDOE by which members of the District's instructional staff with a State-issued temporary certificate may satisfy the mastery of professional preparation and education competence requirements specified in State law and rules of the State Board of Education.

Certification of an Approved Comprehensive Professional Learning Plan

Annually by August 1, the Superintendent shall certify to the Commissioner of Education that the Board has approved a comprehensive professional learning plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided, that the materials are being implemented as designed, and that core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of F.S. 1001.215.

The District shall submit its professional learning system to the FLDOE for review and approval in accordance with timelines adopted by the FLDOE and as set forth in F.A.C. 6A-5.069.

Professional Learning Catalog

A. Components

As part of its coordinated system of learning development, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

1. a title;

2. an identifying number assigned in accordance with the FLDOE Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385(2) and F.A.C. 6A-1.0014;

3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(7);

4. a description of the specific objectives and activities to be completed; and,

5. the component evaluation criteria for determining the effectiveness of professional learning in:

    a. addressing the specific objectives;

    b. increasing educator knowledge and skills;

    c. changing educator dispositions or practice in the educational setting; and,

    d. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

B. Review, Amendment, and Submission

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

C. Record Maintenance and Data Reporting

The following information will be maintained for each component:

1. dates the component was delivered;

2. names of component leaders;

3. names of participants and performance records;

4. evaluation of the component; and,

5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;

2. dates of participation;

3. satisfactory or unsatisfactory completion; and,

4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a Professional Certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District shall submit its professional learning catalog to the FLDOE for review and approval as set forth in F.A.C. 6A-5.071.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

~~[ ] School Teacher Training and Mentoring Program~~

~~To increase the effectiveness and involvement of classroom teachers and improve student achievement, classroom management, and excellence in the District's schools, the District participates in the FLDOE's School Teacher Training and Mentoring Program. The District, teacher mentors, and mentees must adhere to the FLDOE program standards and standard contract template which outlines the responsibilities of each person and establishes the framework and goals of the program.~~

1. ~~Program Eligibility~~

   ~~Through the program, the District may place retired classroom teachers or current classroom teachers in schools earning a grade of "D" or "F" to act as teacher mentors for one (1) grading period to:~~

   1. ~~new classroom teachers;~~

   2. ~~classroom teachers who are rated as needs improvement, developing, or unsatisfactory on the prior year's performance evaluation under F.S. 1012.34; or,~~

3. ~~classroom teachers identfied by the - (-) - administrator - (~~
~~) - _____ - [END OF OPTION] - as struggling with behavior management within the classroom.~~

~~Each teacher mentor selected by the District must have:~~

1. ~~at least three (3) years of teaching experience in prekindergarten through grade 12; and,~~

2. ~~earned a highly effective rating on their most recent performance evaluation under F.S. 1012.34.~~

2. ~~Additional Terms of the Program~~

    1. ~~Each teacher mentor may receive a stipend of up to $3,000.~~

    2. ~~A retired classroom teacher serving as a teacher mentor may not have more than five (5) mentees at a time.~~

    3. ~~A classroom teacher serving as a teacher mentor may not have more than one (1) mentee at a time.~~

    4. ~~Each teacher mentor must:~~

        1. ~~present significant historical events with accuracy and integrity, grounded in verifiable evidence and scholarly rigor.~~

        2. ~~if a curriculum is used, use a curriculum that affirms the principles of fairness and equal opportunity reflected in the Florida Educational Equity Act and encourages respectful dialogue across diverse perspectives.~~

        3. ~~maintain confidentiality, unless prohibited by law.~~

        4. ~~not have a personal agenda other than assisting the mentee in developing and reaching the mentee's goals.~~

        5. ~~help the mentee in developing skills and expertise, including drawing upon the teacher mentor's own personal experiences.~~

~~[END OF SCHOOL TEACHER TRAINING AND MENTORING PROGRAM OPTION]~~

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Legal

F.S. 1001.42
F.S. 1011.62
F.S. 1012.22
F.S. 1012.34
F.S. 1012.56
F.S. 1012.98
F.S. 1012.985
F.S. 1012.986
F.A.C. 6A-5.069
F.A.C. 6A-5.071

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3243

Revised Policy - Vol. 26, No. 2, Jan. 2026 - PROFESSIONAL MEETINGS

3243 - **PROFESSIONAL MEETINGS**

The School Board encourages opportunities for instructional ~~staff members~~ personnel to develop increased competence, beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as:

A. any meeting that is related to the activities, duties, or responsibilities of instructional staff members as determined by the Superintendent;

B. a meeting through which direct value can be derived for the person in attendance for later use in the performance of District duties;

C. a collaborative effort with other districts, professional organizations, State foundations, and postsecondary educational institutions to, among other things, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum;

D. ~~professional learning plans established by the Board shall incorporate school improvement plans and shall be aligned with principal leadership training as a part of the plan.~~

Professional learning plans established by the Board shall incorporate school improvement plans and be aligned with principal leadership trainings.

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Legal
F.S. 1003.413

F.S. 1012.98
F.S. 1012.985

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po3700

Revised Policy - Vol. 26, No. 2, Jan. 2026 - TEACHERS' BILL OF RIGHTS

Revised Policy - Vol. 26, No. 2 No Policy in Gulf. Consider adoption OPTIONS AND BLANKS

[DRAFTING NOTE: The School Board is not currently required to adopt a policy directly in response to the provisions of the Florida's Teachers' Bill of Rights or related administrative rules. However, this policy is offered to clients that desire to provide information to instructional personnel as to their rights under these new laws and rules. Moreover, this policy provides notice to the Board and various District administrators as to their duties and responsibilities under the same laws and rules. The policy includes the following: (1) a restatement of the rights afforded to teachers in F.S. 1015.01 through 1015.06; and, (2) provisions related to F.A.C. 6A-1.094127 (Special Magistrate for Teacher Empowerment).]

3700 - **TEACHERS' BILL OF RIGHTS**

Pursuant to F.S. 1015.01 through 1015.06, teachers' rights include, but are not limited to, the following:

A. Rights of Employment

1. Pursuant to F.S. 447.301 and s. 6., Art. I of the State Constitution, the right of public employees, including teachers, to work may not be denied or abridged on account of membership or non-membership in any labor union.

2. A teacher, except in cases of excessive force or cruel and unusual punishment, may not be held civilly or criminally liable for actions carried out in conformity with State Board of Education rules. Pursuant to F.S. 1012.75, a teacher shall have access to liability coverage, subject to the General Appropriations Act, through the educator liability insurance prog ram.

   Pursuant to F.S. 1012.26, a teacher may receive a reimbursement of reasonable expenses for legal services from the District if the teacher is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities.

3. All students and public K-20 educational institution employees, including teachers, have the right to be free from discrimination in public K-20 educational institutions.

4. Pursuant to F.S. 1012.56, teachers must be provided multiple pathways to earn an educator certificate.

B. Right to Continuing Education

1. Teachers are guaranteed a coordinated system of professional ~~developmen t~~ learning with the goals of increasing student achievement, enhancing classroom instruction, and preparing students for continuing their education or joining the workforce. Pursuant to F.S. 1012.98, the Florida Department of Education, public postsecondary educational institutions, public school dis tricts, public schools, State education foundations, consortia, and professional organizations must work collaboratively to provide a coordinated system of professional ~~development~~ learning.

2. Pursuant to F.S. 1009.26(10), teachers employed by the District may receive a waiver for tuition and fees for up to six (6) credit hours per term at a State university or Florida College System institution.

C. Right to Control the Classroom

1. In accordance with State Board rules and general law, a teacher has the authority to control and discipline students in their classroom and in other places in which the teacher is assigned to be in charge of students. Pursuant to F.S. 1003.32 and in order to provide an orderly and safe learning environment for students, a teacher may:

    a. establish classroom rules of conduct, including designating an area for wireless communication devices during instructional time for students in grades 9 through 12.

    b. establish and implement consequences, which are designed to change behavior, for infractions of classroom rules of conduct.

    c. have disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students removed from the classroom for behavior management intervention.

    d. have violent, abusive, uncontrollable, or disruptive students directed to appropriate school or School Board personnel for

information and assistance.

e. assist in enforcing school rules on school property, during school-sponsored transportation, and during school-sponsored activities.

f. request and receive information relating to the disposition of any referrals to administration for a violation of classroom rules of conduct or school rules.

g. request and receive immediate assistance in classroom management if a student becomes uncontrollable or in the case of an emergency.

h. request and receive training and other assistance to improve their skills in classroom management, violence prevention, conflict resolution, and related areas.

i. press charges if there is a reason to believe that a crime has been committed on school property, during school-sponsored transportation, or during school-sponsored activities.

j. use reasonable force, according to standards adopted by the State Board, to protect themselves or others from injury.

2. For purposes of this section, in cases in which a teacher faces litigation or professional practices sanctions for an action taken pursuant to Paragraph (1), there is a rebuttable presumption that a teacher was taking necessary action to restore or maintain the safety or educational atmosphere of their classroom.

D. Right to Direct Classroom Instruction

1. In accordance with general law and State Board rules, a teacher has the right to direct the teacher's classroom instruction. If a teacher is directed by the District or school to violate general law or State Board rules, the teacher may request that the Florida Commissioner of Education appoint a special magistrate who is a member of the Florida Bar in good standing and who has at least five (5) years' experience in administrative law. The special magistrate shall determine facts relating to the dispute over the District procedure or practice, consider information provided by the teacher and the District, and render a recommended decision for resolution to the State Board within thirty (30) days after receipt of the request by the teacher.

   The State Board must approve or reject the special

magistrate's recommended decision at its next scheduled board meeting. The costs of the special magistrate must be borne by the District.

If the District is found in violation of general law or State Board rules, the State Board may withhold the salary of the superintendent until the violation is corrected.

2. Pursuant to F.S. 1008.25, a teacher has the right to receive student assessment data in a timely manner in order to assist in instruction.

Special Magistrate for Teacher Empowerment

Pursuant to F.A.C. 6A-1.094127 (Special Magistrate for Teacher Empowerment), a teacher may request a special magistrate be appointed if the teacher believes they were directed by their school or the District to violate general law or State Board rules as described in F.S. 1015.06.

A. Designation of FLDOE Contact

The following individual(s) are responsible for responding to FLDOE inquiries regarding a request for appointment of a special magistrate by a teacher:

[DRAFTING NOTE: The School District must identify at least one (1) individual to serve in this capacity and provide their name(s) and e-mail address(es) to the FLDOE.]

1. [X] __ Josh Dailey jdailey@gulf.k12.fl.us _____

2. [ ] _____

B. Response to Receipt of Teacher Request for Appointment of a Special Magistrate

Within fifteen (15) days of receipt of notice from the FLDOE that a teacher has requested the appointment of a special magistrate, the __ Superintendent _____ must provide to the FLDOE a written statement addressing the following:

1. whether the person requesting the appointment of a special magistrate is a classroom teacher employed by the District;

2. a description of the District's procedures for resolution, including citations where the procedures can be found;

3. whether the District's procedures for resolution were fully utilized at the school and District level and whether any School District remedies continue to be available for resolution;

4. whether any of the grounds for dismissal as described in F.A.C. 6A-1.094127 apply to the request for appointment of a special magistrate; and,

5. any other information which would assist the FLDOE with the request for appointment.

C. Contact for Payment of a Special Magistrate

The District **(X)** Purchasing Department **( )** _____ is responsible for expeditiously contracting for payment of a special magistrate appointed by the Commissioner of Education and notifying the FLDOE within no more than twenty (20) days after receiving notice of the appointment of a special magistrate that an agreement has been reached for payment with the appointed special magistrate.

D. Impact on Other Pending Employment Matters

Initiating a special magistrate proceeding under F.A.C. 6A-1.094127 does not affect an ongoing employment action against a teacher or prevent a school or the District from initiating an employment action against a teacher. However, the special magistrate's recommendation, if approved by the State Board, as well as the State Board's order on the recommendation, can be used as evidence in an employment action if otherwise permitted by law.

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Legal
F.S. 1015.01
F.S. 1015.02
F.S. 1015.03
F.S. 1015.04
F.S. 1015.05
F.S. 1015.06
F.A.C. 6A-1.094127

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po4120

Revised Policy - Vol. 26, No. 2, Jan. 2026 - EMPLOYMENT OF SUPPORT STAFF

4120 - **EMPLOYMENT OF SUPPORT STAFF**

Support employees include all those employees who work in noninstructional, noncontracted roles and serve at the pleasure of the School Board subject to dismissal, transfer, promotion, or resignation and the provisions of the collective bargaining agreement.

A regular employee is a person employed in a continuing position on a daily schedule after having completed a ninety (90) calendar day probationary period. Extensions to this period may be granted by mutual written consent of the employee and the immediate supervisor. Employees who have not completed such period of employment may be discharged without recourse 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 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 employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board no later than the month following employment.

The Superintendent shall also conduct employment history checks of all candidates for support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

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.

REQUIREMENTS FOR INSTRUCTIONAL PARAPROFESSIONALS

All paraprofessionals employed by the District to provide instructional support services in Title I schoolwide programs and instructional paraprofessionals paid with Title I, Part A funds in targeted assistance programs shall ~~be "highly qualified"~~ possess the qualifications required under Federal and State law, including the following: ~~:~~

~~The requirements to be considered a "highly qualified" instructional paraprofessional are established by the Florida Department of Education. Accordingly, one of the following requirements must be met:~~

A. an associate's or higher degree;

B. two (2) years of study at an institution of higher education; or

C. met a rigorous standard of quality by demonstrating through a formal State or local academic assessment, knowledge of ~~knowledge of~~ and the ability to ~~perform the following duties~~ assist in instructing, as appropriate:

1. ~~assist in instruction in reading, writing, and mathematics or reading, writing, and mathematics~~ reading/language arts, writing, and mathematics; or

2. ~~assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate~~ reading readiness, writing readiness, and mathematics readiness.

Instructional paraprofessionals working for a Title I supported program may be assigned to duties as follows:

A. providing one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;

B. assisting with classroom management, such as organizing instructional and other materials;

AUTHORIZED ACTIVITIES FOR NON-INSTRUCTIONAL PARAPROFESSIONALS

The activities to which non-instructional ~~paraprofessional~~ paraprofessionals may be assigned include the following:

A. personal care services;

B. parent involvement activities;

C. food service;

D. playground/cafeteria supervision;

E. bus aides/bus attendants;

F. clerical duties;

G. non-instructional computer assistance;

H. non-instructional media center/library supervision;

I. translators (not providing instructional support).

General Knowledge Examination Assistance

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.

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.

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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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 any athletic coach who voluntarily renders service and who is 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 a sports safety course which shall count for six (6) hours of required School District in-service instruction for athletic coaching certification if the course is approved by the Florida High School Athletic Association (FHSAA)

Board of Directors and meets specified requirements. The course must consist of at least eight (8) modules, must immediately provide an individual with a "merit" certificate at the time of successful completion, and must be delivered through hands-on and online teaching methods. The hands-on course material must be less than 120 pages. In addition, the course must be taught by either a State-licensed athletic trainer who holds a current certificate from the Board of Certification or a member of the American Academy of Orthopedic Surgeons. The course must cover sports safety specifically, excluding coaching principles and procedures for cardiopulmonary resuscitation. The course must be authorized or approved by at least ten (10) health care professionals, must be revised and reviewed for updates at least once every thirty (30) months, and must be available to the general public for a retail price under $50. Also, each course examination must be automated and taken online with a score of eighty percent (80%) or better for successful completion.

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.

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Legal
F.S. 1012.55
F.S. 1012.55(2)

F.A.C. 6A-4.004
F.A.C. 6A-4.0282

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 (primarily coaching positions). 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. (See Policy 4120.03)

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.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po4130

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

4130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION 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 temporarily reassign employees when the Superintendent determines that it is in the employee’s and/or School District’s best interest(s).

The Superintendent shall seek Board approval for any temporary reassignment that will exceed fifteen (15) school days.

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 State law.

Before transferring a support staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the support staff member will be assigned and allow the principal the opportunity to review the support staff member's records and interview the support staff member.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of support staff for Board action.

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

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po4211

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

Revised Policy - Vol. 27, No. 1 REPLACEMENT POLICY OPTION

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 support~~ Support 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, 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 their immediate supervisor. If the employee's immediate supervisor is not responsive or is the one whose behavior is in question, the employee should report the alleged misconduct to the 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 and such report meets the requirements of the Florida's Whistleblower's Act~~ 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~~ may be 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 ~~confirmed in writing to their immediate supervisor~~ to the Superintendent.

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~~.

[DRAFTING NOTE: Select the option below if the District has contracted with the Division of Administrative Hearings to conduct hearings under F.S. 120.65 and F.S. 112.3187.]

