



## **AGENDA**

### **REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD**

**Friday, November 18, 2022**

**Oasis Middle School - Gator Garage 3507 Oasis Blvd., Cape Coral, FL 33914**

**10:00 AM**

#### **1. CALL TO ORDER**

- A. Meeting Link: <https://meet.google.com/rjv-bwvu-trm>
- B. Chairman Dr. Guido Minaya

#### **2. MOMENT OF SILENCE:**

- A. Chairman Dr. Guido Minaya

#### **3. PLEDGE OF ALLEGIANCE:**

- A. Chairman Dr. Guido Minaya

#### **4. ROLL CALL:**

- A. Chairman Dr Guido Minaya, Vice Chair Dr Melissa Rodriguez Meehan, Mykisha Atisele, Michael Campbell, Kristifer Jackson, Gloria Raso Tate, District 1, Neal Saiz. Parent Representatives: Tonya Frank, OES/OEN, Jennifer Hoagland, OHS-SAC

#### **5. APPROVAL OF MINUTES:**

- A. Request for Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, September 13, 2022

#### **6. APPROVAL OF AGENDA REGULAR MEETING:**

- A. Request for Approval of the Agenda for the Regular Governing Board Meeting, November 8, 2022.

#### **7. PUBLIC COMMENT:**

- A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

#### **8. CONSENT AGENDA:**

- A. Request for Approval of the City of Cape Coral Oasis Charter Schools Updated Instructional Calendar School Year 2022-2023 - Superintendent Jacquelin Collins
- B. Request for Approval of the ESSER III "Premium Pay" Bonus Allocation to City of Cape Coral Charter School Authority Teachers and Staff- Superintendent Jacquelin Collins
- C. Request for Approval of the City of Cape Coral Charter School Authority "Hurricane Ian Disaster Leave Program" for all Full-Time City of Cape Coral Charter School Authority Employees - Superintendent Jacquelin Collins
- D. Request for Approval of the City of Cape Coral Charter School Authority Governing Board Meeting Dates January - August 2023 - Superintendent Collins
- E. Request for Approval of the Oasis High School Field Trip "New York City Theatre 5 Day/4 Night Tour - March 21-25, 2023" - Superintendent Collins
- F. Request for Approval of NEOLA Policy "Special Updates May 2022 Revisions" and "Vol 23, No.1., June 2022" Updates - Superintendent Collins

**9. SUPERINTENDENT REPORT:**

- A. Jacquelin Collins, Superintendent, Oasis Charter Schools

**10. CITY MANAGER REPORT:**

- A. Mark Mason, Director of Finance, City of Cape Coral

**11. CHAIRMAN REPORT:**

- A. Chairman Dr. Guido Minaya

**12. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President or Jennifer Hoagland, Treasurer

**13. STAFF COMMENT:**

- A. Oasis High School Student Athletics and Extracurricular Activities Update

**14. UNFINISHED BUSINESS:**

- A. No Activity

**15. NEW BUSINESS:**

- A. Request for Approval of Title II Expenditures FY23 in the amount of \$11,500.00 - Superintendent Collins

**16. FINAL BOARD COMMENT AND DISCUSSION:**

**17. TIME AND DATE OF NEXT MEETING**

- A. The Next Regular Governing Board Meeting will be held on

Tuesday, December 13, 2022 at 5:30p.m. in Cape Coral City  
Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**18. ADJOURNMENT:**

Members of the audience who address the Board/Commission/Committee shall step up to the speaker's lectern and give his/her full name, address and whom he/she represents. Proper decorum shall be maintained at all time. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room.

In accordance with the Americans with Disabilities Act and S.S. 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

<b>Item Number:</b>	<b>1.A.</b>
<b>Meeting Date:</b>	<b>11/18/2022</b>
<b>Item Type:</b>	<b>CALL TO ORDER</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Meeting Link: <https://meet.google.com/rjv-bwvu-trm>

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



<b>Item Number:</b>	<b>1.B.</b>
<b>Meeting Date:</b>	<b>11/18/2022</b>
<b>Item Type:</b>	<b>CALL TO ORDER</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Dr. Guido Minaya

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 2.A.**

**Meeting Date: 11/18/2022**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Dr. Guido Minaya

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 3.A.**

**Meeting**  
**Date:** 11/18/2022

**Item Type:** PLEDGE OF  
ALLEGIANCE:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Chairman Dr. Guido Minaya

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>11/18/2022</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Dr Guido Minaya, Vice Chair Dr Melissa Rodriguez Meehan, Mykisha Atisele, Michael Campbell, Kristifer Jackson, Gloria Raso Tate, District 1, Neal Saiz. Parent Representatives: Tonya Frank, OES/OEN, Jennifer Hoagland, OHS-SAC

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 5.A.**

**Meeting Date:** 11/18/2022

**Item Type:** APPROVAL OF MINUTES:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Request for Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, September 13, 2022

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description	Type
GB MINS SEP 13 2022	Backup Material



# GOVERNING BOARD MINUTES

## *Regular Meeting*

### City of Cape Coral Charter School Authority Governing Board Regular Meeting City Council Chambers Tuesday, September 13, 2022 at 5:30p.m.

#### 1. Call to Order

Chairman Dr. Guido Minaya

A Regular Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, September 13, 2022 in City Council Chambers, Cape Coral, Florida 33990. Vice Chair Rodriguez Meehan called the meeting to order at 5:32p.m.

#### 2. Moment of Silence

Vice Chair Rodriguez Meehan

#### 3. Pledge of Allegiance to the Flag of the United States of America

Vice Chair Rodriguez Meehan

#### 4. Roll Call

Vice Chair Rodriguez Meehan, Atisele, Jackson, Raso Tate, District 1, Saiz.

Parent Rep, Hoagland, OHS/SAC Virtual Attendance: Chair Minaya

Absent: Campbell, Parent Rep, Frank (OEN/OES)

Also Present: Jacquelin Collins, Superintendent

Dr Christie Britton, Principal, OHS

Donnie Hopper, Principal, OMS

Dr Brianne Romano, Assistant Principal, OMS

Kevin Brown, Principal, OEN

Kelly Weeks, Assistant Principal, OEN

Marybeth Grecsek, Principal, OES

Mark Moriarty, Assistant City Attorney

Mark Mason, Finance Director, CCC

Crystal Feast, Deputy Finance Director, CCC  
Damon Grant, Public Works Facilities Project Manager, CCC  
Angela Cline, Classification & Compensation Manager, CCC  
Nicole Reitler, Management/Budget Administrator, CCC  
Gary Cerny, Foundation President  
CCPD Officer Herrera

**5. Approval of Minutes**

*Motion made by Member Raso Tate, Second by Member Campbell to Approve the Minutes of the Charter School Authority Regular Governing Board Meeting on Tuesday, August 16, 2022 Unanimous. Motion Carried*

**6. Approval of Regular Agenda Meeting**

*Motion made by Member Raso Tate, Second by Member Rodriguez Meehan to advance Staff Comment, Item 13A to Superintendent's Report, Item 9, and Approve the balance of the Regular Governing Board Meeting Agenda, on Tuesday, September 13, 2022 as presented. Unanimous. Motion Carried*

**7. Public Comment**

No Activity

**8. Consent Agenda**

*Motion made by Member Raso Tate, Second by Member Neal Saiz to Approve the Consent Items as Presented. Unanimous. Motion Carried*

**8A. APPROVED** Request for Approval of the Insurance Renewal for FY2022 - 2023 and Subsequent Renewals during the Term of the Contract, utilizing City of Cape Coral Contract #RFN2181AP for Insurance Brokerage Services to Florida Municipal Insurance Trust (FMIT), Administered by Florida League of Cities, Inc., for Insurance Coverages for the Charter School Authority to include but is not necessarily limited to Property; Boiler & Machinery; Data Processing Equipment; Crime; Public Official Liability; Excess Automobile Liability; Excess General Liability; and Excess Workers' Compensation, in the amount of \$242,541 Not to Exceed Budgetary Limits - Wanda Roop, Procurement Manager, City of Cape Coral

**8B. APPROVED** Request for Approval to Authorize the Superintendent on Behalf of the City of Cape Coral Charter School Authority to Execute the renewals, policy documents and/or bind coverage, purchase orders, and change orders of the Insurance Renewal for FY2022 - 2023, and Subsequent Renewals during the Term of the Contract, utilizing City of Cape Coral Contract #RFN2181AP for Insurance Brokerage Services to Florida Municipal Insurance Trust (FMIT), Administered by Florida League of Cities, Inc., in the Amount Not to Exceed Budgetary Limits - Wanda Roop, Procurement Manager, City of Cape Coral

9. Superintendent's Report

- Presented overview and "Summary Report of the Recent Legislative Actions Impacting SY 2022-2023 and Beyond."
- Reminder GB Strategic Plan Recalibration Workshop scheduled for November 18<sup>th</sup>

10. City Manager's Report

Mark Mason, Director of Finance

- Requested consensus from the Governing Board to utilize \$200,000 taken from the Charter School Authority fund balance/reserves to supplement the costs of quality playground equipment and installations. Final costs will come back to the governing board once the City has final numbers.

11. Chairman's Report

No Activity

12. Foundation Report

*Jennifer Hoagland, Treasurer*

- Mentioned upcoming fundraisers
- OHS STEM Robotics classes are doing a project with our elementary schools creating custom made toys as the rewards that can be retrieved from vending machines capsules.

13. Staff Comment

Oasis Elementary South Student Leadership Team - Marybeth Grecsek, Principal  
Student Leadership Team: Sophia Bluesiewicz, Kingston Brown, Avery Olszewski, Aubrey Klages, Patrick Murch, Landon Frye, David Parracho, Sophia Hildebrand, Luca Giallambardo, Luke Aubry, Nate Casale

14. Unfinished Business

No Activity



**15. New Business**

**15A. APPROVED** Request for Approval to Reallocate the Balance of the STEM Program Donated Funds SY 2021-2022, in the amount of \$69,979.05, back to Oasis Charter Schools to be Used for the Continued Funding of the Charter Schools' STEM Initiatives - Dr John Omundsen, Director Oasis STEM Education.

Motion made by Member Raso Tate, Second by Member Saiz

*Unanimous. Motion Carried.*

**16. Final Board Comment and Discussion**

**16A.** Discussion and agreement to develop and distribute a partnership letter with local businesses to offer *“Shopping Discounts to Oasis Charter Schools Educators and Staff as part of an Employee Recruitment and Retention Initiative”* - Brought Forward by Member Raso Tate. *Unanimous*

**16B.**

Rodriguez Meehan - Great opportunity for attendance at the FGCU Recruitment Fair is in October. Pleased with empathy projects created in STEM programming. Reinforced importance of proper and safe playgrounds as part of student well-being and school experience.

**Atisele** - Complimented Oasis principals and staff on their commitment to children and families. Impressed with the poise and confidence of the Oasis Elem South Leadership Team.

**Jackson:** Attended Chi-Fil-A night and is always impressed with student activities and the teachers and staff.

17. **Time and Date of Next Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, October 11, 2022, at 5:30 p.m. in City Council Chambers.

18. **Adjournment**

The Governing Board Regular Meeting adjourned at 6:57p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

---

Secretary

---

Date of approval

Item Number:	6.A.
Meeting Date:	11/18/2022
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Request for Approval of the Agenda for the Regular Governing Board Meeting, November 8, 2022.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 7.A. <b>Meeting Date:</b> 11/18/2022 <b>Item Type:</b> PUBLIC COMMENT:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number: 8.A.</b>
<b>Meeting Date: 11/18/2022</b>
<b>Item Type: CONSENT AGENDA:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the City of Cape Coral Oasis Charter Schools Updated Instructional Calendar School Year 2022-2023 - Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ revised calendar 2022-23	Backup Material



# The City of Cape Coral Oasis Charter Schools 2022-2023

## Updated Instructional Calendar

	Teacher First Day
	PD Early Release
	Professional Duty Day
	Hurricane Make-up Day
	Teacher Pre-School Day
	Early Dismissal
	Holiday-Schools Closed
	First and Last Student Day
All Jewish Holidays begin at sundown the day before listed.	

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JANUARY**  
 1 New Year's Day  
 9 Professional Duty Day  
 16 Martin Luther King Jr. Day

PD Early Release Day  
 25

**AUGUST**  
 2 Teachers First Day  
 2-9 Preschool Week  
 10 **Students First Day**

PD Early Release Day  
 31

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**FEBRUARY**  
 20 President's Day

PD Early Release Day  
 22

**SEPTEMBER**  
 5 Labor Day

PD Early Release Day  
 28

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**MARCH**  
 16 **End 3<sup>rd</sup> Quarter**  
 17 Professional Duty Day  
 20-24 Spring Break

**OCTOBER**  
 5 Yom Kippur  
 13 **End 1<sup>st</sup> Quarter**  
 14 Professional Duty Day

PD Early Release Day  
 26

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**APRIL**  
 7 Good Friday  
 9 Easter Day  
 10 Easter Monday

PD Early Release Day  
 26

**NOVEMBER**  
 21-25 Thanksgiving Break  
 24 Thanksgiving Day

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**MAY**  
 29 Memorial Day

**DECEMBER**  
 21 Early Dismissal  
 21 **End 2<sup>nd</sup> Quarter**  
 22-31 Winter Break  
 25 Christmas Day

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**JUNE**  
 5-6 Early Dismissal  
 6 **Students' Last Day**  
 6 **End 4<sup>th</sup> Quarter**  
 7 Professional Duty Day  
 7 Last Day Teachers





# The School District of Lee County

## 2022 -2023

### REVISED Instructional Calendar

July 2022							January 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													
August 2022							February 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28				
September 2022							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
October 2022							April 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
November 2022							May 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
December 2022							June 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	

- Holiday – Schools Closed
- Professional Duty Day – No School For Students
- Preschool Days – No School For Students
- First and Last Student Day
- Early Dismissal Days
- Hurricane Make-Up Day – Full Day For Students and Staff
- Full Day For Students and Staff

*Special Notes*

- All Jewish Holidays begin at sundown the day before they are listed*



Good evening,

The School District of Lee County's Instructional Calendar has been revised. The revised calendar ensures the number of hours of instruction for students are met per statutory requirements. The following revisions have been made to the 2022-2023 Instructional Calendar.

Hurricane Make Up days as previously identified on the calendar will be implemented as full school days for students and school staff on the following days:

- November 11, 2022
- February 17, 2023
- May 5, 2023

Early Release Days previously designated for Professional Development for teachers, with the exception of tomorrow, will become full school days for students and staff on the following days:

- February 22, 2023
- April 26, 2023

***(Wednesday, October 26, 2022 will remain as an early release day).***

\*\*\*\*\*

***Please insure that you share with your parents and staff that the 5 dates mentioned above are now full academic school days and attendance is required. Please also post this calendar change on your school website.***

\*\*\*\*\*

Thank you to the Florida Department of Education for their support during this time of recovery and to parents and students for their patience and resilience. The Revised 2022-2023 Instructional Calendar can be found on the District's Website at [www.leeschools.net](http://www.leeschools.net).



255 day employees of the School District will work the hurricane make up days included in the 2022-2023 employee calendar.

Thank you.  
The School District of Lee County

[Revised 22-23 Instructional Calendar\\_final.pdf](#)

[2022-2023 255 Day Employee Calendar \(Board Approved 12.7.21\).pdf](#)

BOARD MEMBERS: : DEBBIE JORDAN, CHAIR, DISTRICT 4| MARY FISCHER, VICE CHAIR, DISTRICT 1| MELISA W. GIOVANNELLI, DISTRICT 2  
CHRIS N. PATRICCA, DISTRICT 3 | GWYNETTA S. GITTENS, DISTRICT 5 | BETSY VAUGHN, DISTRICT 6 |CATHLEEN O'DANIEL MORGAN,  
DISTRICT 7  
CHRISTOPHER S. BERNIER, Ed.D., SUPERINTENDENT | KATHY DUPUY-BRUNO, ESQ., BOARD ATTORNEY

---

The School District of Lee County would like to continue connecting with you via email. If you prefer to be removed from our list, please contact The School District of Lee County directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

**Please be cautious**

This email was sent outside of your organization

**Item Number: 8.B.**  
**Meeting Date: 11/18/2022**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the ESSER III "Premium Pay" Bonus Allocation to City of Cape Coral Charter School Authority Teachers and Staff- Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ premium pay nov 2022	Backup Material

<b>CHARTER SCHOOL</b>	<b>ESSER III PREMIUM PAY BONUS GROSS ALLOCATION EACH CHARTER SCHOOL</b>
Oasis Elementary North	\$94,527.14
Oasis Elementary South	\$113,716.86
Oasis Middle School	\$103,766.58
Oasis High School	\$90,262.74

## **TITLE**

Request for Approval of the ESSER III “Premium Pay” bonus allocation to each Oasis Charter School employee.

## **SUMMARY**

All full-time City of Cape Coral Charter School Authority employees are entitled to receive an ESSER III “Premium Pay” bonus allocation in the gross amount of \$1421.46 with a net pay of \$1,000.00.

All City of Cape Coral Charter School Authority part-time employees, long-term substitutes, and security personnel are entitled to receive an ESSER III “Premium Pay” bonus allocation in the gross amount of \$710.74 with a net pay of \$500.00.

## **RECOMMENDED ACTION**

The Superintendent is recommending the Governing Board approve the ESSER III “Premium Pay” bonus allocation to all full-time Charter School Authority employees in the gross amount of \$1421.46 with a net pay of \$1,000.00.

The Superintendent is recommending the Governing Board approve the ESSER III “Premium Pay” bonus allocation to all part-time employees including long-term substitutes and security personnel of the Charter School Authority in the gross amount of \$710.74 with a net pay of \$500.00.

<b>Item Number:</b> 8.C.
<b>Meeting Date:</b> 11/18/2022
<b>Item Type:</b> CONSENT AGENDA:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the City of Cape Coral Charter School Authority "Hurricane Ian Disaster Leave Program" for all Full-Time City of Cape Coral Charter School Authority Employees -  
Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description		Type
▢ HURRICANE IAN DISASTER LEAVE PROGRAM		Backup Material



## HURRICANE IAN DISASTER LEAVE PROGRAM

### LEAVE RECIPIENT & DONOR APPLICATION FORM

Eligible leave recipients must be full-time employees in order to receive leave. Donated hours may only be applied to absences related to Hurricane Ian and its aftermath. A leave recipient may request up to 40 hours from the Program. Employees may make multiple requests up to the established limit (40 hours). All requests are considered in the order in which they are received based on available pool hours. A leave recipient may not convert leave received under the Program into cash in lieu of using the leave. The Program ends December 31, 2022.

Employee Name: \_\_\_\_\_

School: \_\_\_\_\_

I am completing this application as a (check one): \_\_\_\_\_ Donor \_\_\_\_\_ Recipient

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

\*\*\*\*\*

#### **Number of Hours (complete one only):**

I am donating \_\_\_\_\_ hours to the Program

OR

I am requesting \_\_\_\_\_ hours from the Program\*

\*Requested hours may not exceed 40 hours for the Program. Program hours are available in half day or full workday increments.

