



Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	RELATIONS WITH SPECIAL INTEREST GROUPS
Code	po9700
Status	From Neola
Adopted	May 1, 2002
Last Revised	April 27, 2010

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 () Board () Superintendent () principal **[END OF OPTIONS]** on the basis of their () educational contribution to part or all of the school program, () benefit to students, **[END OF OPTIONS]** and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

(SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION)

Option #1

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

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

Option #2

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the District's administrative procedures.

In addition, the Board shall permit school organizations and/or school-affiliated groups to sell space in District facilities, on District property, or in District publications for the express purpose of advertising the products or services of a commercial organization, providing the content of such advertisements and the manner of their presentation has been approved by the Superintendent and is in compliance with the District's administrative procedures.

[END OF OPTION #2]

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

B. Contests/Exhibits

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

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

C. 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.
 - principal.
 - Board.

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.

D. Solicitation of Funds

Option #1

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.

Option #2

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

Board.

Superintendent.

[END OF OPTIONS]

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

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

Board.

Superintendent.

[] OPTION #1

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.

[END OPTION #1]

OR

[] OPTION #2

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.

OR

of the Board upon the recommendation of the Superintendent.

All crowdfunding activities are subject to the procedures/guidelines in AP 6605.

[END OPTION #2]

E. Prizes/Scholarship

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

1. No information

either academic or personal

shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the

Board.

Superintendent.

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.

F. 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;

3. the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. Surveys and Questionnaires

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

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

See also Policy 2416 and AP 2416.

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Legal [F.S. 1013.10](#)

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Book Templates Active Until January 2024

Section 9000 Community Relations

Title TELEPHONE COMMUNICATIONS

Code po9111

Status From Neola

9111 - TELEPHONE COMMUNICATIONS

The School Board is vitally interested in maintaining effective communication with parents, members of the community, vendors, and others who have dealings with the District. The Board realizes that, although advances in technology provide the possibility of enhancing communications, some innovations can also inhibit effective contact between the public and District personnel.

The Board directs that incoming calls during regular school hours to the central office and to each school and operations office be answered by a District staff member or volunteer and not by a computer-generated voice. This will ensure that each caller's concern is dealt with in an expeditious manner.

If, under certain rare circumstances it is not possible for a staff member or volunteer to be available to answer a telephone call to a main office number, a computer message may be substituted provided the message instructs the caller how to access a District employee who can take some type of action in response to the caller's need.

Telephone calls to extension numbers within the District may be answered by voice mail provided the caller is provided the alternative of dialing 0 and talking to a staff member or volunteer.

The telephone system should operate in such a way that a caller is able to talk directly to someone who can be of assistance to the caller. Lack of effective telephone contact could be critical.

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Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	PUBLIC INFORMATION PROGRAM
Code	po9120
Status	From Neola
Adopted	May 1, 2002

9120 - PUBLIC INFORMATION 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, 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.

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Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - PUBLIC COMPLAINTS

Number: po9130

Revised Policy - Vol. 24, No. 1

9130 - PUBLIC COMPLAINTS

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

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences shall more formal procedures be employed.

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

Matters Regarding a Staff Member

First Level

If it is a matter specifically directed toward an instructional or support staff member or an administrator, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within the

staff member's authority and District policies or administrative procedures.

[] As appropriate, the staff member shall report the matter and whatever action may have been taken to the _____.

[NOTE: This level does not apply if the matter involves suspected child abuse, substance abuse, or the health, welfare, and safety of a student that may require investigation or inquiry by school officials prior to approaching the instructional staff member (see below).]

Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

Third Level

If a satisfactory solution is not achieved by discussion with the _____, a written request for a conference shall be submitted to the Superintendent. This request should include:

- () the specific nature of the complaint and a brief statement of the facts giving rise to it;
- () the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- () the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, shall

provide the complainant with its written decision.

grant a meeting.

before the Board.

before a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ____ business days following the meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

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

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

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request to the Board Chairman for a conference with

the Board. This request shall include:

the specific nature of the complaint and a brief statement of the facts giving rise to it;

the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

the reason that the matter was not able to be resolved with the Superintendent;

the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding an Instructional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the _____ and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding an Instructional Staff Member".

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

See Policy 2520 - *Selection and Adoption of Instructional Materials*/Policy 2521 - *Instructional Materials Program*.

Confidentiality

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

concluded the investigation with a finding not to proceed with disciplinary action or file charges, or

concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

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

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

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

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Legal References

F.S. 119.071(2)(k)

F.S. 1012.31



Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	CITIZENS' ADVISORY COMMITTEES
Code	po9140
Status	From Neola
Adopted	May 1, 2002
Last Revised	September 24, 2013

9140 - **CITIZENS' ADVISORY COMMITTEES**

The School Board may establish citizen advisory committees when there is a definite function to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizen advisory committees shall be made by the Superintendent. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new problem or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Superintendent, and to the remainder of the instructional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the Superintendent. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the Superintendent.

[] with the advice of the Chairman.

The Superintendent shall transmit the contents of any communication from a committee to the Board.

[] at the next meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the Superintendent shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

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Legal [F.S. 165.041\(3\)\(c\)](#)
[F.S. 1001.452](#)

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Book Templates Active Until January 2024
Section 9000 Community Relations
Title BUSINESS ADVISORY COUNCIL
Code po9141
Status From Neola

9141 - BUSINESS ADVISORY COUNCIL

The School Board is well aware of the increasing importance to the nation's productivity and future well-being of its citizens that students enter the labor market with employable skills and attitudes. The Board and staff of the District also recognize that the necessary educational effort involves close cooperation among interested parties and that decisions regarding the curriculum should not be made without appropriate input from those affected by the educational results.

In order to obtain more effective assistance from one group particularly affected by the students' entry-level skills, the potential employer, the Board shall establish a business advisory council to serve as a continuing advisory group to the Board and administration.

The council shall be composed of ____ members. A majority shall be selected from among the leaders of commercial and industrial organizations operating within the District.

or within the area which provides the majority of employment for the District's citizens.

In addition, representatives from local

trade unions

educational institutions

governmental agencies

shall be invited to join the council.

() A member of the Board

The Superintendent

shall serve as the chairman of the council.

The council shall

annually

elect a chairman from among its members.

who shall serve as co-chairman with the

{ } Superintendent.

{ } a member of the Board.

The purpose of the council shall be to assist the staff and Board in determining whether or not its curriculum is and continues to be both appropriate and adequate for ensuring that students can enter the labor force with knowledge, attitudes, and skills that:

A. are considered relevant by employers;

B. () are at a level which makes initial employment feasible and additional training both productive and economical;

C. () are transferable from one work situation to another.

D. () _____

The Superintendent shall develop administrative procedures which will ensure that the time and efforts of the council and those of the instructional staff are utilized properly to accomplish these educational outcomes and to provide for a continued strong working relationship between the District, the council, and the larger community of employers.

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Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	SCHOOL VISITORS
Code	po9150
Status	From Neola
Adopted	May 1, 2002

9150 - **SCHOOL VISITORS**

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

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

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

[] Except for animals in the classroom as regulated by Policy 8400, canines brought on the premises by law enforcement personnel for law enforcement purposes, or service animals required for use by a person with a disability, no other animals may be on school premises at any time.

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

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

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

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

Visitation by Board Members and Legislators

Individual Board members may visit a District school at any time. A member of the Legislature may visit any public school in the legislative district of the member. Board members and legislators may not be required to give prior notice of the visit. Another Board member or District employee may not limit the duration or scope of the visit or direct a visiting Board member or legislator to leave the premises. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such

[] by the Board.

[] by the Chairman.

[] by a committee chairman.

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

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

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Book Templates Active Until January 2024

Section 9000 Community Relations

Title COMPLAINT PROCEDURES RELATED TO ALLEGED DISCRIMINATION REGARDING ACCESSIBILITY OF DISTRICT FACILITIES

Code po9160.01

Status From Neola

9160.01 - COMPLAINT PROCEDURES RELATED TO ALLEGED DISCRIMINATION REGARDING ACCESSIBILITY OF DISTRICT FACILITIES

If a volunteer, visitor or guest believes that s/he has been discriminated against on the basis of his/her disability regarding accessibility to District facilities, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person(s) is/are designated as the District's Compliance Officers ("DCO"):

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

Building principals shall serve as the Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

A person who has a complaint about District facilities or services may register such complaint with the Building Compliance Officer and/or District Compliance Officer.

Such complaints should be filed in writing within thirty (30) calendar days of the circumstances or event giving rise to the complaint. Use of the complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

A. The written complaint must contain the following information:

1. Name(s) of person(s) filing complaint.
2. Whether the person(s) represents an individual or group.
3. Whether the person(s) making the complaint has discussed the problem with the Building Compliance Officer and/or the District Compliance Officer.
4. A written summary of the complaint and a proposed solution.

B. The Building Compliance Officer or the District Compliance Officer will conduct an impartial investigation and will respond to the complaint within five (5) business days. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint.

C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the Superintendent, who will respond within ten (10) business days.

D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the School Board. The Board will consider the complaint and respond within forty (40) calendar days.

OCR Complaint

At any time, if a member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), and/or any other State or Federal agencies responsible for investigating complaints of discrimination.

The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite 19T10
61 Forsyth Street S.W.
Atlanta, Georgia 30303-8927
Telephone: (404) 974-9406
FAX: (404) 974-9471
TDD: (404) 562-7884
E-mail: OCR.atlanta@ed.gov
Web: <http://www.ed.gov/ocr>

The FCHR can be reached at:

Florida Commission on Human Relations
2009 Apalachee Parkway, Suite 100
Tallahassee, FL 32301
Phone: (850) 488-7082
Toll-Free: (800) 342-8170
Fax: (850) 488-5291
The Florida Relay Service Voice (statewide) 711
TDD ASCII: (800) 955-1339
TDD Baudot: (800) 955-8771
E-mail: fchrinfo@fchr.myflorida.com
Website: <http://fchr.state.fl.us>

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

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Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

Number: po9160

Revised Policy - Vol. 24, No. 1

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

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

[] No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed

() at any function sponsored by the District.