[ ] Within (sixty) 60 days after an action prohibited by this policy, any employee protected by F.S. 112.3187 may file a complaint with the Board so that a hearing may be held with the Florida Division of Administrative Hearings under F.S. 120.65. **[END OF OPTION]**

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

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F.S. 112.3187

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po4215

Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT

4215 - **SMOKING AND TOBACCO-FREE ENVIRONMENT** No Changes needed

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time"means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device"means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods**.**

C. "School property"means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. “Tobacco product”means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco

dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Violations of this policy by staff members will be addressed through established staff disciplinary procedures.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

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F.S. 381.84
F.S. 386.202
F.S. 386.204
F.S. 386.209
F.S. 386.212
20 U.S.C. 6081 et seq.
20 U.S.C. 7182
Florida Department of Health and the Public Health Law Center's publication "Commercial Tobacco-Free K-12 School Model Policy: Questions and Answers"

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5223

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

5223 - **ABSENCES FOR RELIGIOUS INSTRUCTION** Ooptions and Blanks

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~~ eligible 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~~ eligible 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 /eligible student 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 decisions 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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F.S. 1003.21
F.A.C. 6A-1.09514

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5330.01

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

Revised Policy - Vol. 27, No. 1

5330.01 - **EPINEPHRINE, ANAPHYLAXIS, AND SELF-ADMINISTERED MEDICATION** **REPLACEMENT POLICY PLEASE MAKE CHOICES**

The School Board authorizes the Superintendent to adopt a protocol developed by a licensed physician for the administration of epinephrine by school personnel who are trained to recognize an anaphylactic reaction and to administer ~~an~~ a United States Food and Drug Administration (FDA)-approved epinephrine ~~auto-injection~~ delivery device.

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

A. For self-administration of a short-acting bronchodilator, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and physician. The written approval by the physician must include the following:

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

2. the prescribed dosage;

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

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

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

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

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

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

1. name of the medication;

2. the prescribed dosage;

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

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

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

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

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

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

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

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

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

B. carries diabetic supplies and equipment on their person and attends to the management and care of their diabetes while in school, participating in school-

sponsored activities, or in transit to or from school or school-sponsored activities to the extent authorized by the parent and physician and within the parameters set forth by the State Board of Education; or

C. use prescribed pancreatic enzyme supplements.

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 Principal shall arrange for staff who may administer an FDA-approved epinephrine ~~auto-injector~~ delivery device. 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~~ delivery device.

Training on the Prevention and Response to Allergic Reactions, Including Anaphylaxis

[Drafting Note: Florida law currently only requires the training identified below to be provided in schools serving students in kindergarten through grade 8. We have included an option that allows the District, if desired, to expand the required training to all schools in the District.]

Each school **( )** serving students in kindergarten through grade 8 **( )** operated by the District **[END OF OPTION]** shall provide training to an adequate number of school personnel and contracted personnel on the prevention and response to allergic reactions, including anaphylaxis. This training or other training which meets the requirements of F.S.1002.20 may be used as part of the training required under F.A.C. 6A-6.0251.

In determining what constitutes an adequate number of school personnel and contracted personnel identified for training, each school shall consider the following:

A. the number of students with an Individualized ~~Healthcare~~ Health Care Plan at the school;

B. the number of students who have experienced or are at risk of experiencing an allergic reaction, including anaphylaxis;

C. the accessibility of healthcare personnel at the school; and

D. the number of trained persons needed to ensure coverage of areas where there is a higher probability of student exposure to allergens, such as the cafeteria and playgrounds.

The training provided at each school must include, at a minimum, the following:

[Drafting Note: Paragraphs A and B are the statutory minimum for required training. However, we have included several additional options for the District's consideration.]

A. recognition of the signs and symptoms of an anaphylactic reaction; ~~and~~

B. administration of ~~a United States Food and Drug Administration~~ an FDA -approved epinephrine delivery device that contains a pre-measured, appropriate weight-based dose in accordance with F.S. 1006.062 ; ~~.~~

C. **[ ]** allergy management and prevention ;

D. **[ ]** common types of allergies (i.e., insects, foods, etc.) and the signs and symptoms of allergies (including first signs of a reaction);

E. **[ ]** steps to take in the event of an allergic reaction;

F. **[ ]** for cafeteria personnel and others who serve food to students, the risks and prevention of cross contamination and appropriate cleaning protocols;

G. **[ ]** addressing allergy needs of students with Section 504 plans or other documented allergies during transportation, field trips, extra-curricular activities, and other school-sponsored events;

H. **[ ]**_____;

I. **[ ]**_____;

J. **[ ]**_____.

Emergency Action Plans

Emergency ~~action plans~~ Action Plans (EAP) are child-specific action plans distributed to appropriate school and contracted personnel to facilitate an appropriate response for an anticipated health emergency. The EAP is a component of the Individualized ~~Healthcare~~ Health Care Plan developed in accordance with F.S. 1006.062 and F.A.C. 64F-6.004. It is the policy of the Board that:

A. a student's EAP must be in effect and accessible at all times when the student is on school grounds during the school day or participating in school-sponsored activities, including before and after school programs at the school;

B. personnel designated to implement a student's EAP receive training in order to implement the plan; and

C. this policy and any applicable procedures apply, at a minimum, to students in kindergarten through grade 8.

[ ] Epinephrine Use and Supply

School principals may request and be granted permission by the Superintendent to purchase from a wholesale distributor, as defined in F.S. 499.003 and identified by the District's Director of Purchasing, and maintain in a locked, secure location on school premises a supply of FDA-approved epinephrine ~~auto-injects~~ deliver devices for use if a student is having an anaphylactic reaction.

The Superintendent shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize an anaphylactic reaction and to administer an FDA-approved epinephrine ~~auto-injection~~ delivery device.

[ ] The supply of FDA-approved epinephrine ~~auto-injectors~~ deliver devices may be provided to and used by a student authorized to self-administer epinephrine by ~~auto-injector~~ delivery device under F.S. 1000.20(3)(i)(1) or trained school personnel. **[END OF OPTION]**

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

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

B. 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 District is not liable; and

C. 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.

[END OF EPINEPHRINE USE AND SUPPLY OPTION]

(see also Policy 5780 - *Student/Parent Rights*)

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Legal
F.S. 381.88
F.S. 1002.20
F.A.C. 6A-6.0251, Use of Epinephrine Auto-Injectors
F.A.C. 6A-6.0252, Use of Prescribed Pancreatic Enzyme Supplements
F.A.C. 6A-6.0253, Diabetes Management

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5330.03

Rescind Policy - Vol. 26, No. 2, Jan. 2026 - ADMINISTRATION OF EPINEPHRINE BY TRAINED SCHOOL PERSONNEL

~~5330.03 -~~ ~~**ADMINISTRATION OF EPINEPHRINE BY TRAINED SCHOOL PERSONNEL**~~

~~**R**~~ **RESCIND**

~~The School Board authorizes the Superintendent to adopt a protocol developed by a licensed physician for the administration of epinephrine by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection.~~

~~Pursuant to State law, educational training programs for school personnel must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or by an entity or individual approved by the Department of Health. The Principal shall arrange for staff who may administer an epinephrine auto-injector.~~

~~The curriculum for this training must include at a minimum:~~

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

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

~~School principals may request and be granted permission by the Superintendent to purchase from a wholesale distributor, as defined in F.S. 499.003 and identified by the District's Director of Purchasing, and maintain in a locked, secure location on school premises a supply of epinephrine auto-injects for use if a student is having an anaphylactic reaction.~~

~~The supply of epinephrine auto-injectors may be provided to and used by a student authorized to self-administer epinephrine by auto-injector under F.S. 1000.20(3)(i)(1) or trained school personnel.~~

~~The Board and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel~~

who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

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

B. 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 District is not liable; and

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

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F.S. 381.88
F.S. 1002.20

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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.~~ 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 (see AP 5335 which relates to the care of students with epilepsy or seizure disorders); and

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. coordination of health care management activities by school staff;

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

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.

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 and/orprincipal 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~~ delivery device.

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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Legal
F.S. 381.88

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5350

Revised Policy - Vol. 26, No. 2, Jan. 2026 - STUDENT SUICIDE PREVENTION, AWARENESS, AND SCREENING

5350 - **STUDENT SUICIDE PREVENTION, AWARENESS, AND SCREENING**

The School Board recognizes that suicide is one of the leading causes of death for Florida's youth. To address the prevalence of student suicide, the Board believes there must be a partnership between families, the community, and schools. It is critical for families and community members to communicate with and provide information to school staff to identify students at risk of suicide.

The Board will provide access to suicide prevention educational resources to all instructional and administrative staff as part of the District's professional learning program. The suicide educational resources will include material approved by the Statewide Office for Suicide Prevention, the Florida Suicide Prevention Coalition, and the Coordinated School Health Resource Center. The District's student personnel services staff will be responsible for providing suicide prevention, awareness, and screening training and resources to students and staff.

Signs of Suicidal Ideations

All school personnel should be alert to signs of suicide ideation and to students who threaten or attempt suicide. Suicide ideation is the process of fantasizing, planning, practicing, and motivating oneself to commit suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. Families, community members, and students are encouraged to report any such signs to the Principal.

Suicide Risk Assessments

All schools and local mobile response teams shall use the same suicide risk assessment instruments approved by the Florida Department of Education (FLDOE) pursuant to F.S. 1012.583. Only school-based mental health service providers who have been trained in the use of the instruments utilized by the District may give a risk assessment to a student expressing suicidal ideation or suicidal intent.

A “school-based mental health services provider” means a school psychologist certified under F.A.C. 6A-4.0311, a school social worker certified under F.A.C. 6A-4.035, a school counselor certified under F.A.C. 6A-4.0181, or a mental health professional licensed under F.S. Chapters 490 or 491, who is employed or contracted by the District to provide mental health services in its schools.

If a trained school-based mental health services provider is unavailable, a contracted certified or licensed mental health provider may evaluate students in the District for suicide risk, including the mobile response teams serving the District.

When a suicide risk assessment results in the initiation of an involuntary examination, the Principal is required to make a reasonable attempt to notify the student's parent(s) before the student is removed from school, school transportation, or a school-sponsored activity, unless notification is delayed pursuant to F.S. 1002.20.

When a suicide risk assessment results in a change in related services or monitoring, a student's parent(s) must be notified as soon as possible, unless ~~notified~~ notification is withheld or delayed pursuant to AP 1213, AP 3213, or AP 4213 - *Student Supervision and Welfare*.

Resources Listed on Student Identification Cards (Grades 6 Through 12)

Any student identification cards issued to students in grades 6 through 12 will include the telephone numbers for national or Statewide crisis and suicide hotlines and text lines.

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Legal
F.S. 14.2019
F.S. 14.20195
F.S. 1001.32(2)
F.S. 1008.386
F.S. 1012.583
F.A.C. 6A-1.0018
F.A.C. 6A-4.0010

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5410.01

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

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 deficiency in reading and/or mathematics 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 deficiency in reading, 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 Deficiencies in Reading/Characteristics of Dyslexia and Parental Notification

Any student in a Voluntary Prekindergarten Education Program provided by the District 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 deficiency in reading 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.

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

Substantial Deficiencies in Mathematics/Characteristics of Dyscalculia and Parental Notification

Any student in a Voluntary Prekindergarten Education Program provided by the District who exhibits a substantial deficiency in early mathematics skills and any student in kindergarten through grade 4 who exhibits a substantial deficiency in mathematics (based on the criteria in F.A.C. 6A-6.0533) 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 certified 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 deficiency in mathematics 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.

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 New Worlds Scholarship Accounts under F.S. 1002.411 and 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. The parent shall also be consulted in the development of a plan to address the deficiency as required under F.A.C. 6A-6.0533 which shall include, but is not necessarily limited to, interventions and progress monitoring. 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 deficiency in mathematics 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.

Mathematics instruction hereunder shall align with the requirements of F.A.C. 6A-6.0533.

Middle Grades Promotion

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

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

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

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

2. To earn high school credit for Algebra I, a middle grades student must take the Statewide standardized Algebra I EOC assessment and pass the course,

and in addition, a student's performance on the Algebra I EOC assessment constitutes thirty percent (30%) of the student's final course grade.

3. To earn high school credit for a Geometry course, a middle grades student must take the Statewide standardized Geometry EOC assessment, which constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course.

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

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

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

3. A middle grade student who transfers in from out of country, out of state, a private school, 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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Legal
F.S. 1002.3105
F.S. 1003.02
F.S. 1003.4156
F.S. 1008.22
F.S. 1008.25

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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) nine through 12 (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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F.S. 1003.437

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5512

Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT

5512 - **SMOKING AND TOBACCO-FREE ENVIRONMENTN** **O CHANGES NEEDED**

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time"means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device"means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

C. "School property"means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. “Tobacco product”means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic smoking devices; cigars; little cigars; and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco

dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Enforcement of this policyshall be as specified in the Student Code of Conduct.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

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Legal
F.S. 381.84
F.S. 386.202
F.S. 386.203
F.S. 386.204
F.S. 386.206
F.S. 386.212
20 U.S.C. 6081 et seq.
20 U.S.C. 7182
Florida Department of Health and the Public Health Law Center's publication "Commercial Tobacco-Free K-12 School Model Policy: Questions and Answers"

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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.

he Board regards the use of personal transportation devices for travel to and from school, to school-sponsored events or activities on Board property, or to events held on Board property by students as an assumption of care, risk, and responsibility on the part of the students and parents of students.

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 transportationdevice 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.

Students under the age of sixteen (16) are required by State law to wear a helmet.

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

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

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Legal
F.S. Chapter 316
F.S. 1001.43

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5530

Revised Policy - Vol. 26, No. 2, Jan. 2026 - DRUG PREVENTION

5530 - **DRUG PREVENTION**

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Florida statute;

B. all chemicals which release toxic vapors;

C. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

D. anabolic steroids;

E. any substance that is a "look-alike" to any of the above;

F. fentanyl.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and/or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare procedures for the identification, amelioration, and regulation of drug use in the schools. Such procedures shall:

A. emphasize the prevention of drug use;

B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

    1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;

    2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;

    3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;

C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;

E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;

G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;

H. require the notification to parents and students that compliance with the standards of conduct is mandatory;

I. provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;

J. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative procedures on Search and Seizure Policy 5771, Suspension and Expulsion Policy 5610 and AP 5610, and Permanent Exclusion Policy 5610.01 are complied with fully.

Fentanyl Awareness and Education Day

The Superintendentwill recognize Fentanyl Awareness and Education Day on August 21 of each year by encouraging schools to sponsor events to promote awareness of the dangers of fentanyl and potential overdoses, including, but, not limited to, education on the prevention of fentanyl abuse and addiction; the availability of local school and community resources for drug prevention and any processes involved in accessing those resources; and health issues, including information about substance use and abuse, specifically youth substance use and abuse.

The Superintendent shall establish administrative procedures necessary to implement this policy. (_) Such procedures shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 6- 12. **[END OF OPTION]**

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Legal
F.S. 683.3343
F.S. 1001.43
F.S. 1006.07
Public Law 101 - Drug-Free Schools and Communities Act of 1986
20 U.S.C. 3171 et seq.
20 U.S.C. 3224A, as amended

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5780

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 their 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 their 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.

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 is initially enrolled in, or at least five (5) days 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 Health Examination* 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. Contraceptive Services to Students

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

G. 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.

H. Substance Abuse Reports

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

I. Short-Acting Bronchodilator Use

J. 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*)

K. 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 ~~auto-injector~~ delivery device 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:

L.

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~~*)

K. 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, 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.

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. A school nurse or school personnel trained in the administration of glucagon who administers or attempts to administer glucagon in compliance with F.S. 1002.20 and F.S. 768.13, and the District, are immune from civil or criminal liability as a result of such administration or attempted administration of glucagon.

Schools may request a prescription for glucagon from a county health department.

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

L. 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 ~~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.

N. 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.

O. 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.

P. 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~~ FDA for over-the-counter use to treat headaches.

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, Out-of-School Suspension, Disciplinary Placement, 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, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students*)

C. Corporal Punishment

Corporal punishment of a student may only be administered by a teacher or Principal within guidelines set by the Principal and according to District policy.

Corporal punishment may not be administered to a student without written parental consent. Consent must be obtained before each administration . Another adult must be present and must be informed in the student's presence of the reason for the punishment. Upon request, the teacher or school Principal must provide the parent with a written explanation of the reason for the punishment and the name of the other adult who was present. (see also Policy 5630 - *Corporal Punishment and Use of Reasonable Force and Restraint*)

The District will review its policy authorizing the use of corporal punishment as a form of discipline once every three (3) years during a regular or special Board meeting. The Board shall take public testimony at the Board meeting. If such Board meeting is not held in accordance with this subparagraph, the portion of the Board's policy authorizing corporal punishment expires.

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.

These options may include:

1. controlled open enrollment

2. virtual instruction programs

3. alternative schools

4. dual enrollment

5. CAPE digital tools

6. CAPE industry certifications

7. arly admissions

8. the Florida School for the Deaf and the Blind

9. the Florida Virtual School

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 Federal Law*)

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 deficiency in reading 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 utilizing Form 5780 F2. A completed, signed Form 5780 F2 must be provided to the principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or his/her designee. Within two (2) weeks of receiving a completed Form 5780 F2, the Principal shall notify the parent in writing as to whether the request is approved or denied. If denied, the Principal or designee 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 complete Form 5780 F3. A completed, signed Form 5780 F3 must be provided to the principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the principal. Within two (2) weeks of receiving a completed Form 5780 F3, theprincipal shall notify the parent 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 Form 5780 F3 is received.

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 (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), 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 Deficiencies in Reading and Mathematics

The parent of any K-3 student who exhibits a substantial deficiency in reading or the characteristics of dyslexia pursuant to F.S. 1008.25, and the parent of any K-4 student who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia pursuant to F.S. 1008.25, shall be immediately notified of the student's deficiency and

consulted in the development of a plan, as described in F.S. 1008.25 and Policy 5410.01 - *Promotion, Acceleration, Placement, and Retention*.