**Statement to be completed by Leave Recipient ONLY:**

Please describe severe hardship experienced and the purpose for this leave:

[illegible]

\*\*\*\*\*

**Signatures (donors and recipients):**

---

Employee Signature (donors and recipients)

Date

\_\_\_\_\_

Superintendent Signature (recipients only)

Date

**PLEASE RETURN COMPLETED FORM TO Tanya Keehler IN HUMAN RESOURCES.**

Email [tkeehler@capecoral.gov](mailto:tkeehler@capecoral.gov)

## REQUEST FOR LEAVE DONATION PARAMETERS

An employee may be eligible for Hurricane Ian Disaster Leave Program if they suffered severe hardship that requires the employee to be absent from work. Examples of severe hardship include: displacement, the need to remediate flood damage to an employee's home, loss of all vehicle/transportation options due to flood, and/or inability to physically travel to work due to road closures or obstructions.

## **Hurricane Ian Disaster Leave Program**

The Hurricane Ian Disaster Leave Program (the “Program”) is a major disaster leave-sharing plan hereby established by the Oasis Charter Schools in response to the major disaster declaration to address the adverse impacts of Hurricane Ian and its aftermath on our employees suffering from a severe hardship.

The Program allows employees to deposit their personally accrued annual leave to a System-wide, sponsored leave bank for use by other employees who have been adversely affected by Hurricane Ian.

An employee may be eligible for Hurricane Ian Disaster Leave Program if they suffered severe hardship that requires the employee to be absent from work. Examples of severe hardship include displacement, the need to remediate flood damage to an employee’s home, loss of vehicle/transportation options due to flood, inability to physically travel to work due to road closures or obstructions, and/or appointments with disaster claims representatives.

Disaster leave will be made available in half day or full workday increments, for a maximum of 40 hours.

The Hurricane Ian Disaster Leave Program begins on October 13th, 2022 and ends on December 31, 2022 (unless the Superintendent recommends an extension).

### **Leave Recipients**

All leave recipients must be full-time employee to receive leave.

Each leave recipient who receives donated leave from the leave bank will be paid at their normal rate of compensation. Each leave recipient must only use the leave received under this Program for reasons related to Hurricane Ian and its aftermath, as described above. A leave recipient may request up to 40 hours total, which, if awarded, can be used through December 31, 2022. A leave recipient may make multiple requests up to the established limit (up to a total of 40 hours). A leave recipient may not convert leave received under the Program into cash in lieu of using the leave.

A leave recipient does not need to exhaust their personally accrued annual leave to apply for the Program.

Leave recipient applications will be processed on a first-come, first-served basis, depending on the balance of leave hours remaining in the Program

To apply for the Program, leave recipients must complete the Hurricane Ian Disaster Leave Program Application Form and return to Human Resources.

## **Leave Donors**

All leave donors must be a contracted employees to donate leave.

All leave donations are made to the Program bank for collective use and cannot be designated for any specific recipient.

All leave donations are voluntary and must be initiated by completing the Hurricane Ian Disaster Leave Program Application Form and returning the form to Human Resources.

## **Guidelines for Leave Donors**

Leave may be donated, received, and applied during the periods of time listed above. Leave will be processed on a first-in, first-out basis. Any unused donated leave remaining in the bank on December 31, 2022 will be returned to the leave donors within a reasonable time based on the order the leave was received in Human Resources.

Leave donors may not claim an expense, tax deduction, or charitable contribution for any leave donated through this Program. Additionally, all paid leave granted to leave recipients under the Program is considered wages and is subject to Federal Insurance Contribution Act (FICA), Federal Unemployment Tax Act (FUTA), and other federal, state, local, or municipal tax withholding requirements.



**Item Number: 8.D.**

**Meeting Date: 11/18/2022**

**Item Type: CONSENT AGENDA:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

Request for Approval of the City of Cape Coral Charter School Authority Governing Board  
Meeting Dates January - August 2023 - Superintendent Collins

### **SUMMARY:**

### **ADDITIONAL INFORMATION:**

### **RECOMMENDED ACTION:**

<b>Item Number:</b> 8.E. <b>Meeting Date:</b> 11/18/2022 <b>Item Type:</b> CONSENT AGENDA:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the Oasis High School Field Trip "New York City Theatre 5 Day/4 Night Tour - March 21-25, 2023" - Superintendent Collins

**SUMMARY:**

**Date(s):** This field trip will take place during the Oasis Charter Schools' Spring Break which runs March 20-24, 2023.

**Out of State Location:** New York

**Out of County:** New York County (Manhattan)

**Transportation:** Oasis High students and chaperones will travel on commercial airlines

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description	Type
NYC TRIP OHS SPRING 2023	Backup Material

# New York

## Oasis Charter High School New York City Theatre Tour

March 21 - 25, 2023  
5 Day / 4 Night

*Presented By:*



**Educational  
Performance  
Tours**

*Performing For You!*



# NEW YORK CITY THEATRE TOUR

## Per Person Package Prices:

**\$1,545.00**

4 to a room

**\$1,635.00**

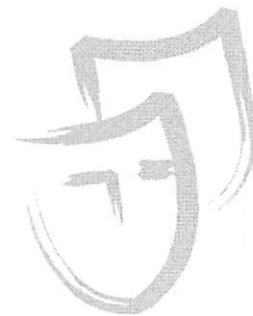
3 to a room

**\$1,815.00**

2 to a room

**\$2,345.00**

1 to a room



## Package Inclusions:

- Roundtrip Airport Transfers - 54 Passenger MotorCoach
- 4 Night Hotel Accommodations: Hyatt Place - Times Square (or similar)
- 4 Full Breakfast Buffets at your hotel
- 4 Dinners: Gayle's Broadway Rose • John's Pizzeria & Restaurant • Hard Rock • Gossip Restaurant • La Nonna
- Extraordinary Educational Experiences in Musical Theatre:
  - Customized EPT Broadway Song & Dance Workshop
  - Customized EPT Acting Technique Workshop

**Please Note:** These programs will be tailored to meet the specific needs of your group when you speak directly to the featured artists prior to your trip.
- Admission to the Museum of Broadway
- Admission to Top of the Rock
- Behind the Magic Experience Backstage Tour
- Radio City Music Hall Backstage Tour
- Admission to Liberty / Ellis Island Audio Tour
- 3 Broadway Shows of your choice!
- Visit: Rockefeller Center • Central Park • 9/11 Memorial
- Week Long Unlimited Metrocard
- Educational Performance Tours Tour Manager
- Educational Performance Tours Backpacks for each traveler
- One Free Tour Package (in double occupancy) for every 20 paying participants
- All Taxes & Gratuities (with the exception of Tour Manager & Drivers whose gratuity is at your discretion depending on the level of service provided to you during your tour. Customary gratuity is \$2.00 - \$4.00 per person/day.)
- \$2 Million Professional Liability Insurance
- Member: NAFME (National Association for Music Education) & ACDA (American Choral Directors Association)

**Ask about our Individual Online Payment Option: 3.5% Credit Card Convenience Fee**

**Ask about Individual Travel Insurance with our partner: Travelex Insurance Services!**

## Air Quote:

Airfare is estimated at a rate of \$400 - \$450 per seat (based upon availability at time of booking). **Please Note:** This Air Quote is subject to any and all future surcharges that may be imposed by the airline carrier. Educational Performance Tours is not responsible for any delays, flight cancellations, equipment changes, schedule changes, baggage fees, or lost baggage.

## Conditions:

This proposal is subject to change based upon ticket and reservation availability at the time of the deposit, as well as a minimum of 20 traveling participants. **It does NOT include Air Transportation. It does include local NYC Transportation via Metrocard.** The "Per Person Package Price" differences are based on the number of individuals paying for each room. Suggested activities may have an additional cost.



**Educational  
Performance  
Tours**  
*Performing For You!*

# Oasis Charter High School

## New York City Theatre Tour

Tuesday, March 21, 2023 - Saturday, March 25, 2023

Proposed Itinerary - 5 Days/ 4 Nights

Date Prepared: 9/12/2022

Minimum Traveling Participants: 20

### Tuesday, March 21, 2023

**Depart from your local airport by air.**

*Please Note - Airfare is not included in the tour package price. We can look into a competitive air transportation quote for your group upon receipt of deposit.*

**Welcome to the Big Apple!**

#### **Educational Performance Tours - Tour Manager**

*Meet your Educational Performance Tours Manager. Your Tour Manager will be with your group for the duration of your tour.*

#### **Airport Transfers - 54 Passenger Motorcoach**

*After retrieving your baggage, your group will board their private motor coach. This bus will provide round trip airport to hotel transportation.*

#### **Hyatt Place - Oasis Charter High School**

##### **Check into your Hotel:**

*Hyatt Place - Times Square*

*350 West 39th St*

*New York, NY*

*Regularly scheduled check-in time is 3:00pm.*

*Early check-in does not guarantee availability.*

*Rooms will be released as they become available*

#### **Week Long Unlimited Metrocard**

*7-Day Unlimited Pass for local subway and bus transportation while in the NYC area*

#### **Admission to the Museum of Broadway**

*The Museum of Broadway has teamed up with internationally renowned artists, designers, and theatre historians to create an interactive experience that highlights groundbreaking moments in Broadway's history - the moments that pushed creative boundaries, challenged social norms, and paved the way for those who would follow.*

#### **Dinner at Gayle's Broadway Rose**

*Gayle's Broadway Rose features the most talented aspiring New York City Broadway performers, actors, and actresses as your personal singing waiters & waitresses. Enjoy amazing NYC entertainment and restaurant dining experience while listening to the singing server wait staff serenade you, belting out your favorite Broadway songs from Broadway Musical classics to current Broadway theater show hits.*

### Wednesday, March 22, 2023

**Enjoy a Full Breakfast Buffet at your hotel**

#### **Customized EPT Broadway Song & Dance Workshop**

*Experience a 2 hour Broadway Song & Dance Workshop with a principal Broadway dancer and a leading vocal coach. This program will be tailored to meet the specific needs of your group when you speak directly to the featured artist prior to your trip. Specifics regarding content, location and artist/clinician will be determined at a future date.*

**Enjoy lunch on your own with your tour manager's recommendation.**

*Enjoy lunch on your own at one of the many delicious area restaurants or eateries.*

**Broadway Show Ticket B**

*Experience the electrifying atmosphere of the Great White Way - The Time Square Theatre District as you enjoy one of NYC's many fabulous Broadway Shows.*

**Dinner at John's Pizzeria & Restaurant**

*It's time for New York Pizza, Calzones, and all you can eat salad, as you enjoy a fabulous dinner at John's Pizzeria and Restaurant, located in the heart of New York's Theatre District.*

**Admission to Top of The Rock**

*A New York City Landmark for nearly 75 years, Rockefeller Center is centrally located in Manhattan. It now houses TheTop of the Rock , a most remarkable NYC observation deck, providing visitors with a 360 degree floor to ceiling panoramic view atop Rockefeller Center. Enjoy a totally new perspective in the city that never sleeps!*

**Thursday, March 23, 2023**

**Enjoy a Full Breakfast Buffet at your hotel**

**Customized EPT Acting Technique Workshop**

*Experience a 2 hour Acting Workshop with a principal member of the New York performing arts community. This program will be tailored to meet the specific needs of your group when you speak directly to the featured artist prior to your trip. Specifics regarding content, location and artist/clinician will be determined at a future date.*

**Enjoy lunch on your own with your tour manager's recommendation.**

*Enjoy lunch on your own at one of the many delicious area restaurants or eateries.*

**"Behind the Magic Experience", Backstage Tour**

*Enjoy a Backstage Tour of the New Amsterdam Theatre, highlighting the Rich history of this Famous Broadway Theatre, currently home of Aladdin. The guided tour also includes a behind-the-scenes look of the Magic of Disney Theatrical Productions, which will take you into the Prop room where you can see, learn about, and try on Masks and Costumes from Mary Poppins, Lion King and Newsies. This tour is generally offered between the hours of 9:00am and 11:00am and it lasts 1 hour and fifteen minutes to 1hour and a half depending on the groups needs.*

**Dinner at Gossip Restaurant**

*Gossip Restaurant is located at 733 Ninth Avenue (between 49th and 50th Streets), right in the heart of the Theatre District. Gossip serves lunch and dinner daily, and weekend brunch. Menu features delicious appetizers, salads, sandwiches and entrees.*

**Broadway Show Ticket B**

*Experience the electrifying atmosphere of the Great White Way - The Time Square Theatre District as you enjoy one of NYC's many fabulous Broadway Shows.*

**Friday, March 24, 2023**

**Enjoy a Full Breakfast Buffet at your hotel**

### **Radio City Music Hall Backstage Tour**

*While in the Rockefeller Center area enjoy the popular **Radio City Music Hall Stage Door Tour** - See the beautifully restored Music Hall in this fascinating one-hour journey. Get an insider's view of New York's premier entertainment venue, where the biggest names in show business perform. Please Note: The approximate time of tour is 60 minutes. Tours consist of groups of 30 individuals every 15 minutes. (Tours Monday - Sunday 11:00am - 3:00pm)*

### **Enjoy lunch on your own with your tour manager's recommendation.**

*Enjoy lunch on your own at one of the many delicious area restaurants or eateries.*

### **Visit Rockefeller Center**

*Experience the many sights and sounds of world famous Rockefeller Center and Manhattan's Fifth Avenue. Experience the beauty and glamour of St. Patrick's Cathedral, Radio City Music Hall and Rockefeller Center itself. Don't miss the many shopping opportunities available on Fifth Avenue.*

### **Visit Central Park**

*Enjoy the day in New York's Central Park, a favorite place for New Yorkers, as well as tourists, to relax and take a break from the busy city. This 840 acre park features a zoo, the Wollman Memorial Ice Skating Rink, the Loeb Boathouse, Belvedere Castle, a carousel, lakes, horseback riding and much, much more!!!*

### **Dinner at Rosa Mexicano Restaurant**

*Just steps away from Lincoln Center, this impressive David Rockwell-designed space features a 30-foot iridescent blue tile water wall that spans both levels of the restaurant and is adorned with 240 miniature cliff divers. Here you'll also find a dramatic "floating" staircase made of orange and red terrazzo slabs, as well as backlit panels behind the bar that are embedded with rose petals. Awarded "Best Restaurant 2000" by Interiors Magazine, this unique, contemporary look ushered in a new era for Rosa Mexicano.*

### **Broadway Show Ticket B**

*Experience the electrifying atmosphere of the Great White Way - The Time Square Theatre District as you enjoy one of NYC's many fabulous Broadway Shows.*

## **Saturday, March 25, 2023**

### **Enjoy a Full Breakfast Buffet at your hotel**

### **Check out of your hotel.**

### **Admission to Liberty / Ellis Island Audio Tour**

*Visit New York's famous Battery Park and await the next ferry to Liberty Island where you will visit the Statue of Liberty, our nation's symbol of freedom. Then off to Ellis Island where you will pick up your headphones and experience an audio tour of the gateway to America. (Ferries Leave every ½ hour and the approximate time of this tour is 3 hours)*

### **Enjoy lunch on your own with your tour manager's recommendation.**

*Enjoy lunch on your own at one of the many delicious area restaurants or eateries.*



**Visit the 9/11 Memorial**

*The 9/11 Memorial consists of two massive pools set within the original footprints of the Twin Towers with 30-foot waterfalls cascading down their sides. The names of nearly 3,000 men, women, and children killed in the attacks of September 11, 2001 and February 26, 1993 are inscribed in bronze on parapets around the edges of the waterfalls. The Memorial occupies eight of the 16 acres that make up the World Trade Center site. Visitors of the 9/11 Memorial will have the unique opportunity to witness the World Trade Center rebuilding taking place around them - including construction of One World Trade Center, which will be the tallest building in the United States at 1,776 feet.*

**Return to your hotel and collect your luggage.**

**Return Airport Transfers - 54 Passenger Motorcoach**

*Return back to the airport for your flight home*

**Depart for home by air.**

**HAPPY MEMORIES!!!!**

*Have a safe trip  
back home!*

From,



**Educational  
Performance  
Tours**

*Performing For You!*



**Item Number: 8.F.**  
**Meeting Date: 11/18/2022**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of NEOLA Policy "Special Updates May 2022 Revisions" and "Vol 23, No.1., June 2022" Updates - Superintendent Collins

**SUMMARY:**

Special Update May 2022 Revisions	
POLICY NUMBER	POLICY TITLE
1213	STUDENT SUPERVISION AND WELFARE
1590	PERSONNEL FILE
2215	PROGRAM OF INSTRUCTION
2410	SCHOOL HEALTH SERVICES
2417	COMPREHENSIVE HEALTH EDUCATION
3213	STUDENT SUPERVISION AND WELFARE
3590	PERSONNEL FILE
4213	STUDENT SUPERVISION AND WELFARE

4590	PERSONNEL FILE
5500	STUDENT CONDUCT
5511	DRESS AND GROOMING
5780	STUDENT/PARENT RIGHTS
8141	MANDATORY REPORTING OF MISCONDUCT BY CERTIFIED EMPLOYEES
Vol 23, No.1. June 2022	
POLICY NUMBER	POLICY TITLE
0144	TERM
0172	VISITATION OF SCHOOLS BY INDIVIDUAL SCHOOL BOARD MEMBERS
1120	EMPLOYMENT OF ADMINISTRATORS
1121.01	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
1180	RECORDS AND REPORTS

1232	POLITICAL ACTIVITIES
1500	REMOTE WORK
2210	CURRICULUM DEVELOPMENT
2370.01	VIRTUAL INSTRUCTION
2416	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
2460	EXCEPTIONAL STUDENT EDUCATION
2623	STUDENT ASSESSMENT
3120	EMPLOYMENT OF INSTRUCTIONAL STAFF
3121.01	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
3129	CONFLICT OF INTEREST – PRIVATE PRACTICE
3129.01	TUTORING
3232	POLITICAL ACTIVITIES

3410	COMPENSATION
3500	REMOTE WORK
4120	EMPLOYMENT OF SUPPORT STAFF

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

ATTACHMENTS:

Description	Type
▢ NEOLA SPECIAL UPDATES NOV 2022	Backup Material
▢ NEOLA SPEICAL UPDATES NOV 2022	Backup Material

**Special Update May 2022 Revisions**

<b>POLICY NUMBER</b>	<b>POLICY TITLE</b>
1213	STUDENT SUPERVISION AND WELFARE
1590	PERSONNEL FILE
2215	PROGRAM OF INSTRUCTION
2410	SCHOOL HEALTH SERVICES
2417	COMPREHENSIVE HEALTH EDUCATION
3213	STUDENT SUPERVISION AND WELFARE
3590	PERSONNEL FILE
4213	STUDENT SUPERVISION AND WELFARE
4590	PERSONNEL FILE
5500	STUDENT CONDUCT
5511	DRESS AND GROOMING
5780	STUDENT/PARENT RIGHTS
8141	MANDATORY REPORTING OF MISCONDUCT BY CERTIFIED EMPLOYEES

**Vol 23, No.1. June 2022**

<b>POLICY NUMBER</b>	<b>POLICY TITLE</b>
0144	TERM
0172	VISITATION OF SCHOOLS BY INDIVIDUAL SCHOOL BOARD MEMBERS
1120	EMPLOYMENT OF ADMINISTRATORS
1121.01	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
1180	RECORDS AND REPORTS
1232	POLITICAL ACTIVITIES
1500	REMOTE WORK
2210	CURRICULUM DEVELOPMENT
2370.01 - REJECTED	VIRTUAL INSTRUCTION
2416	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
2460	EXCEPTIONAL STUDENT EDUCATION
2623	STUDENT ASSESSMENT
3120	EMPLOYMENT OF INSTRUCTIONAL STAFF
3121.01	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
3129	CONFLICT OF INTEREST – PRIVATE PRACTICE
3129.01	TUTORING
3232	POLITICAL ACTIVITIES
3410	COMPENSATION
3500	REMOTE WORK
4120	EMPLOYMENT OF SUPPORT STAFF

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	TERM
Code	po0144 jc 9/14/22
Status	
Adopted	April 12, 2016

**0144 - TERM**

Governing Board members shall be appointed by the Cape Coral Council for three (3) year terms with no limitation on the number of terms. One City Councilmember will serve on the board for a term of 1 year with no limitation on the number of terms.