() at any function occurring on Board property.

() Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

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

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

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

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also AP 8390)

The Board is aware of the increasing desire of many parents and other members of an audience to make digital recordings of school events. Such recordings can be made if the performance is not of copyrighted material. If the performance is of copyrighted material, recordings can be made if the District secures the appropriate license authorizing such recordings in advance of the performance. If the performance is of copyrighted material and the necessary license is not secured in advance of the performance, the audience shall be advised before the performance begins that audio and/or video recordings are prohibited. At events when recordings are permitted, the audience will be reminded at the outset that their use of digital recording equipment may not interfere with the conduct of the particular activity or performance, nor impinge on the enjoyment of the event by other members of the audience. The Superintendent will establish rules and procedures governing the use of nondistrict digital recording equipment at any District-sponsored event or activity. Such rules should be

distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to the activity.

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

All notices, signs, schedules, and other communications about school events must contain the following statement:

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify _____ if they require a reasonable accommodation."

Interference with a Sporting or Entertainment Event

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

"Covered event" means an athletic competition or practice, including one conducted in a public venue or a live artistic, theatrical, or other entertainment performance event. The duration of such event includes the period from the time when a venue is held open to the public for such an event until the end of the athletic competition or performance event.

"Covered participant" means an umpire, officiating crew member, player, coach, manager, groundskeeper, or any artistic, theatrical, or other performer or sanctioned participant in a covered event. The term includes event operations and security employees working at a covered event.

"Restricted area" means any area designated for use by players, coaches, officials, performers, or other personnel administering a covered event that is on, or adjacent to, the area of play or performance.

No person may:

intentionally touch or strike a covered participant during a covered event against the will of the covered participant, or intentionally cause bodily harm to a covered participant during a covered event; or

willfully enter or remain in a restricted area during a covered event without being authorized, licensed, or invited to enter or remain in such a restricted area.

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

F.S. 871.05

28 C.F.R. Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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Legal References

F.S. 871.05

28 C.F.R. Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended



Book Templates Active Until January 2024

Section 9000 Community Relations

Title CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS

Code po9190

Status From Neola

Adopted May 1, 2002

9190 - CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS

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

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

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

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

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Last Modified by Tammy R Shroyer on September 20, 2023



Book: Local Policies for Update
Section: Vol. 24, No. 1, July 2023
Title: Revised Policy - Vol. 24, No. 1, July 2023 - VOLUNTEERS
Number: po9200

Revised Policy - Vol. 24, No. 1

9200 - **VOLUNTEERS**

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

The Superintendent is responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. The Superintendent shall develop procedures in accord with this policy which must include, but not be limited to, requirement that each volunteer who may be expected to assume responsibility for the health, safety and welfare of students have a clear understanding of Florida law and District rules, policies and regulations relevant to the volunteer's responsibilities.

[] Retiree Volunteer Program

Retirees seeking to provide civic, charitable, and humanitarian services to the District during the first 12 calendar months following their retirement must meet the following criteria:

Before the retiree's date of retirement, there was no agreement or understanding between the Board and the retiree that the retiree would provide any service for the Board.

The Board or a third party may not provide any form of compensation, including any cash equivalents, to a retiree volunteer for their volunteer service.

Except as otherwise provided in law, a retiree volunteer may not be provided any employee benefits, including health or life insurance benefits. However, a retiree volunteer may be provided certain perquisites necessary for, and for the limited purpose of, completing tasks associated with the Board's retiree volunteer program, such as an assigned uniform or the provision of equipment.

The number of volunteer hours per week, including training hours, that the retiree volunteer may provide is no more than 20% of the number of hours that the retiree volunteer was expected to work per week before their date of retirement.

There is a clear distinction between the duties of the retiree volunteer and the duties of a Board employee.

The schedule of a retiree volunteer, including the number of hours volunteered and the number and type of assignments for which they agree to volunteer, is controlled by the retiree volunteer.

The Board and the volunteer retiree are both required to maintain adequate records to document adherence to the criteria listed in this policy. These records must be made available upon request to the Department of Management Services (DMS) or State Board of Administration (SBA).

The principal [] or department supervisor [] or _____ **[END OF OPTION]** as applicable shall be responsible for maintaining post-employment retiree volunteer records in accordance with this policy.

[END OF OPTION]

Application and Background Check

Prospective volunteers must complete an application and background check in accordance with Florida law. The Board is a registered employer with the Care Provider Background Screening Clearinghouse. Criminal history checks through the Care Provider Background Screening will be conducted before referring an

employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

Additionally, as it relates to Care Provider Background Screening, the following shall further apply:

Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his or her initial status or after a change in the person's status has been made.

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

[DRAFTING NOTE: A volunteer may be required to undergo a thorough background screening, including a screening through the Care Provider Background Screening Clearinghouse (F.S. 435.12), depending on their assignment, duties, and/or involvement with students. District personnel responsible for screening volunteers should carefully consider the volunteer's assignment, duties, and/or involvement with students when determining the required background check/screening. Neola has included a non-exhaustive list below of options related to volunteer background checks/screenings.]

[] Volunteers must complete a background screening pursuant to F.S. 435.12.

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

[] Volunteer applicants who will work with students in an unsupervised manner (out of sight or hearing of supervising staff) are required to pass a Level 2 criminal background screening and screening pursuant to F.S. 435.12.

[] All volunteers/chaperones on any school-sponsored trip, including overnight and day trips, must pass a Level

2 criminal background screening and screening pursuant to F.S. 435.12.

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

If a criminal records check is conducted, it will be at

the Board's expense.

the volunteer's expense.

The volunteer application shall require that the applicant disclose if s/he has ever been convicted or had adjudication withheld in a criminal offense, other than a minor traffic violation, or if any criminal charges are pending. For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. (F.S. 943.0435)

An applicant who is found through background screening to be included in the FDLE sexual offender/predator registry or who has been convicted of any crime involving moral turpitude, as defined by rule of the State Board of Education (), **or otherwise found ineligible for employment under F.S. 1012.315, [End Option]** shall not be approved as a volunteer () **in any position that requires direct contact with students [End Option]**.

The Principal at each school shall be responsible for approving or denying applications.

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

All volunteers must abide by Board Policy 8462 – Student Abuse, Abandonment, and Neglect and are required to review it during the application process.

Duties

Duties assigned to school volunteers shall be consistent with Florida law and State Board of Education rules.

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

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

Volunteers shall always be under the supervision of a teacher or other staff member, depending on assignment, and shall not provide direct instruction to students or spend unsupervised time with students.

Each time a volunteer is assigned to assist a staff member whom the volunteer has not assisted before and each time a volunteer is assigned a type of duty which s/he has not satisfactorily performed in earlier assignments, the volunteer shall complete a period of supervised practice. During the period of supervised practice, the professional staff member whom the volunteer is assisting shall be available continuously to provide immediate assistance to the volunteer at any time he or she is working directly with students. The length of the supervised practice may vary, depending upon the capability and prior experience of the volunteer.

Volunteers shall not:

establish instructional objectives.

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

make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.

make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).

accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the

Board.

Confidential Information

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

Legal Protection

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

Removal of Volunteers

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

Workers' Compensation Coverage

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

Records

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

F.S. 121.091(15)

F.S. 435.04

F.S. 435.12

F.S. 768.1355

F.S. 943.0435

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43(5)

F.S. 1002.23

F.S. 1012.01(5)

F.S. 1012.27

F.S. 1012.315

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

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

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

34 C.F.R. 99.31

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Legal References

F.S. 121.091(15)

F.S. 435.04

F.S. 435.12

F.S. 768.1355

F.S. 943.0435

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43(5)

F.S. 1002.23

F.S. 1012.01(5)

F.S. 1012.27

F.S. 1012.315

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

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

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

34 C.F.R. 99.31



Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
Code	po9211
Status	From Neola
Adopted	May 1, 2002
Last Revised	April 10, 2007

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

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 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 & Program Cost Accounting & Reporting for Florida Schools, Red Book 2014. 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 _____ 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.

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

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.

School employees and Board-approved school volunteers may not be directly compensated in any manner by outside support organizations.

Outside support organizations shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board.

In addition, outside support organization must produce the following documents to the superintendent upon request:

- A. A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).
- B. A copy of the articles of incorporation or amended articles of incorporation on file with the Florida Department of State, Division of Corporations (if applicable).
- C. A copy of any filing with the Florida Department of State, Division of Corporations and the Florida Department of Agriculture and Consumer Services (if applicable).

- D. () A copy of the outside support organization's Bylaws and any amendments or any other governance documents.
- E. () A current list of names, addresses, and titles of each officer. No employee of the District may be an officer of the booster organization in order for the organization to obtain Board recognition.
- F. () A description of the projects or activities the outside support organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.
- G. () The outside support organization's balance sheet together with an accounting of the outside support organization's income and expenses for the preceding calendar year.
- H. () Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.

The activities of outside support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any outside support organization governed by this policy. The School District tax identification number shall not be used for outside support organization purchases.

Fund-Raising

The time, date, purpose, location, and conduct of all fund-raisers shall have prior approval of the administration. Outside support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.

Proceeds from outside support organizations fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.

Donations from outside support organizations must be made in accordance with Policy 7230 and any accompanying procedures. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies, procedures, and Florida law.

Outside support organizations shall comply with Board Policy 6605 on crowdfunding and accompanying administrative procedure.

[NOTE: Choose either Option 1 or Option 2]

[OPTION 1 - no exceptions]

[] 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. If approved, the fund-raisers 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 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.