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 and Other 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. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

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. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

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. Sale of Instructional Materials

Upon request of the parent of a student, the Principal will sell to the parent any instructional materials used in the school.

D. 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.

E. 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 - *Alternative Transportation Methods*)

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*)

Economic Security Report

Prior to registration, each middle school and high school student or the student's parent will be provided a two (2) page summary of the Department of Economic Opportunity's economic security report of employment and earning outcomes and electronic access to the report.

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.

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

Parental Notification of Arrests of Employees

Notwithstanding F.S. 1012.31(3)(a)1 and 1012.796(4), within twenty-four (24) hours after a law enforcement agency provides the 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.

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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
F.S. 1002.39
F.S. 1002.394
F.S. 1002.395
F.S. 1002.40
F.S. 1002.41
F.S. 1002.411
F.S. 1002.43
F.S. 1003.01(13)
F.S. 1003.02
F.S. 1003.21
F.S. 1003.22
F.S. 1003.3101
F.S. 1003.32
F.S. 1003.42
F.S. 1003.44
F.S. 1003.4505
F.S. 1003.47
F.S. 1003.52
F.S. 1003.53
F.S. 1003.55
F.S. 1003.56
F.S. 1003.57
F.S. 1003.58
F.S. 1006.062(7)
F.S. 1006.07
F.S. 1006.09
F.S. 1006.13
F.S. 1006.15
F.S. 1006.165
F.S. 1006.20
F.S. 1006.21
F.S. 1006.22
F.S. 1006.23
F.S. 1006.28
F.S. 1006.40
F.S. 1007.271
F.S. 1008.22
F.S. 1008.25
F.S. 1008.386
F.S. 1012.42
F.S. Chapter 1014
F.A.C. 6A-6.0521

F.A.C. 6A-6.053
F.A.C. 6A-6.0533

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po5830

Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - STUDENT FUNDRAISING

5830 - **STUDENT FUND-RAISING**

5830 - **STUDENT FUNDRAISING ~~FUND-RAISING~~**

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 fundraising ~~fund-raising~~" shall include student solicitation and collection of money for any purpose including the collection of money in exchange for tickets, papers, or any other goods or services.

The Board will permit student fundraising ~~fund-raising~~ in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school ~~schools~~.

The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board.

~~-~~ 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] - [ ] All fund-raisers must be approved by the principal.~~

~~Raffles and all games of chance are prohibited.~~

For any fundraisers ~~fund-raisers~~ by student clubs and organizations, parent groups, or boosters 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 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 ~~fund-raisers~~ that involve the sale to students 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.

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.

All funds raised must be deposited in accordance with Policy 6610 - *School Internal Funds.*

~~- The fundraiser's donation and withdrawal reports must be filed with the - (~~
~~) - _____ - (-) - Principal - [END OF OPTION] , verified against deposits, and retained for audits 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] - [ ]~~

~~- 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.

All crowdfunding activities are subject to AP 6605.

~~**[DRAFTING NOTE - This option should be made consistent with Policy 6605 - Crowdfunding.]**~~

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.~~

Fundraising ~~Fund-raising~~ 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 fundraisers ~~fund-raisers~~ shall comply with all Board policies. ~~the provisions of Policy 9211, Parent Organizations, Booster Clubs, and Other Fundraising Fund-Raising Activities.~~

These administrative procedures should:

A. specify the times and places in which funds may be collected;

B. describe permitted methods of solicitation which do not place undue pressure on students;

C. limit the kind and amount of advertising for solicitation.

Advisors, whether staff members or volunteers, for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fundraising ~~fund-raising~~ activity or a product that will be sold as a fundraiser ~~fund-raiser~~. Furthermore, advisors, whether staff members or volunteers, for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a fundraiser ~~fund-raiser~~.

In addition, advisors, whether staff members or volunteers, for approved school organizations who make the selection of a vendor that will provide a fundraising ~~fund-raising~~ activity or a product that will be sold as a fundraiser ~~fund-raiser~~ shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fundraising ~~fund-raising~~ activity or a product that will be sold as a fundraiser ~~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.*

The Superintendent shall distribute this policy and the procedures that implement it to each student organization granted permission to solicit funds.

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Legal
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records
F.A.C. 6A-1.087, School Board Responsible for Internal Funds
F.A.C. 6A-1.091, Purchases from Internal Funds
7 C.F.R. Part 210
7 C.F.R. Part 220
42 U.S.C. 1779
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po6325

Revised Policy - Vol. 26, No. 2, Jan. 2026 - PROCUREMENT - FEDERAL GRANTS/FUNDS

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, School Board policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with Federal requirements (2 C.F.R. 200.317-.326; 7 C.F.R. 210.21) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320, AP 6320A, and AP 6325.

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

The District will not request documentation of, consider, or give a preference based on a vendor's social, political, or ideological interests.

The District shall take affirmative steps to assure that small businesses, minority businesses and women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible in accordance with 2 C.F.R. 200.321.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1129, Policy 3129, and Policy 4129 – *Conflict of Interest*.

The District will avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis shall be made between leasing and purchasing

property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions under the Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms for them to qualify to do business

B. unnecessary experience and excessive bonding requirements

C. noncompetitive pricing practices between firms or between affiliated companies

D. noncompetitive contracts to consultants that are on retainer contracts

E. organizational conflicts of interest

F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement

G. any arbitrary action in the procurement process

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(b)) that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which

the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

Any solicitation for the procurement of commodities, contractual services, or leases will include a provision notifying vendors that the Board will not request documentation of, consider, or give a preference based on the vendor's social, political, or ideological interests.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The informal procurement methods include:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed ~~$9,999.99~~ ~~.~~ ~~[not to exceed $ 10,000 15,000~~ **twenty thousand ($20,000)** .To the extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history , or other relevant information and maintains documents to support its conclusion. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $50,000.00. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the District must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than $50,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed $50,000.00.

In order for sealed bidding to be feasible, the following conditions shall be present:

a. a complete, adequate, and realistic specification or purchase description is available;

b. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

d. A firm fixed price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience.

e. The Board reserves the right to reject any or all bids, but must document and provide justification for all bids it rejects.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

a. Requests for proposals require public notice, and must identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

b. Proposals shall be solicited from an adequate number of sources.

c. The District must have written procedures for conducting technical evaluations and for making selections.

d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the District considering price and other factors.

e. All Requests for Proposals (RFPs) and Invitations to Bid (ITBs) shall be opened publicly in accordance with F.S. 287.057.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure A/E professional services. The method cannot be used to purchase other types of services provided by A/E firms that are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

b. the procurement transaction can only be fulfilled by a single source;

c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

e. soliciting several sources, competition is determined to be inadequate.

Domestic Preference for Procurement

The District should, to the extent practicble and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. (See 7 C.F.R 210.21(d)). If a non-domestic agricultural product is to be provided, the vendor must obtain written approval of the product to be used in advance. Such requirements shall be included in all subawards, contracts, and purchase orders under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently ~~250,000~~ 350,000 effective October 1, 2025).. The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals.

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the “cost plus a percentage of cost” and “percentage of construction costs” methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable, and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to

the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) public policy; (3) compliance; (4) proper classification of employees; (5) record of past performance; and (6) financial and technical resources.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

Record Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report and five (5) fiscal years after completion of grant cycle or project, whichever is greater. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, and five (5) fiscal years after completion of grant cycle or project, whichever is greater. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

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Legal
F.S. 287.057
2 C.F.R. 200.317-.326
2 C.F.R. 200.334 - 200.336
2 C.F.R. 3485.220
Appendix II to Part 200
2 C.F.R. 200.520
7 C.F.R. 210.21

General Records Schedule (GS1-SL State and Local Government Agencies)

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po6605

Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - CROWDFUNDING

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. Crowdfunding ~~The solicitation~~ is typically from a large number of individuals/organizations utilizing internet-based technologies.

The School Board does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extra-curricular activities.

No crowdfunding site may use the name, logo, mascot, or any other name or slogan that would associate an activity with the District.

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NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 Options, Blanks

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.

~~( ) 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.

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

~~( ) The report submitted shall also include:~~

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

2. ~~Detailed listing of expenditures with receipts.~~
3. ~~Description of disbursements to school district personnel, such as stipends or payments.~~
4. ~~Description of disbursements to schools directly. Reports must be submitted to the ( ) Principal ( ) school bookkeeper ( ) _____ [END OF OPTION] within fifteen (15) business days of the fundraiser's conclusion. The report of each fundraiser shall be approved by the ( ) Principal ( ) _____ [END OF OPTION] .~~

Any disbursements to the 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

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

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

Disbursements that include payments on behalf of the 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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po6610

Revised Policy - Vol. 26, No. 2 - School Support Organizations - SCHOOL INTERNAL FUNDS

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 which are not part of the Board's regularly adopted budget. School internal funds shall be used to benefit activities authorized by the Board and administered by each individual school in accordance with policies of the Board, the Constitution of the State of Florida, Florida statutes, rules of the State Board of Education, and the Financial and Program Cost Accounting and Reporting for Florida Schools, 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 at least weekly, and more frequently if the funds on hand in the school exceed $200.00, including change and petty cash funds.

2. All funds received shall be recorded, banked, and reconciled to the proper receipts and accounts.

D. Expenditures

All expenditures from school funds shall be made by check, except that provision may be made by administrative procedures for the use of a small petty cash fund in each school where needed. Invoices or other approved substantiating evidence shall be required for all payments from school funds, including payments from petty cash. All checks are to be signed by two (2) persons, the principal and 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 is encouraged whenever practical. However, no purchase may be made by a school amounting to over $1,000.00, including series or group purchases, except through obtaining three (3) or more written competitive bids based upon definite specifications in the same manner as used by the purchasing department, except that when advanced individual orders are taken from students, staff, or patrons, competitive bids 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 employee persons and authorize payment from internal account funds for supplemental positions consistent with the current supplemental salary schedule.

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 andr* ~~*Per Diem*~~ *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.

b. The principal must approve cooperative activities.

c. Cooperative activities must be beneficial to students.

d. Collections for The School Board of Gulf County, Florida.

e. Trust funds, drives, professional dues, etc.

f. Foundation funds (donations by outside organizations or persons for a definite educational purpose).

g. Flower and gift funds.

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.

Funds derived from auxiliary enterprises and undesignated gifts shall be disbursed in accordance with rules of the Board for such purposes as are deemed to be for the benefit of the District. Funds from auxiliary enterprises are defined as profits from enterprise type activities of the District, excluding food service activities, which may include, but are not limited to, vending machines, school stores, and other internal account fund profits not specifically designated for student or school level purposes and from funds

received from other agencies making purchases from warehouse inventories in excess of the actual costs to the District.

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 fundraising activities and actions conducted on a school campus and approve all fundraising ~~fund-raising~~ activities in the name of the school. Any fundraising ~~fund-raising~~ activity conducted on school property is a school-connected activity.

F. Each fundraising ~~fund-raising~~ activity shall be planned to finance a specified objective.

G. Each fundraising ~~fund-raising~~ activity shall have the approval of the organization sponsor and the principal.

H. 1. The superintendent acts as the custodian of all school property and may delegate responsibilities to the school principal. The principal shall control the fundraising ~~fund-raising~~ activities conducted in the name of the school and ensure that the purposes are worthwhile.

a. Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property. Encouraging or permitting minors to participate in games of chance by playing or betting money or other valuable things is prohibited. Only a charitable, nonprofit organization exempt from Federal income taxation pursuant to the Internal Revenue Code may conduct raffles or drawings by chance in the name of the school if the organization complies with all applicable provisions of F.S. Chapter 496, and F.S. 849.0935, and the raffle is not conducted on school property.

b. fundraising ~~fund-raising~~ activities for which students are charged an admission shall not be presented during school hours.

2. When any school organization or group is involved in a fundraising ~~fund-raising~~ activity or any function exposing the Board to extraordinary liability, approval must be obtained in advance from the superintendent.

3. Collections for all school-sponsored fundraising ~~fund-raising~~ g activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with Board policy.

4. 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.

5. Commissions or Profits

   Funds from commissions such as school pictures, etc., may be credited to the general fund or some designated account. Contracts for such activities must comply with bid requirements and be approved by the principal.

I. Student Travel

1. Advance Arrangements

   When travel by students is necessary in the pursuance of an approved student activity, advance travel arrangements shall be made when possible. Advance arrangements shall include transportation, meals, registration or entrance fees, and lodging. Checks may be prepared in advance for the exact amount and payable to the corporation or proprietor providing the service. The faculty sponsor accompanying the students shall be the temporary custodian of the checks and responsible for obtaining an invoice for the exact amount of the check from the corporation or proprietor upon presentation of the check.

2. Advance to Sponsor

   When advance arrangements for meals or lodging are impractical because service to be rendered is en route, or the student group is of such number to make prior knowledge of the exact number impossible, advancement may be made to the faculty sponsor for distribution to the students. 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 District or internal funds be in excess of rates established in F.S. 112.

J. 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 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.

K. 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, fundraising ~~fund-raising~~ 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 internal fund.

All disbursements by any club or school organization must be made by an internal fund check or from an approved petty cash 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 fundraising ~~fund-raising~~ activity. To accommodate collection of data for this report, a separate account for the activity may be established.

The organization sponsor shall participate, along with the finance clerk, in the designation of transactions to be recorded in each of the organization's accounts.

Class and club monies shall be expended for the benefit of the class or club or for purposes designated by the class or club that participated in generation of the revenues.

1. Any remaining balance in the account of a class that has graduated shall be transferred to the general miscellaneous account at the discretion of the principal.

2. Any remaining balance in the account of an inactive student organization shall be considered as belonging to the general miscellaneous account and shall be closed at the end of the following fiscal year.

L.

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.

M. 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 Mana ger (- (-)~~ X - **)** 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:

N.

O. **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*)

P. **District-supported student activity:** The District provides financial support for the student activity and exercises administrative control over dispersal of the activity's funds.

Q. **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.

R.

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:

S. The student activity account has been approved in accordance with this policy.

T. 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.

U. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.

V. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.

W. The activity's advisor/coach is not permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.

X. The student activity account is not under the District's control, nor subject to District oversight.

Y.

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]~~ -

(X) 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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Legal
F.S. 1001.43
F.S. 1010.02
F.S. 1010.20
F.S. 1011.07
F.S. 1011.18
F.A.C. 6A-1.001
F.A.C. 6A-1.014
Financial and Program Cost Accounting and Reporting for Florida Schools, as revised

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 above include the following:

A. Police 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 apply for purposes of student and campus parking privileges.

C. 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, 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 their direct 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.

~~[-]~~ Notices

The Superintendent shall post notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report regarding the prohibitions of openly carrying a handgun or carrying a concealed weapon or concealed firearm. Such notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and school campuses. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

~~[END OF NOTICES OPTION]~~

~~The Superintendent shall post notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report regarding the prohibitions of openly carrying a handgun or carrying a concealed weapon or concealed firearm. Such notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and school campuses. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.~~

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po7230

Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - GIFTS TO THE SCHOOL DISTRICT

7230 - **GIFTS TO THE SCHOOL DISTRICT** **OPTIONS**

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

The Board shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of any p rotected c lass consistent with Board Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity*. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity.*

"Gifts" include, but are not necessarily limited to, the following:

A. Real property.

B. Tangible or intangible personal property.

C. Food or beverage.

D. Plants, flowers, or floral arrangements.

E. Donations.

F. Bequests.

G. Equipment.

H. Materials.

I. Funds.

J. Artwork.

K. Grants.

Pursuant to F.S. 1001.43, the Board has authority to govern all public gifts and donations to schools and therefore reserves the right to specify the manner in which gifts are made, to define and identify the type of gift which it considers appropriate, and to reject those which it deems inappropriate or unsuitable. Gifts shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative procedures applying to all properties, equipment, materials, and funds owned by the Board. The title of all gifts shall be in the name of The School Board of Gulf County, Florida.

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

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

The principal or director of a school or center is authorized to accept individual gifts or donations of money for field trips, student donations, and spontaneous donations of up to $500 for each such gift. If an individual gift or donation exceeds $500, its acceptance shall be in accordance with the paragraph above. If a donor does not specify how the gift or donation is to be used, the use shall then be at the discretion of the principal or director.

Any gift conveying title shall be submitted to the Board for individual acceptance.

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

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

Any equipment proposed to be purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use. The Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable. Any equipment donated to the District may not be repaired or maintained until it has been formally accepted. The Board reserves the right to not accept such liability and thus prohibit ~~deny~~ the use of the equipment by students or District employees.

~~- Any gifts, equipment, materials, or classroom supplies purchased on behalf of or given by school support organizations (SSOs) should be submitted via the fundraising approval processes (See Policy 9215 - School Support Organizations) and if funds are to be collected from the community, they should be obtained through a secure, cloud-based - (~~
~~) - Board - (-) - Superintendent - [END OF OPTION] - approved crowdfunding site for transparency and oversight of gifts and donations made for proper reporting and reconciliation. The approved crowdfunding site must meet the technology standards as identified in Policy 6605 - Crowdfunding. Donations collected externally to the school should be submitted alongside a donation form completed by the donor to the District. - (~~
~~) - (See Form 7320 F1) [END OF OPTION] [END OF OPTIONAL SENTENCE] - [-]~~

Any gift to an employee shall be consistent with the Board's adopted policies regarding conflicts of interest, standards of ethical conduct, and employee solicitation or acceptance of gifts.

