

Policies for Adoption December 14, 2021

0100	Definitions
0131	Legislative Policy Making
0161	Parliamentary Authority
0165.1	Agendas
1120	Employment of Administrators
1121.01	Criminal Background and Employment History Checks
1215	Tobacco-Free Environment
1590	Personnel File
2111	Parent and Family Involvement in the School Program
2215	Program of Instruction
2410	School Health Services
2417	Comprehensive Health Education
2421	Reject: Career and Technical Education
2423	School-To-Work Program
2430	Authority Sponsored Clubs and Activities
2431.03	Concussions and Head Injuries
2520	Selection and Adoption of Instructional Materials
2521	Instructional Materials Program
2605	Research and Evaluation
2800	Reject: Educational Services for Students in Department of Juvenile Justice Education Programs
3120	Employment of Instructional Staff
3121.01	Criminal Background and Employment History Checks
3215	Tobacco-Free Environment
3590	Personnel File
4120	Employment of Support Staff
4121.01	Criminal Background and Employment History Checks
4215	Tobacco-Free Environment
4590	Personnel File
5225	Absences for Religious Holiday
5410.01	Promotion, Acceleration, Placement and Retention
5460	Graduation Requirements
5500	Student Conduct
5512	Tobacco-Free Environment
5630.01	Restraint of Students with Disabilities
5722	Replacement Policy: School-Sponsored Publications and Productions
6152	Student Fees, Fines and Charges
6152.01	Waiver of School Fees
7434	Smoking and Tobacco-Free Environment
7440.01	Video Surveillance and Electronic Monitoring
8141	Mandatory Reporting of Misconduct By Certificated Employees

2

2421-

5225

8310	Public Records
8330	Student Records
8406	Technical Correction: Reports of Suspicious Activity and Potential Threats to Schools
8420	Emergency Management, Emergency Preparedness, and Emergency Response Agencies
8450.01	Protective Facial Coverings During Pandemic/Epidemic Events
8452	Automated External Defibrillators (AED)
8800	Religions/Patriotic Ceremonies and Observances
9800	Reject: Charter Schools (Does not apply to CCCCSA)

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - CAREER AND TECHNICAL EDUCATION
Code	po2421 REJECT jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

## **REVISED POLICY - VOL. 22, NO. 1**

### **2421 - CAREER AND TECHNICAL EDUCATION**

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

Career and technical education will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

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

- A. job preparatory courses designed to provide students with the competencies necessary for effective entry into an occupation;
- B. exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;
- C. practical arts courses designed to teach students practical generic skills which, although applicable in some occupations, are not designed to prepare students for entry into an occupation;
- D. career education instruction which is designed to strengthen and integrate basic academic skills and career/technical skills and occupational awareness;
- E. accelerated career and technical programs such as vocational dual enrollment designed to enable high school students to earn elective credit toward graduation and postsecondary credit toward an A.S. degree or a technical certificate.

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

~~Once developed, the Superintendent shall submit the career and technical education curriculum to the Board for approval, and then submit it to the Department of Education. This curriculum shall be updated annually, submitted to the Board for approval, and then re-submitted to the Department of Education.~~

Career and technical education program offerings are available to middle and high school students without regard to race (including anti-Semitism), color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law. The Superintendent is to ensure that application forms for cooperative education programs contain a notice of nondiscrimination. The notice of nondiscrimination shall be part of the application forms provided to employers.

Procedures for program operation in accordance with applicable labor laws are incorporated in the Florida Department of Education, Curriculum Frameworks, and Student Performance Standards. Those documents are kept on file in the Superintendent's office.

### **Career and Professional Academies; Career-Themed Courses**

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

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

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

The Board further expects that students who successfully complete the curriculum of the Career and Professional Academies that are established at the middle school level will have the opportunity to earn an industry certificate, high school credit, and participate in career planning, job shadowing, and business leadership development activities.

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

A Florida Ready to Work Credential and portfolio will be awarded to students upon successful completion of the instruction. Each portfolio must delineate the skills demonstrated by the student as evidenced by the student's preparation for employment. A student shall also be awarded a Florida Ready to Work Credential who successfully passes assessments in Reading for Information, Applied Mathematics, and Locating Information or any other assessments of comparable rigor. Each assessment is scored on a scale of three to seven (7) and a student receives a level of credential based on the score they receive. A bronze-level credential requires a minimum score of three (3) or above on each of the assessments, a silver-level credential requires a minimum score of four (4) or above on each of the assessments, and a gold-level credential requires a minimum score of five (5) or above on each of the assessments.

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

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

- A. provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize the relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.
- B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships must provide opportunities for:
  1. instruction from highly skilled professionals who possess industry- certification credentials for courses they are teaching;
  2. internships, externships, and on-the-job training;
  3. a postsecondary degree, diploma, or certificate;
  4. the highest available level of industry certification;
  5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.



- C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at a minimum, the Florida Gold Seal Vocational Scholars award pursuant to F.S. 1009.536.
- D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Economic Opportunity.
- E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.
- F. offer applied courses that combine academic content with technical skills.
- G. provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

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

- A. lead to careers in occupations ~~aligned to designated as high-skill, high-wage, and high-demand in the CAPE Industry Certified Funding List approved under rules adopted by the State Board of Education.~~
- B. integrate content from core subject areas.
- C. integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to F.S. 1003.428.
- D. coordinate with high schools to maximize opportunities for middle school students to earn high school credit.
- E. provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to State curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits.
- F. provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach.
- G. offer externships.
- H. provide personalized student advisement that includes a parent-participation component.

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

#### **Industry Certification in Industry-Certified Career Education Programs**

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

- A. within an industry that addresses a critical local or Statewide economic need;
- B. linked to an occupation that is included in the workforce system's targeted occupation list; or
- C. linked to an occupation that is identified as emerging.

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

#### **~~Collection of and Accounting for Expenditure of Block Tuition and Other Fees for Career Centers~~**

~~The standard tuition of \$\_\_\_\_\_ per contact hour for residents and nonresidents and the out-of-state fee shall be \$\_\_\_\_\_ per contact hour. For adult general education programs, block tuition of \$45.00 per half-year or \$30.00 per term shall be assessed.~~

**~~[NOTE: The Superintendent may recommend and the Board may adopt tuition and/or out-of-state fees that may vary no more than five percent (5%) above or below the tuition of \$2.33 per contact hour for residents and non-residents and an out-of-state fee of \$6.99 per contact hour.]~~**

~~All funds received from block tuition shall be used only for adult general education programs.~~

**[NOTE: Insert the procedures established for the collection of and the accounting for the block tuition.]**

The determination of resident status for tuition purposes in career centers shall be made in accordance with State law.

### **Waiver of Tuition and Fees for Certain Individuals**

Certain individuals may qualify for a waiver of tuition and/or other fees. The following consist of the Board's tuition and other fee waivers.

- A. Tuition shall be waived for undergraduate college credit programs and career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law.
- B. Out of state fees for career centers for the following:
  1. Students who are undocumented for Federal immigration purposes and:
    - a. attended a secondary school in Florida for three (3) consecutive years immediately before graduating from a high school in Florida;
    - b. apply for enrollment in an institution of higher education within twenty four (24) months after high school graduation; and
    - c. submit an official Florida high school transcript as evidence of attendance and graduation;
  2. An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in Florida while enrolled in the career center; or entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in Florida while enrolled in the career center.
  3. A person who is an active duty member of the Armed Forces of the United States residing or stationed outside of Florida. Tuition and fees charged to a student who qualifies for this out of state waiver may not exceed tuition and fees charged to a resident student.
- C. Transcript fees shall be waived for any individual who is an active duty member or an honorably discharged veteran of the United States Armed Forces. Transcript fees shall also be waived for such individual's spouse and dependents.

Career centers shall report to the State Board of Education the number and value of fee waivers granted annually.

**[ ] OPTION (SCHOOL DISTRICT SPECIFIC LANGUAGE TO BE INSERTED HERE IF ADDITIONAL FEE WAIVERS DESIRED—SEE DRAFTING NOTE BELOW)**

**[DRAFTING NOTE: School districts may waive fees for any fee nonexempt student. The total value of fee waivers granted by the School District may not exceed the amount established annually in the General Appropriations Act. Any student whose fees are waived in excess of the authorized amount may not be reported for State funding purposes. Any school district that waives fees and requests State funding for a student in violation of the provisions of this paragraph shall be penalized at a rate equal to two (2) times the value of the full time student enrollment reported. If the Board elects to waive other fees for any fee nonexempt student, it is recommended that the Board consult with legal counsel prior to doing so.]**

Any career center operated by the Board shall, within the nonresident student enrollment systemwide, prioritize the enrollment of a veteran who is granted an out of state fee waiver pursuant hereinabove over any other student who is granted an out of state fee waiver under this policy.