[END OF OPTION 2]

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](#)

Last Modified by Tammy R Shroyer on September 20, 2023



Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - DIRECT-SUPPORT ORGANIZATIONS

Number: po9215

Revised Policy - Vol. 24, No. 1

9215 - DIRECT-SUPPORT ORGANIZATIONS

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

it is approved by the Board

it is a Florida corporation not for profit, incorporated under the provisions of Chapter 617 and approved by the Department of State

it is organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of public kindergarten through 12th grade education and adult career and technical and community education programs in this District

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

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

The Board may permit the use of property, facilities, and personal services of the District by the DSO, subject to

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

The Board will not appropriate any District funds to a direct-support organization for start-up funds to begin a fund-raising program.

[] Option #1

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

The Board requires that each direct-support organization with more than \$100,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.

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

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

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

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

~~The Superintendent shall develop the administrative procedures necessary for the implementation of this policy.~~

[END OF OPTION #1]

[] Option #2

Direct-Support Organizations with more than \$~~100~~250,000.00 in Annual Expenditures and Expenses

The Board requires that each direct-support organization with more than \$~~100~~250,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.

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

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

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

Direct-support organizations with less than \$~~100~~250,000.00 in Annual Expenditures and Expenses

The Board ~~further () does () does not~~ [END OF OPTIONS] ~~requires~~require that each direct-support organization with less than \$~~100~~250,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.

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

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

The Superintendent has the authority under this section of Board policy to require and receive from the organization any records relative to the operation of the organization. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors are confidential and, therefore, exempt from the provisions of State law. Any other records of such direct-support organizations subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.

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

Implementation

~~The Superintendent shall develop the administrative procedures necessary for the implementation of this policy.~~

[END OF OPTION #2]

Equal Employment Opportunities

~~The Board does not permit the use of property, facilities, or personal services by any DSO that does not provide~~

equal employment opportunities consistent with applicable State and Federal laws.

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Legal References

F.S. 11.45(8)

F.S. 119.07(1)

F.S. 1001.453

F.A.C. 6A-1.0013



Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	HOME-EDUCATION PROGRAMS
Code	po9270
Status	From Neola
Adopted	May 1, 2002
Last Revised	September 11, 2018

9270 - **HOME-EDUCATION PROGRAMS**

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

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

Establishment of a Home Education Program

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

[] If the student has previously not been enrolled in the District when making such notification, the parent shall also comply with the residency verification required by State law and Policy 5112 - Entrance Requirements.

The notice must be in writing, signed by the parent, and must include the full legal names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program, the Superintendent shall provide the parent with a copy of F.S. 1002.41, and a copy of the accountability requirements set forth in F.S. 1003.26(1)(f) with which the parent shall be expected to comply, and a copy of Policy 5200 which sets forth the actions that must be taken for noncompliance.

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

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

Home education program students will be provided written notification of the available industry certifications, national assessments, and Statewide, standardized assessments offered by the District. The notice will include the following:

- A. the date, time and locations of the administration of each certification and assessment; and
- B. the deadline for notifying the District of the student's intent to participate and the student's preferred location.

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

Portfolios

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

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

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

Annual Educational Evaluation

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

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

The Superintendent shall accept the results of the annual educational evaluation of the student in a home education program.

() and may also request that the parent submit the student's portfolio for review. Pursuant to State law, the parent must submit the portfolio within fifteen (15) days of receiving this notice.

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

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

Home Education Student Participation in Certain Activities

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

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

[] Furthermore, home education program students may also enroll in one (1) or more courses provided by the District for students in grades ___ through 12. The student's enrollment shall be on a space available basis. If the home education program student enrolls in one (1) or more courses, the student shall be subject to the rules and expectations that apply to all other enrolled students.

Exceptional Student Education

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

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

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

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Legal

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

Last Modified by Tammy R Shroyer on September 20, 2023



Book Templates Active Until January 2024

Section 9000 Community Relations

Title AWARDS, RECOGNITION, AND INCENTIVES FOR STAFF, SCHOOL VOLUNTEERS, ADVISORY COMMITTEE MEMBERS, AND COMMUNITY MEMBERS

Code po9300

Status From Neola

Adopted May 1, 2002

Last Revised October 28, 2014

[NOTE: F.S. 1012.22(g) requires that the Board develop policy providing for such recognition with awards and incentives.]

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

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

The Board authorizes the Superintendent to develop procedures whereby such recognition will be based on well-defined, consistent criteria, and standards.

Pursuant to State law, District funds may be budgeted and expended to purchase awards to be presented to individuals in recognition of their achievements and/or service. These awards may include, but are not limited to, certificates, plaques, medals, ribbons, and photographs. The cost of a single award presented pursuant to this policy shall not exceed \$_____ **[NOTE: the statutory limit is \$2,000.00].**

Monetary Awards and Incentives

Further, it shall be the policy of this Board that staff members who propose procedures or ideas that, when recommended by the Superintendent and adopted by the Board, result in the elimination or reduction of District expenditures or in the improvement of District or school center operations be presented awards or incentives.

A monetary award granted shall not exceed \$2,000.00 or ten percent (10%) of the first year's savings, whichever is greater.

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Legal [F.S. 1012.22\(g\)](#)

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Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS
Code	po9500
Status	From Neola
Adopted	May 1, 2002

9500 - **RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

It is the policy of the School Board that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District.

[] The Board directs the Superintendent to

[] The Superintendent may

enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial schools.

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Book Templates Active Until January 2024

Section 9000 Community Relations

Title PARTNERSHIPS WITH BUSINESS

Code po9555

Status From Neola

9555 - PARTNERSHIPS WITH BUSINESS

The School Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have a significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

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Section 9000 Community Relations

Title STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

Code po9600

Status From Neola

Adopted May 1, 2002

9600 - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The School Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, and productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with the leaders of the organizations both by making District facilities available and by ensuring that members of the staff and student body are made aware of the benefits that can be derived from education-related activities of the groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such educational activities in the community.

The Superintendent shall develop administrative procedures which will better ensure:

- A. community activities and events which are related to the District's courses of study are incorporated, as appropriate, into such courses as either required or enrichment assignments;
- B. school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and the community activities but also deprive the students and staff from deriving the benefits from participation in community programs which enhance learning and the quality of life.

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Book Templates Active Until January 2024

Section 9000 Community Relations

Title ADVERTISING AND COMMERCIAL ACTIVITIES

Code po9700.01

Status From Neola

Adopted October 27, 2009

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.

Option # 1

It is the policy of the School Board that advertising shall not be permitted in School District facilities or on School District property and that the District's 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.

[END OF OPTION # 1]

[SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION]

Option # 2

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

A. Product Sales:

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

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);

5. () media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);

6. () free samples (e.g., of food or personal hygiene products).

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;

4. () (other) _____.

[END OF OPTION # 2]

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](#)

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Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - CHARTER SCHOOLS

Number: po9800

Revised Policy - Vol. 24, No. 1

9800 - CHARTER SCHOOLS

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

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

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

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

The Board shall enter into a charter with a charter operator and the focus is on three (3) areas of charter school operation: academic accountability, fiscal management, and governance. The Board, as sponsor, shall perform the duties provided in F.S. 1002.33.

Student academic achievement for all students is the most important factor when determining whether to renew or terminate a charter. Additionally, the Board has the right to non-renew or terminate any charter only if the Board expressly finds that one (1) of the following grounds exists by clear and convincing evidence:

fails to participate in the State's education accountability system created in F.S. 1008.31, or fails to meet the requirement for student performance as specified in the charter;

fails to meet generally accepted standards of fiscal management due to deteriorating financial conditions or financial emergencies determined pursuant to F.S. 1002.345; and/or

materially violates the law.

Application Procedure

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

Final Charter School Application

The District shall receive and consider charter school applications for charter schools to be opened at a time determined by the applicant. In addition, the Florida Charter School Review Commission, as authorized under F.S. 1002.3301, may solicit and review applications for charter schools to be located in this District. Within three (3) calendar days after an applicant submits an application for a charter school to the Commission for a charter school to be located in this District, the applicant must also provide a copy of the application to the District by submitting it to _____.

Within thirty (30) calendar days after receiving a copy of the application, the District may provide input to the Commission on a form prescribed by the Florida Department of Education (FLDOE). If the Commission approves the application, the Board shall enter into a charter contract with the approved charter school applicant and serve as the charter school's sponsor in accordance with state law, rules, this policy, and District

procedures.

The following pertains to the submission of a final application:

An individual, teachers, parents, a group of individuals, a municipality, or a legal entity organized under the laws of this State anticipating submission of an application are urged to contact the _____ (identify the position or office sponsors should contact) for assistance prior to completion of an application.

Charter school applicants must participate in training provided by the FLDOE before filing an application unless they have participated in qualified training provided by the District.

The Board and/or any of its designees shall not take unlawful reprisal against another Board employee because that employee is either directly or indirectly involved with a charter school application.

Applicants must submit an application on the FLDOE's Standard Florida Charter School Application template and forms.

The Board shall not charge any fees for processing or consideration of a final charter school application. The Board's approval of a charter shall not be predicated on the promise of any future pay of any kind.

The applicant and Board may mutually agree, in writing, to extend the statutory timeline to consider the charter application. Such agreement shall detail the extension date or timeframe.

Charter schools shall not use or bear the name of an existing traditional public, charter, or private/parochial school in _____ County.

Applications shall be submitted to:

The Superintendent of Schools

_____, Florida _____

The Board shall review all applications using the evaluation instrument developed by the FLDOE.

Application Contents

State Application Form

Applications must be submitted using the Standard Charter School Application form developed and distributed by the FLDOE.

Statement of Assurances

[Option 1]

Applicants are required to sign under the penalties of perjury the Statement of Assurances form contained within the Standard Charter School Application developed and distributed by the FLDOE.

