

Policies for Adoption December 14, 2021

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Book	Policy Manual
Section	V22 N1 REVISED
Title	DEFINITIONS
Code	po0100 10/1/21 fsj 10/13/21 jc
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

0100 - DEFINITIONS

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Procedures

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Anti-Semitism

A certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities. Anti-Semitism is treated identically to discrimination motivated by race. Examples of acts considered anti-Semitism are set forth in F.S. 1000.05.

Apps and Web Services

Apps and web services are software (i.e., computer programs) that support the interaction of wireless communication devices over a network, or client-server applications in which the user interface runs in a web browser. Apps and web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and web services also are used to facilitate communication to, from, and among and between staff, students, and parents, Board members, and/or other stakeholders and members of the community.

Authority

The City of Cape Coral Charter School Authority. When referring to the Authority, the "Authority" will be capitalized.

Board

The Governing Board of the City of Cape Coral Charter School Authority.

Bylaw

Policy of the Board for its own governance.

Chair

The presiding officer of the Board. (See Bylaw 0163)

Compulsory School Age

All children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but who have not attained the age of sixteen (16) years, except as otherwise provided in Florida statute, are required to attend school regularly during the entire school term. F.S. 1003.21

Due Process

The safeguards to which a person is entitled in order to protect his/her rights.

Full Board

Authorized number of voting members entitled to govern the Authority.

Instructional Materials

Means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may consist of hardbacked or softbacked textbooks, electronic content, handouts, workbooks and worksheets, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software.

Major Tangible Personal School Property

Means any tangible personal property, of a nonconsumable nature, owned by the Board that has a capitalized value equal to or greater than the value defined in Florida statute and a normal life expectancy of one (1) year or more. (F.S. 274)

May

Is used when an action by the Board or its designee is permitted but not required.

Minor Tangible Personal School Property

Those items that are tangible, of a nonconsumable nature, with a life expectancy of one (1) year or more and with a value less than that amount defined in Florida statute. (F.S. 274)

Noninstructional Administrators

Included in this classification are persons with administrative or policymaking duties who have broad authority to the management of policies and general Authority operations related to the noninstructional program. Such personnel often report directly to the Superintendent and supervise other administrative employees. This classification includes directors of major noninstructional areas, such as personnel, construction, facilities, transportation, data processing, and finance. (F.S. 1012.01(3)(b))

Parent

Either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S. 1000.21). Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement by the Board that defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Principal

The principal shall be the administrative and supervisory head of the school to which assigned by the Superintendent and shall be responsible for the enforcement of all Board regulations and Florida State statutes that pertain to the office. In policy, "Principal" or "principal" implies the authority to delegate responsibilities to appropriate staff members unless prohibited by law or Board policy. F.S. 1001.41, 1012.28

Property

All buildings, grounds, and other real or personal school property belonging to, held by, or used by the Board shall be termed to be school property.

Real Property

That portion which is used as a site or school plant for purposes of carrying out the school program. This includes any equipment that is permanently attached to or is an integral part of the building or site.

Rule

A statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of the Authority. As used in this document, the term "rule" and "policy" shall have the same definition.

School Property Custodian

The custodian of school property is the person to whom responsibility for the custody of property under his/her control has been delegated by the Superintendent or the Board. This is not to be confused with the building custodian who is responsible for cleaning and maintaining the building and grounds.

Shall

This word is used when an action by the Board or its designee is required. (The words "will" or "must" also signify a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consist of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the Authority.

Superintendent

As a Constitutional Officer under the Florida Constitution, the Superintendent is the chief executive officer of the Authority. In policy, "Superintendent" or "superintendent" implies the authority to delegate responsibilities to appropriate staff members unless prohibited by law.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, on-line service, electronic medium, or other means of conveying information.

Vice-Chair

The Vice-Chair of the Board.

Wireless Communication Devices

Wireless communication devices ("WCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Workshop

A meeting called by the Board Chair, Superintendent, or a majority of the Board for the purpose of exploring matters that constitute the business of the Authority.

Code of Federal Regulations are noted as C.F.R. **E.** Citations to the United States Code are noted as U.S.C.

Revised 8/14/18

Revised 2/9/21

Revised 3/9/21

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Legal

F.S. 274

F.S. 1000.05

F.S. 1001.41

F.S. 1003.21

F.S. 1012.01(3)(b)

F.S. 1012.28

Last Modified by Jacquelin Collins on October 13, 2021

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED BYLAW - VOL. 22, NO. 1 - LEGISLATIVE/POLICYMAKING
Code	po0131 jc 10/21/21
Status	
Adopted	April 12, 2016

REVISED BYLAW - VOL. 22, NO. 1

0131 - LEGISLATIVE/POLICYMAKING

The School Board is the policymaking body for the School District. After considering recommendations submitted by the Superintendent, the Board shall adopt bylaws and policies for the organization and operation of the Board and efficient operation and general improvement of the School District.