**[DRAFTING NOTE: Select the options below if the District operates a career center. However, the language included in the first option below is also included in Policy 2271.]**

### **[ ] Career Pathways Agreements Between Career Centers and Florida College System Institutions**

Any career center operated by the Board with a service area that overlaps with another career center operated by a Florida college system institution will enter into a career pathways agreement. The career pathways agreement will:

- A. outline certificate program completion requirements and any licenses or industry certifications that must be earned before enrolling in an associate degree program;

- B. ~~specify that articulated college credit will be awarded in accordance with the agreement upon initial enrollment in the associate degree program;~~
- C. ~~guarantee college credit toward an aligned associate degree program for students who graduate from a career center with a career or technical certificate and meet specified requirements in accordance with the terms of the agreement;~~
- D. ~~specify that regional agreements may not award less credit than the amount guaranteed through existing statewide articulation agreements;~~

~~On or before May 1st of each year, the Board will submit its career pathways agreements to FLDOE.~~

**~~{END OF OPTION}~~**

### **~~{ } Dual Enrollment Agreements Between District Career Centers and District High Schools~~**

~~Any career center operated by the Board shall enter into a dual enrollment agreement with each high school in any District it serves. The agreement will:~~

- A. ~~identify the courses and programs that are available to students through career dual enrollment and the clock hour credits that students will earn upon completion of each course and program;~~
- B. ~~delineate the high school credit earned for the completion of each career dual enrollment course;~~
- C. ~~identify any college credit articulation agreements associated with each clock hour program;~~
- D. ~~describe how students and parents will be informed of career dual enrollment opportunities and related workforce demand, how students can apply to participate in a career dual enrollment program and register for courses through his/her high school, and the postsecondary career education expectations for participating students;~~
- E. ~~establish any additional eligibility requirements for participation and a process for determining eligibility and monitoring the progress of participating students;~~
- F. ~~delineate costs incurred by each entity and determine how transportation will be provided for students who are unable to provide their own transportation.~~

~~On or before August 1st of each year, the Board will submit its agreements to FLDOE.~~

**~~{END OF OPTION}~~**

### **~~Strategic Plan to Address Local and Regional Workforce Demands~~**

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

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

~~The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to provide part time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education.~~

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

### **~~Maintenance of Records for Workforce Education Programs Funded with State Appropriations~~**

~~If the District receives state appropriations for workforce education, it will maintain adequate and accurate records including a system to record District workforce education funding and expenditures, to maintain the separation of postsecondary workforce~~

~~education expenditures and secondary workforce education expenditures. These records will be submitted to the FLDOE in accordance with rules of the State Board of Education.~~

© Neola 2021

Legal	F.S. 445.004
	F.S. 445.006
	F.S. 446 et seq.
	F.S. 450.081
	F.S. 1000.05
	F.S. 1001.42
	F.S. 1003.01
	F.S. 1003.4156
	F.S. 1003.4282
	F.S. 1003.491
	F.S. 1003.492
	F.S. 1003.4935
	F.S. 1004.096
	F.S. 1004.91
	F.S. 1004.92
	F.S. 1007.271
	F.S. 1009.21
	F.S. 1009.22
	F.S. 1009.26
	F.S. 1009.536
	F.S. 1011.62
	F.S. 1011.80
	29 U.S.C. 201
	29 U.S.C. 202
	29 U.S.C. 203
	29 U.S.C. 204
	29 U.S.C. 206
	29 U.S.C. 207
	29 U.S.C. 209
	29 U.S.C. 210
	29 U.S.C. 211
	29 U.S.C. 212
	29 U.S.C. 213
	29 U.S.C. 214
	29 U.S.C. 215
	29 U.S.C. 216
	29 U.S.C. 216b



29 U.S.C. 217  
29 U.S.C. 218  
29 U.S.C. 218b  
29 U.S.C. 218c  
29 U.S.C. 219

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - SCHOOL-TO-WORK PROGRAM
Code	po2423 jc 10/21/21
Status	

**REVISED POLICY - VOL. 22, NO. 1**

**2423 - SCHOOL-TO-WORK PROGRAM**

The School Board strongly supports the School-to-Work Opportunities Act as a vehicle to help the CCCCSA to prepare students more effectively for the world of work. Through this legislation, the CCCCSA will be able to provide students with the following learning experiences needed to develop career-related knowledge, attitudes, and skills as well as life-long learning skills:

- A. School-based learning which includes career awareness, exploration, and counseling and the integration of academic and vocational learning.
- B. Work-based learning which provides students with a planned program of job training and/or various types of work experiences that are coordinated with school-based learning.
- C. Connecting activities which are designed to ensure that there is effective correlation and coordination between what students learn in school and what they learn at worksites.

The Superintendent is authorized to design and implement school-to-work activities and programs, both independently for this CCCCSA and in cooperation with other CCCCSAs, that create the three (3) types of learnings described above. In addition, s/he should take the steps necessary to implement Board Policy 9555 - Partnerships with Business and also ensure that the CCCCSA is participating actively in alliances, consortia, and/or committees that are coordinating school-to-work initiatives in this area.

The Superintendent's procedures for the development and implementation of school-to-work activities/programs need to provide for the following concerns of the Board:

- A. ☒ Proposals are submitted to obtain planning and/or implementation funds from the State and other sources, when available and appropriate.
- B. ☒ Informed parental consent will be obtained for any out-of-CCCCSA activities such as career-awareness trips, job shadowing, work experiences, and the like.
- C. ☒ Proper supervision is being provided to all students when they are participating in learning activities in off-school sites.
- D. ☒ All students are being provided with appropriate opportunities to participate in school-to-work activities.
- E. ☒ Emphasis is being placed throughout the program on the development/reinforcement of a high-quality work ethic by every student.
- F. ☒ Each learning activity/program will have defined objectives with a clear correlation to career preparation and a means for assessing how well each student is achieving the objectives.
- G. ☒ All activities/programs will comply with associated Board policies and CCCCSA procedures as well as applicable Federal/State laws.

As appropriate to a particular program initiative, the Superintendent may request waivers from the State on certain statutory or regulatory provisions that are contained in the Elementary and Secondary Education Act and the Carl D. Perkins Vocational and Applied Technology Act.

Unpaid students interning or getting workplace experience as part of an education program will be considered employees of the CCCCSA for worker's compensation purposes.

The Superintendent shall keep the Board informed periodically on the progress of the CCCCSA toward the goals of this important program.

F.S. 446.54

F.A.C. 6A-6.055

© Neola 2021

Legal

F.S. 446.54

F.A.C. 6A-6.055

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	AUTHORITY-SPONSORED CLUBS AND ACTIVITIES
Code	po2430 10/2/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016

## 2430 - AUTHORITY-SPONSORED CLUBS AND ACTIVITIES

The Governing Board believes that the goals and objectives of this Authority are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the Authority's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the Authority's composite courses of study;
- C. participation is required for a particular course.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board expressly declines to create a limited open forum for clubs and activities, initiated by students that cannot meet one (1) of the ~~four (4)~~ three (3) criteria stated above.

Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of Authority Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the Authority's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nonAuthority-sponsored organization may use the name of the Authority or any other name that would associate an activity with the Authority.

Individual Authority schools may establish eligibility requirements for any co-curricular, interscholastic, and noninterscholastic extra-curricular activities.

Students identified as disabled under the IDEA are subject to the eligibility standards established by the school unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student s disability.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school



personnel without further notice, hearing, and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities). Authority- sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

Parents will be informed about the nature and purpose of the curricular and extra-curricular clubs and activities in their child's school through the school's website.

The Superintendent shall prepare administrative procedures to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such procedures should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

© Neola 2002

Legal

F.S. 1014.05

F.S. 1006.15, 1006.195

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	CONCUSSIONS AND HEAD INJURIES
Code	po2431.03 10/2/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016

#### **2431.03 - CONCUSSIONS AND HEAD INJURIES**

It is the policy of the Governing Board that the Athletic Director provide the materials developed by the Florida High School Athletic Association (FHSAA) to educate coaches, student athletes, and parents/guardians of student athletes about the nature and risks of concussions and head injuries, including continuing to play after a concussion or head injury, before any student athlete is allowed to participate in any interscholastic athlete activity or practice for any school-sanctioned athletic team. Student athletes and their parents shall be required to sign Form 2431.01 F1 before participating in any practice or interscholastic competition. Per the FHSAA rules and this policy, coaches and licensed trainers shall document completion of the online training program provided by the FHSAA annually.

During any athletic season, a coach or licensed trainer who suspects that a student athlete may have sustained a concussion or head injury shall remove the student athlete from participation or competition at that time. For purposes of this policy, a "student athlete" is any student who tries out for or participates on any athletic team sponsored by the Authority. When a student athlete is removed from an interscholastic athletic activity or other competition, including any practice session, because of a suspected head injury or concussion, that student athlete may not return to the contest or the practice until written clearance to participate from a medical provider licensed in Florida has been provided.

An employee or a volunteer with current cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) training shall be present at each athletic activity during and outside of the school year.

© Neola 2021~~12~~

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS
Code	po2520 jc 10/21/21
Status	

## **REVISED POLICY - VOL. 22, NO. 1**

### **2520 - SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The School Board adopts courses of study pursuant to State law and Policy 2220. When adopting courses of study, State law also requires the Board to adopt and provide adequate instructional materials to students enrolled in the CCCCSA.

"Adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serves as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature.

Furthermore, Federal law requires the Board to provide accessible instructional materials as specified in a student's Individualized Education Program (IEP). Such accessible instructional materials may be of a type or in a format as specified in the definition of adequate instructional materials in this policy.

As required by State law, instructional materials adopted and used in the CCCCSA shall be consistent with the goals and objectives in the CCCCSA's adopted course of study and with the course descriptions established by State Board rule. The Board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school library, or included on a reading list. Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a CCCCSA library if such material or books are available for review. The school principal shall arrange for a convenient time to provide such access.

The Superintendent shall develop administrative procedures that set forth a process to involve staff in the review and evaluation of instructional materials. The staff involved in this process shall recommend to the Superintendent for submission to the Board for adoption the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board rule. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.

The Superintendent's procedures shall also prescribe the process for the acquisition, management, use, accountability, and reporting requirements of all instructional materials.

#### **Adoption of Instructional Materials**

Prior to submitting a recommendation to the Board regarding the recommended instructional materials, those materials will be accessible for review online for at least twenty (20) calendar days prior to the open publicly noticed meeting at which a public hearing will be held so that the Board can receive comment, if any, about the instructional material under consideration for adoption. The Superintendent shall establish reasonable safeguards against the unauthorized use, reproduction, and distribution of the instructional material under consideration.

Following the public hearing, the Board may act upon the Superintendent's recommendation to adopt the instructional materials.

At an open publicly noticed meeting following the meeting at which the instructional material is adopted, the Board shall consider a recommendation to approve an annual instructional materials plan that identifies any instructional materials to be purchased pursuant to the instructional materials review process described herein.

The Superintendent shall maintain a list of all adopted instructional materials.