[End of Option 1]

[Option 2]

Applicants are required to sign under the penalties of perjury the Statement of Assurances form contained within the Standard Charter School Application developed and distributed by the FLDOE, thereby attesting to the following:

The charter school will be nonsectarian in its programs, admission policies, employment practices, and operations.

The charter school will enroll any eligible student who submits a timely application unless the school receives a greater number of applications than there are spaces for students, in which case students will be admitted through a random selection process.

The charter school will adhere to the antidiscrimination provisions of F.S. 1000.05.

The charter school will adhere to all applicable provisions of State and Federal law relating to the education of students with disabilities, including the Individuals with Disabilities Education Act; Section 504 of the Rehabilitation Act of 1974; and Title II of the Americans with Disabilities Act of 1990.

The charter school will adhere to all applicable provisions of Federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.

The charter school will participate in the Statewide assessment program created under F.S. 1008.22.

The charter school will comply with Florida statutes relating to public records and public meetings, including F.S. Chapter 119 and F.S. 286.011 which are applicable to applicants even prior to being granted a charter.

The charter school will obtain and keep current all necessary permits, licenses, and certifications related to fire, health, and safety within the building and on school property.

The charter school will provide for an annual financial audit in accordance with F.S. 218.39.

[End of Option 2]

Draft Charter

The application must include a draft of the proposed charter and all forms required by the FLDOE. The information contained in the proposed charter must be in substantially the same format as the Florida Standard Charter Contract Form prescribed by the FLDOE.

Proposed Contracts for Services

Applicants anticipating a request for District services (i.e., transportation, payroll services, use of facilities,

etc.) must include a proposed contract for each service desired.

Final Application Evaluation Process

The District shall receive and review all final applications using an evaluation instrument developed by the FLDOE.

The Board shall evaluate all timely applications as submitted. During the evaluation process, 1) applications cannot be amended and 2) missing documentation and unsolicited information will not be accepted or considered. However, as required by law, the Board shall allow the applicant, upon receipt of written notification, seven (7) calendar days to make technical or nonsubstantive corrections and clarifications, including, but not limited to corrections of grammatical, typographical, and like errors or to add missing signatures, if such errors are identified as cause to deny the final application.

The Board shall deny any final application that does not comply with the statutory requirements and/or Board's instructions for charter school applications.

Additional Information

The Board may solicit information regarding 1) history and background of individual applicants and/or founding/governing boards and its individual members including, but not limited to, a demonstration of the professional experience or competence of those individuals or organizations applying to operate the charter school or those hired or retained to perform professional services; and 2) the description of clearly delineated responsibilities and the policies and practices needed to effectively manage the charter school. A description of internal audit procedures and the establishment of controls to ensure that the financial resources are properly managed must be included. This information may be used to evaluate the applicant's ability to operate a charter school.

The Board may solicit additional information during the review and evaluation of the charter school application such as whether the applicant currently operates charter schools in Florida and if the proposed school will be a replication of an existing school design. This information may be used to evaluate the applicant's ability to operate a charter school.

The applicant may provide evidence of prior experience in establishing and operating public charter schools. Evidence of prior experience and success in establishing and operating charter schools shall be weighed in making a determination to recommend approval or denial of an application.

Application Review Committee (ARC)

The purpose of this committee is to identify deficiencies in the written application and/or areas that require clarification to fully evaluate the quality of the application or the capacity of the group to properly implement the proposed plan.

[NOTE: The composition of this committee will be District-specific, but should include staff necessary to evaluate the application.]

The ARC shall be comprised of members of the Superintendent's cabinet or their appropriate designees, school principals and other administrators from the following areas of expertise:

District/School Operations (chair);

Charter School Operations;

Curriculum and Instruction;

Education (school principal);

Facilities;

Financial Operations;

Human Resources;

Management and Compliance Audits (non-voting);

Special Education;

A majority of the entire membership constitutes a quorum for voting purposes. The chair shall be a non-voting member except in case of a tie vote.

Applicants shall be notified and given the opportunity to attend the review. The applicant will be encouraged to have at least one (1) governing board member present. The ARC may, at its sole discretion, evaluate the application without any additional input from the applicant if at least one (1) governing board member of the charter school is not available.

By majority vote, the ARC shall make a recommendation to the Superintendent to approve or deny each application.

All applications will be submitted to the Board by the Superintendent with a recommendation for approval or denial no later than ninety (90) calendar days after the application is received, unless the applicant and the Board mutually agree, in writing, to postpone the vote to a specific date, at which time the Board shall approve or deny the application.

An application submitted by a high-performing charter school that has satisfied the requirements set forth in State law for such designation or a high-performing charter school system as set forth in F.S. 1002.332 may be denied by the Board only if the Superintendent demonstrates by clear and convincing evidence that the application failed to meet one (1) or more of the criteria set forth in F.S. 1002.33(6)(b)(3)(b):

The application of a high-performing charter school does not materially comply with the requirements set forth in F.S. 1002.33(3)(a) or, for a high-performing charter school system, the application does not materially comply with F.S. 1002.332(2)(b).

The charter school proposed in the application does not materially comply with the requirements in F.S. 1002.33(9).

The proposed charter school's educational program does not substantially replicate that of the applicant's high-performing charter school.

The applicant has made a material misrepresentation or false statement or concealed an essential or material fact during the application process.

The proposed charter school's educational program and financial management practices do not materially comply with the requirements of F.S. 1002.33.

If the Board denies an application submitted by a high-performing charter school or a high-performing charter school system, the specific reasons, based upon the criteria set forth in F.S. 1002.33(3)(b), for the denial shall be provided in writing to the applicant and the FLDOE within ten (10) calendar days after such denial.

Appeal of a Decision to Deny a Final Application

Pursuant to State law, an applicant may, no later than thirty (30) calendar days after receiving the Board's final order denying a final application or upon the Board's failure to act on a final application, appeal the Board's decision to the State Board of Education. The application shall notify the Board of the appeal.

Such appeals shall be conducted in accordance with F.S. 1002.33(6) and applicable State Board rules.

In accordance with State Board rule, the State Board of Education shall by majority vote accept or reject the decision of the Board no later than ninety (90) calendar days after the appeal is filed. The State Board of Education shall remand the application to the Board with its written decision that the Board approves or deny the application. The Board shall implement the decision of the State Board of Education. The decision of the State Board of Education is not subject to the provisions of the Administrative Procedure Act.

If the Board denies an application submitted by a high-performing charter school or a high-performing charter school system, the Board shall, within ten (10) calendar days after such denial, state in writing the specific

reasons, based upon the criteria of F.S. 1002.33 supporting its denial of the final application and must provide the letter of denial and supporting documentation to the applicant and to the Department. The applicant may appeal the Board's denial of the final application in accordance with F.S. 1002.33. If a high-performing charter school or a high-performing charter school system appeals the denial of an application, the State Board of Education shall determine whether the sponsor's denial was in accordance with F.S. 1002.33(b)3.b.

The sponsor shall act upon the decision of the State Board of Education within thirty (30) calendar days after it is received. The State Board of Education's decision is a final action subject to judicial review in the district court of appeal. A prevailing party may file an action with the Division of Administrative Hearings to recover reasonable attorney fees and costs incurred during the denial of the application and any appeals.

Appeal of a Proposed Termination or Nonrenewal of a Charter

Before a vote on any proposed action to renew, terminate, other than an immediate termination under F.S. 1002.33(8)(c), or to not renew the charter and at least ninety (90) days before the end of the school year the Board shall notify the charter school's governing board in writing of its proposed action to renew, terminate, or not renew the charter. A charter automatically renews with the same terms and conditions if notification does not occur at least ninety (90) days before the end of the school year. The notice shall state in reasonable detail the grounds for the proposed action and stipulate that the charter school's governing board may, within fourteen (14) calendar days after receiving the notice, request a hearing. The hearing shall be conducted by an administrative law judge assigned by the Florida Division of Administrative Hearings. The hearing shall be conducted within ninety (90) days after receipt of the request for a hearing and in accordance with F.S. Chapter 120. The administrative law judge's final order shall be submitted to the Board. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the administrative proceeding and any appeals.

The charter school's governing board may, within thirty (30) calendar days after receiving the final order, appeal the decision pursuant to F.S. 120.68.

A charter may be terminated immediately if the Board sets forth in writing the particular facts and circumstances demonstrating that an immediate and serious danger to the health, safety, or welfare of the charter school's students exists, that the immediate and serious danger is likely to continue, and that an immediate termination

of the charter is necessary. The Board's determination is subject to the procedures set forth in F.S. 1002.33(8, b and c), except that the hearing may take place after the charter has been terminated. The Board shall notify in writing the charter school's governing board, the charter school principal, and FLDOE of the facts and circumstances supporting the immediate termination. The Board shall clearly identify the specific issues that resulted in the immediate termination and provide evidence of prior notification of issues resulting in the immediate termination, if applicable. Upon receiving written notice from the board, the charter school's governing board has ten (10) calendar days to request a hearing. A requested hearing must be expedited and the final order must be issued within sixty (60) days after the date of the request. The administrative law judge shall award reasonable attorney fees and costs to the prevailing party of any injunction, administrative proceeding, or appeal. The sponsor may seek an injunction in the circuit court in which the charter school is located to enjoin continued operation of the charter school if continued operation would materially threaten the health, safety, or welfare of the students.

Charter School Obligations Upon Initial Notification of Nonrenewal, Closure, or Termination of a Charter

Upon initial notification of nonrenewal, closure, or termination of its charter, a charter school may not expend more than \$10,000 per expenditure without prior written approval from the District unless such expenditure was included within the annual budget submitted to the District pursuant to the charter contract, is for reasonable attorney fees and costs during the pendency of any appeal, or is for reasonable fees and costs to conduct an independent audit.