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Legal
F.S. 112.312
F.S. 1001.32
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po7310

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

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The School Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

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

1. concepts or content that do not support the current goals of the curriculum

2. information that may not be current

3. worn beyond salvage

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds $5,000 as a single unit, and does not lose its identity when incorporated into a more complex unit.

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

1. repair parts for the equipment no longer readily available

2. repair records indicate equipment has no usable life remaining

3. obsolete and/or no longer contributing to the educational program

4. some potential for sale at a school auction

5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314.

When there is a residual inventory of unused supplies exceeding $10,000 in aggregate value at the end of the period of performance, and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, the District shall request disposition instructions from the Federal agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Except as provided in Section 200.313, Federally-owned and exempt property, paragraph (b), or if the Federal agency fails to provide requested disposition instructions within 120 days, items of equipment with a current fair-market value in excess of $10,000 (per unit) may be retained by the non-Federal entity or sold. The Federal agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale. If the equipment is sold, the Federal agency may permit the non-Federal entity to deduct and retain from the Federal share $1,000 or ten percent (10%) of the proceeds, whichever is less, to cover expenses associated with the selling and handling of the equipment.

The District may transfer title to the property to the Federal government or to an

eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize the FLDOE to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

D. Availability of Facilities and Property Identified as Surplus, Marked for Disposal, or Otherwise Unused

District facilities and property (including tangible personal property), identified as surplus, marked for disposal, or otherwise unused, shall be made available to charter schools on the same basis as it is made available to other District schools. A charter school receiving property from the District may not sell or dispose of such property without the District's written permission. For an existing District school converting to charter status, no rental or leasing fee for the existing facility or for the property normally inventoried to the conversion school may be charged by the Board to the parents and teachers organizing the charter school. The charter school shall agree to reasonable maintenance provisions in order to maintain the facility in a manner similar to Board standards. Any school, including District and charter schools, receiving District property must maintain such property in good working condition and order, excepting normal wear and tear. District and charter schools who cause damage to District property shall be required to reimburse the District for the cost of replacement.

~~V~~

E. Annual Inventory of Unimproved Real Property

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

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Legal
F.S. 274.05
F.S. 274.06
F.S. 274.07

F.S. 1012.33
F.S. 1013.28
F.A.C. 69I-73.005
2 C.F.R. 200.312
2 C.F.R. 200.313

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po7434

Revised Policy - Vol. 26, No. 2, Jan. 2026 - SMOKING AND TOBACCO-FREE ENVIRONMENT

7434 - **SMOKING AND TOBACCO-FREE ENVIRONMENT** NO CHANGES NEEDED

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time"means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device"means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

C. "School property"means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. “Tobacco product”means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic smoking devices; cigars; little cigars; and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco

dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Visitors observed violating this policy will be asked to comply with this tobacco-free policy.

If a visitor fails to comply with the request, this policy violation may be referred to the building principal or other available school district supervisory personnel. The supervisor will decide on further action that may include a directive that the visitor leave school property and forfeit any fee charged for admission to a school-sponsored event.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

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Legal
F.S. 381.84
F.S. 386.202
F.S. 386.204
F.S. 386.212
20 U.S.C. 6081 et seq.
20 U.S.C. 7182
Florida Department of Health and the Public Health Law Center's publication "Commercial Tobacco-Free K-12 School Model Policy: Questions and Answers"

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po7540.02

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

7540.02 -

~~**WEB CONTENT, APPS, AND SERVICES**~~ **DIGITAL CONTENT AND ACCESSIBILITY OPTIONS**

1. ~~Creation of Content for Web Pages/Sites, Apps, and Services~~ Creating Digital Content

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

   ~~The content, apps, and services~~ District-generated and school-related digital content must comply with all applicable Board policies, applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. ~~Content, apps, and services~~ District-generated digital content must be consistent with the Board's Mission Statement and ~~staff-created web content, services, and apps are~~ is subject to prior review and approval of the Superintendent before being published on the ~~Internet and/or used with students~~ District's website or District-approved/affiliated apps and services.

A.

In accordance with Florida law, no prohibited application as identified by the Florida Department of Management Services (DMS) shall be installed or utilized on a Board-owned WCD. Upon notice of any changes to DMS's list of prohibited applications, District employees shall have fifteen (15) calendar days to remove such applications.

~~Student~~ School-related student -created content ~~, apps, and services~~ for the Board's website or District-approved/affiliated apps and services are subject to Policy 5722 - *School-Sponsored Student Publications and Productions*.
~~The creation of content, apps, and services~~ Creation of school-related content by students for the Board's website or District-approved/affiliated apps and services must be done under the supervision of a ~~professional~~ District staff member.

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

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

C. Educate

~~Content~~ Digital content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

D. Inform

~~Content~~ Digital content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

E. 1. 1. Communicate

~~Content~~ Digital content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be affected by District matters.

The information ~~contained~~ published on the Board's ~~website(s)~~ website and District-approved/affiliated apps/services should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

When the digital content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - *Student Records*.

Under no circumstances is District-created digital content ~~, apps, and services~~ to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no digital content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;

2. link to a website of another organization if the other website includes such a message; or

3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances ~~is~~ shall a staff member ~~-created content, apps, and services, including personal web pages/sites, to be used to~~ post on their personal web pages/websites or private digital accounts (i.e., non-District-approved/affiliated apps/services) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the ~~Board-specified~~ Board's website ~~, app, or service~~ or District-approved/affiliated apps/services (e.g., Progressbook, _____) for the purpose of conveying information to students and/or parents

If a staff member creates digital content ~~, apps, and services~~ related to ~~his/her~~ the staff member's class, it must be hosted on the Board's ~~server~~ website or a District approved/ affiliated ~~server~~ app/service. ~~**[END OF OPTION]**~~

~~Web~~ Digital content ~~, apps, and services~~ published on the Board's website should reflect an understanding that both internal and external audiences will be viewing the information.

~~School web pages/sites, apps, and services must be located on Board-owned or District-affiliated servers.~~

The Superintendent shall prepare administrative procedures defining the rules and standards applicable to - staff ~~and students [END OF OPTION]~~ - ~~(-) the use of the Board's~~

~~website and the creation of web~~ who publish digital content ~~, apps, and services by staff [ ] and students [END OF OPTION]~~ on the Board's website and District-approved/affiliated apps/services.

The Board retains all proprietary rights related to the design of ~~web~~ and content ~~, apps, and services that are hosted on Board-owned or District-affiliated servers,~~ for its website(s) and any apps/services it operates and/or is affiliated with absent written agreement to the contrary.

Students who want their class work (i.e., work that is created in or for a class, or is part of a school-sponsored extra-curricular activity) to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

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

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

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online through the web or a mobile app, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered in person or online.

~~The District adopts this~~ This policy reflects the Board's ~~to fulfill this~~ commitment and ~~affirm its~~ intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects. For purposes of this policy, "web content" means "information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content's structure, presentation, and interactions". Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents (e.g., content in the

following electronic file formats: portable document formats ("PDF"), word processor file formats, presentation file formats, and spreadsheet file formats). Additionally, "mobile applications" ("mobile apps") means "software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets".

1. Technical Standards

~~The District will adhere to the technical standards of compliance identified at _____ **[INSERT link to District website]** . The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level _____, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. ( ) _____ **[insert another acceptable standard selected by the District].**~~

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

[DRAFTING NOTES:

1. **Districts with a population of 50,000 or more residents must fully comply with WCAG 2.1, Level AA standards by April 24, 2026; Districts with fewer than 50,000 residents must fully comply with WCAG 2.1, Level AA standards by April 26, 2027.**

2. **While the Department of Justice's Final Rule allows public entities to employ alternative designs, methods, or techniques if they provide equivalent or greater accessibility and usability, Neola does not recommend that approach. If a board wants to consider an alternative technical standard, it should consult with its legal counsel.**

3.

[END OF DRAFTING NOTES]

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

4. Archived web content (provided all four (4) Federal criteria are met).

5. Preexisting conventional electronic documents (with specific restrictions).

6. Third party content that is not created pursuant to a contract between the Board and a third party.

7. Password-protected documents pertaining to a specific student or account.

8. Preexisting social media posts.

9.

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

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

When a person with a disability cannot access District-generated or affiliated web content or mobile apps that meet WCAG 2.1, Level AA standards, the District will: (1) provide alternate means of access to the same information and functionality; (2) make reasonable modifications to policies, practices, or procedures; (3) ensure effective communication through appropriate auxiliary aids and services; and (4) respond to accommodation requests within _____(10 days __) **[INSERT TIMEFRAME]** business days. Such accommodations may include: (a) alternative document formats (large print,

Braille, audio); (b) telephone or in-person assistance for online services; or (c) email or mail delivery of information typically accessed online.

10. ~~Web~~ Digital Accessibility Coordinator

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

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

11. Third Party Content

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

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

~~Nothing in the preceding paragraph, however,~~ Additionally, nothing

herein shall prevent the District from including links on ~~the Board's website(s)~~ its website(s) and apps/services to:

a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or

b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

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

4. Regular Audits

The District, under the direction of the ~~web accessibility coordinator(s)~~ Digital Accessibility Coordinator(s) or ~~their~~ designees, will, at regular intervals, audit the District's ~~online content and measure this content against the technical standards adopted above~~ digital content to ensure it meets the required technical standard.

( ) ~~This audit will occur no less than once every two (2) years.~~ - This audit will occur ~~quarterly - (-) - semi-annually - ((-) -) - at least annually - (-) - with quarterly monitoring of high-priority content and newly published materials [OR] -~~ **(** X **)** annually ~~, with quarterly~~ monitoring of high-priority content and newly published materials ~~: [END OF OPTION] - [END OF INTERNAL OPTIONS] (-)~~
If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

~~If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, the individual may contact the web accessibility coordinator with any accessibility concerns.~~ If a person accessing the District's web content and/or District-approved/affiliated mobile apps (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that specific web content and/or a mobile app has violated the WCAG 2.1, Level AA standards, the user may contact the Digital Accessibility Coordinator with any accessibility concerns. The individual may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

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

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom. Students are prohibited from accessing social media platforms through the use of Internet access provided by the District unless expressly directed by a teacher solely for educational purposes.

The Board requires the **(X)** Superintendent ~~( ) _____ [END OF OPTIONS]~~ pre-approve each app ~~and/or~~ / service that a teacher intends to use to supplement and enhance student learning. To be approved, the app ~~and/or~~ / service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), ~~and~~ the Children's Internet Protection Act (CIPA), ~~( )~~ and Section 504 and the ADA including the WCAG 2.1, Level AA accessibility standards ~~[END OF OPTION]~~.
the use of a Board-issued e-mail address in the login process for District-approved/affiliated apps/services.

E. ~~Annual~~ Training

The District will provide ~~( ) annual~~ **(X)** periodic ~~[END OF OPTION]~~ training for its employees who ; ~~are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents, and multimedia content.~~

F. create web content, documents, or multimedia materials;

G. manage the Board's website and digital services;

H. select and contract with technology vendors; and

I. work on online communications. The training should cover:

J.

[X] [OPTION 2]

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

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

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

~~[ ] - New employees in covered positions must complete accessibility training within _____ - [INSERT TIMEFRAME] - of hire. [END OF OPTION] -~~

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

L.

The District is authorized to use ~~web pages/sites, apps, and services~~ its website(s) and District-approved/affiliated apps/services to promote school activities and inform stakeholders and the general public about District news and operations. However, the use of TikTok or any successor platform is prohibited on District-owned devices, through Internet access provided by the District, or as a platform to communicate or promote any District school, school-sponsored club, extra-curricular organization, or athletic team.

Such communications constitute public records that will be archived.

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

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

is able to automatically withhold all public comments.

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

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Legal
F.S. 104.31(1)(a)
F.S. 110.233(2)
F.S. 110.233(4)
F.S. 112.313(6)
F.S. 1001.32(2)
F.S. 1001.42
H.R. 4577
P.L. 106-554, Children's Internet Protection Act of 2000
People Against Tax Revenue Mismanagement v. County of Leon, 583 So. 2d 1373 (Fla. 1991); Commission on Ethics: In Re: Patty Lynch, Case No. 2068EC (1994)

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po7540.04

Revised Policy - Vol. 26, No. 2, Jan. 2026 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides technology and information resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology and information resources by principles consistent with applicable local, State, and Federal laws and the District's educational mission. This policy and its related administrative procedures, Policy 7544 and AP 7544,and any applicable employment contracts and collective bargaining agreements govern the staff's use of the District's technology and information resources and staff's wireless communication devices when they are connected to the District's computer network, Internet connection, and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its technology resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District technology and information resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 *Selection of and Adoption of Instructional Materials*.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

Staff must follow the District's Internet Safety Plan which:

A. limits access by students to only age-appropriate subject matter and materials on the Internet;

B. protects the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications;

C. prohibits access by students to data or information, including so-called "hacking," and other unlawful online activities by students; and

D. prevents access to websites, web applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information.

The Board may not be able to technologically limit access, through its technology resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District technology resources if such disabling will cease to protect against access to materials that are prohibited under the CIPA. Any staff member who attempts to disable the technology protection measures without the express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

In accordance with Florida law, no prohibited application as identified by the Florida Department of Management Services (DMS) shall be installed or utilized on a Board-owned WCD. Upon notice of any changes to DMS's list of prohibited applications, District employees shall have fifteen (15) calendar days to remove such applications.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional learning programs in accordance with the provisions of law and this policy. Training shall include:

A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the inherent danger of students disclosing personally identifiable information online;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District technology resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the Superintendent or principal, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying proceduresand Policy 7544 and its accompanying procedure.

Staff ~~members~~ members' use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying procedure.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise

the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Assistant Superintendents as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to staff members' use of District technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent (see Policy 8330). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal
F.S. 112.22
F.S. 847.012
F.S. 1001.41
F.S. 1003.02
F.S. 1012.32
P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h),(1), Communications Act of 1934, as amended
20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
20 U.S.C. 6777 (2003)
20 U.S.C. 9134 (2003)
18 U.S.C. 2256
18 U.S.C. 1460

18 U.S.C. 2246
47 C.F.R. 54.500
47 C.F.R. 54.501
47 C.F.R. 54.502
47 C.F.R. 54.503
47 C.F.R. 54.504
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NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po7540.08

Revised Policy - Vol. 26, No. 2, Jan. 2026 - ARTIFICIAL INTELLIGENCE (AI)

7540.08 - **ARTIFICIAL INTELLIGENCE (AI)** **OPTIONS, BLANKS**

The School Board acknowledges the positive impact and transformative potential of Artificial Intelligence (AI) in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. The **(X)** Superintendent ~~**( )** - _____ - **[END OF OPTIONS]**~~ is responsible for overseeing and ensuring compliance of this policy .

~~The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support t he use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.~~

Definitions

For purposes of this policy, the following definitions apply:

Artificial Intelligence (AI)

AI refers to systems or tools capable of performing tasks that typically require human intelligence including, but not limited to, decision-making, problem-solving, and language understanding. AI is computer code that can resemble human intelligence to complete a given task (e.g., problem-solving, planning, etc.). It involves developing algorithms and systems that can perceive, reason, learn, and make decisions based on data made available to the AI tool.

Generative AI

A subset of AI that uses large language models (LLMs) and other advanced algorithms to create content, such as text, images, audio, or video, in response to user input.

Generative AI works by analyzing large datasets to learn patterns and features, which it then uses to generate new, original content. It uses complex algorithms, often based on neural networks, to make predictions based on the input data it has processed; thereby enabling it to create a wide range of outputs, from text and images to music and code, that mimic the style or characteristics of the data on which it was trained.

At its core, generative AI predicts the flows of language. Trained on massive amounts of text taken from publicly available internet sources to recognize the relationships that most commonly exist between individual units of meaning (including full or partial words, phrases, and sentences), LLMs can, with great frequency, generate replies to users' prompts that are contextually appropriate, linguistically facile, and factually correct.

Natural Language Processing (NLP)

A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.

Large Language Model (LLM)

A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.

Algorithm

A set of rules or instructions guiding AI operations and decision-making.

Personally Identifiable Data/Personal Data

Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.

Proprietary Information/Data

Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.

Open AI ("Open-Source AI")

Definition: AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and

sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that Open AI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open-Source AI also produces less reliable content, because it is accessing a pool of data that is not universally verified as accurate.

Closed AI ("Closed-Source/Proprietary AI")

Definition: AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually-guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed-Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies **(X)** including, but not limited to the following: Policy 5505 – *Academic Honesty*; Policy 5500 – *Student Conduct*; Policy 5517 – *Anti-Harassment*; Policy 5517.01 – *Bullying and Harassment*; ~~Policy 2264 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities;*~~ Policy 2266 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities* ~~*(The Board's Policy and Grievand Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*~~; Policy 8330 – *Student Records*; Policy 2240 – *Controversial Issues*; Policy 7540.03 – *Student Internet Safety and Acceptable Use*; and Policy 7540.04 – *Staff Technology Acceptable Use and Safety*.

General Principles

1. Transparency

   Users of AI tools must disclose when and how these tools have been employed in the creation of academic or professional work.

2. Ethical Use

   District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act (FERPA), Individual with Disabilities Education Act (IDEA), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and

students.

3. Content Responsibility

   District employees who use AI technologies are responsible for the content created by that AI tool.