#### **Purchase of Instructional Materials**

Following adoption by the Board, requisitions shall be issued to purchase current instructional materials from the State-adopted instructional materials list so that each student in kindergarten through grade 12 will have a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature. Any materials purchased shall be free of pornography and material prohibited under F.S. 847.12, suited to student needs and their ability to comprehend the material presented, and appropriate for the grade level and age group for which the materials are used or made available.

Requisitions shall also be issued to purchase instructional materials that will be the major tool of instruction for subjects in the State Course Code Directory for which the Board has adopted courses of study, but for which there are no materials on the State-adopted instructional materials list.

The Superintendent shall approve these purchases.

In any year in which the total instructional materials allocation for CCCCSA has not been expended or obligated prior to June 30th, the unobligated amount shall be carried forward and added to the next year's allocation.

The CCCCSA shall maintain on its website a current list of instructional materials, by grade level, purchased by the CCCCSA

### **Replacement and Purchase of Instructional Materials by Students/Parents**

Students shall be held responsible for the cost of replacing any instructional materials lost, destroyed, or unnecessarily damaged. Failure to provide payment for the damage or loss may result in the suspension of the student from participation in extra-curricular activities, or the debt may be satisfied by the student performing community service activities at the school site as determined by the school principal.

A student or his/her parent(s) may purchase a copy of the designated course instructional materials, regardless of format, for the CCCCSA's purchase price, including shipping, ( ) **plus ten percent (10%)**.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

### **Process for Parents and Residents to Contest Adoption of Instructional Materials**

The following individuals may file an objection to the adoption of a specific instructional material:

- A. parents of students in the CCCCSA; and
- B. residents of the county.

For purposes of this policy, "resident" means a resident of the county who has maintained his/her residence in Florida for the preceding year, has purchased a home that is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to F.S. 222.17.

### **Filing a Petition**

A parent or resident must file a petition with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material, on a form provided by the Board. The petition form shall be publicly available by visiting any school in person or by accessing the link on the Board's website. The petition must be signed by the parent or resident, include the required contact information, and state the objection to the instructional material based on the criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d).

### **Timeframe for Hearing**

When the thirty (30) calendar day period following Board adoption of the instructional material in question has expired, the Board will conduct at least one (1) open public hearing before an unbiased and qualified hearing officer for all timely petitions received.

### **Hearing Officers**

Hearing officers are not employees or agents of the CCCCSA with the exception of any agreement entered into for purposes of conducting the hearings set forth herein. Hearing officers shall be selected annually by the Board from a list of candidates provided by the Superintendent.

**[DRAFTING NOTE - F.S. 1006.28 mandates that the hearing provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. Importantly, however, F.S. 1006.28 is relatively silent as to how the hearing must be conducted or what is meant by "an adequate and fair opportunity to be heard and present evidence." In the "Procedures for Hearings" section that follows this drafting note, we have proposed procedures that we believe meet the intent of F.S. 1006.28. If the Board does not**



**desire to adopt Neola's proposed Procedures for Hearings, we strongly encourage you to consult with board legal counsel to develop hearing procedures that comply with the intent and requirements of F.S. 1006.28.]**

### **Procedures for Hearings**

Petitioners will have an adequate and fair opportunity to be heard and present evidence to the hearing officer. Hearings shall be conducted as follows:

- A. The petitioner may make an opening statement.
- B. The CCCCSA's representative may make an opening statement.
- C. The petitioner may present evidence (including documents and testimony from witnesses) that instructional material does not meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School CCCCSA but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.
- D. The CCCCSA representative may present evidence (including documents and testimony from witnesses) that the instructional material does meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School CCCCSA but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.
- E. The petitioner may make a closing statement.
- F. The CCCCSA representative may make a closing statement.

Within fourteen (14) days of the date of the hearing, the hearing officer shall submit a recommended order to the Board. The Board shall consider the recommended order and enter a final order at a publicly noticed Board meeting. If the petitioner proves that instructional material does not meet the criteria required under F.S. 1006.28, or contains prohibited material under that statute, it shall be removed in accordance with Florida law. The Board's decision is final and not subject to further petition or review.

Hearings under this policy are not subject to the provisions of F.S. Chapter 120.

### **Parent Objection to Instructional Material Used in Classrooms**

Parents may object to the use by their child of a specific instructional material in the classroom as set forth in Florida law. Parents should make any such objection in writing to the principal, at least ten (10) days before the intended use of the material, identifying the specific instructional material and stating the basis for the objection. The principal will review the parent objection and may meet with the teacher or parents, or both, in an attempt to resolve the objection, using an alternative instructional material for the child. If the objection is not resolved to the parents' satisfaction, the principal shall refer the matter to the appropriate CCCCSA-level curriculum supervisor. The decision of the CCCCSA-level curriculum supervisor shall be final.

### **Free School-Related Instructional Materials**

Free instructional materials may be accepted for classroom and school purposes under conditions that meet all the following criteria:

- A. The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.
- B. The materials should fill a legitimate purpose of the school curriculum.
- C. The advertising feature of the materials should be minimized.
- D. Educational films should contain a minimum amount of commercial advertising.

### **Equipment or Instructional Materials Vendors**

The principal may permit vendors to demonstrate and show only that equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

### **New Worlds Reading Initiative**

The New Worlds Reading Initiative, created by the Florida Department of Education, provides high-quality, free books directly to K-5 students who score below a level 3 in the preceding year's statewide English Language Arts Assessment (ELA), or having a substantial reading deficiency. The school CCCCSA must notify parents of eligible students in writing and provide them with the application form, which must allow for the selection of specific book topics or genres for the student. The CCCCSA must coordinate

monthly book deliveries with the program administrator beginning no later than October and continuing through at least June. However, for the 2021-2022 school year only, delivery may begin no later than December 31, 2021. The CCCCSA must participate in the initiative by partnering with local nonprofit organizations and raising awareness by using marketing materials provided by the program administrator. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The CCCCSA shall coordinate with each charter school it sponsors for the purposes of identifying eligible students, notifying parents, coordinating book deliveries, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative.

F.S. 119.071

F.S. 212.183

F.S. 1001.215

F.S. 1002.22

F.S. 1003.485

F.S. 1006.28

F.S. 1006.28 through 1006.42

F.S. 1008.22

F.S. 1008.25(5) (a)

F.S. 1008.25 (5) (c)

F.S. 1014.05

F.A.C. 6A-6.03028

34 C.F.R. Part 300

© Neola 2021

Legal

F.S. 119.071

F.S. 212.183

F.S. 1001.215

F.S. 1002.22

F.S. 1003.485

F.S. 1006.28

F.S. 1006.28 through 1006.42

F.S. 1008.22

F.S. 1008.25(5) (a)

F.S. 1008.25 (5) (c)

F.S. 1014.05

F.A.C. 6A-6.03028

34 C.F.R. Part 300

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	INSTRUCTIONAL MATERIALS PROGRAM
Code	po2521 10/2/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016

## **2521 - INSTRUCTIONAL MATERIALS PROGRAM**

The Governing Board shall provide instructional materials and equipment, within budgetary constraints, to implement the Authority's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school. Instructional materials used in the Authority shall be consistent with the Authority goals and objectives and the course descriptions established by the State Board of Education and the State standards provided for in F.S. 1003.41.

State law requires the Board to provide adequate instructional materials free of charge to students who are enrolled in the Authority.

"Adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serves as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature.

Furthermore, Federal law requires the Board to provide accessible instructional materials as specified in a student's IEP. Such accessible instructional materials may be of a type or in a format as specified in the definition of adequate instructional materials in this policy.

The Board hereby establishes an instructional materials program that includes the review, recommendation, adoption, and purchase of instructional materials pursuant to procedures established by The School Board of Lee County. The program shall comply with all applicable provisions of F.S. Chapter 1006, Part I, F. Instructional Materials for K-12 Public Education.

### **Compliance with F.S. 1006.32, Relating to Prohibited Acts**

In accordance with State law, this policy strictly prohibits any individual or the Board from engaging in any of the prohibited acts set forth in F.S. 1006.32.

### **Parental Notification of Access to Student's Instructional Materials**

The Authority shall notify parents through the Authority's website and in writing annually of their ability to access their children's instructional materials.

### **Maximization of Student Use of Authority-approved Instructional Materials**

In order to maximize student use of authorized instructional materials, the Board shall:

- A. purchase current instructional materials to provide each student with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature for kindergarten through grade 12;
- B. by the 2015-2016 fiscal year, use at least fifty percent (50%) of the annual allocation for the purchase of digital or electronic instructional materials included on the State-adopted list, except as otherwise authorized by law or rules of the State Board of Education;
- C. use up to 100% of that portion of the annual allocation designated for the purchase of instructional materials for kindergarten, and up to seventy-five percent (75%) of that portion of the annual allocation designated for the purchase of instructional materials for first grade, to purchase materials not on the State-adopted list, which shall be used for the purchase of instructional materials or other items having intellectual content which assist in the instruction of a subject or course.

These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, replacements for items which were part of previously purchased instructional materials, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools.

The Superintendent shall implement procedures that will assure the maximum use by the students of the authorized instructional materials.

### **Required Curriculum**

Nothing in this policy shall limit or remove the responsibility of the Board to include in its curriculum the required instruction specified in State law including, but not limited to, the following:

- A. The history of the United States; the history of the Holocaust.
- B. The history of African Americans.
- C. The study of Hispanic contributions to the United States.
- D. The study of women's contributions to the United States.
- E. The nature and importance of free enterprise to the United States economy.
- F. The elementary principles of agriculture; and kindness to animals.

### **Fees Charged to Parents**

A student or his/her parent(s) may purchase a copy of the designated course instructional materials, regardless of format, for the Authority's purchase price, including shipping, plus ten percent (10%).

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

### **Free School-Related Instructional Materials**

Free instructional materials may be accepted for classroom and school purposes under conditions that meet all the following criteria:

- A. The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.
- B. The materials should fill a legitimate purpose of the school curriculum.
- C. The advertising feature of the materials should be minimized.
- D. Educational films should contain a minimum amount of commercial advertising.