An independent audit shall be completed within thirty (30) days after notice of nonrenewal, closure, or termination to account for all public funds and assets.

A provision in a charter contract that contains an acceleration clause requiring the expenditure of funds based upon closure or upon notification of nonrenewal or termination is void and unenforceable.

A charter school may not enter into a contract with an employee that exceeds the term of the school's charter contract with the District.

A violation of this section triggers a reversion or clawback power by the District allowing for the collection of an amount equal to or less than the accelerated amount that exceeds normal expenditures. The reversion or

clawback plus legal fees and costs shall be levied against the person or entity receiving the accelerated amount.

Charter Contract and Contract Negotiation Process

A standard charter contract shall be consistent with this policy and approved by the Contract Review Committee to be used as the basis for all charters approved under this policy. All contracts and contract amendments, as approved by the CRC, must be presented to the Board for approval. The charter contract must contain all information set forth in the Florida Standard Charter Contract Form prescribed by the FLDOE. [] The charter contract shall also include a provision requiring the charter school to be held responsible for all costs associated with, but not limited to, mediation, damages, and attorney fees incurred by the District in connection with complaints to the Office of Civil Rights or the Equal Employment Opportunity Commission. **[END OF OPTION]**

Initial Charter Contract

Initial contract shall be for a term of four (4) or five (5) years unless a longer term is specifically required by law.

Before a recommendation regarding whether or not the Board should approve an initial contract, evidence of the following shall be provided:

Evidence of a proper legal structure (e.g., articles of incorporation, bylaws, municipal charter). The applicant shall be a not for profit organized pursuant to F.S. Chapter 617.

Except for virtual charter schools, actual locations and evidence that a facility has been secured for the term of the charter, or a deadline for submitting evidence that a facility has been secured. Evidence should include, but is not limited to:

letter of intent from the landlord or mortgagee indicating property usage and term of occupancy;

executed lease or certification of occupancy; and/or

use or occupational license indicating proper use.

All facilities must meet the requirements set forth in F.S. 1002.33.

Charter Contract Negotiations

The Board shall have thirty (30) days after approval of an application to provide an initial proposed charter contract to the charter school. The applicant and the Board shall have forty (40) days thereafter to negotiate and notice the charter contract for final approval by the Board unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least seven (7) calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the Board. The Department of Education shall provide mediation services for any dispute regarding this section subsequent to the approval of a charter application and for any dispute relating to the approved charter, except disputes regarding charter school application denials. If either the charter school or the sponsor indicates in writing that the party does not desire to settle any dispute arising under this section through mediation procedures offered by the Department of Education, a charter school may immediately appeal any formal or informal decision by the sponsor to an administrative law judge appointed by the Division of Administrative Hearings. If the Commission of Education determines that the dispute cannot be settled through mediation, the dispute may also be appealed to an administrative law judge appointed by the Florida Division of Administrative Hearings. The administrative law judge has final order authority to rule on issues of equitable treatment of the charter school as a public school, whether proposed provisions of the charter violate the intended flexibility granted charter schools by statute, or on any other matter regarding this section except a charter school application denial, a charter termination, or a charter nonrenewal and shall award the prevailing party reasonable attorney's fees and costs incurred during the mediation process, administrative proceeding, and any appeals to be paid by the losing party.

Request to Extend Negotiations/School Opening

The applicant and Board may mutually agree to extend the statutory timeline to negotiate and consider approval of the charter contract for a period not to exceed one (1) year from the approved opening date in the charter school application. Requests shall be submitted, in writing, to Charter School Operations by an authorized agent of the charter school, detailing the reason for the requested extension.

In the event that the statutory timeline to negotiate and enter into a charter contract is extended, the applicant shall update its charter school application prior to resuming negotiations with regard to: (1) updated budget; and (2) applicable application revisions necessitated by the delay.

The application shall be automatically rescinded, without further action by the Board, if the applicant does not enter into contract negotiations or open the school within: (1) the timeframe specified by law, or (2) the date of extension which has been mutually agreed upon in writing by both parties.

A charter school may defer the opening of the school's operations for up to three (3) years to provide time for adequate facility planning. The charter school must provide written notice of such intent to the Board and the parents of enrolled students at least thirty (30) calendar days before the first day of school. In the event that the opening of the approved applicant's charter school is deferred, the applicant shall update its charter school application prior to the opening of the charter school with regard to: (1) updated budget; and (2) applicable application revisions.

An approved contract shall be automatically revoked, without further action by the Board, if the applicant does not open the school:

on the first day of school of the initial school year indicated in the contract; or

on the first day of the school year indicated in the approved deferral.

Charter Contract Amendments/Modifications

A charter may be modified during its term upon the recommendation of the Board or the charter school's governing board and the approval of both parties to the agreement. Changes to the curriculum which are consistent with State standards shall be deemed approved unless the sponsor and the Department of Education determine in writing that the curriculum is inconsistent with State standards. All modifications must be mutual and in writing. Unilateral modification made by the charter school is grounds for termination or non-renewal. Modification during any term may include, but is not limited to, consolidation of multiple charters into a single charter if the charters are operated under the same governing board, regardless of the renewal

cycle. A charter school that is not subject to a school improvement plan and that closes as part of a consolidation shall be reported by the District as a consolidation. A request for consolidation of multiple charters must be approved or denied within sixty (60) days after the submission of the request. If the request is denied, the Board shall notify the charter school's governing board of the denial and provide the specific reasons, in reasonable detail, for the denial of the request for consolidation within ten (10) days.

Modifications may be considered by the Board for a number of reasons, which may include, but is not limited to, protect the health, safety, or welfare of the students.

All contract amendment requests shall be submitted in writing to Charter School Operations by an authorized agent of the charter school. Additional information or documentation may be requested for consideration of any amendment requests.

The charter school shall provide evidence of governing board approval for all proposed amendments (e.g., governing board resolution, governing board meeting minutes).

Requirements for Amendment Requests

Education Program Amendments

Significant changes in the curriculum or changes in grade levels constitute a change in the educational program and shall require an amendment that is mutually acceptable and approved by both parties.

Requests for such amendments shall include the following information and supporting documentation:

justification for change

effective date of the change

evidence that financial implications, feasibility, and student access issues have been addressed, including provisions for all required resources, staff, and materials

evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall notify the Board of any increase in enrollment by March 1st of the school year preceding the increase. The written notice shall specify the grade levels that will be added. Student enrollment may not exceed the capacity of the facility at the time the enrollment increase will take effect. Facility capacity for purposes of expansion shall include any improvements to an existing facility in which the students of the high-performing charter school will enroll. If a charter school notifies the District of its intent to expand, the District shall modify the charter within ninety (90) days to include the new enrollment maximum and may not make any other changes. The District may deny a request to increase the enrollment of a high-performing charter school if the Commissioner of Education has declassified the charter school as high-performing. If a high-performing charter school requests to consolidate multiple charters, the District shall have forty (40) days after receipt of that request to provide an initial draft charter to the charter school. The District and charter school shall have fifty (50) days thereafter to negotiate and notice the charter contract for final approval by the District.

Location Amendments

Changes in locations or addition of location (i.e., relocation, secondary campus, satellite locations) shall include the following information and supporting documentation:

description of location, including identification as permanent or temporary

If the relocation will be temporary, the request shall include the period of time during which the school will be at the temporary location.

effective date of the relocation

evidence that financial implications, feasibility, and student access issues have been addressed

evidence of parental support for the new facility

evidence of the school's property interest in the facility (owner or lessee)

a disclosure affidavit in accordance with F.S. 286.23, if the school leases the facility

Nothing in this policy or State law obligates the Board to agree to an increase the number of facilities, campuses, and/or locations associated with a charter school's operations.

The charter school shall not change or add facilities or locations at any time during the term of the charter contract without prior approval of the Board through the contract amendment process. Violation of this provision constitutes a unilateral amendment or modification of this contract and good cause for termination.

If the request for a location amendment involves a facility in which other schools are operating, the names of the school(s), the grade levels, number of classrooms, number of students in each class, and the number of students enrolled in each school shall be included in the request, in addition to the information and documentation described in paragraphs a and b above.

No later than thirty (30) days prior to the opening of schools or the initial use of the facility by the school, the school shall have an approved contract and evidence of all necessary permits, licenses, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. A certificate of occupancy or a temporary certificate of occupancy must be provided to the Board no later than fifteen (15) calendar days before the first day of school.

Enrollment Capacity Amendments

Changes to enrollment capacity shall include the following information and supporting documentation:

justification for change

effective date of the change

evidence of proper facility approvals and/or allowable facility capacity

evidence that financial implications, feasibility, and student access issues have been addressed

evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall be required to notify the Board in writing by March 1st of its intent to increase enrollment the following school year. The written notice shall specify the amount of the enrollment increase. The District shall not require a charter school to identify the names of students to be enrolled or to enroll those students before the start of the school year as a condition of approval or renewal of a charter.

When a contract is amended or renewed, it shall be updated to comply with this policy and the current standard charter contract or standard virtual charter contract.

Controlled Open Enrollment

If a charter school in the District chooses to offer controlled open enrollment, the charter school shall comply with all Florida controlled open enrollment laws (F.S. 1002.31).

Pre-Opening Requirements

No later than thirty (30) days prior to the initial use of the facility by the school, the school shall have an approved contract and provide evidence of all necessary permits, licensing, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. Failure to comply may result in automatic rescission of the contract, with no further action by the Board. A certificate of occupancy or a temporary certificate of occupancy must be provided to the Board no later than fifteen (15) calendar days before the first day of school.

School Governance/Management

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

Charter School's Governing Board Requirements

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

As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as the parental involvement representative must reside in the District and may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the board in this capacity. If the governing board oversees more than one charter school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website. Governing board members are not required to reside in the District if the charter school otherwise complies with the terms of this paragraph.