Last Modified by Jacquelin Collins on September 14, 2022

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	VISITATION OF SCHOOLS BY INDIVIDUAL SCHOOL BOARD MEMBERS
Code	po0172 jc 9/14/22
Status	
Adopted	August 14, 2018

## 0172 - VISITATION OF SCHOOLS BY INDIVIDUAL SCHOOL BOARD MEMBERS

An individual School Board member may, on any day and at any time at their his/her pleasure, visit any school in the Authority District. A member of the Legislature may visit any public school in the legislative district of the member. An individual visiting a school pursuant to this policy. ~~The Board member~~ must sign in and sign out at the school's main office and wear his/her Board identification badge at all times while present on school premises. The Board, the school, or any other person or entity, including, but not limited to, the principal of the school, the Superintendent, or any other Board member, may not require an individual visiting the school pursuant to this policy ~~the visiting Board member~~ to provide notice before visiting the school. The school will provide an escort to accompany an individual to the school pursuant to this policy ~~visiting Board member~~ during the visit. ~~unless the Board member has proper clearances~~. Another Board member or an employee, including, but not limited to, the Superintendent, the school principal, or his/her designee, may not limit the duration or scope of the visit or direct of an individual pursuant to this policy ~~a visiting Board member~~ to leave the premises. No policy or practice may prohibit or limit the authority granted to an individual ~~Board member~~ under this policy.

Following a visit to a school, a Board member may have suggestions and feedback regarding the visit. Recognizing that the Superintendent directs the work of staff, pursuant to F.S. 1001.51 and 1012.27(7), the Board member's feedback should be directed to the Superintendent, who will share it with staff, as appropriate. (See Bylaw 0149.3 Board-Staff Communication)

© Neola 2017

Last Modified by Jacquelin Collins on September 14, 2022

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	EMPLOYMENT OF ADMINISTRATORS
Code	po1120 jc 9/14/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

## 1120 - EMPLOYMENT OF ADMINISTRATORS

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

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

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

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

A person is ineligible for educator certification or employment in any position that requires direct contact with students if 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), **would be ineligible for an exemption under F.S. 435.07(4)(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.

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

Pursuant to State law and rules adopted by the State Board of Education, an individual must earn a passing score on the Florida Educational Leadership Examination, document three (3) years of successful teaching experience.

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

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

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

Revised 3/9/21  
Revised 12/14/21



**Legal**

**42U.S.C. 9858f**

**F.S. 1001.10**

**F.S. 1012.01**

**F.S. 1012.23**

**F.S. 1012.315**

**F.S. 1012.32**

**F.S. 1012.33**

**F.S. 1012.55**

**F.S. 1012.56**

**Last Modified by Jacquelin Collins on September 14, 2022**

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
Code	po1121.01 jc 9/14/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

#### 1121.01 - CRIMINAL BACKGROUND **SCREENING** 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 administrative positions shall be subject to a criminal background **screening check** to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background **screening** 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.

**Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32.**

**If it is found that a person who is employed as an administrator does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.**

~~**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 administrative staff member in order to comply with the law.

Furthermore, before employing an administrator 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)). **Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).**

Pursuant to State law, all administrators employed by the Authority must self-report arrests for serious offenses (see AP 1121.01).

Additionally, the fingerprints of all administrators 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 background check with other school districts.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated administrator has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Revised 8/14/18  
Revised 12/14/21

© 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. 1001.41
	F.S. 1001.42
	F.S. 1012.32
	F.S. 1012.27
	F.S. 1012.315
	F.S. 1012.32
	F.S. 1012.56
	F.A.C. 6A-10.083

Last Modified by Jacquelin Collins on September 14, 2022

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	RECORDS AND REPORTS
Code	po1180 jc 9/14/22
Status	
Adopted	April 12, 2016

#### 1180 - RECORDS AND REPORTS

Administrators shall keep all records and F.S. 1001.51(12), the School Board's policies, and reports as are required by ~~these rules and procedures or~~ as the Superintendent may deem necessary for the effective administration of the schools/departments.

**Such records and reports shall include any determination to withhold from a parent information regarding the provision of any services to support the mental, physical, or emotional well-being of the parent's minor child. Any such determination must be based solely on child-specific information personally known to the school personnel and documented and approved by the Principal. Such determination must be annually reviewed and redetermined.**

- A. The administrator shall be responsible to the Superintendent for the accurate and prompt submission of all reports, whether developed by the employee or by the administrator.
- B. All reports shall be officially reviewed by the immediate supervisor and brought up to date by the employee before a resigning or retiring administrator receives final pay.

© Neola 2009

Legal F.S. 1001.51

Last Modified by Jacquelin Collins on September 14, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	POLITICAL ACTIVITIES
Code	po1232 jc 9/14/22
Status	
Adopted	April 12, 2016

## 1232 - POLITICAL ACTIVITIES

Pursuant to State law, administrative staff members who are employed by the Governing Board shall not participate in any political campaign for an elective office while on duty.

Pursuant to State law and Board Policy 6480, administrative staff members may not expend public funds (that is, any funds under the jurisdiction or control of the Authority) for a political advertisement or **any other electioneering** communication **sent to electors** concerning an issue, referendum, or amendment, including State questions that are subject to a vote of the electors.

### Pursuant to F.S. 106.011:

- A. "Political advertisement" means a paid expression in a "communications medium," whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue. However, political advertisement does not include:
1. a statement by an organization, in existence before the time during which a candidate qualifies or an issue is placed on the ballot for that election, in support of or opposition to a candidate or issue, in that organization's newsletter, which newsletter is distributed only to the members of that organization;
  2. editorial endorsements by a newspaper, a radio or television station, or any other recognized news medium.
- B. "Communications medium" means broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies; but with respect to telephones, an expenditure is deemed to be an expenditure for the use of communications media only if made for the costs of telephones, paid telephonists, or automatic telephone equipment to be used by a candidate or a political committee to communicate with potential voters but excluding the costs of telephones incurred by a volunteer for use of telephones by such volunteer; however, with respect to the Internet, an expenditure is deemed an expenditure for use of communications media only if made for the cost of creating or disseminating a message on a computer information system accessible by more than one person but excluding internal communications of a campaign or of any group.

~~Pursuant to F.S. 106.011, "electioneering communication" shall mean any communication that is publicly distributed by a television station, radio station, cable television station, satellite system, newspaper, magazine, direct mail, or telephone. In order to qualify as an electioneering communication, the communication must also be characterized by the following:~~

- ~~refers to or depicts a clearly identified candidate for office without expressly advocating the election or defeat of a candidate, but is susceptible to no reasonable interpretation other than an appeal or against a specific candidate;~~
- ~~is made within thirty (30) days before a primary or special primary election or sixty (60) days before any other election for the office sought by the candidate; and~~
- ~~is targeted to the relevant electorate in the geographic area the candidate would represent if elected;~~

Administrative staff who declare themselves candidates for an elective office shall notify the Superintendent immediately upon qualifying for election. They shall submit to the Superintendent a written explanation of how they will conduct their campaign so that it will be in accord with the requirements of State law and this policy.

All candidates for public office may be granted personal leave without pay. The administrative staff member's request for leave shall be submitted according to the established procedure.

Such candidates shall adhere strictly to Florida statutes governing political activity on the part of public official and public employees.

An administrative staff member who is a successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

© Neola 2010

Legal	F.S. 104.31, 110.233
	F.A.C. 60L-36.002

Last Modified by Jacquelin Collins on September 14, 2022

Book Policy Manual

Section Vol.23, No. 1 June 2022 REVISIONS

Title New Policy - Vol. 23, No. 1, June 2022 - REMOTE WORK

Code po1500 jc 9/14/22

Status

### New Policy - Vol. 23, No. 1

[DRAFTING NOTE: This is not a required policy under Florida law. However, if the School Board is desirous of permitting and/or requiring employees to work remotely, this policy template may be considered]

#### 1500 - REMOTE WORK

School Board employees are required to work at their assigned District building, District site, or school building. However, the Board recognizes that

☐ certain positions allow for remote work.

☒ certain District-declared emergencies require remote work.

~~Subject to any applicable bargaining agreement,~~ Eligible employees are only authorized to work remotely in accordance with this policy and procedures developed by the Superintendent.

Remote working can be considered when it provides an operational benefit to the Board; the responsibilities and duties of the position can be accomplished successfully from a remote environment; and the employee demonstrates the skills and abilities needed to effectively work remotely.

Employees are not permitted to work remotely unless approved in advance by the Superintendent.

#### Definitions

- A. Remote Work/Working – a temporary work or work arrangement during which an employee performs their assigned job duties in an alternate work location away from their assigned ~~District~~ CCCCSA building, ~~District~~ site, or school building.
- B. Alternate Work Location(s) - approved locations, other than the employee's normal assigned workplace, where official ~~District~~ business is performed. The most common alternate work location is the home of an employee. Alternate work locations must be approved in advance by the Superintendent.
- C. Remote Working Agreement - Remote work arrangements are approved by the Superintendent and documented in writing in a remote working agreement. Remote working agreements include specific terms such as employee hours, employee responsibilities, employee expectations, and confidentiality. Remote working agreements may not exceed a

☐ contract year

☐ semester

☐ school year

☒ a determined number of days, determined by the Superintendent, as the emergency situation dictates

but may be renewed by the Superintendent.

#### Eligible Positions

Positions for which remote work may be authorized are

☐ those positions in which the job description specifically permits remote work.

☒ determined at the discretion of the Superintendent during a District-declared emergency.

### **Termination of Remote Working Agreements**

Remote working agreements are approved at the discretion of the Superintendent and may be revoked/terminated at any time.

Nothing in this policy is intended to interfere with, or supplant, any rights afforded to employees under the Americans with Disabilities Act, as amended, or Section 504 of the Rehabilitation Act of 1973.

© Neola 2022

Last Modified by Jacquelin Collins on September 23, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	CURRICULUM DEVELOPMENT
Code	po2210 jc 9/14/22
Status	
Adopted	April 12, 2016

### Revised Policy - Vol. 23, No. 1

#### 2210 - CURRICULUM DEVELOPMENT

The School Board recognizes its responsibility for the quality of the educational program of the schools. As the educational leader of the **Authority District**, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study. The appropriate personnel, materials, and supplies for curriculum exploration, development, and implementation shall be coordinated by the Superintendent. Necessary funds shall be budgeted for accomplishing these tasks.

For purposes of this policy and consistent communication throughout the **CCCCSA District**, curriculum shall be defined as:

- A. ☒ the courses of study, subjects, classes, and organized activities provided by the school;
- B. ~~( ) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;~~
- C. ~~( ) learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;~~
- D. ☒ the plan for learning necessary to accomplish the educational goals of the **Authority District**;
- E. ~~( ) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.~~

The Board directs that the curriculum of ~~the Authority is District~~:

- A. ☒ provides instruction in courses required by statute and State Department of Education regulations;
- B. ☒ be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- C. ☒ allows for the development of individual talents and interests as well as recognize that the learning styles of students may differ;
- D. ☒ provides for continuous and cumulative learning through effective articulation at all levels;
- E. ☒ utilizes a variety of learning resources to accomplish the educational goals;
- F. ☒ encourages students to utilize guidance and counseling services in their academic and career planning.

The Superintendent shall make progress reports to the Board ~~( ) annually~~ ☒ periodically.

~~Annually, by a date determined by the Florida Department of Education May 1st, the District shall submit a Board approved K-12 comprehensive reading plan to the Department for the specific use of the evidence-based reading instruction allocation, based upon a root-cause analysis for review and approval by the Just Read, Florida! Office.~~

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure the accomplishment of the **Authority's District's** educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

[ ☒ ] The Board encourages, where it is feasible and in the best interest of the District, participation in programs of educational research.

~~[ ] The Board encourages the Superintendent to consider State or Federally developed programs for meeting local needs. This may also include consideration of outstanding programs from other districts in the State. The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.~~

F.S. 1001.215

F.S. 1001.41

F.S. 1001.42

F.S. 1001.51

~~F.S. 1004.64~~

F.S. 1008.22

F.S. 1008.34

F.S. 1011.62

Chapter I of Education Consolidation and Improvement Act of 1981

P.L. 97-35

© Neola 2022

Legal

F.S. 1001.215

F.S. 1001.41

F.S. 1001.42

F.S. 1001.51

F.S. 1008.22

F.S. 1008.34

F.S. 1011.62

Chapter I of Education Consolidation and Improvement Act of 1981

P.L. 97-35

Last Modified by Jacquelin Collins on September 23, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	VIRTUAL INSTRUCTION
Code	po2370.01 REJECTED jc 9/14/22
Status	

#### ~~Revised Policy—Vol. 23, No. 1~~

#### ~~2370.01—VIRTUAL INSTRUCTION~~

~~The following options are available to students residing within the District for part-time or full-time participation in virtual instruction, Kindergarten through Grade 12:~~

- ~~A. through courses delivered in the traditional school setting by instructional staff providing direct instruction through either virtual instruction or by blending traditional and online instruction;~~
- ~~B. through full-time virtual charter school instruction authorized under F.S. 1002.33;~~
- ~~C. through enrollment in the Florida Virtual School;~~
- ~~D. through enrollment with Virtual Instruction Providers approved by the Florida Department of Education (FLDOE);~~
- ~~E. through enrollment in an online course offered by any other Florida school district;~~
- ~~F. through virtual courses offered in the virtual course code directory;~~
- ~~G. [ ] through participation in the District-operated part-time or full-time virtual instruction programs (VIP) organized under F.S. 1002.45(1);~~

~~The District shall provide access to enroll in courses available through one of the District options for virtual instruction, and shall award credit for successful completion. Access to online courses is available to students during and after the normal school day and through summer school enrollment. A District student will not be required to take an online course outside of the regular school day in addition to the student's courses for a given semester or on school grounds. The purposes of the options above is to make instruction available to District students using online and distance education technology in either a traditional classroom or a nontraditional classroom (i.e., primarily outside of public school buildings). If the student and his/her parents select part-time or full-time instruction delivered by providers approved by the FLDOE, they will have the right to select from the list of approved providers. The District may offer a full-time or part-time program for grade 9–12 students enrolled in dropout prevention, academic intervention, Department of Juvenile Justice (DJJ), core courses to meet class-size requirements, or community colleges.~~

#### ~~Student Participation Requirements~~

~~Students participating in a virtual instruction program must take Statewide standardized assessments pursuant to F.S. 1008.22 and participate in the coordinated screening and progress monitoring system under F.S. 1008.25.~~

#### ~~Open Enrollment~~

~~The District will provide timely written notice to parents of at least one (1) open enrollment period for full-time students of ninety (90) days or more which ends at least thirty (30) days before the first day of the school year.~~

#### ~~Notification of Virtual Instruction Program to Parents and Students~~

~~Within the first week of each school year, the District shall provide notification to parents and students about a student's right and choice to participate in a virtual instruction program and in courses offered by the Florida Virtual School under State law.~~

#### ~~Online Course Requirements for Graduation~~

~~Online course requirements for graduation are set forth in Policy 5460—Graduation Requirements.~~

Legal

F.S. 1000.04  
F.S. 1001.20  
F.S. 1001.42  
F.S. 1002.20  
F.S. 1002.321  
F.S. 1002.37  
F.S. 1002.45  
F.S. 1002.455  
F.S. 1003.02  
F.S. 1003.32(1)  
F.S. 1003.4282  
F.S. 1003.498  
F.S. 1003.499  
F.S. 1006.29  
F.S. 1007.27  
F.S. 1011.62  
F.A.C. 6A-6.0981

Last Modified by Jacquelin Collins on September 23, 2022

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416 jc 9/14/22
Status	
Adopted	April 12, 2016

## 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Governing Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the Authority's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

**Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the Authority ~~District~~ will provide the questionnaire or form to the parent and obtain the permission of the parent.**

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student or used in a research or experimentation program in which the student is engaged. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the Authority of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Authority, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.



Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

The term "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: (1) college or other postsecondary education recruitment, or military recruitment; (2) book clubs, magazines, and programs providing access to low-cost literary products; (3) curricular and instructional materials used by elementary and secondary schools; (4) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; (5) the sale by students of products or services to raise funds for school-related or education-related activities; and (6) student recognition programs.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

© Neola 2010

Legal	F.S. 1002.22
	20 U.S.C. 1232g, 20 U.S.C. 1232h
	34 C.F.R. Part 98

Last Modified by Jacquelin Collins on September 23, 2022

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	EXCEPTIONAL STUDENT EDUCATION
Code	po2460 jc 9/14/22
Status	
Adopted	April 12, 2016

## 2460 - EXCEPTIONAL STUDENT EDUCATION

The Governing Board, as in accordance with its [Charter agreement with the School District of Lee County, and its](#) commitment to provide a free, appropriate, public education for students with disabilities in accordance with State and Federal laws, rules, and regulations, shall implement The ~~School Board of~~ [School District of](#) Lee County's Plan for Exceptional Student Education.

~~District~~ [Additionally, Authority](#) personnel will collaborate with private instructional personnel who are hired or contracted by parents in compliance with F.S. 1003.572. "Private instructional personnel" include only the following:

1. individuals certified under F.S. 393.17 or licensed under Chapter 490 or Chapter 491 for applied behavior analysis services as defined in F.S. 627.6686 and 641.31098;
2. [registered behavior technicians who have a nationally recognized paraprofessional certification in behavior analysis and who practice under the supervision of individuals licensed under F.S. 393.17 or licensed under F.S. Chapter 490 or Chapter 491 by assisting such individuals in the provision of applied behavior analysis services;](#)

[To provide services under this paragraph, a registered behavior technician must be employed by an enrolled Medicaid provider.](#)

3. speech-language pathologists licensed under F.S. 468.1185;
4. occupational therapists licensed under part III of 379 Chapter 468;
5. physical therapists licensed under Chapter 486;
6. psychologists licensed under Chapter 490; and
7. clinical social workers licensed under Chapter 491.

Private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel will be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting only if the following requirements are met:

1. the student's public instructional personnel and principal consent to the time and place; and
2. the private instructional personnel satisfies the requirements of F.S. 1012.32 or 1012.321.