### **Equipment or Instructional Materials Vendors**

The principal may permit vendors to demonstrate and show only that equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

### **Public Inspection of Sample Copies of Instructional Materials**

In addition to the requirements for public inspection of sample copies of instructional materials required by this policy, the Board shall make available for public inspection sample copies of all instructional materials that have been purchased by the Board. Members of the public seeking to inspect these materials shall contact the building principal.

### **Process for Parents and Residents to Contest Adoption of Instructional Materials**

The following individuals may file an objection to the adoption of a specific instructional material:

- 1. parents of students in the District; and
- 2. residents of the county.



For purposes of this policy, "resident" means a resident of the county who has maintained his/her residence in Florida for the preceding year, has purchased a home that is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to F.S. 222.17.

#### Filing a Petition

A parent or resident must file a petition with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material, on a form provided by the Board. The petition form shall be publicly available by visiting any school in person or by accessing the link on the Board's website. The petition must be signed by the parent or resident, include the required contact information, and state the objection to the instructional material based on the criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d).

#### Timeframe for Hearing

When the thirty (30) calendar day period following Board adoption of the instructional material in question has expired, the Board will conduct at least one (1) open public hearing before an unbiased and qualified hearing officer for all timely petitions received.

#### Hearing Officers

Hearing officers are not employees or agents of the District with the exception of any agreement entered into for purposes of conducting the hearings set forth herein. Hearing officers shall be selected annually by the Board from a list of candidates provided by the Superintendent. The hearing shall be conducted by the Board during a public meeting.

[DRAFTING NOTE - F.S. 1006.28 mandates that the hearing provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. Importantly, however, F.S. 1006.28 is relatively silent as to how the hearing must be conducted or what is meant by "an adequate and fair opportunity to be heard and present evidence." In the "Procedures for Hearings" section that follows this drafting note, we have proposed procedures that we believe meet the intent of F.S. 1006.28. If the Board does not desire to adopt Neola's proposed Procedures for Hearings, we strongly encourage you to consult with Board legal counsel to develop hearing procedures that comply with the intent and requirements of F.S. 1006.28.]

#### Procedures for Hearings

Petitioners will have an adequate and fair opportunity to be heard and present evidence to the hearing officer. Hearings shall be conducted as follows:

1. The petitioner may make an opening statement.
2. The District's representative may make an opening statement.
3. The petitioner may present evidence (including documents and testimony from witnesses) that instructional material does not meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School District but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.
4. The District representative may present evidence (including documents and testimony from witnesses) that the instructional material does meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School District but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.
5. The petitioner may make a closing statement.
6. The District representative may make a closing statement.

Within fourteen (14) days of the date of the hearing, the board shall make a recommendation/order. the hearing officer shall submit a recommended order to the Board. The Board shall consider the recommended order and enter a final order at a publicly noticed Board meeting. If the petitioner proves that instructional material does not meet the criteria required under F.S. 1006.28, or contains prohibited material under that statute, it shall be removed in accordance with Florida law. The Board's decision is final and not subject to further petition or review.

Hearings under this policy are not subject to the provisions of F.S. Chapter 120.

#### Parent Objection to Instructional Material Used in Classrooms

Parents may object to the use by their child of a specific instructional material in the classroom as set forth in Florida law. Parents should make any such objection in writing to the principal, at least ten (10) days before the intended use of the material, identifying

the specific instructional material and stating the basis for the objection. The principal will review the parent objection and may meet with the teacher or parents, or both, in an attempt to resolve the objection, which may include using an alternative instructional material for the child. If the objection is not resolved to the parents' satisfaction, the principal shall refer the matter to the appropriate District-level curriculum supervisor. The decision of the District-level curriculum supervisor shall be final.

#### New Worlds Reading Initiative

The New Worlds Reading Initiative, created by the Florida Department of Education, provides high-quality, free books directly to K-5 students who score below a level 3 in the preceding year's Statewide English Language Arts Assessment (ELA) or having a substantial reading deficiency. The School District must notify parents of eligible students in writing and provide them with the application form, which must allow for the selection of specific book topics or genres for the student. The District must coordinate monthly book deliveries with the program administrator beginning no later than October and continuing through at least June. However, for the 2021-2022 school year only, the delivery may begin no later than December 31, 2021. The District must participate in the initiative by partnering with local nonprofit organizations and raising awareness by using marketing materials provided by the program administrator. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The District shall coordinate with each charter school it sponsors for the purposes of identifying eligible students, notifying parents, coordinating book deliveries, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative.

The Statewide ELA is not the sole determiner of promotion. Additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and schools in identifying the reading level of the student. A parent of a student in grade 3 who is identified anytime during the year as being at risk of retention may request that the school begin collecting evidence for a portfolio.

#### **~~Process for Parents to Object to Specific Instructional Material~~**

~~Parents of a student attending an Authority school may object to the use of specific instructional material in a course in which the student is enrolled.~~

~~The parent(s) shall use the process for objecting to specific instructional material that is set forth in Policy 9130, Public Complaints.~~

#### **~~Process for Parents to Contest Adoption of Specific Instructional Material~~**

~~Parents of students attending a public school in the Authority may contest the Board's adoption of specific instructional material. The parent must file with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material a petition on a form provided by the Board. The petition form shall be publicly available by visiting in person or by accessing the Board's website at [www.capecharterschools.org](http://www.capecharterschools.org). The petition must be signed by the parent, include the required contact information, and state the objection to the instructional material.~~

~~Within thirty (30) calendar days after the thirty (30) day period has expired, the Board will conduct at least one open public hearing on all petitions timely received and provide the petitioner(s) written notification of the date and time of the hearing at least seven (7) calendar days before the public hearing. All instructional materials contested will be made accessible online to the public at least seven (7) calendar days before a public hearing. The Board's decision after convening a public hearing is final and not subject to further petition or review.~~

© Neola 202114

#### Legal

F.S. 1014.05

F.S. 1008.25(5) (c)

F.S. 1008.22, 1008.25 (5) (a)

F.S.1003.485

F.S. 1001.21, F.S. 1002.22

34 C.F.R. Part 300

F.S. 119.071, 1003.41, 1006.28 through 1006.42

F.A.C. 6A-6.03028

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - RESEARCH AND EVALUATION
Code	po2605 jc 10/21/21
Status	

**REVISED POLICY - VOL. 22, NO. 1**

**2605 - RESEARCH AND EVALUATION**

The School Board believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the CCCCSA, the Board has the responsibility for assessing how well goals are being accomplished.

The Superintendent shall develop systematic and specific administrative procedures for conducting research and program evaluations. The design of these studies will include:

- A. Clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined.
- B. Provisions for staff, resources, and support necessary to achieve each program's purposes.
- C. Evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved.
- D. Recommendations for revisions and modifications needed to better fulfill expectations and purposes.
- E. The right of a parent to opt out of any CCCCSA-level data collection relating to their minor child that is not required by law.

The Superintendent shall maintain a schedule of assessment activities and program evaluations and shall make periodic evaluation reports to the Board. Findings of the assessment program will be used to evaluate the progress of students and:

☒ the effectiveness of the curriculum;

☒ the effectiveness of the school/delivery system.

The Superintendent shall recommend improvements in the educational program annually, based on CCCCSA evaluation.

☒ The Board may employ experts from outside the School CCCCSA to serve in the evaluation process.

☒ The Board will annually make available to the public reports of student achievement.

The Superintendent shall maintain a systematic accountability plan for all schools. The plan shall annually evaluate each school on performance indicators. These indicators shall include student performance outcomes and other areas designed by the Superintendent.

The Superintendent shall develop and update as needed administrative procedures to implement this policy.

F.S. 1008.34  
F.S. 1008.345  
F.S. 1014.05

© Neola 2021

Legal

F.S. 1008.34

F.S. 1008.345

F.S. 1014.05

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - EDUCATIONAL SERVICES FOR STUDENTS IN DEPARTMENT OF JUVENILE JUSTICE EDUCATION PROGRAMS
Code	po2800 REJECT jc 10/21/21
Status	

### **REVISED POLICY - VOL. 22, NO. 1**

#### **2800 - EDUCATIONAL SERVICES FOR STUDENTS IN DEPARTMENT OF JUVENILE JUSTICE EDUCATION PROGRAMS**

The School Board shall negotiate a cooperative agreement with the Department of Juvenile Justice (DJJ) on the delivery of educational services to students under the jurisdiction of the DJJ and placed in DJJ education programs located in the District. However, the Board is not required to provide more services than can be supported by the funds generated by students in DJJ education programs located in the District.

Pursuant to State law, the Board shall provide, or contract for, appropriate educational assessments and an appropriate program of instruction and special education services for students in a DJJ education prevention, day treatment, residential, or detention program located in the District. Any such contract for juvenile justice education programs shall be in writing between the Board and the provider and shall meet the provisions of Florida law. Provision shall be made for each student in a DJJ education program to participate in basic, Career and Professional Education (CAPE), and exceptional student programs as appropriate.

As required by State law, school programming in a DJJ education program shall be made available during the juvenile justice school year, and the educational services shall be provided at times of the day most appropriate for juvenile justice programs. In addition, the educational program shall provide instruction based on each student's individualized transition plan, assessed educational needs, and the education programs available in the school district in which the student will return. (See also Policy 2370.01, Policy 2421, and Policy 2460)

Participation in the program by students of compulsory school attendance age as set forth in State law and Policy 5112 shall be mandatory. All students of noncompulsory school attendance age who have not received a high school diploma or its equivalent shall participate in the educational program, unless the student files a formal declaration of his/her intent to terminate school enrollment pursuant to State law and is afforded the opportunity to take the high school equivalency examination and attain a Florida high school diploma before release from a juvenile justice education program.

An individualized progress monitoring plan shall be developed for all students not classified as exceptional education students upon entry in a juvenile justice education program and upon reentry in the School District. The progress of students who are classified as exceptional education students shall be monitored in accordance with their Individualized Educational Plan (IEP).