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

Governing board members must:

notify the Board of changes in membership within forty-eight (48) hours of change; and

successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.

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

Governing board members must develop and approve by-laws that govern the operations of the board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-making of the charter school as it regarding curriculum, financial management, and internal controls.

Governing board members and their spouses are prohibited by State law from serving as an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.

Governing board members must participate in FLDOE sponsored charter school governance training to ensure that each board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A 6.0784:

Each governing board member must complete a minimum of four (4) hours of instruction focusing on Government in the Sunshine, conflicts of interest, ethics, and financial responsibility as specified in F.S. 1002.33(9)(k). After the initial four (4) hour training, each member is required, within the subsequent three (3) years and for each three (3) year period after that to complete a two (2) hour refresher training on the four (4) topics above in order to retain his/her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.

New members joining a charter school board must complete the four (4) hour training with ninety (90) days of appointment to the board.

Dispute Procedures (Board versus Charter School Governing Board)

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

The Board and the charter school agree that the existence and the details of a dispute notwithstanding, both parties shall continue without delay their performance under the charter contract, except for any performance, which may be directly affected by such dispute.

Either party shall notify the other party that a dispute exists between them. The notification shall be in writing and shall identify the article and section of the contract that is in dispute and the grounds for the position that such article and section is in dispute. The matter shall be immediately submitted to the Board and the charter school's director for further consideration and discussion to attempt to resolve the dispute.

Should the representatives named in paragraph b above be unable to resolve the dispute within ten (10) days of receipt of written notification by one to the other of the existence of such dispute, then the matter may be submitted by either party to the Superintendent and to the school's governing board chair for further consideration and discussion to attempt to resolve the dispute.

Should the parties still be unable to resolve their dispute within thirty (30) days of the date of receipt of written notification by one to the other of the existence of such dispute, then either party may proceed with utilizing the dispute resolution procedures set forth in F.S. 1002.33.

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

All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board. The procedures for handling such conflicts must be set forth in the charter contract.

Evidence of each parent's acknowledgment of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.

All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.

All conflicts between the charter school and vendors of the charter school shall be handled by the charter

school or its governing board.

The Board shall be provided with the name and contact information of the parties involved in the charter school's conflict resolution process. The Board shall be notified immediately of any change in the contact information.

Management Companies

If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten (10) days before any payment is made to any of the entities.

Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.

All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must comply with terms as stated in the charter contract between the charter school and the Board. Any default or breach of the terms of the charter contract by the management company(ies) shall constitute a default or breach of the charter contract by the charter school.

Neither employees of the management company nor relatives of the management company's employees as defined in F.S. 1002.33 shall serve on the charter school's governing board or serve as officers of the charter school.

Voluntary Closure of Charter School

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

Employees of Charter Schools

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

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

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

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

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

The policies must require all instructional personnel and school administrators, as defined in F.S. 1012.01, to complete training on the standards of ethical conduct; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under F.S. 39.203 and 768.095. A charter school, or any of its employees, may not enter into a confidentiality agreement regarding terminated or dismissed instructional 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 personnel or school administrators with employment references or discuss the personnel's or administrators' 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 personnel or school administrators which affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced.

Before employing instructional personnel or school administrators in any position that requires direct contact with students, a charter school shall conduct employment history checks of each of the personnel's or administrators' previous employer(s), screen the instructional personnel or school administrators through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the charter school must document efforts to contact the employer.

The Board shall terminate a sponsor's charter if the sponsor knowingly fails to comply with F.S. 1002.33(12)(g).

School Operations

The Board may not impose any policies or practices to limit charter school enrollment except as may be permitted in accordance with State law. The Board may not impose additional reporting requirements on a charter school as long as the charter school has not been identified as having a deteriorating financial condition or financial emergency under F.S. 1002.345.

The Board may document, in writing, any discrepancies or deficiencies--whether fiscal, educational, or related to school climate--and the steps and timelines for correction and additional monitoring. At a minimum, copies will be provided to the charter school's governing board chair, charter school principal and appropriate Board staff.

The charter school shall obtain the appropriate facility capacity approvals from the jurisdictional authority where the facility is located (i.e., county, municipality, or both). The Board, at its discretion, may accept a letter from the architect of record specifying the capacity if the capacity is not provided by the facility's jurisdictional authority. The Board may withhold monthly payments for FTE that exceed capacity specified by the charter contract or approved facility capacity.

The charter school's calendar will be consistent with the beginning of the Board's calendar for the first school year or at a time determined by the charter school governing board. The charter school must provide instruction for at least the number of days required by law for other public schools and may provide instruction for additional days. Should the charter school elect to provide a summer program, additional school days, or year-round school, the charter school shall notify the Board, in writing, each year to ensure appropriate record keeping.

Student Code of Conduct, Student Handbooks, Parent Contracts, and Application of Board Policies

Only the Board may expel a student.

The charter school may follow the Board's Student Code of Conduct or an alternate code of conduct approved by the Board. The charter school shall provide the Board with a copy of an approved alternate student code of conduct annually. Any amendments must be approved by the Board prior to implementation. Evidence of governing board approval is required for amendments.

Any student/parent handbooks and parent contracts shall also be submitted to the Board for approval prior to implementation. Any amendments must be approved by the Board, prior to implementation. Evidence of governing board approval is required for amendments.

The charter school may be required to provide proof of parent/guardian's receipt of a student code of

conduct, handbook, or parent contract.

Violations of parent contracts shall not result in involuntary withdrawal of a student in the same school year of the violations. Violations of the parent contract may result in the student not being re-enrolled or loss of enrollment preference for the following school year.

The Board shall monitor adherence to the educational and related programs as specified in the approved application, charter, curriculum, instructional methods, any distinctive instructional techniques to be used, reading programs and specialized instruction for students who are reading below grade level, compliance with State standards, assessment accountability, and achievement of long- and short-term goals. An analysis comparing the charter school's standardized test scores to those of similar student populations attending other public schools in the District will also be conducted.

In the event a charter school earns a grade of D or F in the grading system set forth in State law, the director and a representative of the governing board of the charter school shall appear before the Board to present information concerning each contract component having noted deficiencies and shall prepare and submit to the Board for approval a proposed School Improvement Plan to raise student achievement. The proposed School Improvement Plan must meet the requirements set forth in State law. The charter school shall implement the proposed School Improvement Plan once approved by the Board.

If a charter school earns three (3) consecutive grades of D, two (2) consecutive grades below a C, the charter school governing board shall take corrective action as set forth in F.S. 1002.33. The corrective action must be implemented in the school year following receipt of a third consecutive grade of D, a grade of F following two (2) consecutive grades below a C. If the charter school does not improve to a C or higher after two (2) full school years of implementing the corrective action, the charter school must select and implement a different corrective action in accordance with F.S. 1002.33. If the charter school does improve to a C or higher, it is no longer required to implement the corrective action; however, the charter school must continue to implement strategies identified in the School Improvement Plan.

Upon publication by the FLDOE of the list of charter schools that meet the criteria set forth in paragraphs 1.2.a. and b. above, the Board shall notify, in writing, each charter school in the District that appears on the list that it is required to submit a School Improvement Plan and to appear before the Board. Pursuant to

State Board rule, such notification may be delivered electronically, provided there is proof of receipt.

The notification shall include the following:

The date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school governing board shall appear before the Board. For purposes of this requirement, director shall mean charter school director, principal, chief executive officer, or other management personnel with similar authority. The appearance shall be no earlier than thirty (30) calendar days and no later than ninety (90) calendar days after the Board's notification is received by the charter school.

The date by which the charter school must submit its proposed School Improvement Plan to the Board for review by staff, which shall be no earlier than thirty (30) calendar.

Whether the charter school is required to select a corrective action.

The Board shall notify the charter school, in writing, within ten (10) calendar days of its decision to approve or deny the School Improvement Plan.

The Board may deny a School Improvement Plan if it does not meet the requirements of State law. If denied, the Board shall provide the charter school, in writing, the specific reasons for denial and the timeline for its resubmission.

Either the charter school or the Board may request mediation pursuant to State law if the parties cannot agree on a School Improvement Plan.

As required by State law, the Board will review the School Improvement Plan annually to monitor the charter school's continued improvement.

The director and a representative of the governing board of the charter school shall appear before the Board at least once per year to present information regarding the progress of intervention and support strategies implemented by the charter school pursuant to the School Improvement Plan and, if applicable, to review the corrective actions taken pursuant to I.2.c above.

At the meeting, the Board will identify the services that the District will provide to the charter school to assist the charter school in addressing its deficiencies, and following the meeting, these services will be communicated, in writing, to the director.

A charter school that improves at least one (1) letter grade is not required to submit a new School Improvement Plan but must continue to implement the strategies identified in the approved School Improvement Plan and continue to report annually to the Board. The Board shall notify, in writing, each charter school implementing a School Improvement Plan of the requirement to appear before the Board to present information regarding the progress of the approved School Improvement Plan. The notification shall include the date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school shall appear.

A charter school's contract shall be automatically terminated if the school earns two (2) consecutive grades of F after all school grade appeals are final, unless one of the exceptions set forth in State law is applicable. If no exceptions apply, the Board will notify the charter school's governing board, the charter school principal, and FLDOE in writing when the charter contract is terminated under this subparagraph.

The laws applicable to School Improvement Plans and corrective actions do not limit the Board's authority to terminate the charter at any time in accordance with State law.

The charter school shall make annual progress reports to the Board.