## Legal

Statewide Assessment for Students with Disabilities, F.A.C. 6A-1.0943

Florida Alternate Assessment Requirements, F.A.C. 6A-1.09430

Procedural Safeguards and Due Process Procedures for Parents and Students with Disabilities, F.A.C. 6A-6.03311

Procedural Safeguards for Exceptional Students Who Are Gifted, F.A.C. 6A-6.03313

Definitions, ESE Policies and Procedures, and ESE Administrators, F.A.C. 6A-6.03411

20 U.S.C. 1400 et seq.

F.S. 1001.41, 1001.42, 1002.20, 1003.01(3), 1003.4156, 1003.428, 1003.57

F.S. 1003.5715, 1003.572, 1008.212, 1008.22, 1008.24

Surrogate Parents, F.A.C. 6A-6.0333

20 U.S.C. 1401 et seq.

34 C.F.R. Part 300

Last Modified by Jacquelin Collins on September 14, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	STUDENT ASSESSMENT
Code	po2623 jc 9/15/22
Status	
Adopted	April 12, 2016

## 2623 - STUDENT ASSESSMENT

The ~~School Governing Board~~ Governing Board shall assess student achievement and needs in all program areas in compliance with the law and rules of the State Governing Board of Education. The purpose will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this CCCCSA. Each student must participate in the Statewide, standardized assessment program and the local assessment program as required by law.

Student performance data shall be used in developing objectives for ~~the a~~ school improvement plan, evaluating instructional personnel and administrative personnel, assigning staff, allocating resources, acquiring instructional materials and technology, implementing performance-based budgeting, and promoting and assigning students to educational programs. The analysis of student performance data will identify strengths and needs in the educational program and trends over time, and be used in conjunction with budgetary planning and development of remediation programs.

The Governing Governing Board shall require the following:

- A. mandatory participation by all eligible students as defined by State Governing Board of Education rules;
- B. ~~industry certification examinations, national assessments, and Statewide assessments offered by the CCCCSA be made available to all Florida Virtual School students in the CCCCSA;~~
- C. industry certification examinations, national assessments, and Statewide assessments be taken at the student's regularly assigned school ~~unless an alternative site is mutually agreed to by the CCCCSA and the Florida Virtual School or authorized contractor;~~  
The CCCCSA will notify students of the date and time of the administration of each examination or assessment.
- D. parents will be informed of the testing program of the schools and of the Statewide, standardized tests or the local assessments that are to be administered to their children;
- E. data regarding individual test scores on either the Statewide, standardized tests or the local assessments be entered on the student's cumulative record, where it will be subject to the policy of this Governing Board regarding student records;
- F. school and CCCCSA test results will be reported to the public annually;
- G. the Superintendent shall develop procedures for the annual assessment of first, second, third, and fourth grade students on their reading proficiency and identify those students who are reading below grade level. S/He shall ensure that each student's teacher is involved in the assessment and in the identification of those students who are reading below grade level.

The CCCCSA will notify the parent of each student who exhibits a deficiency in reading, shall consult with the parent in the development of a progress monitoring plan, and will provide intensive reading instruction to the student until the deficiency is corrected.

### Statewide Standardized Assessment

The Governing Board shall administer the Statewide, standardized tests to students at the grade levels and for the subjects at the times designated by the Florida Commissioner of Education. The Statewide, standardized assessment program consists of Statewide, standardized comprehensive assessments, end-of-course (EOC) assessments, ~~and the Florida Alternate Assessment.~~

A Statewide, standardized EOC assessment must be used as the final cumulative examination for its associated course. No additional final assessment may be administered in a course with a Statewide, standardized EOC assessment. A CCCCSA-required local assessment may be used as the final cumulative examination for its associated course in accordance with Governing Board policy.

### Local Assessments

The CCCCSA shall administer a local assessment that measures student mastery of course content at the necessary level of rigor for the grade levels/subjects that are not included in the subjects and grade levels measured under the Statewide, standardized assessment program. The course content that will be measured by the local assessments is set forth in the State standards that are required by F.S. 1003.41 and in the course description.

The ~~CCCCSA~~ Through the School District of Lee County, the CCCCSA will provide a student's performance results ~~on CCCCSA-required local assessments~~ to the student's teachers and ~~parent within one (1) week~~ parents no later than thirty (30) days after administering such assessments unless the School District of Lee County's superintendent determines in writing that extenuating circumstances exist, ~~and report the extenuating circumstances to the Governing Board.~~ Results will be made available through a web-based portal as part of the CCCCSA's School District of Lee County's student information system and in a printed format upon request by a student's parent.

### Local Assessment Committees

~~The Superintendent is authorized to convene local assessment committees comprised of at least \_\_\_\_\_ teachers, ( ) a school principal ( ) \_\_\_\_\_ school principal(s), and CCCCSA-based instructional administrators to evaluate the assessments that are available to measure the performance of the CCCCSA's students in all subjects and grade levels not measured by Statewide, standardized assessments, and to recommend to the Superintendent the assessment that would be most appropriate for the purpose required by State law. In so doing, these committees shall consider item banks, facilitating the sharing of developed tests with other school CCCCSAs, acquiring assessments from State and national curriculum area organizations, and providing technical assistance in best professional practices of test development based upon State-adopted curriculum standards, as well as established protocols for Statewide, standardized assessments concerning administration, scoring, and security. Upon approval of the Superintendent of the specific type of assessment to be used at each grade level and for each subject not measured by a Statewide, standardized assessment, these committees shall then be responsible for the selection and/or development of each specific assessment, the development of the protocols that will govern the administration of the assessment, the protocols to be used in the scoring of each local assessment, and any protocols necessary for test security. The committee shall also be responsible for recommending to the Superintendent the method for collecting assessment results. During the development of the local assessment program, progress reports shall be made to the Governing Board about the work of the local assessment committees, and when development of the local assessment program for each grade level and subject area not has been completed. [ ] The Superintendent shall also charge the local assessment committees with the responsibility of annually reviewing and analyzing the performance results of the students at each grade level or subject for which they developed the local assessment instrument. The local assessment committee will also be responsible for analyzing the reliability and validity of the assessment instrument, and making revisions to the instrument, if need be. The Superintendent shall provide technical assistance to the committees in determining the reliability and validity of the assessment instrument. [END OF OPTION]~~

### Scheduling of Assessments

- A. The Governing Board School District of Lee County will establish schedules for the administration of any Statewide, standardized assessments and ~~CCCCSA-District~~ required assessments. ~~and approve the schedules as an agenda item at a Governing Board meeting. The Governing Board will publish the testing schedules on its website using the Department of Education's uniform calendar with ( ) the information required by State law. OR ( ) the following information:~~
  1. ~~Whether the assessment is a CCCCSA-required assessment or a State-required assessment;~~
  2. ~~The specific date or dates that each assessment will be administered;~~
  3. ~~The time allotted to administer each assessment;~~



4. ~~Whether the assessment is a computer-based assessment or a paper-based assessment;~~
5. ~~The grade level or subject area associated with the assessment;~~
6. ~~The date that the assessment results are expected to be available to teachers and parents;~~
7. ~~The type of assessment, the purpose of the assessment, and the use of the assessment results;~~
8. ~~A glossary of assessment terminology;~~
9. ~~Estimates of average time for administering State required and CCCCSA required assessments, by grade level.~~  
**The Governing Board will submit the schedules to the Department of Education by October 1st of each year. Each CCCCSA school will publish the schedules for Statewide, standardized assessments and CCCCSA required assessments on its website using the uniform calendar.**

#### Assessment Preparation

No school in this CCCCSA may suspend the regular program of curricula to administer practice assessments or engage in other assessment-preparation activities for a Statewide, standardized assessment. However, the Governing Board authorizes schools to:

- A. distribute to students sample assessment books and answer keys that are published by the Florida Department of Education;
- B. provide individual instruction in assessment taking strategies without suspending the school's regular program of curricula for a student who scores at Level 1 or Level 2 on a prior administration of the Statewide assessment;
- C. provide individualized instruction in the content knowledge and skills assessed, without suspending the school's regular program of curriculum for a student who scores at Level 1 or Level 2 on a prior administration of the Statewide assessment or a student who, through a diagnostic assessment administered by the CCCCSA is identified as having a deficiency in the content knowledge and skills assessed; and
- D. administer a practice assessment or engage in other assessment preparation activities for the statewide assessment which are determined necessary to familiarize students with the organization of the assessment, the format of the assessment items, and the assessment directions, or which are otherwise necessary for the valid and reliable administration of the assessment, as set forth in rules adopted by the State Governing Board of Education.

#### Students with Disabilities

##### A. Participation in Statewide Standardized Assessments with or without Accommodations

All students with disabilities will participate in the Statewide standardized assessment program based on State standards, pursuant to F.A.C. 6A-1.09401, without accommodations unless the student's individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a Statewide standardized assessment.

"Accommodations" are defined as adjustments to the presentation of the Statewide standardized assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a Statewide standardized assessment to include amount of time for administration, settings for administration of a Statewide standardized assessment, and the use of assistive technology or devices to facilitate the student's participation in a Statewide standardized assessment.

Accommodations that negate the validity of a Statewide standardized assessment are not allowable.

The provision of accommodations for students with disabilities shall be provided **by the School District of Lee County, in accordance with (NOTE: Choose one (1) of the following three (3) statements to conclude the sentence above.) ( ) State Governing Board rule. ( ) F.A.C. 6A-1.0943 and applicable State and Federal laws. ( ) section 4(a) through (e) of F.A.C. 6A-1.0943 and applicable State and Federal laws.**

##### B. Florida Alternate Assessment

~~A student with a disability, as defined in F.S. 1007.02(2), for whom the IEP Team determines that the Statewide standardized assessments cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have assessment results waived for the purpose of receiving a course grade and a standard high school diploma. Such a waiver shall be designated on the student's transcript. The statement of waiver shall be limited to a statement that performance on an assessment was waived for the purpose of receiving a course grade or a standard high school diploma, as applicable.~~

~~The alternative assessment program is designed for a student with a significant cognitive disability and includes the Florida Standards Alternate Assessment (FSAA)—Performance Task and the FSAA—datafolio assessments. The decisions of whether a student is eligible to participate in the alternative assessment program and whether the student should participate in the FSAA—Performance Task or FSAA—datafolio assessments is determined by the student's IEP team and delineated on the student's IEP. Such determinations must be in accordance with the criteria set forth in Florida law including, but not limited to, F.A.C. 6A-1.0943 and 6A-1.09430.~~

##### C. Extraordinary Exemptions

~~A student with a disability for whom the IEP team determines is prevented by a circumstance or condition, as those terms are defined in F.S. 1008.212, from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment pursuant to F.S. 1008.22(3)(c) shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability or the receipt of services through the homebound or hospitalized program is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption.~~

~~Once an IEP Team determines that a student with a disability is prevented by a "circumstance" or "condition" as defined in F.S. 1008.212 from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment under F.S. 1008.22(3)(c), the IEP Team, which must include the parent, may submit to the superintendent a written request for an extraordinary exemption from the administration of the assessment pursuant to F.S. 1008.212.~~

~~The written request for an extraordinary exemption may be made at any time during the school year but not later than sixty (60) days before the first day of the administration window of the assessment for which the request is made. The request must include the following information:~~

1. ~~A written description of the student's disabilities, including a specific description of the student's impaired sensory, manual, or speaking skills;~~
2. ~~Written documentation of the most recent evaluation data;~~
3. ~~Written documentation, if available, of the most recent administration of Statewide standardized assessments;~~
4. ~~A written description of the circumstances' or conditions', as defined above, effect on the student's participation in Statewide standardized assessments;~~
5. ~~Written evidence that the student has had an opportunity to learn the skills being tested;~~
6. ~~Written evidence that the student has been provided with appropriate instructional accommodations;~~
7. ~~Written evidence as to whether the student has had the opportunity to be assessed using the instructional accommodations on the student's IEP which are allowable in the administration of a Statewide standardized assessment;~~
8. ~~Written evidence of the circumstance or condition as defined above;~~

~~9. The name, address, and phone number of the student's parent. The superintendent will recommend to the Commissioner of Education whether the request should be granted or denied, and the Commissioner will grant or deny the requested exemption within thirty (30) calendar days of receipt of the superintendent's request. A copy of the CCCCSA's procedural safeguards as required in F.A.C. 6A-6.03311 shall be provided to the parent. If the parent disagrees with the IEP Team's recommendation, the dispute resolution methods described in the procedural safeguards shall be made available to the parent.~~

##### D. Exemption Options for Students with a Medical Complexity

~~In addition to the exemption option available under F.S. 1008.212, a student with a medical complexity as defined in F.S. 1008.22 may be exempt from participating in Statewide standardized assessments, including the Florida Alternate Assessment. If a parent consents in writing and the student's IEP team determines that the student should not be assessed based on medical documentation that confirms that the student meets the criteria of medical complexity, the parent may select from the assessment exemption options set forth in F.S. 1008.22.~~

~~If a student who resides in the CCCCSA and qualifies for a Florida Tax Credit Scholarship attends an eligible private school, pursuant to State law, that has chosen not to administer the Statewide, standardized assessments, the CCCCSA shall designate, upon the request of the parent, an assessment site where the student can participate in the Statewide, standardized assessment. The parent is responsible for providing transportation to the assessment site.~~  
~~[END OF OPTION]~~

#### Test Administration and Security

~~The CCCCSA may contract with qualified contractors to administer and proctor Statewide standardized assessments or local assessments required under State law. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Governing Board of Education and adopted pursuant to State law to implement these contracting requirements.~~

The CCCCSA may use CCCCSA employees, such as education paraprofessionals, to administer and proctor Statewide, standardized assessments or assessments associated with Florida approved course under F.S. 1003.499. CCCCSA employees will be trained according to rules of the State Governing Board of Education before performing such duties.

The Governing Board shall take appropriate and necessary actions against any employee who knowingly and willfully violates test security rules adopted by the FLDOE for any Statewide standardized assessments.

~~The Superintendent shall develop administrative procedures for test security that will maintain and ensure the integrity of CCCCSA and State assessments.~~

© Neola 2022

#### Legal

F.S. 1002.37  
F.S. 1002.395  
F.S. 1003.4282  
F.S. 1008.212  
F.S. 1008.22  
F.S. 1008.23  
F.S. 1008.24  
F.S. 1008.25  
F.A.C 6A-1.09422  
F.A.C. 6A-1.0943  
F.A.C. 6A-1.09430  
F.A.C. 6A-1.09431  
F.A.C. 6A-1.09432

#### Legal

Florida Alternate Assessment Requirements, F.A.C. 6A-1.09430

Florida Comprehensive Assessment Test and End-of-Course Assessment Requirements, F.A.C. 6A-1.09422

Procedures for Special Exemption from Graduation Test Requirement for Students with Disabilities Seeking a Standard High School Diploma, F.A.C. 6A-1.09431

F.S. 1002.37, 1002.395, 1003.4282, 1008.212, 1008.22, 1008.24

F.S. 1008.25

Statewide Assessment for Students with Disabilities, F.A.C. 6A-1.0943

Assessment of English Language Learners, F.A.C. 6A-1.09432

Last Modified by Jacquelin Collins on September 15, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	EMPLOYMENT OF INSTRUCTIONAL STAFF
Code	po3120 jc 9/15/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 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, 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), **would be ineligible for an exemption under F.S. 435.07(4)(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 3/9/21  
Revised 12/14/21

© **Neola 2021**

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 September 15, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
Code	po3121.01 jc 9/15/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

### 3121.01 - **CRIMINAL BACKGROUND SCREENING 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 screening ~~background~~ check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background screening and employment history check~~s~~.

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.

Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32.

~~[ ] If it is found that an individual who is employed as an instructional staff member does not meet the screening requirements, the individual shall be [OPTION 1] [ ] immediately suspended from working in that capacity and shall remain suspended [END OF OPTION 1] [OPTION 2] [ ] reassigned to a position for which the individual is still eligible based on the results of the background screening [END OF OPTION 2] until final resolution of any appeal.~~

~~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 Principal or designee** 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 Principal or designee** shall document efforts to contact the employer (F.S. 1012.27(6)). **Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).**

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 Department of Education per Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Revised 8/14/18

Revised 12/14/21

© 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. 1012.23
	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 September 15, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	CONFLICT OF INTEREST – PRIVATE PRACTICE
Code	po3129 jc 9/15/22
Status	
Adopted	April 12, 2016

### 3129 - CONFLICT OF INTEREST – PRIVATE PRACTICE

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by Governing Board employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

- A. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.
- B. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the Authority.

Included, by way of illustration rather than limitation are the following:

- 1. the provision of any private lessons or services for a fee;
  - 2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to Authority records;
  - 3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  - 4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. Employees shall not make use of materials, equipment, or facilities of the Authority in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

**Notwithstanding parts A through C of this policy, the District does not prohibit instructional personnel from providing New World Reading Scholarship Account services as outlined in F.S. 1002.411 on the instructional personnel member's school campus outside regular work hours. Such services are subject to Board policies related to the safety and security operations to protect students, instructional personnel, and educational facilities.**

Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

To the extent that the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	TUTORING
Code	po3129.01 jc 9/15/22
Status	
Adopted	April 12, 2016

### 3129.01 - **TUTORING**

No instructional staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest.

Instructional staff members who tutor students within their school unit and receive compensation for this work shall have prior approval of their principal.

Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes for which a grade is given.

**For purposes of this policy, "remedial tutoring" does not include New Worlds Reading Scholarship Account services permitted under Policy 3129.**

In accordance with this policy, Governing Board facilities and materials shall not be utilized for such tutoring.

© **Neola 2009**

Last Modified by Jacquelin Collins on September 23, 2022

Employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, consistent with substantive and procedural due process and as permitted by applicable Board policy, State law,

Exceptions to this policy shall be approved by the Superintendent consistent with State law.

© **Neola 2009**

Legal F.S. 112.313, 1006.32

Last Modified by Jacquelin Collins on September 15, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	POLITICAL ACTIVITIES
Code	po3232 jc 9/15/22
Status	
Adopted	April 12, 2016

### 3232 - POLITICAL ACTIVITIES

Pursuant to State law, instructional staff members who are employed by the Governing Board shall not participate in any political campaign for an elective office while on duty.

Pursuant to State law and Board Policy 6480, instructional staff members may not expend public funds (that is, any funds under the jurisdiction or control of the Authority) for a political advertisement or **or other electioneering** communication **sent to electors** concerning an issue, referendum, or amendment, including State questions that are subject to a vote of the electors.

#### Pursuant to F.S. 106.011:

- A. "Political advertisement" means a paid expression in a "communications medium," whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue. However, political advertisement does not include:
  1. a statement by an organization, in existence before the time during which a candidate qualifies or an issue is placed on the ballot for that election, in support of or opposition to a candidate or issue, in that organization's newsletter, which newsletter is distributed only to the members of that organization;
  2. editorial endorsements by a newspaper, a radio or television station, or any other recognized news medium.
- B. "Communications medium" means broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies; but with respect to telephones, an expenditure is deemed to be an expenditure for the use of communications media only if made for the costs of telephones, paid telephonists, or automatic telephone equipment to be used by a candidate or a political committee to communicate with potential voters but excluding the costs of telephones incurred by a volunteer for use of telephones by such volunteer; however, with respect to the Internet, an expenditure is deemed an expenditure for use of communications media only if made for the cost of creating or disseminating a message on a computer information system accessible by more than one person but excluding internal communications of a campaign or of any group.