Evaluation and Approval

Before adopting any AI tool or system, the District will conduct a comprehensive risk assessment — evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws — and ensure all contracts include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPRA, Florida statutes, and District policies. AI systems must be reviewed to ensure they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under Federal and State civil rights laws.

AI Tool Selection

The District approves the use of Closed AI tools only, that have been carefully reviewed, evaluated and approved by **(X)** Curriculum Director _____ ~~**[e.g., IT Director, Curriculum Director, or a AI Committee]**~~ for students and staff use.

Transparency

The District is committed to transparency and accountability in AI use by informing teachers, students, and parents when AI influences decisions, clearly explaining how it works and what data it uses, assigning oversight to **(X)** Curriculum Director _____, and conducting regular audits to evaluate accuracy, fairness, and

impact on equity and student rights. The District will maintain a public AI Tool Inventory that lists every approved AI tool and includes a summary of its data-handling and privacy features. ~~[ ] - The AI Tool Inventory will be posted on the District website. - **[END OPTION]**~~

Vendor Vetting & Contracts

All AI tools used by the District must undergo a formal risk assessment by the IT/Legal department to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws. The District prohibits the input by any user of any student information, staff information, or confidential District data into any AI tool that does not have a formal, vetted contract guaranteeing data privacy and non-use for training.

Employee Use of AI

Employees may integrate AI tools into their instruction at their discretion and should clearly define the parameters for AI usage in the classroom by students using District-approved AI applications/tools.

When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. Employees must review and verify the accuracy and appropriateness of any AI-generated content.

Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models, and if such information will be entered into an AI system, employees shall seek the approval of their **(X)** supervisor ~~( ) Principal - **[END - OF - OPTION]**~~ before doing so.

Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI

technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.

Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.

Student Use of AI

Students shall receive age appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance.

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with t he Student Handbook or Policy 5500 – *Student*

Conduct and Policy 5505 – *Academic Honesty*. **[DRAFTING NOTE: Confirm the Board has adopted both of these policies if included in this policy]**

Academic Accessibility

AI tools can be utilized to assist students with disabilities in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual ized Education Plan (IEP).

Employee Training

Employees will receive training ~~( )~~ ~~annually~~ **(X)** periodically ~~**[END OF OPTION]**~~ to ensure adherence to this and other related policies, data privacy, student records, and allowable/approved AI tools in the District.

Non-Academic Use of AI

Students and staff are prohibited in the use of AI from generating false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves.

Enforcement

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Superintendent will refer any illegal acts to law enforcement.

Questions or Concerns

Staff, parents, or members of the public who have questions or concerns regarding this policy or the use of AI in the District should contact the **(X)** Superintendent ~~( )~~ - ~~_____~~ .

~~Student use of Artificial Intelligence and Natural Language Processing Tools (AI/NLP tools)~~

~~Utilization of AI/NLP tools is strictly prohibited for the completion of school work . The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~

~~Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:~~

A. ~~Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.~~

B. ~~Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts.~~

~~This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.~~

D. ~~Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

E. ~~Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.~~

~~As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.~~

~~Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.~~

~~Staff may be disciplined for violations, up to and including suspension or termination of employment.~~

~~The administration will refer any illegal acts to law enforcement.~~

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NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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; analyses of opportunities to collocate future schools with other public facilitates, such as parks, libraries, and community centers; and analyses of the need for supporting public facilities for existing and future schools.

~~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.

The District is prohibited from entering into any interlocal agreement that prohibits or limits the creation of a charter school. An interlocal agreement entered into by the District for the development of only its own District schools, including provisions relating to the extension of infrastructure, may be used by charter schools.

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Legal
F.S. 163.01
F.S. 1002.3301
F.S. 1003.02
F.S .1006.261

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8141

Revised Policy - Vol. 26, No. 2, Jan. 2026 - MANDATORY REPORTING OF MISCONDUCT

8141 - **MANDATORY REPORTING OF MISCONDUCT**

The School Board recognizes its responsibilities to effectively address employee misconduct and, where determined appropriate, to provide a measured disciplinary response consistent with due process.

For purposes of this policy, the term "employee(s)" includes instructional personnel, educational support personnel, administrative personnel, and school officers as those terms are defined in F.S. 1012.01.

Reporting Misconduct

All employees are required to report to the Superintendent alleged misconduct by District employees which affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student.

In matters involving alleged misconduct, no other employee will be designated to receive such a report.

If the alleged misconduct to be reported is regarding the Superintendent, the District employee shall report the alleged misconduct to the Board attorney. Failure to report such alleged misconduct shall result in appropriate disciplinary action (F.S. 1012.796(d)). The report shall be made in accordance with Policy 9130 - *Public Complaints*.

The Superintendent shall investigate any allegation of misconduct by District employees which affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student, and shall report the alleged misconduct to the Department of Education as required in F.S. 1012.796, 1001.51(12)(b), 1001.42(7)(b), and must notify the Florida Department of Education of the result of the investigation and whether the misconduct warranted termination, regardless of whether the person resigned or was terminated before the conclusion of the investigation.

The Superintendent shall report to law enforcement agencies with jurisdiction any misconduct that would result in disqualification from educator certification or employment as set forth in F.S. 1012.315.

Staff alleged to have committed such misconduct shall be reassigned pending the outcome of a misconduct investigation.

Parental Notification of Alleged Misconduct

Within thirty (30) days of the date on which the District learns of misconduct by any employee of the District that affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, lewd conduct with a student, or any conduct that would result in disqualification from educator certification or employment as provided in F.S. 1012.315, the parent of a student who was subjected to or affected by such misconduct shall receive written notification informing the parent of the following:

A. the alleged misconduct, including which allegations have been substantiated, if any;

B. whether the District reported the misconduct to the FLDOE if required by F.S. 1012.796;

C. the sanctions imposed by the District against the employee, if any; and

D. support the District will make available to the student subjected to or affected by the misconduct.

Parental notification shall be provided consistent with the provisions set forth in Policy 1590, Policy 3590, and Policy 4590, including the statutory requirement that school administrators, educational support personnel, and instructional staff members be provided ten (10) days notice before the disclosure of derogatory material.

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 an offense listed in F.S. 435.04(2), 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.

Filing a Complaint with the Department of Education

If it is alleged that an instructional staff member, educational support personnel, or administrator has committed a violation as provided in F.S. 1012.795, and defined by rule of the State Board of Education, the Superintendent shall file with the Department of Education a legally sufficient complaint within thirty (30) days after the date on which the subject matter of the complaint came to the attention of the Superintendent, regardless of whether the subject of the complaint is still an employee of the District. A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S. 1012.795 and defined by rule of the State Board of Education. The Superintendent shall include all known information relating to the complaint with the filing of the complaint. This paragraph does not limit or restrict the power and duty of the Department of Education to investigate complaints, regardless of the District's untimely filing, or failure to file, complaints and follow-up reports (F.S. 1012.796(e)).

Report of Resignation or Termination

If the Superintendent determines that a legally sufficient complaint of misconduct by an instructional staff member or an administrator who holds a certificate issued by the Florida Department of Education, or by any educational support personnel that affects the health, safety, or welfare of a student and the misconduct warrants termination, the staff member may resign or be terminated and the Superintendent must immediately report the misconduct to the Department of Education in the format prescribed by the Department even if the instructional staff member, educational support personnel, or administrator resigns or is terminated before the conclusion of the District's investigation. The Department shall maintain each report of misconduct as a public record in the instructional personnel's certification files (F.S. 1012.796(d)).

Transmittal of False or Incorrect Report

The Superintendent shall not knowingly sign and transmit to any State official a report that the Superintendent knows to be false or incorrect.

The superintendent may not knowingly sign and transmit to any State official a report that the superintendent knows to be false or incorrect or knowingly fail to complete the investigation of any allegation of misconduct, that affects the health, safety, or welfare of a student, that would be a violation of F.S. 800.101 or that would be a disqualifying offense under F.S. 1012.315, or any allegation of sexual misconduct with a student. The superintendent may not knowingly fail to report the alleged misconduct to the Florida Department of Education as required in F.S. 1012.796, or knowingly fail to report misconduct to the law enforcement agencies with jurisdiction over the conduct pursuant to Board policy under F.S. 1001.42.

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, educational support personnel, or school administrators which affects the health, safety, or welfare of a student which the Board member knows to be false or incorrect.

Requirement of Disclosure of Employee Misconduct

The Board, Superintendent, or any other District employee, may not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel, educational support personnel, or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide instructional or educational support personnel, or administrators with employment references or discuss the personnel's performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct. Any part of an agreement or contract that has the purpose or effect of concealing misconduct by instructional or educational support personnel or administrators that affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced (F.S. 1001.42(6)).

Posting Requirements

Pursuant to F.S. 1006.061(2), this policy shall be posted in a prominent place at each school site and on each school's internet website, so that the policy and procedures for reporting alleged misconduct by instructional or educational support personnel or school administrators that affects the health, safety, or welfare of a student; the contact person to whom the report is made; and the penalties imposed on instructional or educational support personnel or school administrators who fail to report suspected or actual child abuse or alleged misconduct by other instructional or educational support personnel or school administrators is effectively communicated to all.

Liability

Employees who report misconduct which affects the health, safety, or welfare of a student may be entitled to certain statutory liability protections as set forth in F.S. 39.203 and 768.095.

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Legal
F.S. 435.04(2)

F.S. 1001.42(6)
F.S. 1001.42(7)(b)
F.S. 1001.51(12)(b)
F.S. 1006.061(2)
F.S. 1012.795
F.S. 1012.796
F.S. 1012.796(d)
F.S. 1012.796(e)
F.S. 1012.797

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

Revised Policy - Vol. 27, No. 1

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

[SELECT OPTION 1 OR OPTION 2]

[OPTION 1]

classified as set forth in F.A.C. 6A-1.0955 and retained in accordance with the rule and this policy.

[END OF OPTION 1]

[OPTION 2]

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. Threat management records, 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 A records and must be permanently maintained in the Florida School Safety and Threat Management Portal upon its availability. Threat management records include all corresponding documentation and any additional information required by the Florida Model for Harm Prevention and Threat Management related to the reporting, evaluation, intervention, and management of threat assessment evaluations and intervention services.

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. A list of schools attended.

7. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.

8. Academic and behavioral intervention services.

9. Psychological evaluations.

10. Therapeutic treatment plans and therapy progress notes.

11. Such other records of educational importance as the school shall deem necessary.

12. 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 the approved District records retention plan.

[END OF OPTION 2]

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	Records Management Educational Services Facility
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 any name other than their legal name (such as a nickname) 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.

[NOTE: F.A.C. 6A-1.0955 requires that the policy include a schedule of charges]

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.

( ) upon request, free of charge.

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. (see Form 8330 F16)

   This written agreement must include:

   a. designation of the receiving individual or entity as an authorized representative;

   b. specification of the information to be disclosed;

   c. specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to

enforce or comply with the program's legal requirements;

d. a summary of the activity that includes a description of the methodology and an explanation of why personally identifiable information is necessary to accomplish the activity;

e. a statement requiring the organization to destroy all personally identifiable information when it is no longer needed to carry out the audit or evaluation, along with a specific time period in which the information must be destroyed; and

f. a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the 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. (see Form 8330 F14)

   This written agreement must include: (1) specification of the purpose, scope,

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

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

6. Accrediting organizations, in order to carry out their accrediting functions.

7. School Readiness programs as provided in State law in order to carry out their assigned duties.

8. For use as evidence in student expulsion hearings conducted by a district school board under F.S. Chapter 120; however, public records of expulsion hearings shall not contain any personally identifiable information.

9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals.

10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from F.S. 119.07 (1) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis and Government Accountability's official use.

11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. 152 (section 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.

13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

14. Consistent with the Family Educational Rights and Privacy Act, 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 School Board of _____ County, Florida, 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 INFORMATION~~ **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; date and place of birth; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended. 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 recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The 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:

A. 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

B. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

Procedures

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

A. inspect and review the student's educational records;

B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;

C. consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law;

D. challenge District noncompliance with a parent's or eligible student's request to amend the records through a hearing;

E. file a complaint with the Department of Education;

F. obtain a copy of the District's policy and administrative procedures on student records.

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

A. the proper storage and retention of records including a list of the type and location of record;

B. informing District employees of the Federal and State laws concerning student records.

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

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

Additional Safeguards for Student Education Records

A. Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the 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. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

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

In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial

purposes, the 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 **[ ]** email **[ ]** _____ **[END OF OPTION]** 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, in the following manner:

    a. **[ ]** _____

    b. **[ ]** _____

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

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8405

Revised Policy - Vol. 26, No. 2, Jan. 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 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. School Resource Officer(s);

C. teachers and staff.

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 a school administrator employed by the District or a law enforcement officer employed by the Gulf 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 Gulf 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;

   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 within 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 Primary 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. The Superintendent will also designate a Secondary Threat Management Coordinator to provide support to the threat management process, at the discretion of the Primary Threat Management Coordinator.

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 Primary and Secondary Threat Management ~~Coordinator~~ Coordinators to the Office of Safe Schools annually by ~~July 1, 2023~~ August. 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.

Persistently Dangerous Schools

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

Pursuant to the Board's stated intent to provide a safe school environment, school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State law, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the *School Safety and Security Plan* so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, the Superintendent shall offer parents and eligible students the opportunity to transfer to another school within the District that serves the same grades. If there is another school within the District serving the same grades, the transfer shall be completed in a timely manner. If there is not another school within the District that serves the same grades, then parents and eligible students will be advised that, although Federal and State law provides for an opportunity to transfer, they will be unable to do so.

In addition, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the *School Safety and Security Plan* so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

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

Threat Management Teams

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

and assessment and intervention with students whose behavior may pose a threat to the safety of school staff or students.

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

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

A. Location and Membership

1. Threat management teams are located at each school in the District and composed of at least four (4) individuals (Core Four) with expertise in counseling, instruction, school administration, and law enforcement. The principal is responsible for appointing team members. 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.

2. 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.

3. 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.

4. 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

At a minimum, the Core Four members of each Threat Management Team must meet as often as needed to fulfill its duties of assessing and intervening with students whose behavior may pose a threat of harm to themselves or others, but no less often than monthly. Each Threat Management Team is required to maintain documentation of their meetings, including meeting dates, team members in attendance, SSMPs discussed, and actions taken. If the Threat Management Team has no active Student Support Management Plans to discuss, they must document any other discussion points discussed at their meeting. 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. **[DRAFTING NOTE: District and school-level teams must be designated before the start of the school year. Team members who have not previously completed training must complete Florida Model training before the start of the school year. Those appointed to threat management teams after the start of the school year must complete Florida Model training within sixty (60) calendar days of appointment. ~~(4) Beginning with the 2024-25 school year, district~~ District and school-level team members who have been fully trained in a previous school year must complete an annual refresher training provided by the Office of Safe Schools within the first sixty (60) calendar days of school. Any District or school-level team member who does not complete the annual refresher within sixty (60) calendar days of school must not serve on a school or District team in any capacity until such time as they retake and successfully complete the Day One Florida Model Training. ~~(5)~~ All threat assessments initiated under CSTAG that are not completed by January 1, 2024, or where a student is still being actively monitored by the threat management team on January 1, 2024, must be reassessed under the Florida Model. While new information may be gathered by the school based threat management team Chair, the Chair may rely on the information gathered while using CSTAG to determine what level of concern to classify the student's behavior, and if a student support management plan should be implemented as a result. If a Student Support Management Plan is implemented, the student must be monitored for the minimum period that aligns with the new Florida Model.]**

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 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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8407

Revised Policy - Vol. 27, No. 1, June 2026 - SAFE-SCHOOL OFFICERS

Revised Policy - Vol. 27, No. 1

8407 - **SAFE-SCHOOL OFFICERS** **You donot have this policy. If you have Safe School Officers, please consider this policy and make choices. If not delete**

For the protection and safety of students, school personnel, visitors, and property, the District shall partner with **[** **X** **]** local law enforcement agencies ~~**[ ]** security agencies **[END OF OPTIONS]**~~ 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 the _ Gulf _____ County Sheriff before participating in any training required by F.S. 30.15(1)(k) which may be conducted only by a sheriff.

[SELECT ONE OR MORE OF THE OPTIONS BELOW]

[X] 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.

~~**[END SCHOOL RESOURCE OFFICERS OPTION]**~~
~~**[ ] Commissioned School Safety Officers**~~
~~The Superintendent shall recommend, and the School Board may appoint, one (1) or more school safety officers. School safety officers must be certified law enforcement officers as defined in F.S. 943.10(1), certified under the provisions of F.S. Chapter 943, and employed by either a law enforcement agency or the Board. School safety officers must undergo criminal background checks, drug testing, and a psychological evaluation.~~
~~School safety officers have and shall exercise the power to make arrests for violations of law on Board property or on property owned or leased by a charter school under a charter contract, as applicable, and to arrest persons, whether on or off such property, who violate any law on such property under the same conditions that deputy sheriffs are authorized to make arrests. School safety officers have the authority to carry weapons when performing their official duties.~~
~~The Board may enter into mutual aid agreements with one or more law enforcement agencies as provided in F.S. Chapter 23.~~
~~A school safety officer's salary may be paid jointly by the Board and the law enforcement agency.~~
~~**[END OF COMMISSIONED SCHOOL SAFETY OFFICERS OPTION]**~~

[X] 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, ~~**[OPTION ONE]** - **[ ]** 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. **[END OPTION ONE] [OPTION TWO]**~~ **[X]** the Superintendent must verify through evidence provided by the ~~_____~~ Sheriff that potential school guardians have met all the requirements set forth in F.S. 30.15. ~~**[END OPTION TWO]**~~

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.