Exceptional Student Education (ESE)

The Board is the Local Educational Agency (LEA) for all Board-approved charter schools and will serve ESE students in the same manner as students attending other public schools in the District. ESE students attending Board-approved charter schools shall be provided supplementary and related services on site at the charter school to the same extent to which the Board has a policy or practice of providing such services on site to its other public schools. The Board shall provide funds under Part B of the IDEIA to Board-approved charter schools on the same basis as the School District provides funds to the Board's other public schools.

ESE students will be educated in the least restrictive environment. The charter school shall ensure that ESE students are provided with programs and services implemented in accordance with Federal, State, and local policies and procedures and specifically the IDEIA, Section 504 of the Rehabilitation Act of 1973, and other related statutes and State Board of Education rules. If an IEP team determines that the charter school cannot meet the needs of an ESE student, the charter school and the Board agree to provide the ESE student with the appropriate placement as determined by the IEP team in accordance with State and Federal law.

The Board shall provide ESE administration services to charter schools which shall be set forth in more detail in the charter.

[NOTE: CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

[] [OPTION 1]

With respect to the provisions of special education and related services:

The Board shall be responsible for conducting initial evaluations of students referred for potential special education and gifted placement in accordance with Federal and State statutes.

The charter school shall deliver all educational and related services indicated on a student's IEP, Section 504 Plan, or EP. The Board may provide related services through a separate contract between the charter school and the Board. The charter school shall also be responsible for all reevaluations.

The Board shall appoint an "ESE Staffing Specialist" who may, at the Board's discretion, attend all IEP meetings and meetings related to the provision of special education and related services to charter school students. The charter school must provide notice to the ESE Staffing Specialist of all such meetings. The ESE Staffing Specialist shall serve as the LEA representative at all meetings.

The charter shall further set forth the specific roles and responsibilities of the charter school and the Board with respect to exceptional student education.

[END OF OPTION 1]

() [OPTION 2]

With respect to the provision of special education and related services, the charter shall set forth the specific roles and responsibilities of the charter school and the Board with respect to exceptional student education.

[END OF OPTIONS]

Non-compliance may result in the Board's withholding of subsequent payments to the charter school without penalty of interest (including State capital payments) and may result in non-renewal or termination for good cause.

English Language Learners (ELL) -- Students who are of limited proficiency in English will be served by ESOL certified personnel. The charter school shall demonstrate an understanding of State and Federal requirements regarding the education of English language learners, be committed to serving the full range of needs of ELL students, create and implement sound plans for educating ELL students that reflect the full range of programs and services required to provide all students with a high quality education, and demonstrate capacity to meet the school's obligations under State and Federal law regarding the education of ELL students.

The Board may, in accordance with State law, require all charter schools to submit to the Board a school improvement plan to ensure a plan to maintain or raise student academic achievement within the timelines specified by the Board and the FLDOE.

Financial Accountability

Financial Policies: The charter school shall establish and implement accounting and reporting policies, procedures, and practices for maintaining complete records of all receipts and expenditures. The charter school shall provide a copy of these policies to the Board annually.

Payments to charter schools by the Board

The Board shall make timely and efficient payment and reimbursement to charter schools, including processing paperwork required to access special State and Federal funding for which they may be eligible, **including the timely review and reimbursement of Federal grant funds**. Payments of funds as described in F.S. 1002.33(17)(b) shall be made monthly or twice a month, beginning with the start of the Board's fiscal year. Each payment shall be 1/12 or 1/24, as applicable, of the total State and local funds described in F.S. 1002.33(17)(b) as adjusted. For the first two (2) years of the charter school's operation, if a minimum of seventy-five percent (75%) of the projected enrollment is entered into the Board's student information system by the first day of the current month, the Board shall distribute funds to the charter school for the months of July through October based on the projected full-time equivalent student membership of the charter school as submitted in the approved application. If less than seventy-five percent (75%) of the projected enrollment is entered in the Board's student information system by the first day of the current month, the Board shall base payments on the actual number of student enrollment entered into the sponsor's student information system. Thereafter, the results of full-time equivalent student membership surveys shall be used in adjusting the amount of funds distributed monthly to the charter school for the remainder of the fiscal year. The payments shall be issued no later than ten (10) working days after the Board receives a distribution of State or Federal funds or the date the payment is due pursuant to F.S. 1002.33(17)(e). **With respect to Federal grant funds submitted for reimbursement, the Board shall reimburse the charter school within sixty (60) calendar days from the date of the submission if the submission provides all the necessary information to qualify for reimbursement.**

Timing of receipt of local funds by the Board shall not delay payment to the charter school of the funds identified in F.S. 1002.33(17)(b). If the Board has not received its allocation due to its failure to submit an approved District salary distribution plan, the Board must still provide each charter school within the District that has submitted a salary distribution plan its ~~proportiate~~**proportionate** share of the allocation.

Capital Outlay Payments – The Board shall make payments to the school upon receipt of all required supporting documentation as referenced in section 8.h. – Capital Outlay Payment Process. Charter schools must be located in the State of Florida to be eligible for public educational capital outlay (PECO) funds.

Miscellaneous Payments – The Board shall make timely miscellaneous payments to the charter school upon

receipt of funding from FLDOE for various programs including Title I and MAP. The Board's payment is subject to the charter school's fulfillment of its responsibilities under the applicable State and Federal laws.

Unless otherwise mutually agreed to by the charter school and the District, and consistent with State and Federal rules and regulations governing the use and disbursement of Federal funds, the District shall reimburse the charter school on a monthly basis for all invoices submitted by the charter school for Federal funds available to the District for the benefit of the charter school, the charter school's students, and the charter school's students as public school students in the District. Such Federal funds include, but are not limited to, Title I, Title II, and Individuals with Disabilities Education Act (IDEA) funds. To receive timely reimbursement for an invoice, the charter school must submit the invoice to the District at least thirty (30) days before the monthly date of reimbursement set by the District. In order to be reimbursed, any expenditure made by the charter school must comply with all applicable State rules and Federal regulations, including, but not limited to, the applicable Federal Office of Management and Budget Circulars, the Federal Education Department General Administrative Regulations, and program-specific statutes, rules, and regulations. Such funds may not be made available to the charter school until a plan is submitted to the District for approval of the use of the funds in accordance with applicable Federal requirements. The District has thirty (30) days to review and approve any plan submitted pursuant to this paragraph.

Conditions for Non-payment – The Board may withhold payment, without penalty of interest, for violation of law or as specified in the charter school contractual agreement. This includes, but is not limited to: failure to comply with financial requirements, failure to provide proper banking wiring instructions, exceeding contracted enrollment capacity, and failure to submit a timely annual audit.

Selection Procedures -- Charter schools shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit pursuant to the processes described in F.S. 218.39 and 218.391, which includes, but is not limited to: the establishment of an audit committee and request for proposal (RFP) for audit services, public advertisement of RFP, and development of evaluation and selection criteria.

Requirements -- Pursuant to F.S. 218.391, the procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. An engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

a provision specifying the services to be provided and fees or other compensation for such services

a provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract

a provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed

Failure to comply with the timely submission of all financial statements in the required format specified by the Board, shall constitute a material breach of the charter contract and may result in the Board's withholding of subsequent payments to the charter school without penalty of interest, (including state capital payments), and may result in non-renewal or termination for good cause.

Capital Outlay Funding

Pursuant to F.S. 1013.62(5), the application for, approval of, and process for documenting expenditures from charter school capital outlay funds shall be in accordance with the procedures and requirements specified by the Commissioner of Education.

Before receiving capital outlay funds the charter school governing board must enter into a written agreement with the Board. Such agreement must provide for the reversion of any unencumbered funds and all equipment and property purchased with public education funds to the ownership of the Board, as provided for in F.S. 1013.62(4) if the charter school terminates operations. Any funds recovered by the State shall be deposited in the General Revenue Fund.

As required by State law, the Board shall remit capital outlay funds to a charter school no later than February 1st of each year, as required by F.S. 1002.32(3)(e), based on the amount of funds received by the Board.

Review and Audit

The Board has the right at any time to review and audit all financial records of the charter school to ensure

fiscal accountability and sound financial management pursuant to F.S. 1002.33. The charter school shall provide the Board with a copy of the management letter from any audits as well as any responses to the auditor's findings with a corrective plan that shall be prepared and submitted within thirty (30) days from the date of the management letter.

Deteriorating Financial Condition and Financial Emergencies (F.S. 1002.345)

Deteriorating Financial Condition – “Deteriorating financial condition” means a circumstance that significantly impairs the ability of a charter school or a charter technical career center to generate enough revenues to meet its expenditures without causing the occurrence of a condition described in F.S. 218.503(1).

A charter school shall be subject to an expedited review by the Board upon the occurrence of any of the conditions specified in F.S. 1002.345(1)(a)(1)-(4).

The Board shall notify the governing board within seven (7) business days after one or more of the conditions set forth in F.S. 1002.345(1)(a)(1)-(4) are identified or occur.

The governing board and the Board shall develop a corrective action plan and file the plan with the Commissioner of Education within thirty (30) business days after notification is received as provided in paragraph 9(b)(1)(b) herein. If the governing board and the Board are unable to agree on a corrective action plan, the Commissioner of Education shall determine the components of the plan. The governing board shall implement such plan.

Failure to implement the corrective action plan within one (1) year shall result in additional action prescribed by the State Board of Education, including the appearance of the chair of the governing board before the State Board of Education.

Financial Emergency – If a financial audit conducted by a CPA in accordance with F.S. 218.39 reveals that one (1) or more of the conditions in F.S. 218.503(1) have occurred or will occur if action is not taken to assist the charter school, the auditor shall notify the governing board of the charter school, as appropriate, the Board, and the Commissioner of Education within seven (7) business days after the finding is made. If the charter school is found to be in a state of financial emergency pursuant to F.S. 218.503(4), the charter school

shall file a financial recovery plan pursuant to F.S. 218.503 with the Board and the Commissioner of Education within thirty (30) days after being notified by the Commissioner of Education that a financial recovery plan is needed.