~~Pursuant to F.S. 106.011, "electioneering communication" shall mean any communication that is publicly distributed by a television station, radio station, cable television station, satellite system, newspaper, magazine, direct mail, or telephone. In order to qualify as an electioneering communication, the communication must also be characterized by the following:~~

- ~~A. refers to or depicts a clearly identified candidate for office without expressly advocating the election or defeat of a candidate, but is susceptible to no reasonable interpretation other than an appeal or against a specific candidate;~~
- ~~B. is made within thirty (30) days before a primary or special primary election or sixty (60) days before any other election for the office sought by the candidate; and~~
- ~~C. is targeted to the relevant electorate in the geographic area the candidate would represent if elected;~~

[ ☒ ] Therefore, instructional staff members who engage in political activities or hold public office shall not use time, facilities, or personnel of the school system to engage in such activities. Specifically, the use of copy reproduction equipment or other machinery or supplies, the use of secretarial help, or any other school facilities or personnel is strictly prohibited. Telephone use for such political activities during duty hours shall be confined to an emergency only, and then only in such a manner as shall not conflict with the instructional staff member's school-related duties. Additionally, instructional staff members who engage in political activities or

hold public office are expected to discourage constituents or other persons with whom they are associated within their political capacities, from making telephone calls to them during duty hours.

Instructional staff who declare themselves candidates for public office for an elective office shall notify the Superintendent immediately upon qualifying for election. They shall submit to the Superintendent a written explanation of how they will conduct their campaign so that it will be in accord with the requirements of State law and this policy.

All candidates for public office may take personal leave without pay. The instructional staff member's request for leave shall be submitted according to the established procedure.

Such candidates shall adhere strictly to Florida statutes governing political activity on the part of public officials and public employees.

An instructional staff member who is a successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

### **F.S. 106.113**

© Neola 2010

Legal                      F.S. 104.31, 110.233  
                                 F.A.C. 60L-36.002

Last Modified by Jacquelin Collins on September 19, 2022



Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	Revised Policy - Vol. 23, No. 1, June 2022 - COMPENSATION
Code	po3410 jc 9/19/22
Status	

### Revised Policy - Vol. 23, No. 1

#### 3410 - **COMPENSATION**

Salaries of all instructional staff members shall be determined by the **School Governing** Board and shall be authorized by the following salary schedules adopted by the Board upon the recommendation of the Superintendent:

- A. ~~grandfathered salary schedule for instructional staff who have continuing contracts or professional service contracts and were hired before July 1, 2014; or~~
- B. A. The performance salary schedule for instructional staff who were hired after July 1, 2014, or who held annual contracts as of July 1, 2014.

~~The base salary set forth in these salary schedules, as well as the amounts provided for adjustments and supplements, shall be subject to collective bargaining.~~

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the ~~Authority - District.~~ Any compensation for longevity of service awarded to instructional personnel who are on any other salary schedule must be included in calculating the salary adjustments required by, and in accordance with, F.S. 1012.22.

#### ~~Grandfathered Salary Schedule for Instructional Staff~~

~~The grandfathered salary schedule for instructional staff shall be used as the basis for paying instructional personnel hired before July 1, 2014, who have a continuing contract or a professional service contract. Each year instructional staff members who were hired before July 1, 2014 and who have a continuing contract or a professional service contract will have the opportunity to move from this salary schedule to the performance salary schedule for instructional staff.~~

~~A portion of each employee's compensation paid pursuant to the grandfathered salary schedule for instructional staff shall be based on demonstrated performance as evaluated in accordance with State law and Policy 3220, Evaluation of Instructional Personnel.~~

~~Pursuant to statutory requirements and subject to negotiation, the grandfathered salary schedule for instructional staff shall provide for differentiated pay for based upon the following District-determined factors:~~

- A. ~~additional responsibilities;~~  
~~The list of additional responsibilities for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.~~  
~~By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) shall submit to the Superintendent a list of staff members who are assigned one (1) or more of the additional responsibilities on the list that is set forth in the collective bargaining agreement.~~  
~~By \_\_\_\_\_ (date), the Superintendent will authorize payment of the salary adjustment specified in the Board-adopted annual salary schedule for instructional staff to the instructional staff members who are assigned these additional responsibilities.~~

~~At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.~~

- B. ~~school demographics;~~  
~~The list of school demographics for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.~~  
~~By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) shall submit to the Superintendent a list of instructional staff members who are assigned to schools that have the demographics that were approved by the Board for the current school year.~~



By \_\_\_\_\_ (date), the Superintendent will authorize payment of the amount specified in the Board-adopted salary schedule for instructional staff as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

C. ~~critical shortage areas;~~

By \_\_\_\_\_ (date), upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) shall submit to the Superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or the District.

By \_\_\_\_\_ (date), the Superintendent will authorize payment of the amount specified in the annual salary schedule for instructional staff as an adjustment to the compensation of the staff members assigned in critical shortage areas.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

D. ~~level of job performance difficulties;~~

The list of job performance difficulties for which instructional staff members shall receive differentiated pay are set forth in the collective bargaining agreement.

By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) shall submit to the Superintendent a list of instructional staff members whose assignment is characterized by the job performance difficulties set forth in the collective bargaining agreement.

By \_\_\_\_\_ (date), the Superintendent shall authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

The amount paid for each of these District-determined factors shall be subject to collective bargaining.

~~[ ] The grandfathered salary schedule for instructional staff shall provide a cost-of-living adjustment that does not discriminate among comparable classes of employees based on the salary schedule under which they are compensated and does not exceed fifty percent (50%) of the annual adjustment provided to instructional staff rated as effective. Further, as provided by law, these annual salary adjustments become part of the instructional staff member's base salary for the next school year.~~

## Salary Supplements

~~In addition to the annual salary adjustments described above,~~ the Board shall also award salary supplements that are annual additions to the instructional staff member's salary. Salary supplements shall be paid to all instructional staff members who were hired before July 1, 2011 for any advanced degree held, and to all instructional staff members hired after July 1, 2011 but before July 1, 2014 for advanced degrees earned in their area of responsibility.

A. By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) shall submit to the Superintendent a list of instructional staff members who are eligible for the additional compensation provided by the annual salary schedule for all instructional staff members who were hired before July 1, 2011 for any advanced degree held, and to all instructional staff members hired after July 1, 2011 but before July 1, 2014 for advanced degrees earned in their area of responsibility.

B. By \_\_\_\_\_ (date), the Superintendent will authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible for advanced degrees held.

C. At a subsequent regular meeting, the list of instructional staff members who will receive this supplement shall be provided to the Board.

As provided by law, these annual salary supplements shall not become part of the instructional staff member's permanent base salary.

## Performance Salary Schedule for Instructional Staff

Beginning July 1, 2014, the performance salary schedule shall be the basis for paying instructional staff members new to the Authority District, returning to the Authority District after a break in service without an authorized leave of absence, or appointed for their first time to an instructional staff position in the Authority District.



The performance salary schedule shall also be the basis for paying instructional staff members on annual contract as of July 1, 2014.

~~Additionally, the performance salary schedule shall be the basis for paying instructional staff members with a continuing contract or a professional service contract who opt out of the grandfathered annual salary schedule and into the performance salary schedule.~~

~~The base salary for instructional staff members who opt into the performance salary schedule or who are required by State law to move to the performance salary schedule must be the salary paid in the prior year, including adjustments only.~~

The annual salary adjustment under the performance salary schedule for an instructional staff member rated as "highly effective" must be greater than the highest annual salary adjustment available to an instructional staff member of the same classification through any other salary schedule adopted by the Board.

~~[-x] The performance salary schedule for instructional staff shall provide a cost-of-living adjustment that does not discriminate among comparable classes of employees based on the salary schedule under which they are compensated and does not exceed fifty percent (50%) of the annual adjustment provided to instructional staff rated as effective.~~

The performance salary schedule must not provide an annual salary adjustment for an instructional staff member who receives a rating other than highly effective or effective for the year.

### Salary Supplements

The performance salary schedule for instructional staff shall provide for the following salary supplements:

A. ~~assignment to a Title I eligible school;~~

~~By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) will submit to the Superintendent a list of staff members who are assigned to a Title I school.~~

~~The Superintendent will authorize payment of the supplement specified in the collective bargaining contract for assignment to a Title I school.~~

~~At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.~~

B. ~~assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;~~

~~By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) will submit to the Superintendent a list of staff members who were assigned to a school that improved by at least one grade level for the previous school year.~~

~~By \_\_\_\_\_ (date), the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for one (1) year following improved performance in the school regardless of whether or not the teacher assignment is at the school that improved.~~

C. A. certification and teaching in the critical teacher shortage areas identified by the State Board of Education and/or District pursuant to State law;

~~By \_\_\_\_\_ (date), upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.~~

~~By \_\_\_\_\_ (date), the \_\_\_\_\_ (title) shall submit to the Superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.~~

~~By \_\_\_\_\_ (date), the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned in critical shortage areas.~~

~~At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided.~~

D. B. assignment of additional academic responsibilities;

The list of additional academic responsibilities for which instructional staff members shall receive salary supplements are set forth in the CCCCSA add pay list, collective bargaining agreement.

~~By \_\_\_\_\_ (date), each Principal shall submit to the Superintendent a list of staff members assigned additional academic responsibilities.~~

~~By \_\_\_\_\_ (date), the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned additional academic responsibilities. At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.~~



E. advanced degree in the area of certification.

By \_\_\_\_\_ (date), the Principal (title) shall submit to the Superintendent a list of instructional staff members who have earned advanced degrees in their area of certification.

By \_\_\_\_\_ (date), the Superintendent will authorize payment of the supplement ~~specified in the collective bargaining contract~~ for the staff members who have earned advanced degrees in their area of certification.

~~The amount paid for each of these salary supplements shall be subject to collective bargaining.~~

[OPTIONAL]

☒ Credit for Previous Experience

~~The salary established for instructional personnel under the grandfathered salary schedule, and~~ the base salary established under the performance salary schedule, will include a credit for previous experience earned in a position with similar responsibilities, as follows:

- A. ~~The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days or more than one-half (1/2) of the number of hours for the normal contractual period of service for the position held. In determining such service, sick leave and paid holidays shall be counted, but all other types of leave and holidays will be excluded.~~
- B. ~~Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position and in accordance with provisions of the applicable collective bargaining agreement. In determining the number of days that must be served to constitute a full year of out-of-state teaching experience, the existing regulations of the State or District in which the contract was executed shall be used as the criteria.~~
- C. ~~Transfer of previous experience in a position with similar responsibilities:~~
  1. ~~will include all previous experience with this District;~~
  2. ~~may not exceed twelve (12) years of experience from other employers;~~
  3. ~~must have been earned in a position that contributed to a State retirement system or at a school that was, at the time the experience was earned, fully accredited by one (1) of the six (6) regional accrediting bodies listed below:~~
    - a. ~~Southern Association of Colleges and Schools~~
    - b. ~~Western Association of Schools and Colleges~~
    - c. ~~Northwest Association of Accredited Schools~~
    - d. ~~North Central Association of Colleges and Schools~~
    - e. ~~New England Association of Schools and Colleges~~
    - f. ~~Middle States Association of Colleges and Schools~~
- D. An employee who claims credit for previous experience must complete and submit to the Human Resources Department the Experience Verification Form (Form 3410 F1) within the first fourteen (14) days of employment, in order to receive credit for years of service.

[END OF OPTION]

~~Bonuses and/or Severance Pay~~

If the Board provides bonuses ~~and/or severance pay~~ to instructional staff that are not included in an individual employment contract ~~and/or pursuant to a collective bargaining contract~~, those bonuses ~~and/or severance pay are subject to negotiations, but~~ must strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

☐ , as follows:

- A. Any bonus plan must be based on the award of a bonus on work performance, describe the performance standards and evaluation process by which a bonus will be awarded, notify all instructional staff of the bonus policy before the beginning of the evaluation period on which a bonus will be based, and consider all instructional staff for the bonus.
- B. ~~On or after July 1, 2011, an instructional staff member may receive severance pay that is not provided for in a contract or employment agreement if the severance pay represents the settlement of an employment dispute. Such severance pay may not exceed an amount greater than six (6) weeks of compensation. The settlement may not include provisions that limit the ability of any party to the settlement to discuss the dispute or settlement. Instructional staff members should refer to the current collective bargaining agreement for more information regarding compensation.~~

Legal

[F.S. 215.425](#)

[F.S. 1001.42](#)

[F.S. 1001.43](#)

[F.S. 1011.60](#)

[F.S. 1012.01](#)

[F.S. 1012.22](#)

[F.S. 1012.32](#)

[F.S. 1012.33](#)

[F.S. 1012.335](#)

[F.S. 1012.34](#)

[F.S. 1012.56](#)

[F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel](#)

[F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel](#)

Last Modified by Jacquelin Collins on September 23, 2022

Book Policy Manual

Section Vol.23, No. 1 June 2022 REVISIONS

Title New Policy - Vol. 23, No. 1, June 2022 - REMOTE WORK

Code po3500 jc 9/19/22

Status

### **New Policy - Vol. 23, No. 1**

**[DRAFTING NOTE: This is not a required policy under Florida law. However, if the School Board is desirous of permitting and/or requiring employees to work remotely, this policy template may be considered]**

### **3500 - REMOTE WORK**

School Board employees are required to work at their assigned District building, District site, or school building. However, the Board recognizes that

☐ certain positions allow for remote work.

☒ certain District-declared emergencies require remote work.

~~Subject to any applicable bargaining agreement,~~ eligible employees are only authorized to work remotely in accordance with this policy and procedures developed by the Superintendent.

Remote working can be considered when it provides an operational benefit to the Board; the responsibilities and duties of the position can be accomplished successfully from a remote environment; and the employee demonstrates the skills and abilities needed to effectively work remotely.

Employees are not permitted to work remotely unless approved in advance by the Superintendent.

### **Definitions**

- A. Remote Work/Working – a temporary work or work arrangement during which an employee performs their assigned job duties in an alternate work location away from their assigned District building, District site, or school building.
- B. Alternate Work Location(s) - approved locations, other than the employee's normal assigned workplace, where official District business is performed. The most common alternate work location is the home of an employee. Alternate work locations must be approved in advance by the Superintendent.
- C. Remote Working Agreement - Remote work arrangements are approved by the Superintendent and documented in writing in a remote working agreement. Remote working agreements include specific terms such as employee hours, employee responsibilities, employee expectations, and confidentiality. Remote working agreements may not exceed a

☐ contract year

☐ semester

☐ school year

☒ A specified number of work days, determined by the Superintendent, as the emergency situation dictates

but may be renewed by the Superintendent.

### **Eligible Positions**

Positions for which remote work may be authorized are



[ ] those positions in which the job description specifically permits remote work.

[ ☒ ] determined at the discretion of the Superintendent during a District-declared emergency.

### **Termination of Remote Working Agreements**

Remote working agreements are approved at the discretion of the Superintendent and may be revoked/terminated at any time.

Nothing in this policy is intended to interfere with, or supplant, any rights afforded to employees under the Americans with Disabilities Act, as amended, or Section 504 of the Rehabilitation Act of 1973.

© Neola 2022

Last Modified by Jacquelin Collins on September 19, 2022

Book	Policy Manual
Section	Vol.23, No. 1 June 2022 REVISIONS
Title	EMPLOYMENT OF SUPPORT STAFF
Code	po4120 jc 9/19/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 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), **would be ineligible for an exemption under F.S. 435.07(4)(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

Revised 12/14/21

© **Neola 2021**

Legal	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

<b>POLICY NUMBER</b>	<b>POLICY TITLE</b>
1213	STUDENT SUPERVISION AND WELFARE
1590	PERSONNEL FILE
2215	PROGRAM OF INSTRUCTION
2410	SCHOOL HEALTH SERVICES
2417	COMPREHENSIVE HEALTH EDUCATION
3213	STUDENT SUPERVISION AND WELFARE
3590	PERSONNEL FILE
4213	STUDENT SUPERVISION AND WELFARE
4590	PERSONNEL FILE
5500	STUDENT CONDUCT
5511	DRESS AND GROOMING
5780	STUDENT/PARENT RIGHTS
8141	MANDATORY REPORTING OF MISCONDUCT BY CERTIFIED EMPLOYEES



Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213 jc 8/22/22
Status	
Adopted	April 12, 2016
Last Revised	May 14, 2019

## 1213 - STUDENT SUPERVISION AND WELFARE

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities that include but are not limited to, the following:

- A. An administrator shall report immediately any accident or safety hazard, about which ~~s/he~~ **they are** is informed or detects to ~~his/her~~ **their** supervisor as well as to other authorities or Authority staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious and Potential Threats to Schools*.
- C. An administrator shall require staff under ~~his/her~~ **their** supervision to provide proper instruction in safety matters as presented in assigned course guides.
- D. An administrator shall not send students on any non-school related errands.
- E. **An administrator shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.**
- F. **An administrator shall notify the parent of a student if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and in the school's ability to provide a safe and supportive learning environment for the student. Notice shall be made as soon as reasonably possible. The administrator shall make a good faith effort to speak with the parent either in person or by telephone, with follow-up written notice by e-mail or U.S. mail.**
- G. **An administrator may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.**
- H. An administrator shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- I. An administrator shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An administrator who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.
- J. An administrator shall not disclose personally identifiable information about a student to third persons unless specifically authorized by law or the student's parent(s) to do so.
- K. An administrator who is transporting a student should not do so unless accompanied by another adult.
- L. A student shall not be required to perform work or services that may be detrimental to ~~his/her~~ **their** health.
- M. Administrators are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, ~~MySpace~~, **Instagram** etc.

N. Administrators are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Governing Board Policy 8462, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Revised 5/14/19

F.S. 119.011  
F.S. 847.012  
**F.S. 1001.42**  
F.S. 1001.51  
F.S. 1002.22  
F.S. 1003.32  
F.S. 1006.07  
20 U.S.C. 1232  
34 C.F.R. Part 99

© Neola 2022

Legal	F.S. 119.011
	F.S. 847.012
	F.S. 1001.51
	F.S. 1002.22
	F.S. 1003.32
	F.S. 1006.07
	20 U.S.C. 1232
	34 C.F.R. Part 99

Last Modified by Jacquelin Collins on August 22, 2022



Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	PERSONNEL FILE
Code	po1590 jc 8/22/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

#### 1590 - 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.

**Notwithstanding F.S. 1012.31(3)(a)1, 1012.796(4), and this policy, within twenty-four (24) hours after a law enforcement agency provides the Superintendent with written notification pursuant to F.S. 1012.797 that a District employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.**

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~~ the employer's 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 Superintendent 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~~ their file upon request.

The related procedures manual is entitled Personnel File Procedures.