As prescribed by State law, the District shall maintain an academic record for each student enrolled in a juvenile justice education program.

© Neola 2021

Legal	F.S. 1003.01
	F.S. 1003.21
	F.S. 1003.51
	F.S. 1003.52

Last Modified by Jacquelin Collins on October 22, 2021



Book	Policy Manual
Section	V22 N1 REVISED
Title	EMPLOYMENT OF INSTRUCTIONAL STAFF
Code	po3120 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

### 3120 - EMPLOYMENT OF INSTRUCTIONAL STAFF

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

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

For purposes of this policy, instructional staff includes: classroom teachers, librarians/media specialists, guidance counselors, social workers, career specialists, school psychologists, other instructional staff (such as: primary specialists, learning resource specialists, instructional trainers, and adjunct educators), and additional Authority defined positions including, registered nurses, audiologists, and speech pathologists.

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

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

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

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

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

A person is ineligible for educator certification or employment in any position that requires direct contact with students if the person is on the disqualification list maintained by the department pursuant to F.S. 1001.10(4)(b), is registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C), or has been convicted or found guilty of, has had adjudication withheld for, or has pled guilty or nolo contendere to any of the felony offenses listed in F.S. 1012.315.

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

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

### INSTRUCTIONAL PERSONNEL



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

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State-level and Authority-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information guides, Authority preparation resources, and preparation courses offered by State universities and Florida college system institutions.

## **CERTIFICATION**

### **A. State Certification**

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

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

### **B. In-Field**

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

1. the teacher is assigned to a course covering subject matter for which the teacher holds a certificate per F.S. 1012.55; or
2. demonstrates sufficient subject matter expertise as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

F.S. 1012.42

### **C. Authority Certification**

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

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

## **NONCERTIFICATED INSTRUCTIONAL PERSONNEL**

The Superintendent is hereby authorized to select and recommend noncertificated instructional personnel for appointment, pursuant to State Board of Education Rule F.A.C. 6A-1.0502, in a critical teacher shortage area, as identified by the Board. To be eligible for employment under this provision, such individuals must hold a Bachelor's or higher degree and possess expert skill in or knowledge of a particular subject or talent, but not hold a Florida teaching certificate. Instructional personnel employed under this policy will not be entitled to receive a contract and shall be governed by the criteria found in The School Board of Lee County Noncertificated Instructional Personnel Procedures.

## **CERTIFICATED PERSONNEL**

Any person employed in a position requiring certification shall possess a valid certificate issued pursuant to Florida law or issued by The School Board of Lee County and shall file said certificate with the Superintendent.

## **ALTERNATIVE CERTIFICATION**

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

## LICENSED PERSONNEL

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

Revised 2/9/21

Revised 3/9/21

© Neola ~~2021~~<sup>19</sup>

Legal	F.S. 1012.01
	F.S. 1012.22
	F.S. 1012.24
	F.S. 1012.27
	F.S. 1012.315
	F.S. 1012.32
	F.S. 1012.33
	F.S. 1012.42
	F.S. 1012.55
	F.S. 1012.56
	F.S. 1012.57
	F.A.C. 6A-1.0502
	F.A.C. 6A-1.0503
	20 U.S.C. 6301
	20 U.S.C. 7801

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
Code	po3121.01 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	August 14, 2018

### 3121.01 - **CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the Authority. Consistent with this concern for student safety, and in compliance with Florida law, the Authority requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

The cost of the background screening, with the exception of fingerprinting, related to initial employment or re-employment after a break in service will be borne by the Authority.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for Statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks. A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, shall not be employed, engaged to provide services, or serve in any position that requires direct contact with students. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Probationary persons subject to this section who are terminated because of their criminal record have the right to appeal such decisions.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide services as an instructional staff member in order to comply with the law.

Furthermore, before employing instructional personnel in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, screen the candidate 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 Superintendent shall document efforts to contact the employer (F.S. 1012.27(6)).

Pursuant to State law, all instructional staff members employed by the Authority must self-report arrests for serious offenses (see AP 3121.01).

Additionally, the fingerprints of all instructional staff members who are employed by the Authority and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent Statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the Authority will not share information received as the result of the criminal history background check with other school districts.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated instructional staff member has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida

Revised 8/14/18

© Neola ~~2021~~<sup>17</sup>

Legal

F.S. 435.09

F.S. 943.0435

F.S. 943.0585(4)(a)

F.S. 943.059(4)(a)

F.S. 1001.10(5)

F.S. 1001.41

F.S. 1001.42

F.S. 1012.23

F.S. 1012.27(6)

F.S. 1012.315

F.S. 1012.32

F.S. 1012.56

F.A.C. 6A-10.083

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	TOBACCO-FREE ENVIRONMENT
Code	po3215 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

### 3215 - **SMOKING AND TOBACCO-FREE ENVIRONMENT**

**[Drafting Note: This is a comprehensive policy designed to create a safe learning and work environment free of smoking and tobacco.]**

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

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

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

#### **Definitions**

1. "Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
2. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.
3. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
4. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

#### **General Statement of Policy**

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

off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

3. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.
4. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.
5. ~~( ) Instruction to discourage the use of tobacco products shall be included in the education provided for all students. Staff responsible for teaching tobacco use prevention shall have adequate training and participate in ongoing professional development activities in order to be able to effectively deliver the education program. The curriculum for this instruction will not be paid for or developed by the tobacco industry or its subsidiaries.~~

### **Exceptions**

It is not a violation of this policy:

1. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or
2. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

### **Opportunities for Cessation Programs**

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

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

### **Enforcement**

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

~~[ ] Violations of this policy by staff members will be addressed through established staff disciplinary procedures. [END OF OPTION]~~

[x ] The first violation of this policy will result in a verbal warning to the staff member and an offer of a referral to cessation services.

The second violation will result in a written warning to the staff member with a copy placed in the staff member's District personnel file and an offer of referral to cessation services.

The third violation will be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff. [END OF OPTION]

### **Dissemination of Policy**

Notice of this policy will be provided through:

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



2. written notice to students and parents/guardians in student handbooks and orientations;
3. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;
4. reminder announcements of this policy at school and District events, as appropriate.

### **Program Evaluation**

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

~~The Governing Board is committed to providing students, staff, and visitors with a tobacco-free environment, including on school grounds and in all facilities owned, leased, or contracted for by the Board (including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas). The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role modeling responsibilities of teachers and staff for our students. For purposes of this policy, "use of tobacco" shall mean:~~

- ~~A. to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes;~~
- ~~B. to use vapor generating electronic devices, e-cigarettes (including, but not limited to, "JUULs"), vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or;~~
- ~~C. to use other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

~~Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.~~

### **Notification**

~~"No Tobacco" signs will be posted throughout the Authority. Students will be provided notice of this policy through student handbooks, and notice that it is illegal under Federal law for any person, student or visitor, not of the age of twenty one (21), to possess, purchase, or attempt to purchase tobacco products on school property and/or anything defined as "use of tobacco" in this policy.~~

~~Law enforcement shall be contacted if any person under the age of eighteen (18) violates this policy.~~

~~Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.~~

Revised 3/9/21

© Neola 2021~~0~~

**Florida Department of Health and the Public Health Law Center's publication "Commerical Tobacco-Free K-12 School Model Policy: Questions and Answers"**

Legal	F.S. 381.84
	F.S. 386.202
	F.S. 386.204
	F.S. 386.209
	F.S. 386.212
	20 U.S.C. 6081 et seq.
	20 U.S.C. 7182

Book	Policy Manual
Section	V22 N1 REVISED
Title	PERSONNEL FILE
Code	po3590 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	October 8, 2019

### 3590 - PERSONNEL FILE

It is necessary for the orderly operation of the Authority to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the Authority and the Authority's responsibilities to the employee.

The Governing Board requires that sufficient records exist to determine an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with Authority rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Florida. Materials relating to work performance, discipline, suspension, or dismissal will be reduced to writing and signed by a person competent to know the facts or make the judgment. The resignation or termination of an employee before an investigation of alleged misconduct by the employee affecting the health, safety, or welfare of a student is concluded must be clearly indicated in an employee's personnel file.

The term personnel file as used in this section shall mean all records, information, data, or materials maintained by a public school system, in any form or retrieval system whatsoever, with respect to any of its instructional staff, which are uniquely applicable to that employee, whether maintained in one (1) or more locations.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.

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

- A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or
- B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the Authority 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.

Materials relating to work performance, discipline, or dismissal must be reduced to writing and signed by an individual competent to know the facts or make the judgment. In cases of separation due to termination or resignation in lieu of termination, the person shall execute and maintain an affidavit of separation, on the form adopted by the Florida Department of Education, setting forth in detail the facts and reasons for such separation. The affidavit must expressly disclose when separation is due to a report of sexual misconduct with a student. The affidavit of separation must be executed under oath and constitutes an official statement within the purview of F.S. 837.06. The affidavit of separation must include conspicuous language that intentional false execution of the affidavit constitutes a misdemeanor of the second degree.

Regardless of the status of an investigation, any legally sufficient complaint will be filed in writing with Florida Department of Education (FLDOE) within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the District pursuant to F.S. 1012.796(1, d, 1). A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S. 1012.795 and defined by rule of the State Board of Education.

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

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

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

No record in a personnel file which is confidential and exempt from inspection and copying pursuant to applicable law shall be disclosed except as provided by applicable law.

The Human Resources Department shall maintain a record in each personnel file of those persons reviewing the files each time they are reviewed.

A copy of each such entry shall be given to the employee upon request.

The employee shall have access to his/her file upon request.

The related procedures manual is entitled Personnel File Procedures.

Revised 10/8/19

© Neola 2021

Legal	F.S. 119.011
	F.S. 119.07
	F.S. 119.071
	F.S. 1012.31

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	EMPLOYMENT OF SUPPORT STAFF
Code	po4120 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

#### 4120 - EMPLOYMENT OF SUPPORT STAFF

Support employees include all those employees who work in nonadministrative, noninstructional, noncontracted roles and serve at the pleasure of the Governing Board.