Annual progress of the corrective action plans and/or financial recovery plans shall be included in an annual progress report to the Board.

The Board may require periodic appearances of governing board members and charter school representative.

A Financial Recovery Plan Staff Group (FRSG) shall be appointed by the Board and convened to review and monitor financial statements, corrective action plans and financial recovery plan(s) submitted by the charter school(s). The FRSG shall report progress and when applicable, make recommendations to the Chief Auditor. At least one (1) representative of the charter school must be available to answer questions.

The FRSG shall be comprised of staff members from Financial Operations, Charter School Operations, and, when appropriate, the Office of Management and Compliance Audits.

The Chief Auditor will present the FRSG's recommendation to the Board's independent Audit Committee for review and recommendation to the Board.

Inability to cure a deteriorating financial condition and/or status of financial emergency may result in termination of the charter school contract.

Grants

If the Board is required to be the fiscal agent for a grant, the charter school shall comply with the Board's grant procedures as indicated in the charter contract.

The Board shall receive written approval from the charter school to include the charter school in a District-wide grant. The appropriate pro-rata share of grants will be allocated to the charter school, as defined by the grant awarded.

The charter school is required to maintain adequate records to support grant-funded programs for the minimum years prescribed by the law. The Board may review these records, upon reasonable notice.

Health, Safety, and Welfare of Staff and Students

Carefully planned and executed fire exit drills shall be conducted at the beginning of each semester, at times designated by the principal, following instruction of all classes regarding exits to be used in case of fire. At least one (1) fire exit drill shall be conducted every month school is in session. Any emergency evacuation drill (e.g., crisis event), completely performed, may be substituted for a required fire exit drill in a given month. All drills and all deficiencies affecting egress shall be documented in writing.

Inspections of all buildings including educational facilities, ancillary plants, and auxiliary facilities for casualty safety, and sanitation shall be conducted at least once during each fiscal year. Conditions that may affect environmental health and safety or impair operation of the plant will be reported, with recommendations for corrective action.

Each school cafeteria must post in a visible location and on the school website the school's semiannual sanitation certificate and a copy of its most recent sanitation inspection report.

Under the direction of the fire official appointed by the Board, fire-safety inspections of each educational and ancillary plant located on property owned or leased by the charter school's governing board, or other educational facilities operated by the charter school's governing board, shall be made no sooner than one (1) year after issuance of a certificate of occupancy and annually thereafter. Such inspections shall be made by persons properly certified by the Division of State Fire Marshal to conduct fire-safety inspections in public educational and ancillary plants.

A copy of the fire safety inspection report shall be submitted to the Board and the county, municipality, or independent special fire control district providing fire protection services to the school facility within ten (10) business days after the date of the inspection, in accordance with Florida statute.

Alternate schedules for delivery of reports may be agreed upon between the charter school's governing

board, the Board, and the county, municipality, or independent special fire control district providing fire protection services to the site in cases in which delivery is impossible due to hurricanes or other natural disasters. Regardless, if immediate life-threatening deficiencies are noted in the report, the report shall be delivered to the Board and to the county, municipality, or independent special fire control district providing fire protection services immediately.

Charter School Website

Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to F.S. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.

Resolution of Student Health, Safety, or Welfare Complaints

In the event a parent of a student in a District charter school is unable to resolve a student health, safety, or welfare complaint under F.S. 1001.42(8)(c) with the charter school's principal or designee, the following procedures shall be utilized to resolve the dispute:

[CHOOSE EITHER OPTION 1 OR OPTION 2]

[] OPTION 1

The District's _____ will obtain a copy of the parent's complaint from the charter school and all supporting documentation.

The District's _____ will communicate with the parent and charter school principal or designee within () twenty-one (21) days () _____ days of obtaining the information in paragraph 1 in an attempt to resolve the complaint. The District's _____ may also choose to meet collectively with the parent or charter school principal or designee.

If the parent's complaint is not resolved after the communications identified in paragraph 2, and no later than thirty (30) days from receipt of the parent's complaint, the District will provide the parent with a notice containing a written statement(s) of the reason(s) for not resolving the complaint.

[END OF OPTION 1]

[] OPTION 2

[Insert District's process for resolving complaints in accordance with F.A.C. 6A6.0791.]

[END OF OPTION 2]

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

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

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

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

Board Annual Report Submission

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

The report shall include the:

number of applications received during the school year and up to August 1st and each applicant's contact information;

date each application was approved, denied, or withdrawn; and

date each final contract was executed.

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

Facilities

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

Nonexclusive Interlocal Agreements

The Board may enter into nonexclusive interlocal agreements with Federal and State agencies, counties, municipalities, and other governmental entities that operate within the geographical borders of the District to act on behalf of such governmental entities in the inspection, issuance, and other necessary activities for all necessary permits, licenses, and other permissions that a charter school needs in order for development, construction, or operation. A charter school may use, but may not be required to use, the District for these services. The interlocal agreement must include, but need not be limited to, the identification of fees that charter schools will be charged for such services. The fees must consist of the governmental entity's fees plus a fee for the Board to recover no more than actual costs for providing such services. These services and fees

are not included within the services to be provided pursuant to F.S. 1002.33(20). Notwithstanding any other provision of law, an interlocal agreement, or ordinance that imposes a greater regulatory burden on charter schools than on the District or that prohibits or limits the creation of a charter school is void and unenforceable. An interlocal agreement entered into by the District by the development of only its own District schools, including provisions relating to the extension of infrastructure, may be used by charter schools.

Services

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

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

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

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

enrollment of up to and including 250 students in a charter school as defined in F.S. 1002.33(20);

enrollment of up to and including 500 students within a charter school system which meets all of the following:

includes conversion charter schools and nonconversion charter schools;

has all of its schools located in the same county;

has a total enrollment exceeding the total enrollment of at least one school district in Florida;

has the same governing board for all of its schools; or

does not contract with a for-profit service provider for management of school operations;

enrollment of up to and including 250 students in a virtual charter school; and,

Up to two percent (2%) for enrollment of up to and including 250 students in an exceptional student education center that meets the requirements of the rules adopted by the State Board of Education pursuant to F.S. 1008.3415(3).

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

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

The Board shall provide the FLDOE by no later than September 15th of each year the total amount of funding

withheld from charter schools pursuant to this policy and Florida law for the prior fiscal year.

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

If goods and services are made available to the charter school through the contract with the Board, they shall be provided to the charter school at a rate no greater than the Board's actual cost unless mutually agreed upon by the charter school and the Board in a contract negotiated separately from the charter. When mediation has failed to resolve disputes over contracted services or contractual matters not included in the charter, an appeal may be made to an administrative law judge appointed by the Division of Administrative Hearings. The administrative law judge has final order authority to rule on the dispute. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the mediation process, administrative proceeding, and any appeals to be paid by the party whom the administrative law judge rule against. To maximize the use of State funds, the Board shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.

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

School Safety Requirements

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

Interpretation

If a court or agency of competent jurisdiction invalidates any provision of this policy or finds a specific provision

to be in conflict with the Florida Constitution, Florida statutes, the Florida Administrative Code, or any rule or policy prescribed by the FLDOE, then all of the remaining provisions of this policy shall continue unabated and in full force and effect.

In the event that an existing charter school contract provision is found to be inconsistent with this policy, the charter contract provision prevails. Any charter approved after the adoption of this policy is required to be fully consistent with this policy.

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Legal References

F.S. 39.203

F.S. Chapter 120

F.S. 218.39

F.S. 218.391

F.S. 218.503

F.S. 286.23

F.S. 768.095

F.S. 1001.10

F.S. 1001.41

F.S. 1002.31

F.S. 1002.33

F.S. 1002.3301

F.S. 1002.345

F.S. 1008.31

F.S. 1008.34

F.S. 1011.60

F.S. 1012.01

F.S. 1012.315

F.S. 1012.32

F.S. 1013.12

F.A.C. 6A-1.0081

F.A.C. 6A-1.099827

F.A.C. 6A-2.0020

F.A.C. 6A-6.0781

F.A.C. 6A-6.0784

F.A.C. 6A-6.0786

F.A.C. 6A-6.07862

F.A.C. 6A-6.0787



Book	Templates Active Until January 2024
Section	9000 Community Relations
Title	RECOGNITION OF WORLD WAR II, KOREAN CONFLICT AND VIETNAM VETERANS AWARDED HIGH SCHOOL DIPLOMAS
Code	po9900
Status	From Neola

9900 - RECOGNITION OF WORLD WAR II, KOREAN CONFLICT AND VIETNAM VETERANS AWARDED HIGH SCHOOL DIPLOMAS

It is the policy of the School Board to recognize the service provided to the country and the individual sacrifices made by veterans of World War II, Korean Conflict, and the Vietnam War.

Since many of these veterans left high school in order to fight for their country, the Commissioner of Education is authorized to award a Florida Standard Diploma to eligible veterans. The Board will recognize these veterans at a regularly scheduled Board meeting.

To be eligible for a diploma, all of the following criteria must be met:

- A. The veteran is a current resident of the State of Florida or was previously enrolled in any high school in this State.
- B. The veteran either left a public or nonpublic school located in any State prior to graduation:
 - 1. in order to serve in the armed forces of the United States;
 - 2. due to family circumstances and subsequently entered the armed forces of the United States.
- C. The veteran received an honorable discharge from the armed forces of the United States.
- D. The veteran has not been previously awarded a high school diploma, a diploma of adult education, or a Florida Standard Diploma under this provision.

If the veteran is deceased, the diploma will be awarded to the veteran posthumously. The application for the diploma is available through the eligibility verification and is handled by the County Veterans Services Office.

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Legal F.S. 1003.43

Last Modified by Tammy R Shroyer on September 20, 2023