~~**[END OF SCHOOL GUARDIANS OPTION]**~~
~~**[ ] 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.~~
~~**[END OF SCHOOL SECURITY GUARDS OPTION]**~~

[NOTE: If the District selects either the School Guardian option or the School Security Guards option above, then the Paragraph below must be included]

Report to Florida Department of Law Enforcement (FDLE)

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 **(** X **)** appointed as a school guardian ~~**( )** employed as a school security guard **[END OF OPTIONS]**~~. The District will also report to FDLE the date each **(** X **)** school guardian ~~**( )** school security guard [END OF OPTIONS]~~ separates ~~**[END OF OPTIONS]**~~ **(** X **)** from appointment as a school guardian ~~**( )** from employment as a school security guard in a school **[END OF OPTIONS]**~~.

Safe-School Officer Assignment Outside of the Regular School Day

~~**[SELECT ONE OPTION BELOW]**~~
~~**[OPTION 1][ ]**~~

~~In addition to during the regular school day, Safe-School officers shall be assigned as follows:~~

A. ~~Before and After the Regular School Day~~

~~**[ ]** No fewer than one Safe-School officer shall be assigned to be present at each school site when _____.~~

[ ] _____.

B. Summer School

[ ] No fewer than one Safe-School officer shall be assigned at each school site during summer school on days when students are in attendance.

[ ] _____.

C. Extra-curricular Activities

[ ] No fewer than one Safe-School officer shall be assigned to be present during extra-curricular activities when _____.

[ ] _____.

D. School-Sponsored Events

No fewer than one Safe-School officer shall be assigned to the following school-sponsored events:

1. Graduation;
2. Grad-night or other similar graduation night activities;
3. Prom;
4. Homecoming dances;
5. [ ] _____;
6. [ ] _____.

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 the requirements of this policy and factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.
[END OF OPTION 1]
OR

[OPTION 2][X]

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.

[END OF OPTION 2]

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 _ Gulf _____ 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 ___ Gulf _____ 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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Legal
F.S. 30.15
F.S. 1006.12
F.A.C. 6A-1.0018

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8420

Revised Policy - Vol. 26, No. 2, Jan. 2026 - EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES

8420 - **EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES**

Emergency Management and Emergency Preparedness

The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe in consultation with appropriate public safety agencies emergency management and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies, including, but not limited, fires; natural disasters; bomb threats; weapon-use, hostage and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency and that such emergencies are best met by preparedness and planning. Such procedures shall meet the requirements of the State Board of Education rules.

Policies and procedures for emergency drills and fire drills shall be developed in consultation with the appropriate public safety agencies, including at a minimum, law enforcement, fire service, and emergency management.

The active assailant situation training for each school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to each school's campus.

Pursuant to Policy 8405 - *School Safety and Security*, the Superintendent (in conjunction with the School Safety Specialist) shall develop, and revise as necessary, a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:

A. a listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as

required by law, State Board of Education rules, and fire protection codes (such drills shall include accommodations conducted at exceptional student education centers);

B. the health and safety of students and staff are safeguarded;

C. embraces a collaborative effort with community emergency responders;

D. the time necessary for instructional purposes is not unduly diverted;

E. minimum disruption to the educational program occurs;

F. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;

G. the system is supported by ongoing training that will include practical application and appropriate drills as required by F.S. 1001.42;

H. evacuation drills should represent actual emergencies, including, but not limited to firearm, natural disasters, and bomb threats;

I. emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101);

J. drills for active assailant and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures as specified in State Board of Education rules; and

Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant drills. The District's School Safety Specialist must notify law enforcement officers at least twenty-four (24) hours before conducting an active assailant emergency drills at which such law enforcement officers are expected to attend.

K. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

The District shall comply with the school safety requirements, which apply from thirty (30) minutes before the school start time until thirty (30) minutes after the end of the school day, in accordance with F.S. 1006.07(6)(f), including the following:

A. All gates or other access points that restrict ingress to or egress from the exclusive zone of a school campus shall remain closed and locked when students are on campus. "Exclusive zone" means the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point of entry. A gate or access point to the exclusive zone may only be open or unlocked if one of the following conditions is met:

1. It is attended or actively staffed when students are on campus;

2. The use complies with a shared use agreement pursuant to F.S. 1013.101;

3. Another closed and locked gate or access point separates the open or unlocked gate from the areas occupied by students; or,

4. the School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools (OSS) that the gate or other access point is not subject to this requirement based upon other safety measures at the school. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate

This paragraph does not apply to the nonexclusive zone of a school campus. "Nonexclusive zone" means the area outside of the exclusive zone, but contained on school property. Nonexclusive zones may include, but are not limited to, such spaces as parking lots, athletic fields and stadiums, mechanical buildings, playgrounds, bus ramps, agricultural spaces, and other areas that do not give direct, unimpeded access to the exclusive zone.

B. All school classrooms and other instructional spaces must be locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces. If a classroom or other instructional space door must be left unlocked or open for any reason other than between class periods when students are moving between classrooms or other instructional spaces, the door must be actively staffed by a person standing or seated at the door. All school classrooms and other instructional spaces with a permanently installed door lock may also use temporary door locks during an active assailant incident. The temporary door lock must be able to be engaged or removed without opening the door; must be easily removed in a single operation from the egress side of the door without the use of a key and from the ingress side of the door with the use of a key or other credential; may be installed at any height; must otherwise be in compliance with the Florida Fire Prevention Code; and must be integrated into the active assailant response plan.

Instructional spaces for career and technical education that are designed as open areas, for which compliance with the requirements in paragraph B. above would

affect the health and safety of students, may be exempted from compliance with that paragraph by the school safety specialist. To be exempt, the school safety specialist, or designee, must document in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the instructional space is exempt from these requirements due to negative impacts to student health and safety and the presence of other safety measures at the school that prevent egress from the instructional space to hallways or other classrooms or instructional spaces.

Common areas on a school campus, including but not limited to, cafeterias, auditoriums and media centers, when used for instructional time or student testing, must meet the requirements of paragraph B. only when such areas are being used for instructional time or student testing.

C. For schools that do not have a secure exclusive zone, all campus access doors, gates, and other access points that allow ingress to or egress from a school building shall remain closed and locked at all times to prevent ingress, unless

1. A person is actively entering or exiting the door, gate, or other access point;

2. The door, gate, or access point is actively staffed by school personnel to prevent unauthorized entry; or

3. he School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool (FSSAT) portal maintained by the Office of Safe Schools (OSS) that the gate or other access point is not subject to this requirement based upon other safety measures at the school, or based upon compliance with the Florida Fire Prevention Code. Documentation in the FSSAT must include a description of the other safety measures present and a photograph of the gate or access point not subject to this requirement. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate

There must be at least one (1) locked barrier between classrooms and instructional spaces and open school campus.

D. All school classrooms and other instructional spaces must clearly and conspicuously mark the safest areas in each classroom or other instructional space where students must shelter in place during an emergency. Students must be notified of these safe areas within the first ten (10) days of the school year. If it is not feasible to clearly and conspicuously mark the safest areas in a classroom or other instructional space, the school safety specialist, or designee, must document such determination in the Florida Safe Schools Assessment Tool portal maintained by the OSS, identifying where affected students must shelter in place. The OSS shall assist the School Safety Specialist with compliance during the inspection required under F.S. 1001.212(14).

Persons who are aware of a violation of the requirements must report the violation to the Principal. The Principal must report the violation to the school safety specialist no later than the next business day after receiving such report. If the person who violated this paragraph is the Principal or charter school administrator, the report must be made directly to the Superintendent or charter school governing board, as applicable.

Instructional spaces for career and technical education that are designed as open areas must meet the requirements of paragraph B, unless they are exempted from compliance by the School Safety Specialist. To be exempt, the School Safety Specialist, or designee, ~~for which compliance with the requirements in paragraph B. above would affect the health and safety of students, may be exempted from compliance with that paragraph by the school safety specialist. To be exempt, the school safety specialist, or designee,~~ must document in the ~~Florida Safe Schools Assessment Tool~~ FSSAT ~~portal maintained by the Office of Safe Schools~~ that the instructional space is exempt from these requirements due to negative impacts to student health and safety and the presence of other safety measures at the school that prevent egress from the instructional space to hallways or other classrooms or instructional spaces.

All threats to the safety of District facilities, students and staff shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety Plan shall remain confidential and exempt from public records disclosure in accordance with State law.

Substitute Teachers

Each substitute teacher must be provided all school safety protocols and policies before beginning their first day of substitute teaching at a school.

Emergency Communication Systems

The Superintendent, as part of the development of the emergency preparedness plan and procedures, shall establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of school campuses.

Drills

Completion of emergency drills shall be documented at all school facilities in the District.

An after-action report must be completed following each emergency drill and fire drill. After-action reports must:

A. identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies;

B. describe actions taken by participants;

C. analyze areas of success and areas where improvement is needed;

D. include input from public safety agencies; and,

E. include a plan for corrective action.

After-action reports must be submitted to the District school safety specialist for review fifteen (15) calendar days following completion of the drill.

The District shall maintain a record that is accessible at each school or by the OSS of all current school year and prior school year drills conducted, including the names of law enforcement personnel present for each active assailant emergency drill.

Alyssa's Alert/Mobile Panic Alert System

In accordance with the requirements of F.S. 1006.07, the District shall implement a mobile panic alert system. The District will select a system under contract with FLDOE or procure a different system. The District will maintain current listings of mobile panic alert systems implemented by all public schools, including charter schools, within the District. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The list will be provided to the Office of Safe Schools via-email by August 1, 2022, and will be updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

The District's mobile panic alert system will include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, the District will consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

The District's policies and procedures related to Alyssa's Alert/Mobile Panic Alert Systems will be developed in consultation with the County 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations.

List of Primary Emergency Response Agencies

The primary emergency response agencies that are responsible for notifying the District for each type of emergency are as follows:

A. <u>Fires:</u>

Gulf County Sheriff 's Department

B. Natural Disasters:

Gulf County Sheriff's Department

Gulf County Emergency Management

C. Bomb Threats:

Gulf County Sheriff's Department

D. Weapon-Use, Hostage, and Active Assailant/Shooter Situations:

Gulf County Sheriff's Department

E. Hazardous Materials or Toxic Chemical Spills:

Gulf County Sheriff's Department

Gulf County Health Department

F. Weather Emergencies, Including Hurricanes, Tornadoes, and Severe Storms:

Gulf County Sheriff's Department

Gulf County Emergency Management

G. Exposure as a Result of a Manmade Emergency:

Gulf County Sheriff's Department

Gulf County Health Department

Parents of District students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts and 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, hostage, and active assailant situations;

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.

The individual(s) responsible for contacting the primary emergency response agencies listed above are as follows:

A. Superintendent;

B. Principal.

The information in this section shall be part of the School Safety and Security Plan, and, therefore, confidential.

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Legal
Florida Fire Prevention Code (F.S. 633.202)
F.S. 1001.43
F.S. 1006.07
F.S. 1013.13
Fire Code (NFPA 1)
Life Safety Code (NFPA 101)
F.A.C. 6A-1.0018

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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. ~~The principal will maintain an updated binder system of offenders for review by parents, students, and other members of the public.~~ This is the primary means of notification to schools for the purpose of community notification within each law enforcement jurisdiction.

B. All posters and/or other information provided directly to the Office of Public Safety by the sheriff or chief of police will be distributed to all schools within the District. T~~he principal will also include this information of offenders in the updated binder system of offenders for review by parents, students, and other members of the public.~~ 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 will 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 Posting of Sex Offender/Sexual Predator Information

A. An information poster placed in the public area of the school will alert all members of the community that the sheriff and/or chief of police has provided to the school, posters or other information concerning sex offenders, as required by law. ~~The poster will direct members of the public to the updated binder system of offenders, which is maintained in the public area of the school office.~~

B. School(s) will not display the actual posters of sex offenders/sexual predators in any area of the school.

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~~ 856.022 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;

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,

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, a member of the Board, 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 only dropping off or picking up their own children or grandchildren at the child care facility or school.

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Legal
F.S. 775.21
F.S. 775.25
F.S. 856.022
F.S. 943.0435
F.S. 944.606
F.S. 1006.695

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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 School 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, the following shall further apply:

A. Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his/her initial status or after a change in the person's status has been made.

B. Effective January 1, 2024, 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 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.

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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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8510

Revised Policy - Vol. 26, No. 2, Jan. 2026 - WELLNESS

8510 - **WELLNESS N** **o Changes Needed.**

As required by law, the School Board establishes the following wellness policy for the School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research supports that there is a positive correlation between a student's health and well-being and his/her ability to learn. Schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs by supporting the development of good eating habits in a health school meal environment and by promoting increased physical activity in and out of school.

School personnel, parents, and the public at large must be involved in a community-wide effort to promote, support, and model healthy behaviors and habits with respect to eating and exercise.

The Board sets the following goals to enable students to establish lifelong skills and attitudes that promote good health, healthy nutrition, and physical activity habits:

A. Regarding nutrition education, the District shall:

1. Include in the health curriculum instruction that is sequential and standards-based and provides students with the knowledge, mind-set, and skills necessary to lead healthy lives.

2. Include into other subject areas of the curriculum, when appropriate, knowledge and life skills that complement the standards and benchmarks for health education.

3. Offer age-appropriate and culturally-relevant nutrition education opportunities that meet applicable standards and benchmarks.

4. Display age-appropriate nutrition education posters, such as the USDA's MyPlate in the cafeteria and other appropriate areas visible to students and

others in the school community.

5. Utilize highly-qualified teachers to provide instruction in accordance with the standards and benchmarks for nutrition education and related topics.

B. Regarding physical education, the District shall:

1. Physical Education

    a. Provide a sequential, comprehensive physical education program to students in grades K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

    b. Provide sequential, comprehensive physical education curriculum to students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.

    c. Provide planned instruction in physical education that is sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.

    d. Include instruction in physical education that encourages and promotes participation in physical activity outside the regular school day.

    e. Offer students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), physical education in accordance with F.S. 1003.4282 and 1003.455, which includes the following:

        1. Elementary School Students (Grades K-5) - 150 minutes per week. A minimum of thirty (30) consecutive minutes is required on any day that physical education instruction is provided.

        2. Middle School Students (Grades 6-8) - One (1) class per day for one (1) semester each year.

        3. High School Students - One (1) credit will be earned in physical education with the integration of health.

    f. Provide within the K-12 program instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.

2. Physical Activity

    a. Physical activity

    b. Integrate, when possible, physical activity across the curricula and throughout the school day.

    c. All students in grades K-5 are provided a daily recess period in accordance with Board Policy 2280 - *Physical Education*.

    d. Provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

    e. Allow students in grades 6 -12 the opportunity to participate in interscholastic sports programs.

C. With regard to other school-based activities:

Students shall be provided access to free drinking water during designated lunch and breakfast meal times and may be available throughout the school day in designated areas.

1. The schools shall schedule mealtimes that promote the school meal programs with minimum disruption from bus schedules, recess, and other special programs or events.

2. The school shall provide attractive, clean environments within which the students eat.

3. The schools will work to limit activities, such as tutoring or club meetings, from being scheduled during mealtimes, unless students may eat during those meetings.

4. Schools in our system utilize electronic identification and payment systems for school meals to eliminate any stigma or identification of students eligible to receive free and/or reduced price meals.

D. With regard to nutrition promotion, the District shall provide that any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

1. encourage students to increase their consumption of healthful foods during the school day;

2. create an environment that reinforces the development of healthy eating habits, including offering and encouraging consumption of the following healthy foods that align with the USDA Dietary Guidelines for Americans and comply with the USDA Smart Snacks in School nutrition standards.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled *Food Service*, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

C. As set forth in Policy 8531, entitled *Free and Reduced Price Meals*, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

D. All foods and beverages sold to students on the school campus during the school day outside of reimbursable school meals are considered "competitive foods" and must comply with the nutrition standards for competitive food as defined and required in 7 C.F.R. 210.11. Competitive foods include items sold a-la-carte in the cafeteria, from vending machines, school stores, snack bars, and for in-school fundraisers. For the purposes of competitive food standards implementation, "school campus" refers to all areas of the property under the jurisdiction of the school that are accessible to students during the school day. "School day" refers to the period from midnight before to thirty (30) minutes after the end of the official school day.

E. Unless sold by the Food Service Program, competitive food items sold to students during the school day shall not consist of ready-to-eat combination foods of meat or meat alternate and grain products as defined in 7 C.F.R. 210.11 and incorporated in F.A.C. 5P-2.002.

F. Competitive food and beverage standards may be exempted for the purpose of conducting in-frequent school-sponsored fundraisers up to five (5) days per school year in elementary schools, ten (10) days per school year in middle and

combination schools, and fifteen (15) days per school year in high schools. Each school is responsible for maintaining records documenting the occurrence of any exempted school-sponsored fundraisers to demonstrate compliance with this policy.

G. No school-sponsored fundraisers, which include the sale of food items, will be permitted to occur until thirty (30) minutes after the conclusion of the last designated meal service period.

H. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines, for classroom parties, or at holiday celebrations.

I. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include for classroom parties and at holiday celebrations) align with the food and beverage standards approved by the Superintendent.

The Board designates the Superintendent and/or the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop administrative procedures necessary to implement this policy.

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Legal
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.
F.S. 595.405
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1003.453
F.S. 1003.455
F.A.C. 5P-2.002
7 C.F.R. 210.11

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8600

Revised Policy - Vol. 26, No. 2, Jan. 2026 - TRANSPORTATION

8600 - **TRANSPORTATION** **Please review with your current policy. Much information was not adopted**

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State of Florida. Such laws and rules shall govern any question not covered by this policy.

Provisions for reciprocal agreements with contiguous school districts for school bus and other Board-approved vehicle transportation services, inspections, and screening requirements shall be in accordance with Florida statute.

School buses shall be purchased, housed, and maintained by the District for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

Students living more than two (2) miles from their home school will be eligible for District-provided bus transportation. Students who attend school out of their home school zone will not be eligible for District-provided transportation. Students shall board the bus at the nearest designated stop and will not enter or leave the bus at any other designated stop, except upon approval of the principal or principal's designee.

Students living within two (2) miles of school may be provided District bus transportation under the following conditions:

A. Permanently disabled students, whose Individual Education Plan requires special transportation.

B. Temporarily disabled students upon request and verification of disability and the length of time of disability.

C. Students whose walking routes to school meet the State criteria for hazardous walking conditions.

F.S. 1006.23 requires the Board and other governmental entities work cooperatively to identify conditions that are hazardous along student walking routes to school and requires such condition shall be inspected by a representative of the School District and a representative of the State or local governmental entity that has jurisdiction over the perceived hazardous location. If it is determined that the condition meets the criteria established in State law for hazardous walking conditions, the Board shall provide transportation to students who would be subjected to such conditions. State law further requires State or local governmental entities having jurisdiction to correct such hazardous conditions within a reasonable period of time. The Board and Superintendent shall follow State law with respect to correcting hazardous walking conditions.

Students eligible for transportation who are beyond the accessibility of school bus transportation shall be provided isolated transportation by payment to the parent of an amount established by the Board. Payment of the amount established will be based upon the date of the application or the date the service began whichever occurred first during the current attendance reporting period.

Parents of students who become or are determined to be non-eligible for school bus transportation shall be notified in writing. The student will be allowed to ride the bus for a minimum of three (3) additional days depending on the circumstances of the non-eligibility. If the student was riding the school bus illegally, removal from the bus will be immediate.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation services. The Board shall approve the bus routes annually. The Superintendent is authorized to make any necessary changes in the approved route.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well being of the students while on a bus.

Duties and Responsibilities of the Director of Transportation

A. Counsel with school bus operators regarding safety and efficiency of service to schools and to make recommendations to them for improvement in service.

B. Recommend to the Superintendent the initial or continued employment of bus operators, and other transportation personnel.

C. Instruct school bus operators in procedures to be followed in conducting school bus emergency evacuation drills and confer with each Principal regarding scheduling, conducting, and documenting school bus evacuation drills. These procedures shall include a requirement that all operators of school buses transporting students,

teachers, or chaperones on field and activity trips instruct all passengers in the locations and proper use of school bus emergency exits prior to each such trip.

D. Counsel with bus operators regarding operator responsibility and authority, as well as job performance.

The Director of Transportation shall consider the knowledge, skills, and abilities related to student management techniques, as well as the characteristics of students with disabilities, when selecting or assigning operators and attendants for routes serving ESE students.

Duties and Responsibilities of the Principal

A. Assume responsibility under the direction of the Superintendent for all student disciplinary cases that arise in connection with transportation in accordance with Florida statutes, Florida State Board Rule, and the Student Code of Conduct.

B. Instruct students as a part of their safety program on the rules pertaining to student transportation, walking to and from school, bicycle, and other vehicle operations.

C. Develop at the school a parking policy for the safety of students, visitors, and staff while operating or parking personal vehicles on campus.

D. Conduct, at a minimum, during the first six (6) weeks of each semester, school bus evacuation drills, and maintain documentation for these drills.

E. Develop a plan for the supervision of transported students who arrive early or remain late.

F. Designate places for students to get on and off school buses at the school site, and provide supervision of the loading/unloading zone.

G. Provide instruction for all transported students in safe practices on and off the bus during the first six (6) weeks of the first semester of the school year.

H. Request authority in writing for transportation of students on field trips and activity trips, or other special trips, and to plan such trips in accordance with policies approved by the Board.

Duties and Responsibilities of the Bus Operator

A. Pass all required physical examinations and meet such requirements as may be prescribed by State law, State Board rules, or Board policy.

B. Be clean and neat in appearance, and to refrain from wearing shoes that are not securely held on the foot.

C. Refrain from use of tobacco while operating the bus, as well as the use of profane language in the presence of the students. Operators shall not use or be under the influence of alcohol, illicit drugs, or any substance that may impair the operator's alertness or performance while on duty. Operators shall not carry firearms while on school board property.

D. Prescribe, in cooperation with the Principal, the seating arrangements of students.

E. Report needed changes in school bus transportation to the Director of Transportation including, but not limited to, bus loads, bus deficiencies, road hazards, routes, and schedules.

F. Study and observe all laws, rules of the State Board, and policies of the Board relating to transportation.

G. Attend and participate in conferences and training classes for school bus operators, and be prepared at any time to pass successfully a reasonable examination concerning traffic laws, State and local transportation rules, and driving skills.

H. Require that transported students observe all rules prescribed by law, State Board rule, and the policies of the Board.

I. Maintain order and discipline, under the direction of the Principal, on the part of every passenger.

J. Permit students to leave the bus only at their assigned stop, except upon written authorization of the Principal.

K. Observe all procedures incorporated in the Florida Department of Education Basic School Bus Operator's Curriculum.

L. Instruct transported students in safe riding practices.

M. Require all passengers to remain seated and to keep aisles and exits clear.

N. Participate in emergency evacuation drills at least once each school semester under the direction of the Principal.

O. Use the bus, if it is publicly owned, only to transport students to and from school, except upon specific direction of the Superintendent or the Principal upon written authorization by the Superintendent.

P. Prepare immediately after every accident involving the bus or a school bus passenger an accident report to be filed with the Director of Transportation.

Q. Ascertain and ensure that all persons are off the bus before filling fuel tank.

R. Drive always at a safe speed and never in excess of the legally posted speed limit in business or residential districts, or fifty-five (55) miles per hour outside business or residential districts.

S. Cooperate with duly authorized school officials, mechanics, and other personnel in the mechanical maintenance and repair of the bus, and in overcoming hazards that threaten the safety or efficiency of service.

T. Inspect the bus prior to the beginning of the first trip each morning and the first trip each afternoon, and report any defect affecting safety or economy of operation immediately to authorized service personnel. The inspection shall include all items identified in the procedures related to the mandatory daily inspection in the Basic School Bus Operator Curriculum.

U. Keep the bus clean and neat at all times and not affix any stickers or other unauthorized items to the interior or exterior of buses.

V. Prepare reports, keep all records required, and otherwise assist school officials in mapping bus routes, planning schedules and in obtaining information for a continuous study of all phases of transportation service.

W. Wear a seat belt at all times when the bus is in operation.

X. Use roof-mounted white flashing strobe lights, if the bus is so equipped, whenever headlights are required to be used due to reduced visibility conditions pursuant to F.S. 316.217(1)(b), except that insufficient light due only to the time of day or night shall not require use of the strobe light.

Y. Report the following immediately to the Director of Transportation, Principal, or other designated officials:

1. misconduct on the part of any student while on the bus or under the operator's immediate supervision;

2. complaints requiring attention of school authorities;

3. any hazards arising that would offer either an actual or a potential threat to the safety of students in the operator's care;

4. causes for failure to maintain school bus time schedule; and

5. overloaded conditions on the bus that exceed the rated capacity of the bus.

Z. Perform a complete interior inspection of each bus after each run and trip to ensure no students are left on board.

AA. Maintain as far as practicable by patient and considerate treatment of parents a feeling of security in the safety of students transported.

The Superintendent shall require that bus operators, and attendants if used, are instructed as to their responsibilities for students who are transported at public expense as follows:

A. The operator or attendant of a bus transporting students shall remain with the bus so that students aboard will be under supervision at all times, except to call for assistance in case of an emergency or accident involving the students or bus.

B. In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus operator shall not assume responsibility for such assistance except in an emergency that threatens the safety of such student or students.

C. The operator and attendant (if used) shall be provided certified cardiopulmonary resuscitation (CPR) and first aid training along with other required pre-service training prior to transporting students, and shall receive CPR and first aid refresher in-service training at least biennially; however, the operator and attendant (if used) shall not give medicine and shall limit their assistance to that which may normally be expected of a reasonable, prudent person or as specified in the student's Individual Educational Plan or Individualized Seizure Action Plan.

D. School bus operators and attendants (if used) shall receive information regarding each affected student's Individualized Seizure Action Plan and appropriate training regarding how to provide recommended care if the student shows symptoms of the epilepsy or seizure disorder, in accordance with F.S. 1006.062. The student's parent and emergency contact information will also be provided to bus operators and attendants.

The Superintendent shall also require that bus operators and attendants are provided instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus.

Parents, guardians, and students shall be informed at least annually in writing of their responsibilities for the following:

A. to ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the District, including during each trip to and from home and the assigned bus stop when the District provides bus transportation;

B. to ensure that students ride only on their assigned school buses and get off only at assigned bus stops, except when the District has approved, upon the request of the parent or guardian, alternative buses or arrangements;

C. to ensure students are aware of and follow the District's adopted Code of Student Conduct while the students are at school bus stops and provide necessary supervision during times when the bus is not present; and

D. to ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by District policy or the student's individual educational plan.

Signage on School Buses

Any school bus with an operational infraction detection system will include signage on the rear of the bus. The signage must be in the form of one or more signs or stickers and must contain the following elements in substantially the following form:

A. the words "STOP WHEN RED LIGHTS FLASH" or "DO NOT PASS WHEN RED LIGHTS FLASH";

B. the words "CAMERA ENFORCED"; and,

C. a graphic depiction of a camera.

The signage must occupy at least seventy-five percent (75%) of the available space that does not contain signs or insignia that are required by other applicable law or by the State Board of Education.

Notice to the Public

The District will make a public announcement and conduct a public awareness campaign of the proposed use of school bus infraction detection systems at least 30 days before commencing enforcement under the school bus infraction detection system program and notify the public of the specific date on which the program will commence. During the thirty (30) day public awareness campaign, only a warning may be issued to the registered owner of a motor vehicle for a violation F.S. 316.172(1)(a) or (b) enforced by a school bus infraction detection system, and a civil penalty may not be imposed F.S Chapter 318.

Violations

Within thirty (30) days after an alleged violation of F.S. 316.172(1)(a) or (b) is recorded by a school bus infraction detection system, the District or its private vendor or manufacturer must submit the following information to a law enforcement agency that has entered into

an interlocal agreement with the District pursuant to this policy and has traffic infraction enforcement jurisdiction at the location where the alleged violation occurred:

A. a copy of the recorded video and images showing the motor vehicle allegedly violating F.S. 316.172(1)(a) or (b);

B. the motor vehicle's license plate number and the state of issuance of the motor vehicle's license plate; and,

C. the date, time, and location of the alleged violation.

Videos and Images of Alleged Infractions

The school bus infraction detection system may not be used for remote surveillance. The collection of evidence by the school bus infraction detection system to enforce violations of F.S. 316.172 does not constitute remote surveillance.

Video and images recorded as part of the school bus infraction detection system may only be used for traffic enforcement and for purposes of determining criminal or civil liability for incidents captured by the school bus infraction detection system incidental to the permissible use of the system.

To the extent practicable, a school bus infraction detection system will utilize necessary technology so that personal identifying information contained in the video or still images recorded by the system which is not relevant to the alleged violation, including, but not limited to, the identity of the driver and any passenger of a motor vehicle, the interior or contents of a motor vehicle, the identity of an uninvolved person, a number identifying the address of a private residence, and the contents or interior of a private residence, is sufficiently obscured so as not to reveal such personal identifying information.

Any recorded video or still image obtained through the use of a school bus infraction detection system must be destroyed within ninety (90) days after the final disposition of the recorded event. The vendor of the school bus infraction detection system must provide the District with written notice by December 31st of each year that such records have been destroyed in accordance with F.S. 316.173.

Quarterly Reporting to the Florida Department of Education

By October 1, 2023, and quarterly thereafter, the District, will submit, in consultation with the law enforcement agencies with which it has interlocal agreements pursuant to this policy, a report to the Florida Department of Education which details the results of the school bus infraction detection systems in the District in the preceding quarter. The report will contain the information required in F.S. 316.173. The District will maintain its respective data for reporting purposes for at least two (2) years after such data is reported to the Florida Department of Education.

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Legal

F.S. 316.173
F.S. 316.183(3)
F.S. 316.217(1)(b)
F.S. 1006.21
F.S. 1006.22
F.S. 1006.23
F.S. 1011.68
F.S. 1012.45
F.A.C. Chapter 6A-3
F.A.C. 6A-3.003

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8600.04

Revised Policy - Vol. 26, No. 2, Jan. 2026 - BUS OPERATOR QUALIFICATIONS, CERTIFICATION, DISCIPLINE, AND TERMINATION

8600.04 - **BUS OPERATOR QUALIFICATIONS, CERTIFICATION, DISCIPLINE, AND TERMINATION**

Purpose

The safety and welfare of District students is of paramount importance to the School Board and transportation personnel of the District are charged with the responsibility of student transportation safety. Thus, it is essential that school buses be operated by properly qualified and licensed drivers who meet all other requirements of State and Federal laws, State Board rules, and Board policies for the transport of students.

For purposes of this policy, "bus operator" is defined as any person employed or contracted by the District to transport prekindergarten through grade 12 students in school buses as defined in F.S.1006.25 or any vehicle with a seating capacity of eleven (11) or more including the driver.

Applicants

The Board requires that each applicant for a bus operator's position possess a valid Florida Commercial Driver License Class B with Passenger and S Endorsements, together with an acceptable driving record, a current valid medical examiner's certificate, and such other licenses and endorsements as may be required by applicable law and regulation, and meet all other minimum qualifications as may be required by Federal law, State law, State Board Rule, Board policy, and the District's safe driver plan. The driving record of all applicants shall be obtained from the Florida Department of Highway Safety and Motor Vehicles (DHSMV) and reviewed by the District as and when required by law to verify an acceptable driving history and compliance with the standards of this policy and applicable law and regulation.

At the time of initial employment, the Board shall require that the operator of a school bus meet the following requirements:

A. ~~has~~ have five (5) years of licensed driving experience;

B. ~~has~~ have submitted to the Superintendent a written application for employment in a form prescribed by the Board (does not apply to contracted transportation providers); and

C. ~~has~~ have filed a set of fingerprints for the purpose of the required background check for determining criminal record.

An applicant who is determined by the criminal background check required of all applicants to have been convicted of a crime of moral turpitude shall not be employed as a school bus operator.

Any of the following infractions or offenses will render a candidate unqualified and, therefore, ineligible for employment:

A. driving under the influence

B. falsifying an accident report

C. at-fault accident resulting in a fatality

D. more than twenty (20) points on license

E. reckless driving

F. more than two (2) careless driving infractions within any one (1) year period

G. failing to give notice of a crash to a local police department or county sheriff when such crash results in injury to or death of any persons or damage to any vehicle or other property in an apparent amount of at least $500

H. fleeing or attempting to elude a police officer

I. speeding in excess of twenty-one (21) miles per hour over posted speed limit

J. loss of or suspension of driver's license for traffic related offenses/violations of F.S. Chapter 316, or multiple non-traffic related offenses

Employees

Prior to transporting students on a school ~~bus~~ bus, each operator employed or contracted by the District shall meet the following requirements:

1. hold a valid driver's licenses for the respective weight class of the bus that will be operated;

   A Class E driver's license without endorsements is required for school buses and multifunction school activity buses (MFSABs) with a gross vehicle weight rating (GVWR) of 26,000 pounds or less with a seating capacity of fifteen (15) or fewer, including the driver. A Class B commercial ~~driver~~ driver's license (CDL) with a passenger endorsement and a school bus endorsement is required for school buses and MFSABs with a GVWR of 26,001 pounds or more and/or a seating capacity of sixteen (16) or more, including the driver. ~~;~~

2. ~~successfully~~ complete forty (40) hours of pre-service training, which must include certified cardiopulmonary resuscitation (CPR) and first aid training, and must consist of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training ~~.~~ ;

A. demonstrate the ability to prepare required written reports;

B. be physically capable of operating the vehicle as determined by physical examination, given by a physician designated by the Board, and as determined by a dexterity test administered by the District;

C. demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus operator; and

D. meets the qualifications described in 49 C.F.R. Part 391, relating to physical qualifications and examination, which includes the physical standards established by the Federal Motor Carrier Safety Administration pursuant to 49 C.F.R. Sections 391.41 and 391.43

The District shall issue a certificate of training to each operator who successfully completes the forty (40) hours of pre-service training provided by the Commissioner.

In addition to the requirements set forth above, a bus operator employed by the Board shall at all times during the term of their employment maintain an acceptable driving record, possess a current valid medical examiner's certificate, hold such other licenses and endorsements as may be required by applicable law and regulation, and meet all other

minimum qualifications as may be required by Federal law, State law, State Board rule, Board policy, and the District's safe driver plan.