Revised 10/8/19

Revised 12/14/21

F.S. 119.011

F.S. 119.07

F.S. 119.071

F.S. 1012.31

**F.S. 1012.797**

© **Neola 2022**

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

Last Modified by Jacquelin Collins on August 22, 2022



Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	PROGRAM OF INSTRUCTION
Code	po2215 jc 8/22/22
Status	
Adopted	March 9, 2021
Last Revised	December 14, 2021

## 2215 - PROGRAM OF INSTRUCTION

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

### Development of Program of Instruction

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

#### A. Elementary School

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

#### B. Middle School

The primary purpose of the middle school shall be to promote an expanded educational experience to meet the needs of the students in the seventh and eighth grades of school. The CCCCSA program of studies and services adopted by the CCCCSA shall determine the specific offerings. An approval process shall be established by which schools may recommend courses or programs to meet the unique needs of students. Activities which offer desirable experience, such as band (or music), dance, visual arts, drama, creative writing, athletics, and student government, etc., shall be promoted.

#### C. Senior High School

The primary purpose of the senior high school shall be to promote education which fits the needs of all students. Courses shall be offered at a level which will challenge students to perform to their capacity. The CCCCSA shall determine the specific offerings. Library and counseling services shall be provided to enable educational objectives to be met. Student government, publications, drama, music, visual arts, a broad program of athletics, and social activities, etc., shall be promoted for the development of well-rounded citizens.

#### D. Instruction in Sexual Orientation/Gender Identity

**Classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in kindergarten through grade 3 or in other grades in a manner that is not age-appropriate or developmentally appropriate for students, in accordance with State standards.**

~~The CCCCSA shall provide a character development program which is secular in nature in kindergarten through grade 12 as per the SDLC guidelines.~~



## Required Instruction

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

- A. The history and content of the Declaration of Independence, including national sovereignty, natural law, self-evident truth, equality of all persons, limited government, popular sovereignty, and inalienable rights of life, liberty, and property, and how they form the philosophical foundation of our government.
- B. The history, meaning, significance, and effect of the provisions of the Constitution of the United States and amendments thereto, with emphasis on each of the ten (10) amendments that make up the Bill of Rights and how the constitution provides the structure of our government.
- C. The arguments in support of adopting our republican form of government as they are embodied in the most important of the Federalist Papers.
- D. Flag education including proper flag display and flag salute.
- E. The elements of civil government, including the primary functions of and interrelationships between the Federal government, the State, and its counties, municipalities, school districts, and special districts.
- F. The history of the United States, including the period of discovery, early colonies, the war for independence, the Civil War, the expansion of the United States to its present boundaries, the world wars, and the civil rights movement to the present. American history shall be viewed as factual, not as constructed, shall be viewed as knowable, teachable, and testable, and shall be defined as the creation of a new nation based largely on the universal principles stated in the Declaration of Independence.
- G. The history of the Holocaust (1933-1945), the systematic, planned annihilation of European Jews and other groups by Nazi Germany, a watershed event in the history of humanity, to be taught in a manner that leads to an investigation of human behavior, an understanding of the ramifications of prejudice, racism, and stereotyping, and an examination of what it means to be a responsible and respectful person, for the purposes of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions, including the policy, definition, and historical and current examples of anti-Semitism, as described in F.S. 1000.05(87), and the prevention of anti-Semitism.

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

- H. The history of African Americans, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the history and contributions of African-Americans of the African diaspora to society. Instructional materials shall include the contributions of African Americans to American society. Students shall develop an understanding of the ramifications of prejudice, racism, and stereotyping on individual freedoms, and examine what it means to be a responsible and respectful person, for the purpose of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions. Instruction shall include the roles and contributions of individuals from all walks of life and their endeavors to learn and thrive throughout history as artists, scientists, educators, businesspeople, influential thinkers, members of the faith community, and political and governmental leaders and the courageous steps they took to fulfill the promise of democracy and unite the nation. Instructional materials shall include the vital contributions of African Americans to build and strengthen American society and celebrate the inspirational stories of African Americans who prospered, even in the most difficult circumstances. Instructional personnel may facilitate discussions and use curricula to address, in an age-appropriate manner, how the individual freedoms of persons have been infringed by slavery, racial oppression, racial segregation, and racial discrimination, as well as topics relating to the enactment and enforcement of laws resulting in racial oppression, racial segregation, and racial discrimination and how recognition of these freedoms has overturned these unjust laws. However, classroom instruction and curriculum may not be used to indoctrinate or persuade students to a particular point of view inconsistent with the principles enumerated in F.S. 1003.42 or the State academic standards.
- I. The elementary principles of agriculture.
- J. The true effects of all alcoholic and intoxicating liquors and beverages and narcotics upon the human body and mind.
- K. Kindness to animals.
- L. The history of the State.
- M. The conservation of natural resources.
- N. Comprehensive age-appropriate and developmentally appropriate K-12 instruction on:
  - 1. health education that addresses concepts of community health, consumer health, environmental health, and family life, including:



- a. ~~an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; mental and emotional health; injury prevention and safety; first aid and CPR training;~~
  - b. Internet safety;
  - c. nutrition;
  - d. personal health;
  - e. prevention and control of disease; ~~and~~
  - f. substance use and abuse; ~~and,~~
  - g. prevention of child sexual abuse, exploitation, and human trafficking.
2. For students~~The health education curriculum for students~~ in grades 7 through 12, ~~shall include a~~ teen dating violence and abuse. This component must that include includes, but ~~is~~ not ~~be~~ limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.
  3. For students in grades 6 through 12, awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy.
  4. Life skills that build confidence, support mental and emotional health, and enable students to overcome challenges, including:
    - a. self-awareness and self-management;
    - b. responsible decision-making;
    - c. resiliency;
    - d. relationship skills and conflict resolution;
    - e. understanding and respecting other viewpoints and backgrounds; and,
    - f. for grades 9 through 12, developing leadership skills, interpersonal skills, organizational skills, and research skills; creating a resume, including a digital resume; exploring career pathways; using State career planning resources; developing and practicing the skills necessary for employment interviews; workplace ethics and workplace law; managing stress and expectations; and self-motivation.

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

The health education curriculum will include basic training in first aid, including at least one (1) hour of cardiopulmonary resuscitation (CPR) instruction for students in grades 9 and 11.

See also Board Policy 2280 and Policy 2417.

- O. Personal financial literacy and money management. [Beginning with students entering grade 9 in the 2023-2024 school year]

Each student must earn one-half (1/2) credit. Instruction must include discussion or instruction in all of the following: types of bank accounts offered, opening and managing a bank account, and assessing the quality of a depository institution's services; balancing a checkbook; basic principles of money management, such as spending, credit, credit scores, and managing debt, including retail and credit card debt; completing a loan application; receiving an inheritance and related implications; basic principles of personal insurance policies; computing Federal income taxes; local tax assessments; computing interest rates by various mechanisms; simple contracts; contesting an incorrect billing statement; types of savings and investments; State and Federal laws concerning finance.
- P. Such additional materials, subjects, courses, or fields in such grades as are prescribed by law or by rules of the State Board of Education and the Board in fulfilling the requirements of law.
- Q. The study of Hispanic contributions to the United States.
- R. The study of women contributions to the United States.
- S. The nature and importance of free enterprise to the United States economy.
- T. Civic and character education on the qualities and responsibilities of patriotism and citizenship including, kindness, respect for authority, life, liberty, personal property, honesty, charity, racial, ethnic, and religious



tolerance and cooperation. Additionally, for grades 11 and 12, the education shall include the topic of voting using the uniform primary and general election ballot described in F.S. 101.151. An integrated civic education curricula ~~shall meet~~**that meets** the requirements of F.S. 1003.44(6)(a).

- U. In order to encourage patriotism, the sacrifices that veterans and Medal of Honor recipients have made in serving our country and protecting democratic values worldwide. Such instruction must occur on or before Medal of Honor Day, Veterans' Day, and Memorial Day. Members of the instructional staff are encouraged to use the assistance of local veterans and Medal of Honor recipients when practicable. ~~{SELECT THIS OPTION IF THE BOARD DID NOT SELECT THE OPTION IN THE CHARACTER-DEVELOPMENT PROGRAM SECTION OF THIS POLICY OR IF IT SELECTED THE OPTION IN THE CHARACTER-DEVELOPMENT PROGRAM SECTION OF THIS POLICY BUT STILL DESIRES FOR THE INSTRUCTION TO BE PROVIDED}~~

~~{ } In order to encourage patriotism, the sacrifices that veterans and Medal of Honor Recipients have made in serving our country and protecting democratic values worldwide. Such instruction must occur on or before Medal of Honor Day, Veterans' Day, and Memorial Day. Members of the instructional staff are encouraged to use the assistance of local veterans and Medal of Honor Recipients when practicable.~~

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

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

~~{END OF OPTION 1}~~

~~Instructional staff members, subject to Governing Board policy and State Board of Education rules, shall teach efficiently and faithfully, using the books and materials required that meet the highest standards for professionalism and historic accuracy, following the prescribed courses of study, and employing approved methods of instruction, the topics and subject matter set forth in F.S. 1003.42.~~

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

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

### Instruction in Operation of Motor Vehicles

See Board Policy 2432.

### Instruction in Health Education

~~See Board Policy 2280 and Policy 2417.~~

~~The health education curriculum will include basic training in first aid, including at least one (1) hour of cardiopulmonary resuscitation (CPR) instruction for students in grades 9 and 11.~~

### Computer Science and Technology Instruction

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

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

### Exemptions from Certain Instruction

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

Legal

[F.S. 1001.51](#)

[F.S. 1003.42](#)

[F.S. 1003.4205](#)

[F.S. 1003.44](#)

[F.S. 1003.48](#)

[F.S. 1007.2616](#)

[F.A.C. 6A-1.094124](#)

Last Modified by Jacquelin Collins on August 22, 2022

Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	SCHOOL HEALTH SERVICES
Code	po2410 jc 8/22/22
Status	
Adopted	March 9, 2021
Last Revised	June 14, 2022

## 2410 - SCHOOL HEALTH SERVICES

### School Health Services

The CCCCSA shall cooperate with the School District of Lee County and the Lee County Health Department to address all school health matters as required by the School Health Services Act (F.S. 381.0056). The School District of Lee County, including the school health advisory committee, and the Lee County Health Department shall jointly develop a school health services plan approved by The School Board of Lee County and adopted by the CCCCSA (with exceptions).

The "school health services plan" will describe the services to be provided, the responsibility for provision of the services, the anticipated expenditures to provide the services, and evidence of cooperative planning by the CCCCSA and district, including the school health advisory committee, and the Lee County Health Department. Each school health advisory committee must, at a minimum, include members who represent the eight (8) component areas of the Coordinated School Health model as defined by the Centers for Disease Control and Prevention.

The School Board of Lee County's superintendent, in addition to the school health advisory committee, shall develop the school health services plan jointly with the Lee County Health Department and submit it to the Board for approval.

The school health services plan will be completed biennially by The School Board of Lee County and approved and signed by The School Board of Lee County's superintendent, The School Board of Lee County's chairperson, Lee County Health Department medical director or administrator, and the Department of Health's district administrator. The school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by The School Board of Lee County's superintendent and the Lee County Health Department medical director or administrator.

The School Board of Lee County health services plan, adopted by the CCCCSA (with exceptions), is to include, at a minimum, provisions for all of the following:

- A. health appraisal;
- B. records review;
- C. nurse assessment;
- D. nutrition assessment;
- E. a preventive dental program;
- F. vision screening;
- G. hearing screening;
- H. scoliosis screening at the appropriate age;
- I. growth and development screening;
- J. health counseling;

- K. referral and follow-up of suspected or confirmed health problems by the Lee County Health Department;
- L. meeting emergency health needs in each school;
- M. county health department personnel to assist school personnel in health education curriculum development;
- N. referral of students to appropriate health treatment, in cooperation with the private health community whenever possible;
- O. consultation with a student's parent or guardian regarding the need for health attention by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated;
- P. maintenance of records on incidents of health problems, corrective measures taken, and such other information as may be needed to plan and evaluate health programs; except, however, that provisions in the plan for maintenance of health records of individual students must be in accordance with F.S. 1002.22;
- Q. health information which will be provided by the school health nurses, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs;
- R. notification to the local nonpublic schools of the school health services program and the opportunity for representatives of the local nonpublic schools to participate in the development of the cooperative health services plan;
- S. a reasonable attempt to notify a student's parent, guardian, or caregiver if the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463; including and subject to the requirements and exceptions established under F.S. 1002.20 (3) and F.S. 1002.33 (9), as applicable.

Reasonable attempt to notify means the exercise of reasonable diligence and care by the principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal must take the following actions:

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

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

- T. budget and staffing information;
- U. number and levels of public and nonpublic schools and number of students served;
- V. communicable disease policies;
- W. immunization policies;
- X. initial school entry health examination policy;
- Y. health services reporting procedure;
- Z. advisory committee activities and membership; and
- AA. School District and county public health unit personnel responsible for coordinating health services.

The school health services plan will describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of funding source.

Protocols for supervision of school health services personnel shall be described in the school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards. These shall be kept on file at The School Board of Lee County and the Lee County Health Department.



Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the Lee County Health Department medical director in conjunction with the Board, school health advisory committee, the District medical consultant, or the student's private physician.

#### **Notice to Parents**

**At the beginning of the school year, the District will notify parents of each healthcare service offered at their student's school and of the option to withhold consent or decline any specific service.**

#### **COVID-19 Prohibitions**

Neither the Board nor any Board agent or employee may:

- A. impose a COVID-19 vaccination mandate for students; or
- B. prohibit a student from attending school or school-sponsored activities, prohibit a student from being on school property, or subject a student to restrictions or disparate treatment, based on an exposure to COVID-19, so long as the student remains asymptomatic and has not received a positive test for COVID-19.

#### **Involuntary Examinations of Students**

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

The principal may delay notification for no more than twenty-four (24) hours after a student is removed if the principal deems the delay to be in the student's best interest and (1) if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or (2) the principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

The Superintendent is required to annually report to the Florida Department of Education the number of involuntary examinations, as defined in F.S. 394.455, which are initiated at a school, on school transportation, or at a school-sponsored activity.

#### **Contact with Mental Health Professionals During a Student Crisis**

During a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to F.S. 394.463, unless the child poses an imminent danger to themselves or others, before initiating an involuntary examination pursuant to F.S. 394.463. Such contact may be in person or using telehealth as defined in F.S. 456.467. The mental health professional may be available to the District either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team or be a direct or contracted District employee.

#### **Mental Health Services**

Mental health counseling services, case management services, and human and social services may be provided to students at a school site under mutual agreements with community-based public or private agencies. Each service provided shall be on a case-by-case basis with prior written approval of the student's parent or guardian.

The Superintendent shall work to assist schools in providing information to children and families by providing a directory of referral sources for professional mental health services for children and families in need of such services. All schools should reference the "Referral Sources for Children and Families Manual" for licensed Mental Health Professionals. The following information should be listed in the directory:

- A. the location of a Referral Sources Manual
- B. information on mental health referral
- C. information on substance abuse referrals
- D. phone numbers and addresses of mental health providers
- E. a copy of the District's release letter for obtaining assistance
- F. additional resource for outpatient/inpatient services
- G. inpatient unit services for District children and adolescents



#### H. employee assistance programs and contacts

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

#### Contracts with Mental Health Service Providers

The District may contract for mental health services with a community-based mental health service provider for mental health screening for the identification of mental health concerns. Any such agreement shall provide that students who may be at risk for mental health disorders and are referred to such a provider shall be assessed within fifteen (15) days of referral. Mental health services must be initiated within fifteen (15) days after identification and assessment, and support by community-based mental health service providers for students who are referred for community-based mental health services must be initiated within thirty (30) days after the school or District makes a referral.

Parents of a student receiving services under such a contract shall be provided information about other behavioral health services available through the student's school or local community-based behavioral health services providers by providing information about and Internet addresses for web-based directories or guides for local behavioral health services.

Individuals living in a household with a student receiving services under such a contract shall be provided information about behavioral health services available through other delivery systems or payors for which such individuals may qualify, if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.

#### **Water Safety and Swimming Certification**

Beginning with the 2022-2023 school year, each school shall provide information on the important role water safety education courses and swimming lessons play in saving lives to a parent who initially enrolls their child in the school, or the student if the student is eighteen (18) years of age or older. The information will be provided electronically or in hard copy and must include local options for age-appropriate water safety courses and swimming lessons that result in a certificate indicating successful completion, including courses and lessons offered for free or at a reduced price.

Revised 12/14/21

Revised 6/14/22

© Neola 2022

F.S. 39.201

F.S. 381.00319

F.S. 381.0056

F.S. 349.495(7)

F.S. 394.463

**F.S. 1001.42**

F.S. 1002.20

F.S. 1002.22

F.S. 1003.22

F.S. 1003.225

F.S. 1011.62

F.S. 1003.453

~~F.A.C. 64D-3.011~~

F.A.C. 64F-6.002

© Neola 2022

Legal

[F.S. 39.201](#)

[F.S. 381.0056](#)

[F.S. 394.463](#)

[F.S. 349.495\(7\)](#)

[F.S. 1002.22](#)

[F.S. 1003.22](#)

[F.S. 1003.25](#)

[F.S. 1003.453](#)

[F.S. 1011.62](#)

[F.A.C. 64D-3.011](#)

[F.A.C. 64F-6.002](#)

Last Modified by Jacquelin Collins on August 22, 2022

Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	COMPREHENSIVE HEALTH EDUCATION
Code	po2417 9/8/22 jc
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

## 2417 - **COMPREHENSIVE HEALTH EDUCATION**

Pursuant to State law, the Governing Board shall provide an evidence-based, medically-accurate comprehensive health education curriculum that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy for one's life, health, and development; mental and emotional health; injury prevention and safety; nutrition; personal health; prevention and control of disease; substance use and abuse; and teen dating violence and abuse.

The Board requires that this curriculum also include an evidence-based, medically-accurate, age and developmentally appropriate, and comprehensive reproductive and sexual health education curriculum. This curriculum shall include information about:

A. abstinence as the only cert

### 2417 - **COMPREHENSIVE HEALTH EDUCATION**

Pursuant to State law, the School Board shall provide an evidence-based, medically-accurate comprehensive instruction on:health education curriculum

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

1. ~~an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy for one's life, health, and development; mental and emotional health;~~ injury prevention and safety;
2. internet safety;
3. nutrition;
4. personal health;
5. prevention and control of disease;
6. substance use and abuse; and
7. prevention of child sexual abuse, exploitation, and human trafficking~~teen dating violence and abuse.~~

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

1. self-awareness and self-management;
2. responsible decision-making;
3. resiliency;



4. relationship skills and conflict resolution;
  5. understanding and respecting other viewpoints and backgrounds;
  6. for students in grades 9 through 12, developing leadership skills, interpersonal skills, organizational skills, and research skills; creating a resume, including a digital resume; exploring career pathways; using State career planning resources; developing and practicing the skills necessary for employment interviews; workplace ethics and workplace law; managing stress and expectations; and self-motivation.
- D. for students in grades 7 through 12, teen dating violence and abuse. This component will include, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.
  - E. for students in grades 6 through 12, an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy.
  - F. teach abstinence from sexual activity outside of marriage as the expected standard for all school-age students while teaching the benefits of monogamous heterosexual marriage;
  - G. emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, including acquired immune deficiency syndrome, and other associated health problems;
  - H. teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others; and,
  - I. provide instruction and material that is appropriate for the grade and age of the student.
  - J.