All support staff are at-will employees and may be dismissed or terminated at any time, with or without cause.

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

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

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

- A person is ineligible for employment in any position that requires direct contact with students if the person is on the disqualification list maintained by the Florida Department of Education pursuant to F.S. 1001.10(4)(b), is registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C), or has been convicted or found guilty of, has had adjudication withheld for, or has pled guilty or nolo contendere to any of the felony offenses listed in F.S. 1012.315.

-

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in Authority operations. Employment shall be recommended to the Board no later than the month following employment.

The Superintendent shall also conduct employment history checks of all candidates for support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

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

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

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

All support personnel shall become familiar with the policies of the Board and other such policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the Authority. Any support staff member employed by the Board who shall be guilty of

any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the Board may prescribe.

#### **REQUIREMENTS FOR INSTRUCTIONAL PARAPROFESSIONALS**

All paraprofessionals employed by the Authority to provide instructional support services in Title I schoolwide programs and instructional paraprofessionals paid with Title I, Part A funds in targeted assistance programs shall be "highly qualified".

The requirements to be considered a "highly qualified" instructional paraprofessional are established by the Florida Department of Education. Accordingly, one of the following requirements must be met:

- A. an associate's or higher degree;
- B. two (2) years of study at an institution of higher education; or
- C. a rigorous State or local assessment of knowledge of and the ability to perform the following duties
  - 1. assist in instruction in reading, writing, and mathematics or reading, writing, and mathematics; or
  - 2. assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Instructional paraprofessionals working for a Title I supported program may be assigned to duties as follows:

- A. providing one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assisting with classroom management, such as organizing instructional and other materials.

#### **AUTHORIZED ACTIVITIES FOR NON-INSTRUCTIONAL PARAPROFESSIONALS**

The activities to which non-instructional paraprofessional may be assigned include the following:

- A. personal care services;
- B. parent involvement activities;
- C. food service;
- D. playground/cafeteria supervision;
- E. bus aides/bus attendants;
- F. clerical duties
- G. non-instructional computer assistance;
- H. non-instructional media center/library supervision;
- I. translators (not providing instructional support).

Revised 3/9/21

© Neola 2021~~19~~

Legal

null

F.S. 1012.01

F.S. 1012.37

F.S. 1012.40

F.S. 1012.56

F.A.C. 6A-1.0502(11)

20 U.S.C. 6301

Last Modified by Jacquelin Collins on October 22, 2021



Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
Code	po4121.01 jc 10/21/21
Status	

### **REVISED POLICY - VOL. 22, NO. 1**

**[NOTE: Impact bargaining may be necessary if optional choice herein are selected.]**

#### **4121.01 - CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the CCCCSA. Consistent with this concern for student safety, and in compliance with Florida law, the CCCCSA requires that prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background ☒ and employment history [End Option] checks.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the ☒ School Board.

~~☐ candidate for employment.~~

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for Statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, shall not be employed, engaged to provide services, or serve in ☒ any position ☒ any position that requires direct contact with students. ☒ For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

**[DRAFTING NOTE: Regarding the options in the paragraph above, we have added an option for the Board to adopt a more stringent hiring standard than that which is currently mandated by Florida law. Current Florida law limits the automatic exclusion from employment to those individuals who would have direct contact with students. If the School Board opts to adopt the more stringent standard, we recommend also adopting the option that defines the term "convicted" to make clear that even if adjudication is withheld, an individual would still be excluded from consideration for employment.]**

Probationary persons subject to this section who are terminated because of their criminal record have the right to appeal such decisions.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide service as a support staff member ☐ that has direct contact with students in order to comply with the law [End Option].

☒ Furthermore, before employment support staff in any position ☐ that requires direct contact with students, [End Option] the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, and document the findings. If unable to contact (a) previous employer(s), the Superintendent shall document efforts to contact the employer.

☒ All support staff members employed by the CCCCSA must self-report arrests for serious offenses (see AP 4121.01).

Additionally, the fingerprints of all support staff members who are employed by the CCCCSEA and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent Statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

The cost of this subsequent background screening will be borne by the

☐ ~~Board.~~

☒ employee.

The information contained in reports received from the FDLE and the FBI is confidential.

☒ Pursuant to State law, the CCCCSEA will, however, share information received as a result of the criminal background check with other school Districts ~~CCCCSEAs~~.

☐ ~~Although permissible by State law, the CCCCSEA will not share information received as the result of the criminal history background check with other school CCCCSEAs.~~

© Neola 2021

Legal	F.S. 435.09
	F.S. 943.0435
	F.S. 943.0585(4)(a)
	F.S. 943.059(4)(a)
	F.S. 1001.10(5)
	F.S. 1001.41
	F.S. 1001.42
	F.S. 1012.27(6)
	F.S. 1012.315
	F.S. 1012.32
	F.S. 1012.56
	F.A.C. 6A-10.083

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	TOBACCO-FREE ENVIRONMENT
Code	po4215 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

#### 4215 - **SMOKING AND TOBACCO-FREE ENVIRONMENT**

**[Drafting Note: This is a comprehensive policy designed to create a safe learning and work environment free of smoking and tobacco. ]**

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

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

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

#### **Definitions**

1. "Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
2. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.
3. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
4. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

#### **General Statement of Policy**

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

off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

3. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.
4. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.
5. ( ) Instruction to discourage the use of tobacco products shall be included in the education provided for all students. Staff responsible for teaching tobacco use prevention shall have adequate training and participate in ongoing professional development activities in order to be able to effectively deliver the education program. The curriculum for this instruction will not be paid for or developed by the tobacco industry or its subsidiaries.

### **Exceptions**

It is not a violation of this policy:

1. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or
2. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

### **Opportunities for Cessation Programs**

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

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

### **Enforcement**

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

~~[ ] Violations of this policy by staff members will be addressed through established staff disciplinary procedures. [END OF OPTION]~~

[x ] The first violation of this policy will result in a verbal warning to the staff member and an offer of a referral to cessation services.

The second violation will result in a written warning to the staff member with a copy placed in the staff member's District personnel file and an offer of referral to cessation services.

The third violation will be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff. [END OF OPTION]

### **Dissemination of Policy**

Notice of this policy will be provided through:

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

2. written notice to students and parents/guardians in student handbooks and orientations;
3. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;
4. reminder announcements of this policy at school and District events, as appropriate.

#### **Program Evaluation**

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to

~~The Governing Board is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second-hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role modeling responsibilities of teachers and staff for our students. For purposes of this policy, "use of tobacco" shall mean:~~

- ~~A. to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes;~~
- ~~B. to use vapor-generating electronic devices, e-cigarettes (including, but not limited to, "JUULs"), vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or;~~
- ~~C. to use other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance~~

~~Furthermore, the Board prohibits the use of tobacco in all vehicles, owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.~~

#### **Notification**

~~"No Tobacco" signs will be posted throughout the Authority. Students will be provided notice of this policy through student handbooks, and notice that it is illegal under Federal law for any person, student or visitor, not of the age of twenty-one (21), to possess, purchase, or attempt to purchase tobacco products on school property and/or anything defined as "use of tobacco" in this policy.~~

~~Law enforcement shall be contacted if any person under the age of eighteen (18) violates this policy.~~

~~Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.~~

Revised 3/9/21

© Neola 2020

Legal	F.S. 381.84
	F.S. 386.202
	F.S. 386.204
	F.S. 386.209
	F.S. 386.212
	20 U.S.C. 6081 et seq.
	20 U.S.C. 7182

Last Modified by Jacquelin Collins on October 22, 2021



Book	Policy Manual
Section	V22 N1 REVISED
Title	PERSONNEL FILE
Code	po4590 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	October 8, 2019

#### 4590 - PERSONNEL FILE

It is necessary for the orderly operation of the Authority to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the Authority and the Authority's responsibilities to the employee.

The Governing Board requires that sufficient records exist to determine an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with Authority rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Florida. Materials relating to work performance, discipline, suspension, or dismissal will be reduced to writing and signed by a person competent to know the facts or make the judgment. The resignation or termination of an employee before an investigation of alleged misconduct by the employee affecting the health, safety, or welfare of a student is concluded must be clearly indicated in an employee's personnel file.

The term personnel file as used in this section shall mean all records, information, data, or materials maintained by a public school system, in any form or retrieval system whatsoever, with respect to any of its instructional staff, which are uniquely applicable to that employee, whether maintained in one (1) or more locations.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.

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

- A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or
- B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the Authority 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.

Materials relating to work performance, discipline, or dismissal must be reduced to writing and signed by an individual competent to know the facts or make the judgment. In cases of separation due to termination or resignation in lieu of termination, the person shall execute and maintain an affidavit of separation, on the form adopted by the Florida Department of Education, setting forth in detail the facts and reasons for such separation. The affidavit must expressly disclose when separation is due to a report of sexual misconduct with a student. The affidavit of separation must be executed under oath and constitutes an official statement within the purview of F.S. 837.06. The affidavit of separation must include conspicuous language that intentional false execution of the affidavit constitutes a misdemeanor of the second degree.

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

- A. by certified mail, return receipt requested, to his/her address of record; or
- B. by personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.



Regardless of the status of an investigation, any legally sufficient complaint will be filed in writing with Florida Department of Education (FLDOE) within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the District pursuant to F.S. 1012.796(1, d, 1). A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S. 1012.795 and defined by rule of the State Board of Education.

No record in a personnel file which is confidential and exempt from inspection and copying pursuant to applicable law shall be disclosed except as provided by applicable law.

The Human Resources Department shall maintain a record in each personnel file of those persons reviewing the files each time they are reviewed.

A copy of each such entry shall be given to the employee upon request.

The employee shall have access to his/her file upon request.

The related procedures manual is entitled Personnel File Procedures.