It is the intent of this Board to protect its students from drivers whose certification is invalidated under Florida law or the District's safe driver plan. Any employee who operates a school bus with a license s/he knows, or should have known, is suspended or revoked shall be subject to discipline, up to and including dismissal or termination of contract.

The driving record of all school bus operators shall be obtained and reviewed prior to each fall semester, and shall be subject to continuous screening by using the Motor Vehicle Operator Tracking and Reporting System (MOTRS) through the Florida Department of Motor Vehicles and Highway Safety database.

It is the intent of this Board to protect its students from drivers whose certification is invalidated under Florida law or the District's safe driver plan. Any employee who operates a school bus with a license s/he knows, or should have known, is suspended or revoked shall be subject to discipline, up to and including dismissal or termination of contract.

Any bus operator whose driving record is found to include a plea of guilty, nolo contendere, or adjudication withheld of guilt for any of the following infractions shall be subject to disciplinary action up to and including termination in accordance with the District's safe driver plan:

A. driving under the influence

B. falsifying an accident report

C. at fault accident resulting in a fatality

D. more than twenty (20) points on license

E. passing a stopped school bus

F. reckless driving

G. more than two (2) careless driving infractions within any one (1) year period

H. failing to give notice of a crash to a local police department or county sheriff when such crash results in injury to or death of any persons or damage to any vehicle or other property in an apparent amount of at least $500

I. fleeing or attempting to elude a police officer

J. speeding in a school zone

K. railroad crossing offenses

L. leaving the scene of an accident involving injuries or property damage

M. speeding in excess of twenty-one (21) miles per hour over posted speed limit

N. loss of or suspension of driver's license for traffic related offenses/violations of F.S. Chapter 316, or multiple non-traffic related offenses

O. use of a wireless communication device in while operating a motor vehicle for non-voice interpersonal communication, including, but not limited to, texting, e-mailing, instant messaging, and snap chatting which is a violation of F.S. 316.305

P. use of a wireless communication in a handheld manner while operating a motor vehicle in a designated school crossing, school zone, or work zone area as defined in F.S. 316.003, which is a violation of F.S. 316.306

In addition, a bus operator who violates Board policies regarding the unnecessary idling of school buses or using a wireless communication device while operating a school bus shall be subject to disciplinary action in accordance with the District's safe driver plan.

All bus operators must conform to the provisions of 49 C.F.R., Part 40 and Part 382, relating to the substance abuse testing and alcohol detection program. A driver testing positive for a controlled substance under the provisions noted above shall be terminated from school bus driving duties.

All bus operators are required to sign a driver's license status statement for each pay period, attesting that bus operator has not received any point violation in the interim. Falsification may result in disciplinary action, up to and including termination.

All bus operators are required to submit to follow-up criminal background checks in accordance with State law.

At least annually, the Board shall require that each operator of a school bus meets the following requirements:

A. successfully complete the requirements prescribed by this policy;

B. successfully complete a minimum of eight (8) hours of in-service training related to the operator's responsibilities for transporting students, which may include training

hours from the required certified CPR and first aid training, pursuant to F.A.C. Rule 6A-3.0121;

C. successfully pass a dexterity test administered by the District and maintain a valid Medical Examiners Certificate verifying that the operator meets the requirements of 49 C.F.R. Part 391.

At the time of reemployment, the Board shall assure that each school bus operator meets all of the requirements contained herein. If not more than a twelve (12) continuous calendar month break in service has occurred, an operator shall be required to complete eight (8) hours of in-service training related to their responsibilities for transporting students prior to driving a school bus with students. If a period exceeding twelve (12) calendar months has occurred, the operator shall be required to successfully complete all of the requirements of this policy.

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Legal
F.S. 316.305
F.S. 316.306
F.S. 1012.45
F.S. 1012.465
F.S. Chapter 316
F.S. Chapter 1006
F.A.C. 6A-3.0121
F.A.C. 6A-3.0141
F.A.C. 6A-3.0171
49 C.F.R. Part 40
49 C.F.R. Part 382
49 C.F.R. Part 391

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po8700

Revised Policy - Vol. 26, No. 2, Jan. 2026 - ANTI-FRAUD

8700 - **ANTI-FRAUD**

This policy is implemented to make employees aware of activities that may be fraudulent, illegal, or otherwise unethical. The District will not tolerate such activities, and disciplinary measures will be implemented as appropriate.

Scope

This policy applies to any fraud, or suspected fraud, involving elected officials, employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties with a business relationship with the District.

Policy

Fraud and fraudulent activity are strictly prohibited. The obligation to report fraud includes instances when the employee knew or should have known that an incident of fraud had occurred. All administrators shall be vigilant for any conduct that appears to constitute fraud or fraudulent activity within the scope of their responsibility.

Each employee or agent of the District shall be responsible for reporting any observed or suspected fraud or fraudulent activity to the Superintendent who shall serve as agency chief inspector. If the observed or suspected fraud or fraudulent activity involves a School Board member or the Superintendent, the report should be made to the Board Attorney or the State of Florida's Chief Inspector General. Reports to the State of Florida's Chief Inspector General may be filed by connecting to the State's Chief Inspector General's fraud hotline (http://www.floridaoig.com/reportfraud.htm), by calling the fraud hotline maintained by the Chief Inspector General (1-800-543-5353), or by faxing the complaint to the Chief Inspector General (1-850-921-0817).

However, whistleblower protection provided by State law will not apply to the individual who utilizes the State's Chief Inspector General's fraud hotline to report alleged fraud or fraudulent activity. Whistleblower protection may apply to individuals who comply with the requirements for whistleblower protection under State law and who report alleged fraud or fraudulent activity directly to the Superintendent who serves as the agency chief inspector.

When the information provided meets the criteria for fraud or fraudulent activity that is set forth in State law, this policy, and Policy 1211, Policy 3211, Policy 4211, AP 1211, AP 3211, and AP 4211, a staff member, former staff member, applicant, or any other person who files the complaint can keep their identity confidential unless:

A. disclosure is necessary to protect the public's health, safety, and welfare;

B. absolutely necessary or unavoidable during the investigation; or

C. if disclosure is required by State law.

Pursuant to Policy 1550, Policy 3550, or Policy 4550, an allegation of fraud or fraudulent activity and all information obtained pursuant to an investigation by the Superintendent of the allegation of fraud or fraudulent conduct will be confidential and exempt from inspection or copying until the investigation ceases to be active or until the Superintendent provides written notice to the employee who is the subject of the investigation.

Fraud – Definitions

Fraud is defined as the intentional, false representation or concealment of a material fact in order to personally benefit or induce another to act to his/her detriment.

Actions constituting fraud include, but are not limited to the following:

A. falsifying, unauthorized altering, or ~~forgoing~~ forging District documents, including but not limited to the following:

1. claims for payments or reimbursements, which would include, but not be limited to, submitting false claims for travel or overtime

2. absence or leave forms, an example of which would be reporting falsely an absence as a sick day or failing to report an absence

3. files, either in electronic or printed format, photographic records or audio records that are maintained by the District or accounts belonging to the District

4. a check, bank draft, wire transfer, or any other District financial document

5. student records that are maintained in either electronic or printed formats

6. fire, health, sanitation, and safety reports that are maintained in either electronic or printed formats

B. misappropriating funds, supplies, or other assets of the District

C. handling or reporting money or financial transactions in an improper or illegal manner

D. disclosing, either directly or indirectly, confidential and proprietary information to outside parties for personal gain

E. disclosing to other persons the purchasing/bidding activities engaged in or contemplated by the District so that any entity, person, or business has an unfair advantage in the purchasing/bid process

F. causing the District to pay excessive prices or fees where justification is not documented

G. accepting or offering a bribe, gifts or other favors under circumstances that indicate that the bribe, gift or favor was intended to influence a decision that was, or needed to be, made

H. removing, destroying, or using for personal gain records, furniture, fixtures and/or equipment

I. using State or Federal funds for other than their designated and approved purposes, or

J. using District equipment or work time for any outside private business activity.

This list is meant to illustrate the types of activities that are prohibited and is not intended to be all inclusive. Other misconduct of a similar nature is prohibited.

Investigation

Investigations of alleged fraud or fraudulent activity shall be conducted in accordance with this policy and the District's whistleblower policy and procedure (Policy 1211, AP 1211, Policy 3211, AP 3211, Policy 4211, and AP 4211).

If the allegations of fraudulent misconduct involve a District employee, former employee, applicants, or independent contractor, the Superintendent shall conduct a thorough investigation. If the Superintendent determines that the allegations appear to involve criminal misconduct, the matter shall be referred to the Sheriff's Office.

If the allegation involves the Superintendent or a Board member, the allegation shall be referred to the Board Attorney. If the Board Attorney determines that the allegations appear to involve criminal misconduct, the matter shall be referred to the Sheriff's Office. If the Board Attorney determines that the allegations do not appear to involve criminal misconduct, the matter shall be assigned by the Board Attorney to a third party, who is not an employee of the District, for the purpose of conducting an investigation concerning the

allegations. Upon the conclusion of this investigation, the investigator shall forward the report to the Board Attorney. The Board Attorney shall forward the report to the Board so that such action as is appropriate can be taken.

Any investigation conducted pursuant to this policy shall be conducted without regard for the length of service, position/title, or relationship of the individual who is alleged to have committed or concealed fraud.

Confidentiality

The District will maintain confidentiality with regard to the reports of suspected misconduct and the investigation, to the extent consistent with the conduct of an appropriate investigation and the District's obligations under the Whistleblower's Act, the Freedom of Information Act, and F.S. Chapter 119. However, absolute confidentiality for reporting witnesses and investigation results cannot be guaranteed.

Except as authorized by the Superintendent or his/her designee, the reporting witness and others interviewed are not to discuss the allegations or investigation with other District employees or officials, vendors or contractors. Such discussions may interfere with the investigation. Further, because of the nature of the alleged misconduct, unsubstantiated allegations that are not privileged could harm an innocent individual's reputation and result in potential civil liability.

Non-Retaliation

Those who, in good faith, report suspected fraud or fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct to the attention of the District. Employees, former employees, applicants for employment, or independent contracts will be subject to the protection of the District's Whistleblower's policy and administrative procedure. (Policy 1211, AP 1211, Policy 3211, AP 3211, Policy 4211, and AP 4211)

Additionally, employees who knowingly make a false report of suspected fraud or fraudulent activity shall be subject to disciplinary action pursuant to the District's Whistleblower's policy and administrative procedure. (Policy 1211, AP 1211, Policy 3211, AP 3211, Policy 4211, and AP 4211)

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Legal
F.S. 112.3187
F.S. 112.3188
F.S. 112.3189
F.S. 112.31895

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

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.

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

B. In the Classroom (American Flag)

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

Flying the Flag at Half-Staff

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

Pledge of Allegiance

Instructional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the 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. A written notice shall be published in the student handbook that a student has the right not to participate in reciting the pledge. Upon written request by the student's parent, the student must be excused from reciting the pledge, including standing and placing the right hand over the student's heart.

Display of the Official Motto of the State of Florida

The official motto of the State of Florida, "In God We Trust", shall be displayed in a conspicuous place in all public 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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po9120

Revised Policy - Vol. 27, No. 1, June 2026 - PUBLIC INFORMATION AND PARENTAL INVOLVEMENT PROGRAM

9120 -

UBLIC INFORMATION AND PARENTAL INVOLVEMENT PROGRAM

The School Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel, needs, objectives, and operations. Therefore, the Board shall provide the means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the ~~achievements and the needs of the schools, and develop the necessary procedures to accomplish this end~~ educational programs, needs, and objectives of public education within the District, including educational opportunities available through approved virtual instruction providers under F.S. 1002.45 or the District's virtual instruction program.

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NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po9211

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

9211 - **BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS** **This is a new policy. Please make choices and fill in options**

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, parent organizations, 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.

The Board may offer the opportunity for any authorized outside support organization to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the outside support organization. The outside support organization shall pay for such coverage.

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 (including sexual orientation or transgender identity), disability (including HIV, AIDS, or sickle cell trait), marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes").

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

Financial Requirements

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

Outside support organizations shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board.

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 procedure.

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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po9215

Revised Policy - Vol. 27, No. 1, June 2026 - SCHOOL SUPPORT ORGANIZATIONS (SSOS)

Revised Policy - Vol. 27, No. 1 **This is a REPACEMENT POLICY. You will need to select options and fill in blanks in the entire document. Not just what is highlighted.**

[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~~ SSOS)** **REPLACEMENT POLICY**

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~~ Slubs, ~~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 **(X)** Superintendent **( )** 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; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);

B. The goals and objectives of the SSO; and

C. The telephone number, address, and position of each officer of the organization.

Additionally, prior to approving an SSO, the 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.

~~**[ ]** 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]~~

~~[ ]~~ ~~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.

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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

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po9700

Revised Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - RELATIONS WITH SPECIAL INTEREST GROUPS

9700 - **RELATIONS WITH SPECIAL INTEREST GROUPS**

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

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

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

A. Political Interests

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

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

B. Patriotic Organizations

A "patriotic organization" is a youth membership organization serving young people under the age of twenty-one (21) that has an educational purpose and promotes patriotism and civic involvement. The organizations which are defined under federal law are Big Brothers-Big Sisters of America, Boy Scouts of America, Boys & Girls Clubs of America, Civil Air Patrol, Future Farmers of America, Girl Scouts of the United States of America, Little League Baseball, Inc., Marine Corps League, and Naval Sea Cadet Corps.

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

1. Allow a representative of a patriotic organization the opportunity, during school hours and instructional time, to speak with and distribute informational materials in a classroom setting to students to encourage participation in the patriotic organization and its activities and inform students of how the patriotic organization may further the student's education interests and civic involvement to better their school, community and themselves; and/or

2. Provide opportunities for a patriotic organization to have displays at schools within the District to provide opportunities for student recruitment. Such displays may include informational flyers and the use of other existing communication channels.

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

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

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

C. Contests/Exhibits

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

1. have the primary effect of advancing a special product, group, or company;

2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

3. involve any direct cost to the District;

4. interrupt the regular school program unless the student body as a whole derives benefit from such activities.

D. Distribution/Posting of Literature

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

The Superintendent shall develop administrative procedures that:

1. establish criteria to be used to make a decision whether or not to permit the distribution or posting of material by students;

2. address the distribution or posting of materials that employees wish to distribute or post on behalf of an employee organization in compliance with the terms of negotiated collective bargaining agreements;

3. prohibit the use of the District or the school mail system by the community, students, or staff for distribution of nonschool-related materials unless authorized by the Superintendent;

4. prohibit the distribution of materials from any profit-making organization to students to take home to their parents unless authorized by the Superintendent

5. permit flyers and notices from outside non-profit organizations to be made available for students to pick-up at the literature distribution rack/table by the school building's office, under the following circumstances:

    a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;

b. if the event or activity is religious in nature, the flyer may not contain a proselytizing message (i.e., a message that promotes and/or advocates the benefits of the specific religion);

c. the organization submits the number of copies of the flyer that it wants placed in the literature distribution rack/table;

d. the organization shows the building principal its 501(C)(3) or other proof of non-profit status, and the principal confirms that the flyer/notice does not overtly advocate or entice support for any religious organization;

No student shall be required to take any of the flyers/notices placed in the literature/distribution rack/table, and the rack/table shall contain a clear notice that the Board does not support or endorse any of the organizations and/or activities/events identified in the flyers/notices.

e. establish and clearly communicate the time, place, and manner restrictions concerning the distribution of all nonschool-related materials.

E. Solicitation of Funds

Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

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

1. The Board disclaims all responsibility for the protection for, or accounting of, such funds.

2. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

3. Use of the name, logo, , mascot, any other name or slogan, 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.

The Board does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular and extra-curricular activities.

F. Prizes/Scholarship

In the administration of scholarships or prizes, the District shall not discriminate on the basis of any protected class consistent with Board Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity* in any of its student programs and activities.

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

1. Either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent or principal.

3. The principal, together with a committee of staff members designated by the principal, may be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

G. Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

1. the organization has a purpose which will benefit the School District and its students;

2. the organization's planned activities are clearly in the best interest of the School District and its students.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

H. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and

the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

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

See also Policy 2416 and AP 2416.

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Legal
F.S. 1001.433
F.S. 1013.10
36 U.S.C. 30101
36 U.S.C. 30901
36 U.S.C. 31101
36 U.S.C. 40301
36 U.S.C. 70901
36 U.S.C. 80301
36 U.S.C. 130501
36 U.S.C. 140101
36 U.S.C. 154101

NEOLA SELECT V 26 N2 JAN, V 26 N2 FEB, V 27 N1

po9700.01

Technical Correction - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - ADVERTISING AND COMMERCIAL ACTIVITIES

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

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

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

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

A. Product Sales:

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);

2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);

3. fundraising ~~fund-raising~~ activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;

2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);

3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;

4. ads in school publications (newspapers and yearbooks and event programs);

5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);

6. free samples (e.g., of food or personal hygiene products).

C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;

2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

   The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

D. Market Research:

1. surveys or polls related to commercial activities;

2. internet surveys or polls asking for information related to commercial activities;

3. tracking students' internet behavior and responses to questions calling for personal identification at one or more websites.

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

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines. (see AP 9700.01)

Accounting

Advertising revenues must be properly reported and accounted for.

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Legal
F.S. 847.012
F.S. 1013.10