~~he Board requires that this curriculum also include an evidence-based, medically-accurate, age and developmentally appropriate, and comprehensive reproductive and sexual health education curriculum. This curriculum shall include information about:~~

- A. ~~abstinence as the only certain way to avoid pregnancy or sexually transmitted infections, including HIV/AIDS (only for students in grades 6 through 12);~~
- B. ~~the consequences of teenage pregnancy (only for students in grades 6 through 12);~~
- C. ~~the health benefits and side effects of contraception and condoms;~~
- D. ~~responsible decision-making, communication, and relationship skills;~~
- E. ~~the importance of family-child communication; and,~~
- F. ~~prevention of child sexual abuse, exploitation, and human trafficking.~~

This ~~instruction~~ curriculum shall be taught beginning in the 7th grade and continue throughout high school and shall enable students to master the standards set forth in the ~~Next-Generation Sunshine~~ State academic standards Standards.

The health education ~~instruction curriculum~~ will include basic training in first aid, including at least one (1) hour of cardiopulmonary resuscitation (CPR) instruction for students in grades 9 and 11. The CPR training will be based on a nationally recognized program that uses current evidence-based emergency cardiovascular care guidelines. The instruction will allow students to practice the psychomotor skills associated with performing CPR. Students will be provided instruction in the use of automated external defibrillator when available.

~~The Health education~~ Health education curriculum materials shall, at all times, reflect current theory, knowledge, and practice, and shall be evidence-based and proven effective. The curriculum materials shall be available for review at each school site.

### Parent Opt-Out

Any student who parent makes a written request to the school principal shall be permitted to opt-out from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption and shall be given alternative assignments during this time.

~~The Board shall annually approve all instructional materials used to teach reproductive health or any disease, including HIV/AIDS, in an open, noticed public meeting.~~

~~Personnel providing instruction in human sexuality shall receive training based on Authority approved standards, prior to presenting such instruction.~~

**] Instruction in CPR/AED**

~~f~~ The Board further requires that the comprehensive health education curriculum include cardiopulmonary resuscitation (CPR) instruction, which includes psychomotor and automated external defibrillator (AED) skills, to all students.

The Board requires that the curriculum content on which this instruction is based be developed by the American Heart Association, American Red Cross or a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines for CPR. This curriculum content shall include at least the following:

- A. Classroom instruction about the appropriate use of an automated external defibrillator (AED), which may be taught digitally (e.g., video, webinar, et cetera) and about the proper use of CPR.
- B. Hands-on practice of the psychomotor skills of CPR to enhance the students’ understanding of the cognitive knowledge presented.

This curriculum shall be taught beginning in grades 6 and 8 and continue throughout high school and successful completion of the high school comprehensive health curriculum, which includes CPR instruction, is required for graduation. Although all students will be afforded the opportunity to earn CPR/AED certification, earning such certification shall not be required to demonstrate successful completion of the program of instruction at either the middle or high school levels.

**[END OF OPTION]**

F.S. 1003.42  
~~F.S. 1003.43~~  
F.S. 1003.453  
F.S. 1003.46

Revised 12/14/21

© **Neola 2021**

Legal	F.S. 1003.42
	F.S. 1003.43
	F.S. 1003.46

Last Modified by Jacquelin Collins on September 8, 2022



Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213 jc 9/8/22
Status	
Adopted	April 12, 2016
Last Revised	May 14, 2019

### 3213 - STUDENT SUPERVISION AND WELFARE

Each instructional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities that include but are not limited to, the following:

- A. An instructional staff member shall report immediately to a building administrator any accident or safety hazard, ~~s/he~~ they detect~~s~~.
- B. An instructional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious Activity and Potential Threats to Schools*.
- C. An instructional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- D. An instructional staff member shall not send students on any non-school related errands.
- E. An instructional staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.
- F. An instructional staff member shall advise and consult with the principal if there is a change in a student's services or monitoring related to a student's mental, emotional or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The staff member shall assist the principal in notifying the parent of any such change.
- G. An instructional staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being
- H. An instructional staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- I. An instructional staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An instructional staff member who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.
- J. An instructional staff member shall not transport students in a private vehicle without the approval of the principal.
- K. A student shall not be required to perform work or services that may be detrimental to ~~his/her~~ their health.
- L. Staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, ~~MySpace~~, Instagram, etc.
- M. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Governing Board Policy 8462, each instructional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Revised 5/14/19

© **Neo**  
F.S. 119.011  
F.S. 847.012  
**F.S. 1001.42**  
F.S. 1001.51  
F.S. 1002.22  
F.S. 1003.32  
F.S. 1006.07  
20 U.S.C. 1232  
34 C.F.R. Part 99  
**la 2018**

Legal	F.S. 119.011
	F.S. 847.012
	F.S. 1001.51
	F.S. 1002.22
	F.S. 1003.32
	F.S. 1006.07
	20 U.S.C. 1232
	34 C.F.R. Part 99

Last Modified by Jacquelin Collins on September 8, 2022

Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	PERSONNEL FILE
Code	po3590 jc 9/8/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

### 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.

**Notwithstanding F.S. 1012.31(3)(a)1, 1012.796(4), and this policy, within twenty-four (24) hours after a law enforcement agency provides the Superintendent with written notification pursuant to F.S. 1012.797 that a District employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.**

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~~ the employee's 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.

[x ] ~~The Superintendent~~ The City's Human Resource Department shall develop guidelines as to what should be included in a personnel file. The contents of the personnel files should be consistent from file to file. The District should periodically conduct audits of personnel files to determine whether the contents are consistent with the guidelines. **[END OF OPTION]**

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

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

The related procedures manual is entitled Personnel File Procedures.

Revised 10/8/19

Revised 12/14/21

© **Neo**

F.S. 119.011

F.S. 119.07

F.S. 119.071

F.S. 1012.31

**F.S. 1012.797**

© **Neola 2022**

**la 2021**

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

Last Modified by Jacquelin Collins on September 8, 2022

Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213 jc 9/8/22
Status	
Adopted	April 12, 2016
Last Revised	May 14, 2019

#### 4213 - STUDENT SUPERVISION AND WELFARE

Each support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities that include but are not limited to, the following:

- A. A support staff member shall report immediately to a building administrator any accident or safety hazards ~~/he~~ they detects.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious Activity and Potential Threats to Schools*.
- C. A support staff member shall not send students on any non-school related errands.
- D. A support staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.
- E. A support staff member shall advise and consult with the principal if there is a change in a student's services or monitoring related to a student's mental, emotional or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The support staff member may assist the principal in notifying the parent of any such change.
- F. A support staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.
- G. A support staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- H. A support staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. A support staff member who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.
- I. A support staff member shall not transport students in a private vehicle without the approval of a building administrator.
- J. A student shall not be required to perform work or services that may be detrimental to ~~his/her~~ their health.
- K. Staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, ~~MySpace~~, Instagram, etc.
- L. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.



Pursuant to the laws of the State and Governing Board Policy 8462, each support staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 5/14/19

© Neola 2  
[F.S. 119.011](#)  
[F.S. 847.012](#)  
[F.S. 1001.42](#)  
[F.S. 1001.51](#)  
[F.S. 1002.22](#)  
[F.S. 1003.32](#)  
[F.S. 1006.07](#)  
[20 U.S.C. 1232](#)  
[34 C.F.R. Part 99](#)

© Neola 2022  
018

Legal	F.S. 119.011
	F.S. 847.012
	F.S. 1001.51
	F.S. 1002.22
	F.S. 1003.32
	F.S. 1006.07
	20 U.S.C. 1232
	34 C.F.R. Part 99

Last Modified by Jacquelin Collins on September 8, 2022

Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	PERSONNEL FILE
Code	po4590 jc 9/28/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

#### 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.

**Notwithstanding F.S. 1012.31(3)(a)1, 1012.796(4), and this policy, within twenty-four (24) hours after a law enforcement agency provides the Superintendent with written notification pursuant to F.S. 1012.797 that a District employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.**

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 the employee's** address of record; or

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

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~~ the employee's file upon request.

The related procedures manual is entitled Personnel File Procedures.

Revised 10/8/19

Revised 12/14/21

© **Neola 2**

F.S. 119.011

F.S. 119.07

F.S. 119.071

F.S. 1012.31

**F.S. 1012.797**

**021**

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

Last Modified by Jacquelin Collins on September 8, 2022



Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	STUDENT CONDUCT
Code	po5500 jc 9/8/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

## 5500 - **STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Authority.

The Governing Board has zero tolerance for conduct that poses a threat to school safety. Zero tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and shall be referred to mental health services identified by the Authority and to the criminal justice or juvenile justice system.

As per the Code of Conduct of the School District of Lee County, the District's Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that the District Board modify the requirement by assigning a student to a disciplinary program or second chance school. The District's~~District's~~ Superintendent's request for modification must be in writing and may only be presented to the Board for consideration if the student and/or the student's parent(s) agree in writing to accept the Superintendent's recommendation. The Board may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for the discipline of such students.

The Authority shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

Those acts that pose a threat to school safety include, but are not limited to,:

- A. possession of firearms or other weapons
- B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so
- C. arson
- D. felony assault
- E. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Petty acts of misconduct that are not a threat to school safety do not require consultation with law enforcement.



The following are typically considered petty acts of misconduct, although each act must be examined on a case-by-case basis to determine whether or not the act constitutes a threat to school safety requiring consultation with law enforcement:

- A. disorderly conduct
- B. disrupting a school function
- C. simple assault or battery
- D. verbal abuse or use of profanity
- E. cheating
- F. theft of less than \$300, trespassing, and vandalism of less than \$1,000
- G. possession or use of tobacco

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the Authority, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate.

The minimum period of this expulsion or placement in an alternative school setting shall be one (1) year and the student shall be referred to the criminal justice or juvenile justice system.

Further, upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The Code of Student Conduct that is adopted annually By the School District of Lee County Board shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

The Code shall also include the following:

- A. criteria for recommending to law enforcement that a student who commits a criminal offense be allowed to participate in a civil citation or similar prearrest diversion program as an alternative to expulsion or arrest;

All civil citation or similar prearrest diversion programs must comply with F.S. 985.12.

- B. criteria for assigning a student who commits a petty act of misconduct to a school-based intervention program. If a student's assignment is based on a noncriminal offense, the student's participation in a school-based intervention program may not be entered into the Juvenile Justice Information System Prevention Web.

- C. Violations of Policy 5511 - Dress and Grooming are subject to the following disciplinary actions:

1. For a first offense, a student shall be given a verbal warning and the Principal shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extra-curricular activity for a period of time not to exceed five (5) days and the Principal shall meet with the student's parent or guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to F.S. 1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extra-curricular activity for a period not to exceed thirty (30) days, and the Principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extra-curricular activities.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the Authority has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or *nolo contendere* to, a felony violation as set forth in F.S. 1006.13(6)(a), the District Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board Authority, but that is connected to activities or incidents that have occurred on

property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

The principal shall notify all school personnel as to their responsibilities regarding incident reporting, that acts which pose a threat to school safety and crimes are properly reported to the principal, and that the disposition of the incident is properly documented.

Student conduct shall be governed by the rules and provisions set forth in the Lee County Code of Student Conduct which is reviewed and adopted annually [by the District](#) in accordance with F.S. Chapter 120 and is incorporated in the policy by reference.

The Code of Student Conduct shall contain provisions for the assignment of violent or disruptive students to an alternative educational program and/or referral of such students to mental health services identified by the Authority.

Revised 8/14/18  
Revised 5/14/19  
Revised 12/8/20  
Revised 12/14/21

© Neola 2021

Legal                      [F.S. 1006.07](#)  
                                 [F.S. 1006.13](#)  
                                 [F.S. 1012.584](#)

Last Modified by Jacquelin Collins on September 8, 2022

Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	DRESS AND GROOMING
Code	po5511 jc 9/8/22
Status	
Adopted	April 12, 2016
Last Revised	June 14, 2022

## 5511 - DRESS AND GROOMING

The Governing Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a **reasonable uniform** dress code in order to promote a safe and healthy school setting and enhance the educational environment. The school uniform shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming procedures as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such procedures shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such procedures shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Authority at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the Authority as described.

The Superintendent shall develop administrative procedures to implement this policy which:

- A. (x ) designate the principal as the arbiter of student dress and grooming in ~~his/her~~ **their** building;
- B. ~~(-) invite the participation of (-) staff (-) parents (-) students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;~~
- C. ( x ) instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ( x ) ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

The Superintendent shall develop administrative procedures to implement this policy which designate the principal as the arbiter of student dress and grooming in his/her building.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

Revised 6/14/22

© **Neola 2022**

Legal

[F.S. 1001.43](#)

[F.S. 1006.07](#)

[F.S. 1011.78](#)

Last Modified by Jacquelin Collins on September 8, 2022



Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	STUDENT/PARENT RIGHTS
Code	po5780 jc 9/7/22
Status	
Adopted	April 12, 2016
Last Revised	June 14, 2022

## **5780 - STUDENT/PARENT RIGHTS**

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

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

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

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

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

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

### **Parental Access at School**

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

### **Educational Decisions**

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

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

### **Attendance**

#### **A. Termination of Enrollment**

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent

to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the Authority of its receipt of the student's declaration of intent to terminate school enrollment. (see also Policy 5130 - Withdrawal from School)

**B. Married or Pregnant**

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

**C. Compulsory Attendance**

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

**D. Absence for Religious Purposes**

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

**E. Dropout Prevention and Academic Intervention Programs**

The parent of a student has the right to receive written notice by certified mail prior to placement of the student in a dropout prevention and academic intervention program. The parent will be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement.

**F. Absence for Treatment of Autism Spectrum Disorder**

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

**Health Issues**

**A. Notice of Health Care Services**

**At the beginning of the school year, the Authority ~~District~~ will provide notice to parents of all health care services offered at their student's school and of the option to withhold consent to or decline any specific service. Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the Authority ~~District~~ will provide the questionnaire or form to the parent and obtain the permission of the parent.**

**A. chool-Entry Health Examinations**

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

**B. Immunizations**

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

**C. Biological Experiments**

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

**D. Reproductive Health and Disease Education**

A public school student whose parent makes written request to the school principal shall be exempted from the teaching of

reproductive health or any disease, including HIV/AIDS. (see also Policy 2417 - Comprehensive Health Education)

#### E. Contraceptive Services to Students

Students may not be referred to or offered contraceptive services at school facilities without the parent's consent.

#### F. Career Education Courses Involving Hazardous Substances

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

#### G. Substance Abuse Reports

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

#### H. Inhaler Use

Asthmatic students whose parent and physician provide their approval to the school Principal may carry a metered-dose inhaler on their person while in school. The school Principal shall be provided a copy of the parent's and physician's approval. (see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

#### I. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, if the school has been provided with written parental and physician authorization.

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

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

1. unless the trained school personnel's action is willful and wanton;
2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the Authority is not liable; and
3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

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

#### J. Diabetes Management

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

Diabetic students whose parent and physician provide their written authorization to the school Principal may carry diabetic supplies and equipment on their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule. The written authorization shall identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-delivery system used by the student, and treating hypoglycemia and hyperglycemia.

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

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

#### K. Use of Prescribed Pancreatic Enzyme Supplements

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

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

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

#### L. Involuntary Examinations of Students

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

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

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

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

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

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

(see also Policy 2410 - School Health Services)

#### M. Sun-protective Measures in School

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

#### N. Face Covering and Quarantine Mandates in Response to COVID-19

1. require a student to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose. However, a parent, at the parent's sole discretion, may allow his/her child to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose;

This prohibition does not apply to safety equipment required as part of a course of study consistent with occupational or laboratory safety requirements. See Policy 8450.01, *Protective Facial Coverings During Pandemic/Epidemic Events*.



2. prohibit a student from attending school or school-sponsored activities, prohibit a student being on school property, or subject a student to restrictions or disparate treatment, based on an exposure to COVID-19, so long as the student remains asymptomatic and has not received a positive test for COVID-19.

## Discipline

### A. Suspension

A student may be suspended only as provided by policy of the Authority. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail. A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension. (see also Policy 5610 - Removal, Out-of-School Suspension, and Expulsion of Students)

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of Education rules.

### B. Expulsion

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process. (see also Policy 5610 - Removal, Out-of-School Suspension, and Expulsion of Students)

## Safety

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

## Request to Transfer to In-Field Classroom Teacher

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred. **As part of the request, the parent must complete Form 5780-F3. A completed, signed Form 5780-F3 must be provided to \_\_\_\_\_.**

## Nondiscrimination

All education programs, activities, and opportunities offered by the Authority are available without discrimination on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), color, ethnicity, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes"). (see also Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability)

## Exceptional Students ~~with Disabilities~~

**Parents may enroll their eligible child in gifted or special education. (See also Policy 2460 - Exceptional Student Education)**

### A. Notice and Due Process

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process. (see also Policy 2460 - Exceptional Student Education)

### B. Graduation

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. (see also Policy 2623 - Student Assessment)

### C. Meetings with Authority Personnel

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with Authority personnel.

Authority personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend any meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents or eligible students on school grounds shall sign in at the front office of such school as a guest.

Parents, or eligible students, and Authority personnel shall sign Form 5780 F1 at the meeting's conclusion which states whether or not any Authority personnel have prohibited, discouraged, or attempted to discourage the parents, or eligible student from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

### **Blind Students**

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

### **Limited English Proficient Students**

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

### **Students with Reading Deficiencies**

Each elementary school shall regularly assess the reading ability of each K-3 student. The parent of any K-3 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading; shall be consulted in the development of a progress monitoring plan; and shall be informed that the student will be given intensive reading instruction until the deficiency is corrected.

### **Pledge of Allegiance**

A student will be excused from reciting the pledge of allegiance, or the Declaration of Independence upon written request by the student's parent, in accordance with State law. See also Policy 8800, Religious/Patriotic Ceremonies and Observances.

### **Student Records**

- A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of ~~his or her~~ their student who is a minor or a dependent adult pursuant to law, unless the school has received a certified copy of an enforceable court order that provides to the contrary. (see also Policy 8330 - Student Records)
- B. A student is not required to provide ~~his/her~~ their social security number as a condition for enrollment or graduation. (see also Policy 8330 - Student Records)
- C. The school will not collect, obtain or retain information on the political affiliation, voting history, religious affiliation or biometric information of a student, parent or siblings.

### **Student Report Cards**

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

### **Student Progress Reports**

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child, including ways they can help their child to succeed in school. (see also Policy 5420 - Reporting Student Progress)

### **Student Accountability and School Improvement Rating Reports**

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

### **High School Athletics**

**A. Eligibility**

A student is eligible in the school in which s/he first enrolls each school year, the school in which the student makes himself/herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

**B. Medical Evaluation**

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

**Extra-Curricular Activities**

**A. Eligibility**

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities. (see also Policy 2430 - Authority-Sponsored Clubs and Activities)

**B. Home Education Students**

Home education students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies, or may develop an agreement to participate at a private school.

**C. Charter School Students**

Charter school students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies, unless such activity is provided by the student's charter school.

**D. Florida Virtual School Full-Time Students**

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies.