Revised 10/8/19

© Neola ~~2021~~18

Legal	F.S. 119.011
	F.S. 119.07
	F.S. 119.071
	F.S. 1012.31

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - ABSENCES FOR RELIGIOUS HOLIDAYS
Code	po5225 jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

### **REVISED POLICY - VOL. 22, NO. 1**

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

#### **5225 - ABSENCES FOR RELIGIOUS HOLIDAYS**

It is the policy of the School Board that absences from school for the observance of a religious holiday or because of the tenets of a student's religion forbid secular activity during a school day or portion thereof shall be excused subject to compliance with this policy.

The following religious holidays for the 2020-2021 school year for which student absence will be excused:

#### **A. July**

1. ~~July 4th - Asalha Puja Day (Buddhist)~~
2. ~~July 5th - Guru Purnima~~
3. July 9th - Martyrdom of the Bab\* (Baha'i)
4. July 17th - 22nd - Hajj Day (Islam)
5. July 18th
  - a. Tish'a B'Av (Jewish)
  - b. Yawm al-Arafa (Islam Dawoodi Bohra)
6. ~~July 25th - Naga Panchami (Hindu)~~
7. ~~July 28th - August 2nd - Hajj Day (Islam)~~
8. ~~July 29th - Yawm al Arafa (Islam Dawoodi Bohra)~~
9. ~~July 30th~~
  - a. ~~Tish'a B'Av (Jewish)~~
  - b. ~~Eid al-Adha (Islam Dawoodi Bohra)~~
10. July ~~19th~~~~31st~~ - Eid al-Adha (Islam Dawoodi Bohra)
11. July 19th - 23rd - Eid al-Adha (Islam)

12. July 24th

a. Asalha Puja Day (Buddhist)

b. Guru Purnima

13. July 27th - Eid-e-Ghadeer (Islam Dawoodi Bohra)

B. August

1. August 1st

a. Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)

b. Lammas (Christian and Wicca)

2. ~~August 3rd - Raksha Bandhan (Hindu)~~

3. ~~August 7th - Eid-e-Ghadeer (Islam Dawoodi Bohra)~~

4. ~~August 11th - Krishna Janmashtami (Hindu)~~

5. August 6th - Transfiguration of the Lord (Eastern Orthodox Christian)

6. August 9th

a. 1st Muharram (Islamic New Year)

b. 1st Muharram (Islam Dawoodi Bohra)

7. August 9th - 18th - Ashara Mubaraka (Islam Dawoodi Bohra)

8. August 12th - 23rd - Onam\* (Hindu)

9. August 13th - Naga Panchami (Hindu)

10. August 13th-15th - Obon (Buddhist)

11. August 15th

a. Feast of the Assumption of Blessed Virgin Mary (Catholic Christian)

b. Dormition of the Theotokos (Orthodox Christian)

12. ~~August 16th - 23rd - Paryushana (Jain)~~

13. ~~August 19th - 1st Muharram (Islam Dawoodi Bohra)~~

14. ~~August 19th - 28th - Ashara Mubaraka (Islam Dawoodi Bohra)~~

15. ~~August 20th - 1st Muharram (Islamic New Year)~~

16. August 18th - Yawm Aashura (Islam Dawoodi Bohra)

17. August 22nd

a. Ulambana (Buddhist)

b. Raksha Bandhan~~Ganesh Chaturthi~~ (Hindu)

18. ~~August 22nd - September 2nd - Onam (Hindu)~~
19. ~~August 28th - Yawm Aashura (Islam Dawoodi Bohra)~~
20. August 30th - Krishna Janmashtami (Hindu)

#### C. September

1. September 1st - Ecclesiastical Year begins (Eastern Orthodox Christian)
2. ~~September 7th - His Holiness Sakya Trizin's Birthday (Buddhist)~~
3. September 3rd - 10th - Paryushana (Jain)
4. September 6th - 8th - Rosh Hashana (Jewish)
5. September 7th
  - a. His Holiness Sakya Trizin's Birthday (Buddhist)
  - b. Feast of Trumpets (Church of God, Philadelphia Church of God)
6. September 7th - 29th - Sh'mini Atzeret (Jewish)
7. September 8th - Nativity of ~~Virgin~~ Mary (Christian)
8. ~~September 18th - 20th - Rosh Hashana (Jewish)~~
9. ~~September 19th - Feast of Trumpets (Church of God, Philadelphia Church of God)~~
10. September 10th - Ganesh Chaturthi (Hindu)
11. September 16th
  - a. Yom Kippur (Jewish)
  - b. Day of Atonement (Christian, Church of God, Philadelphia Church of God)
12. September 21st - Nativity of the Theotokos (Eastern Orthodox Christian)
13. September 21st - 27th
  - a. Sukkot (Jewish)
  - b. Feast of Tabernacles (Church of God, Philadelphia Church of God)
14. September 21st - 29th - Mabon (Wicca/Pagan)
15. September 27th-
  - a. The Elevation of the Holy Cross (Eastern Orthodox Christian)
  - b. Chehlum Imam Hussain (Islam Dawoodi Bohra)
16. September 28th - Last Great Day (Church of God, Philadelphia Church of God)
  - a. ~~Yom Kippur (Jewish)~~
  - b. ~~Day of Atonement (Christian, Church of God, Philadelphia Church of God)~~

17. September 29th - Simchat Torah (Jewish)

D. October

1. ~~October 2nd - 9th - Observance - October 2nd - 9th Sukkot (Jewish)~~
2. ~~October 3rd - 9th - Feast of Tabernacles (Church of God, Philadelphia Church of God)~~
3. ~~October 7th - Chehlum Imam Hussain (Ism Dawoodi Bohra)~~
4. ~~October 9th - 11th - Sh'mini Atzeret (Jewish)~~
5. ~~October 10th - Last Grade Day (Church of God, Philadelphia Church of God)~~
6. ~~October 11th - Simchat Torah (Jewish)~~
7. October 7th-17th - 15th-26th - Navaratri (Hindu)
8. October 18th - Milad an-Nabi (Islam Dawoodi Bohra)
9. October 19th - Maulid al-Nabi (Islam)
10. ~~October 19th - Birth of Baha'u'llah (Baha'i)~~
11. October 20th
  - a. Birth of B'ab (Baha'i)
  - b. Installation of Scriptures of Guru Granth (Sikh)
12. ~~October 28th - Milad an-Nabi (Islam Dawoodi Bohra)~~
13. ~~October 29th - Maulid al-Nabi (Islam)~~
14. October 22nd - Urus-Syedna Mohammad Burhanuddin (Islam Dawoodi Bohra)

E. November

1. November 1st
  - a. All Saints' Day (Christian)
  - b. Samhain-Beltane (Wicca)
  - c. ~~Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)~~
2. November 2nd - All Souls' Day (Christian)
3. November 5th - Goverdhan Puja (Hindu)
4. November 7th - Birth of Baha'u'llah (Baha'i)
5. November 9th - Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)
6. ~~November 14th - Diwali (Hindu, Jain, Puja, Deepavali, and Sikh)~~
7. ~~November 15th - Goverdhan Puja (Hindu)~~
8. ~~November 19th - Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)~~
9. November 12th - 16th - Diwali (Hindu, Jain, Puja, Deepavali, and Sikh)

10. November 21st - The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
11. November 24th - Guru Tegh Bahadur Martyrdom (Sikh)~~Martyrdom of Guru Tegh Bahdur (Sikh)~~
12. November 25th—

- a. Day of Covenant (Baha'i)

- b. Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)

13. November 27th - Ascension of 'Abdul'l Baha (Baha'i)

14. November 28th—

- a. Nativity Fast begins (Eastern Orthodox Christian)

- b. First Sunday of Advent (Christian)

15. ~~November 29th — First Sunday of Advent (Christian)~~

16. ~~November 30th — Guru Nanak Dev Sahib Birthday (Sikh)~~

17. November 28th - December 6th - Hanukkah (Jewish)

18. November 29th - Guru Nanak Dev Sahib Birthday (Sikh)

#### F. December

1. ~~December 5th — Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)~~

2. December 8th - Immaculate Conception (Christian)

3. ~~December 11th — 18th Hanukkah (Jewish)~~

4. December 21st - 22nd - Yule (Wicca and Christian)

5. December 25th

- a. Christmas (Christian)

- b. The Nativity of Christ (Eastern Orthodox Christian)

6. December 26th - Zarathosht Diso (Zoroastrian)

#### G. January

1. January 1st

- a. Gantan-sai (Shinto)

- b. Mary, Mother of God (Catholic Christian)

2. January 3rd - 10th - Holy Convocation (Church of God and Saints of Christ)

3. January 5th - Birthday of Guru Gobindh Singh Sahib (Sikh)

4. January 6th



- a. Feast of Epiphany (Christian)
- b. Feast of Theophany (Eastern Orthodox Christian)
- c. Nativity of Christ (Armenian Orthodox)
- 5. January 7th - Feast of the Nativity (Eastern Orthodox Christian)
- 6. January 13th - Maghi (Sikh)
- 7. January 14th - Makar Sankranti and Pongal (Hindu)
- 8. January ~~16th~~<sup>17th</sup> - World Religion Day\* (Baha'i)
- 9. ~~January 20th - Bochi Day~~
- 10. January ~~17th~~<sup>28th</sup> - Tu B'shvat (Jewish)

#### H. February

- 1. February 1st - ~~Chinese/Lunar New Year (Confucian, Daoist, Buddhist)~~<sup>Imbolc-Candlemas (Wicca and Christian)</sup>
- 2. February 2nd—
  - a. The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
  - b. ~~Imbolc-Candlemas (Wicca and Christian)~~
- 3. ~~February 12th - Chinese/Lunar New Year (Confucian, Daoist, Buddhist)~~
- 4. February ~~3rd~~<sup>14th</sup> - ~~12th~~<sup>23rd</sup> - Midwinter Ceremonies (Native American)
- 5. February 5th - Vasant Panchami (Hindu)
- 6. February 15th - Nirvana Day (Buddhist ~~and Jain~~)
- 7. February 16th - Ayyam al Beez (Islam Dawoodi Bohra)
  - a. ~~Shrove Tuesday (Christian)~~
  - b. ~~Vasant Panchami (Hindu)~~
- 8. ~~February 17th - Ash Wednesday (Christian)~~
- 9. February ~~17th~~<sup>25th</sup> - Jonah's Passover (Eastern Orthodox Church)
- 10. ~~February 25th - 28th - Intercalary Days (Baha'i)~~
- 11. ~~February 26th - Ayyam al Beez (Islam Dawoodi Bohra)~~
- 12. ~~February 27th - Purim (Jewish)~~
- 13. February 17th - Jonah's Passover (Eastern Orthodox Church)
- 14. February 20th - Urus - Syedna Taher Saifuddin (Islam Dawoodi Bohra)
- 15. February 26th - March 1st - Intercalary Days (Baha'i)
- 16. February 28th - Yawm al-Mab'ath (Islam Dawoodi Bohra)

#### I. March

1. ~~March 2nd - Urus - Syedna Taher Saifuddin~~
2. ~~March 10th - Yawm al Mab'ath (Islam Dawoodi Bohra)\*~~
3. ~~March 1st-11th~~
  - a. Shrove Tuesday (Christian)
  - b. Maha Shivaratri (Hindu)
  - c. Lailat al Miraj (Islam)
4. March 2nd - Ash Wednesday (Christian)
5. March 7th - Clean Monday (Eastern Orthodox Christian)
6. March 13th - L. Ron Hubbard's Birthday (Church of Scientology)
7. ~~March 15th - Clean Monday (Eastern Orthodox Christian)~~
8. March 17th - Purim (Jewish)
9. March 18th
  - a. Holi (Hindu)
  - b. Hola Mohalla (Sikh)
10. March 19th - Lailat al Bara'ah (Islam)
11. March 20th - Ostara (Wicca)
12. March 21st - Naw-Ryz (Baha'i)
  - a. ~~Ostara (Wicca)~~
  - b. ~~Mabon (Wicca/Pagan (northern and southern hemispheres))~~
  - c. ~~Nowruz (Zoroastrian)~~
  - d. ~~Naw-Ryz (Baha'i)~~
13. March 22nd - Nowruz (Zoroastrian)
14. March 25th
  - a. Annunciation of the ~~Blessed~~ Virgin Mary (Christian)
  - b. The Annunciation of the Theotokos (Eastern Orthodox Christian)
15. March 26th - Khordad Sal (Zoroastrian)
16. ~~March 27th~~
  - a. ~~Lord's Evening Meal (Christian, Jehovah's Witness)~~
  - b. ~~Passover (United Church of God)~~
17. ~~March 27th - April 4th - Passover (Jewish)~~

18. ~~March 28th~~

- a. ~~Palm Sunday~~
- b. ~~Eilat al-Bara'ah (Islam)~~
- c. ~~First day of Unleavened Bread (Church of God)~~

19. ~~March 28th - April 3rd - Days of Unleavened Bread (Philadelphia Church of God)~~

20. ~~March 29th~~

- a. ~~Holi (Hindu)~~
- b. ~~Hola-Mohalla (Sikh)~~

J. April

1. ~~April 1st - Holy Thursday (Christian)~~

- a. Souramana Yugadi (Hindu)
- b. Chandramana Yugadi (Hindu)

2. ~~April 2nd - May 1st - Ramadan (Islam)~~ ~~Holy Friday (Christian)~~

3. ~~April 3rd - Last Day of Unleavened Bread (Church of God)~~

4. ~~April 4th - Easter (Christian)~~

5. ~~April 5th - Easter Monday (Christian)~~

6. ~~April 8th - 16th - Passover (Jewish)~~

7. ~~April 9th~~

- a. ~~Holy Thursday (Christian)~~
- b. ~~Passover/Days of Unleavened Bread (Church of God and Saints of God)~~

8. April 8th

- a. Visakha Puja (Buddhist)
- b. Buddha's Birthday/Buddha Day Buddha Day

9. April 10th

- a. Palm Sunday
- b. Ramnavami (Hindu)

10. April 13th - 20th - Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)

- a. Souramana Yugadi (Hindu)
- b. Chandramana Yugadi (Hindu)

11. April 14th

a. Holy Thursday (Christian)

b. Mahavir Jayanti (Jain)

12. ~~April 13th – 20th – First Day of Ridvan (Baha'i)~~

13. ~~April 13th – May 13th – Ramadan (Islam)~~

14. April 15th

a. Holy Friday (Christian)

b. Passover/Days of Unleavened Bread (Church of God and Saints of Christ)

c. Lord's Evening Meal (Christian, Jehovah's Witness)

d. Passover (United Church of God)

15. April 15th - 22nd - Passover (Jewish)

16. ~~April 16th – 17th – Yom Ha'Azmaut (Jewish)~~

17. April 16th

a. Lazarus Saturday (Eastern Orthodox Christian)

b. Theravadin New Year (Buddhist)

c. First Day of Unleavened Bread (Church of God)

18. April 16th - 22nd - Days of Unleavened Bread (Philadelphia Church of God)

19. April 17th

a. Easter (Christian)

b. Palm Sunday (Eastern Orthodox Christian)

20. April 18th - Easter Monday (Christian)

21. April 20th—

a. First Day of Ridvan (Baha'i)

b. Shahadat - Amirul Mumineed (Islam Dawoodi Bohra)

22. April 21st - Holy Thursday (Eastern Orthodox Christian)~~Ramnavami (Hindu)~~

23. ~~April 24th – Lazarus Saturday (Eastern Orthodox Christian)~~

24. April 22nd

a. Holy Friday (Eastern Orthodox Christian)

b. The Last Friday of the Great Lent (Eastern Orthodox Church)

c. Last Day of Unleavened Bread (Church of God)

25. April 23rd - 24th - Laylatul Qadr (Islam Dawoodi Bohra)

26. April 24th

a. Easter (Eastern Orthodox Christian)

b. Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)

27. April 25th

a. ~~Mahavir Jayanti\* (Jain)~~

b. The 11th Panchen Lama's Birthday (Buddhist)

c. ~~Palm Sunday (Eastern Orthodox Christian)~~

d. Bright Monday (Eastern Orthodox Christian)

28. April 26th - Hanuman Jayanti (Hindu)

29. ~~April 27th - Theravadin New Year (Buddhist)~~

30. April 28th—

a. Ninth Day of Ridvan (Baha'i)

b. Laylatul Qadr (Islam)

31. April 29th - Aakhir Jumo'a (Islam Dawoodi Bohra)~~Holy Thursday (Eastern Orthodox Christian)~~

32. ~~April 30th~~

a. ~~Holy Friday (Eastern Orthodox Christian)~~

b. ~~The Last Friday of the Great Lent (Eastern Orthodox Church)~~

c. ~~Lag B'Omer (Jewish)~~

d. ~~Shahadat - Amirul Mumineen (Islam Dawoodi Bohra)~~

K. May

1. May 1st

a. Beltane (Wicca)

b. Twelfth Day of Ridvan (Baha'i)

2. May 2nd - Eid al-Fitr (Islam Dawoodi Bohra)~~Easter (Eastern Orthodox Christian)~~

3. May 3rd - Eid al Fitr (Islam)~~Bright Monday (Eastern Orthodox Christian)~~

4. ~~May 3rd - 4th - Laylatul Qadr (Islam Dawoodi Bohra)~~

5. ~~May 4th - Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)~~

6. May 5th - 6th - Yom Ha'Azmaut (Jewish)

7. ~~May 7th - Aakhir Jumo'a (Islam Dawoodi Bohra)~~

8. ~~May 8th - Laylatul Qadr (Islam)~~
9. ~~May 12th Eid al-Fitr (Islam Dawoodi Bohra)~~
10. ~~May 13th~~

a. ~~Ascension of Our Lord (Christian)~~

b. ~~Eid al-Fitr (Islam)~~

11. ~~May 16th - 18th - Shavuot (Jewish)~~

12. ~~May 23rd~~

a. ~~Declaration of the Bab (Baha'i)~~

b. ~~Pentecost (Christian)~~

13. May 24th - Declaration of the Bab (Baha'i)

14. May 26th - Ascension of Our Lord (Christian)

a. ~~Visakha Puja (Buddhist)~~

b. ~~Buddha's Birthday/Buddha Day Buddha Day~~

15. May 29th - Ascension of Baha'u'llah (Baha'i)

L. June

1. June 5th - Pentecost (Christian)

2. June 4th - 6th - Shavuot (Jewish)

3. June 12th - Pentecost (Eastern Orthodox Christian)

4. June 16th - Martyrdom of Guru Arjan Dev Sahib (Sikh)

5. ~~June 21st - Pentecost (Eastern Orthodox Christian)~~

6. ~~June 24th - Litha (Wicca)~~

7. June 20th-28th - Fast of the Holy Apostles (Eastern Orthodox Christian)

8. June 24th - Litha (Wicca)

\* Approximate date based on the lunar calendar. Every attempt has been made to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian, and Julian calendars.

~~(-) Periodically, (-) Annually, [END OF OPTIONS] the Superintendent may consult with religious institutions and leaders in the community with regard to modification of the above list of religious holidays. The Board, however, is not bound by the information provided to the Superintendent by religious institutions and leaders.~~

The Superintendent shall establish procedures and time limits to be observed:

- A. by students, teachers, and administrators in making available to each student, so excused, an opportunity to make up any examination, study, or work assignment which has been missed;
- B. by a student's parent(s) or guardian when giving prior notice of the student's intended absence; and
- C. when giving affected students and parents an opportunity to be heard in connection with the decision not to excuse an absence on a day or portion thereof which is not included in the above list of religious holidays.



Legal

F.S. 1003.21

F.A.C. 6A-1.09514

Last Modified by Jacquelin Collins on October 22, 2021