**Instructional Materials**

**A. Core Courses**

Each student is entitled to sufficient instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

**B. Curricular Objectives**

The parent of each student has the right to receive effective communication from the School Principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

**C. Sale of Instructional Materials**

Upon request of the parent of a student, the Principal will sell to the parent any instructional materials used in the school.

**D. Dual Enrollment Students**

Instructional materials purchased by the Authority or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

E. Parents have the ability to access their child's instructional materials and may object to the use of a specific instructional material or contest the adoption of instructional material (See Policy 2520, Selection and Adoption of Instructional Materials).

**ACCEL Options**

Parents may request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) options, including whole-grade promotion, midyear promotion or subject-matter acceleration. If the parent selects one of these ACCEL options and the



student meets eligibility and procedural requirements in the student progression plan, the student will have the opportunity to participate in the ACCEL option.

## **Parental Input and Meetings**

### **A. Meetings with Authority Personnel**

Parents may be accompanied by another adult of their choice at a meeting with Authority personnel.

### **B. Authority Educational Facilities Program**

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the Authority's educational facilities work program, in accordance with State law.

### **C. Parent-Teacher Associations and Organizations**

Parents have the right to participate in parent-teacher associations and organizations that are sanctioned by the Board or by the Florida Department of Education.

## **Transportation**

### **A. Transportation to School**

Students are provided transportation to school in accordance with the provisions of State law. (see also Policy 8600 - Transportation)

### **B. Hazardous Walking Conditions**

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

### **C. Parental Consent**

Each parent of a public school student must be notified in writing and give written consent before the student may be transported in a privately owned motor vehicle to a school function in accordance with State law. (see also Policy 8660 - Transporting Students by Private Vehicles)

## **Orderly, Disciplined Classrooms**

Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. (see also Policy 5600 - Student Discipline)

## **Safe Schools**

Parents of CCCSA students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

- A. Weapons possession or use when there is intended harm toward another person;
- B. Murder, homicide, or manslaughter;
- C. Sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel;
- D. Natural emergencies, including hurricanes, tornadoes, and severe storms.
- E. Exposure as a result of a manmade emergency.

Parents of CCCSA students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9).

## **Parental Notification of Arrests of Employees**

**Notwithstanding F.S. 1012.31(3)(a)1 and 1012.796(4), within twenty-four (24) hours after a law enforcement agency provides the Superintendent with written notification pursuant to F.S. 1012.797 that an Authority ~~a-District~~ employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a**



**controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.**

Revised 8/14/18

Revised 3/9/21

Revised 9/14/21

Revised 6/14/22

© Neola 2022

Legal

F.S. 39.201

F.S. 381.0056

F.S. 394.463

F.S. 1000.05

F.S. 1002.20

F.S. 1002.22

F.S. 1002.385

F.S. 1002.39

F.S. 1002.395

F.S. 1002.41

F.S. 1002.43

F.S. 1003.01(13)

F.S. 1003.02

F.S. 1003.21

F.S. 1003.22

F.S. 1003.3101

F.S. 1003.32

F.S. 1003.42

F.S. 1003.44

F.S. 1003.4505

F.S. 1003.47

F.S. 1003.52

F.S. 1003.53

F.S. 1003.55

F.S. 1003.56

F.S. 1003.57

F.S. 1003.58

F.S. 1006.062(7)

F.S. 1006.07

F.S. 1006.09

F.S. 1006.13

F.S. 1006.15

F.S. 1006.20

F.S. 1006.21

F.S. 1006.22

F.S. 1006.23

F.S. 1006.28

F.S. 1006.40

F.S. 1007.271

F.S. 1008.22

F.S. 1008.25

F.S. 1008.386

F.S. 1012.42

Last Modified by Jacquelin Collins on September 8, 2022

Book	Policy Manual
Section	Special Update May 2022 REVISIONS
Title	MANDATORY REPORTING OF MISCONDUCT BY CERTIFICATED EMPLOYEES
Code	po8141 jc 9/8/22
Status	
Adopted	April 12, 2016
Last Revised	December 14, 2021

## **8141 - MANDATORY REPORTING OF MISCONDUCT BY CERTIFICATED EMPLOYEES**

The Governing Board recognizes its responsibilities to effectively address employee misconduct and, where determined appropriate, to provide a measured disciplinary response consistent with due process.

For purposes of this policy, the term "employee(s)" all employees of the System and school officers as defined in F.S. 1012.01.

### **Reporting Misconduct**

All Authority employees are required to report to the Superintendent alleged misconduct by Authority employees which affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student.

If the alleged misconduct to be reported is regarding the Superintendent, the Authority employee shall report the alleged misconduct to the Board attorney. Failure to report such alleged misconduct shall result in appropriate disciplinary action (F.S. 1012.796(d)). The report shall be made in accordance with Policy 9130 - Public Complaints.

The Superintendent shall investigate any allegation of misconduct by Authority employees which affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student, and shall report the alleged misconduct to the Department of Education as required in F.S. 1012.796, 1001.51(12, b), 1001.42(7, b), and must notify the Florida Department of Education of the result of the investigation and whether the misconduct warranted termination, regardless of whether the person resigned or was terminated before the conclusion of the investigation.

The Superintendent shall report to law enforcement agencies with jurisdiction any misconduct that would result in disqualification from educator certification or employment as set forth in F.S. 1012.315.

Staff alleged to have committed such misconduct shall be reassigned or put on administrative leave pending the outcome of a misconduct investigation.

### **Parental Notification of Alleged Misconduct**

Within thirty (30) days of the date on which the Authority learns of misconduct by instructional personnel, educational support personnel, and school administrators any employee of the District that affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, lewd conduct with a student, or any conduct that would result in disqualification from educator certification or employment as provided in F.S. 1012.315, the parent of a student who was subjected to or affected by such misconduct shall receive written notification informing the parent of the following:

- A. the alleged misconduct, including which allegations have been substantiated, if any;
- B. whether the Authority reported the misconduct to the FLDOE, if required by F.S. 1012.796;
- C. the sanctions imposed by the Authority against the employee, if any; and
- D. support the Authority will make available to the student subjected to or affected by the misconduct.

Parental notification shall be provided consistent with the provisions set forth in Policy 1590, Policy 3590, and Policy 4590, including the statutory requirement that school administrators, educational support personnel, and instructional staff members be provided

ten (10) days notice before the disclosure of derogatory material.

### **Parental Notification of Arrests of Employees**

**Notwithstanding F.S. 1012.31(3)(a)1 and 1012.796(4), within twenty-four (24) hours after a law enforcement agency provides the Superintendent with written notification pursuant to F.S. 1012.797 that a District employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.**

### **Filing a Complaint with the Department of Education**

If it is alleged that an instructional staff member, educational support personnel, or administrator has committed a violation as provided in F.S. 1012.795, and defined by rule of the State Board of Education, the Superintendent shall file with the Department of Education a legally sufficient complaint within thirty (30) days after the date on which the subject matter of the complaint came to the attention of the Superintendent, regardless of whether the subject of the complaint is still an employee of the Authority. A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S. 1012.795 and defined by rule of the State Board of Education. The Superintendent shall include all known information relating to the complaint with the filing of the complaint. This paragraph does not limit or restrict the power and duty of the Department of Education to investigate complaints, regardless of the Authority's untimely filing, or failure to file, complaints and follow-up reports (F.S. 1012.796[e]).

### **Report of Resignation or Termination**

If the Superintendent determines that a legally sufficient complaint of misconduct by an instructional staff member or an administrator who holds a certificate issued by the Florida Department of Education, or by any educational support personnel that affects the health, safety, or welfare of a student and the misconduct warrants termination, the staff member may resign or be terminated and the Superintendent must immediately report the misconduct to the Department of Education in the format prescribed by the Department even if the instructional staff member, educational support personnel or administrator resigns or is terminated before the conclusion of the Authority's investigation. The Department shall maintain each report of misconduct as a public record in the instructional personnel's certification files (F.S. 1012.796[d]).

### **Transmittal of False or Incorrect Report**

The Superintendent shall not knowingly sign and transmit to any State official a report that the Superintendent knows to be false or incorrect.

The superintendent may not knowingly sign and transmit to any State official a report that the superintendent knows to be false or incorrect or knowingly fail to complete the investigation of any allegation of misconduct, that affects the health, safety, or welfare of a student, that would be a violation of F.S. 800.101 or that would be a disqualifying offense under F.S. 1012.315, or any allegation of sexual misconduct with a student. The superintendent may not knowingly fail to report the alleged misconduct to the Florida Department of Education as required in F.S. 1012.796, or knowingly fail to report misconduct to the law enforcement agencies with jurisdiction over the conduct pursuant to Board policy under F.S. 1001.42.

Pursuant to F.S. 1001.42(7), a Board member may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel, educational support personnel, or school administrators which affects the health, safety, or welfare of a student which the Board member knows to be false or incorrect.

### **Requirement of Disclosure of Employee Misconduct**

The Board, Superintendent, or any other Authority employee, may not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel, educational support personnel, or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide instructional or educational support personnel, or administrators with employment references or discuss the personnel's performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct. Any part of an agreement or contract that has the purpose or effect of concealing misconduct by instructional or educational support personnel that affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced (F.S. 1001.42(6)).

### **Posting Requirements**

Pursuant to F.S. 1006.061(2), this policy shall be posted in a prominent place at each school site and on each school's internet website, so that the policy and procedures for reporting alleged misconduct by instructional or educational support personnel or



school administrators that affects the health, safety, or welfare of a student; the contact person to whom the report is made; and the penalties imposed on instructional or educational support personnel or school administrators who fail to report suspected or actual child abuse or alleged misconduct by other instructional or educational support personnel or school administrators is effectively communicated to all.

**Liability**

Employees who report misconduct which affects the health, safety, or welfare of a student may be entitled to certain statutory liability protections as set forth in F.S. 39.203 and 768.095.

Revised 8/14/18  
Revised 10/8/19  
Revised 2/9/21  
Revised 12/14/21

© Neola 2021

Legal	F.S. 1001.42(6)
	F.S. 1001.42(7)(b)
	F.S. 1001.51(12)(b)
	F.S. 1006.061(2)
	F.S. 1012.795
	F.S. 1012.796
	F.S. 1012.796(d)
	F.S. 1012.796(e)

Last Modified by Jacquelin Collins on September 8, 2022

<b>Item Number:</b>	<b>9.A.</b>
<b>Meeting Date:</b>	<b>11/18/2022</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Jacquelin Collins, Superintendent, Oasis Charter Schools

**SUMMARY:**

- 1.Report: COGNIA Recognitions and Conference, December 6th
- 2.Report: CSA Hurricane Ian Disaster Recovery Efforts/Timeline
- 3.Update: Oasis Elem North portable classrooms status, and discussion of the health and safety concerns of re-occupying the existing portables post-Hurricane Ian

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
□ COGNIA RECOGNITION NOV 2022	Backup Material

October 31, 2022

Jacquelin Collins  
Superintendent  
Oasis Charter Schools, City of Cape Coral

Dear Jacquelin,

The **Cognia Circle of Excellence Award** is a state-level award presented in each state to one education organization that has demonstrated outstanding leadership in innovation. The award seeks to identify those education professionals who:

- Demonstrates risk-taking to support best practices in education
- Represents the interests of all learners
- Demonstrates outside-of-the-box thinking
- Initiates potential in self and others
- Builds connections and maintains relationships
- Advocates for continuous improvement in education
- Serves as an ambassador to expand the best practice sphere of influence

I am pleased to inform you that the Florida Cognia Advisory Committee named Oasis Charter Schools, City of Cape Coral, the 2022 Circle of Excellence Award recipient.

You will be presented this award and recognized during our annual Cognia Impact Conference, Excellence in Education Award Ceremony, on Tuesday, December 6, 2022, at 9:45 AM. Please join us for the entire morning beginning at 8:30 AM and enjoy lunch with us at 11:15 AM. The festivities will be held in the main ballroom at The Westin Lake Mary, located at 2974 International Parkway, Lake Mary, Florida 32746.

I hope you will be able to join us for this recognition. Please let me know if you will attend and if a guest will accompany you. You can find more information about the conference at Cognia Florida Impact Conference [Agenda](#).

I look forward to greeting you personally on Tuesday, December 6, as we recognize your contributions to education in Florida.

Sincerely,

*Dianna Weinbaum*

Dianna Weinbaum  
Senior Director Cognia

## FOR IMMEDIATE MEDIA RELEASE

---



### **COGNIA Names Oasis Charter Schools a “*School System of Distinction*”**

City of Cape Coral Oasis Charter Schools  
3519 Oasis Boulevard  
Cape Coral, Florida 33914

#### **COGNIA AWARDS THE CITY OF CAPE CORAL OASIS CHARTER SCHOOLS: “*SCHOOL SYSTEM OF DISTINCTION - 2022*”**

*Oasis is the only K-12 charter school system in Cape Coral, and one of 20 Florida schools to make the coveted international list.*

**CAPE CORAL, FLORIDA  
OCTOBER 19, 2022**

COGNIA Global, the prestigious school accreditation and certification network recently announced The City of Cape Coral Oasis Charter Schools has received the coveted *School System of Distinction Award* for school year 2022. Oasis is one of 20 Florida schools to land on the competitive and envied international list.

After rigorous examinations, schools are awarded the honor because they consistently exemplify excellence in education, effectively implement high-quality instruction, and demonstrate a sustained commitment to learners. Jacquelin Collins is the municipal charter schools’ superintendent.

Oasis Charter Schools, the only K-12 charter school system in Cape Coral, Florida, is comprised of two elementaries, one middle school, and a high school with a 98% graduation rate. In addition, each school is consistently graded ‘A’ by the Florida Department of Education based on student performance.

This year marks the City of Cape Coral Oasis Charter Schools’ 17<sup>th</sup> year of operations.



**Item Number: 10.A.**

**Meeting**  
**Date:** 11/18/2022

**Item Type:** CITY MANAGER  
REPORT:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Mark Mason, Director of Finance, City of Cape Coral

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 11.A. <b>Meeting Date:</b> 11/18/2022 <b>Item Type:</b> CHAIRMAN REPORT:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Dr. Guido Minaya

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 12.A.**

**Meeting Date: 11/18/2022**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President or Jennifer Hoagland, Treasurer

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 13.A. <b>Meeting Date:</b> 11/18/2022 <b>Item Type:</b> STAFF COMMENT:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Oasis High School Student Athletics and Extracurricular Activities Update

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



**Item Number: 14.A.**

**Meeting Date: 11/18/2022**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

No Activity

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>15.A.</b>
<b>Meeting Date:</b>	<b>11/18/2022</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of Title II Expenditures FY23 in the amount of \$11,500.00 - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ title ii expenditures nov 2022	Backup Material

**Cape Coral Charter School Authority**

**Administration Division**

**TO:** Governing Board  
**FROM:** Jacquelin Collins  
**DATE:** 11/3/22  
**SUBJECT:** Approval of Title II Expenditures FY 23

---

The Oasis Charter School system uses The Marzano Focused School Leader Evaluation program for all instructional teaching staff and for all administrators. This evaluation program requires the purchase of digital licenses for each teacher and administrator so that evaluations can be performed electronically, as well as electronically stored and shared. The digital platform assists us in our ability to effectively evaluate all instructional staff by eliminating paper and providing the ability to upload the platform onto an iPad, laptop or phone while moving between classrooms. Yearly cost for iObservation digital platform is \$10,000.00

Additionally, training for the leadership team is a requirement so that all administrators understand the process in which they will be evaluated. Total cost for training is \$1,500.00.

Please approve the total Title II expenditure of \$11,500.00.

## FY23 Allocation Letter

### Charter Allocation

Greetings!

We are writing to inform you of your FY23 Title II allocation and approved Title II activities.

FY23 Title II Allocation	\$12,548
Approved Title II Activities	<p>Learning Sciences/Topics: Marzano Focused School Leader Evaluation Model Introduction/Location: Oasis Charter System/Participants: Superintendent, Principals, Assistant Principals (up to 35 people)/Format: Virtual/Date July 11 or July 18th 2022/Total Cost \$1,500.</p> <p>Learning Sciences International Licenses for 102 Teachers at Oasis Charter System to access Marzano teacher evaluation resources/Dates 7.01.22 - 6.30.23/Total Cost \$10,000.00</p>

Submit all invoices to Sylvia Davis within 30 days of the activity for reimbursement. Please keep in mind the following FLDOE guidelines attached for use of Title II funds.

Please see the table below for important 22/23 timelines.

Activity	Action	Timeline
Contracts included as part of your approved FY23 Title II plan	Submit all quotes, invoices, and receipts to Sylvia Davis	Within 30 days of completed activity; no later than June 1, 2023
Registration for travel/conferences included as part of your FY23 Title II plan	Submit all quotes, invoices, and receipts to Sylvia Davis	Within 30 days of completed activity; no later than June 1, 2023
Supplies and registration for professional development included as part of your FY23 Title II plan	Submit all quotes, invoices, and receipts to Sylvia Davis	Within 30 days of completed activity; no later than June 1, 2023



New contract for professional development activity	Submit request here: <a href="https://forms.gle/mqgh34KQYgekMWfF6">https://forms.gle/mqgh34KQYgekMWfF6</a>	At least 90 business days prior to activity; no later than April 1, 2023
New request for out of county travel		
New request for supplies, registration, stipends, guest teacher coverage, etc.		

As always, please reach out to [Sylvia Davis](#) or [Helen Martin](#) with any questions. Thank you!

### **1. Contracted Services**

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

*If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day a detailed cost analysis must be submitted to Vice-Chancellor, Melissa Ramsey at [Melissa.Ramsey@fldoe.org](mailto:Melissa.Ramsey@fldoe.org) and the Assistant Deputy Commissioner, Miki Presley at [Mari.Presley@fldoe.org](mailto:Mari.Presley@fldoe.org) for review.*

### **2. Field Trips**

Educational field trips may be allowable if the field trips are planned instructional activities that engage students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must be reasonable in cost and necessary to accomplish the objectives of the grant program. The request must include the destination, entrance fee if applicable, number of attendees per grade level and transportation costs. Academic lesson plans are required and shall include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned. For monitoring purposes, the local educational agency (LEA) must maintain documentation that provides evidence of student learning connected to the objectives of the grant program.

### **3. Recruitment, Retention and Reward Incentives**

Recruitment, retention and reward incentives must be based on a three-year aggregate state value-added model (VAM) score. If state VAM is not available, another student growth model may be proposed. The student growth model must be fair and reliable. The LEA must submit the model demonstrating the classification and distribution of non-state VAM teacher scores for approval. Incentives can be part of a structured pay system or a Memorandum of Understanding (MOU); however, the above criteria shall apply. Incentives for attendance and non-instructional personnel are not allowable. Recruitment incentives for teachers with less than one year of experience or for hard to staff positions will be considered on a case by case basis.

### **4. Out-of-State Travel**

Out-of-state travel may be allowable if the services requested are reasonable, necessary and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification must be provided to the program office for preapproval. The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.

Item Number:	17.A.
Meeting Date:	11/18/2022
Item Type:	TIME AND DATE OF NEXT MEETING

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

The Next Regular Governing Board Meeting will be held on Tuesday, December 13, 2022 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**