The term "rule" for purpose of this policy is defined in F.S. 120.52; it does not include "curricula by an educational unit". As used in this bylaw, the term "rule" and "policy" shall have the same definition. The development or prescription of curriculum by the Board is removed from the procedural requirements for policymaking.

F.S. 1001.41

The Board may determine policy matters governed by permissive law, but not on matters governed by mandatory law. No policy can be in conflict with the operative law of the State or with State Board of Education rules. Any provision of a collective bargaining agreement which is ratified by the Board and affects collective bargaining members shall prevail over any Board policy conflicting with the agreement during the term of the agreement.

Board adoption of policies or revisions to policies shall be pursuant to Florida statutes.

F.S. 120.536(1), 120.54

Policy Development

The Superintendent shall publish notice of the development of a proposed policy before providing notice of a proposed policy as required below. The notice of policy development shall indicate the subject area to be addressed by policy development; provide a short, plain explanation of the purpose and effect of the policy development; cite specific legal authority for the proposed policy; and state how a person may obtain or access, without cost, a copy of any preliminary draft, if available.

The Board may hold workshops for the purpose of policy development after publication of the notice of policy development. Any affected person may request in writing that the Board hold a workshop for policy development, and the Board will then hold such workshop unless it explains in writing why a workshop is unnecessary.

F.S. 120.54(2)

Adopting Policies

The Superintendent shall present any proposal relating to a policy amendment, the repeal of any policy, or the adoption of a new policy in writing to the Board including a written explanation of the proposal in accordance with Florida law.

A. Notice of Proposed Policy: After the Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a policy, the Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida law. The notice shall include a brief and concise explanation of the proposed policy's purpose and effect, the estimate of economic impact to all individuals affected by the proposed new policy or revision of an existing policy, the legal authority for the Board's action, the location where the text of the proposed revision to current policy or new policy may be obtained or accessed, and the procedure for requesting a public hearing on the proposed policy.

B. Hearings: Any person who is affected by a proposed policy, policy revision, or the repeal of a policy, may within twenty-one (21) days following notice of the proposal to adopt or repeal such policy, file a written request with the Board for a hearing on

the proposed action.

The Board may also, on its own initiative, schedule a public hearing for any proposed policy adoption, revision, or repeal.

- C. **Rulemaking Record:** Any material pertinent to the issues under consideration submitted to the Board within twenty-one (21) days after the date of publication of the notice under paragraph B above or submitted to the Board between the date of publication of the notice and the end of the final public hearing shall be considered by the Board and made a part of the record of the rulemaking proceeding.
- D. **Board Action:** The Board's final vote to adopt, amend, or repeal a policy will occur no sooner than twenty-eight (28) days following publication of the published notice in paragraph A above.
- E. The Superintendent shall file immediately in his/her office a copy of any new policy, policy revision, or repealed policy adopted by the Board; policy handbooks and the Board's website shall be updated accordingly.
- F. All policies shall become effective upon adoption by the Board unless another time certain date is specified therein.

F.S. 120.54

Notices

All notices pertaining to policymaking shall be published:

- A. in a newspaper of general circulation in the District;

Internet publication for School District notices under F.S. 50.0211(1)(b) may be made on the website of any newspaper in the county to which the legal notice pertains.

- B. by mail to persons who have requested advance notice and to organizations representing persons affected by the policy; and

- C. by posting on the District's website and in appropriate places.

Incorporation by Reference

A policy may incorporate material by reference, but only as the material exists on the date the policy is adopted. For purposes of the policy, changes in material are not effective unless the policy is amended to incorporate the changes. Material incorporated by reference in a policy may not incorporate additional material by reference unless the policy specifically identifies the additional material. The reference in the policy to the material being incorporated must include a date or other designation so that the reader will know exactly what version of the material has been adopted and made part of the rule.

F.S. 120.54(1, i, 1)

A District policy that incorporates by specific reference another policy of the District automatically incorporates subsequent amendments to the referenced policy unless a contrary intent is clearly indicated in the referencing policy. Any notice of amendments to a policy that has been incorporated by specific reference in other policies of the District must explain the effect of the amendments on the referencing policies.

F.S. 120.54(1, i, 2)

Material may not be incorporated into Board policies by reference unless:

- A. the material can be made available for free public access through electronic hyperlink from the Board's website listing the policy and making the reference; or,
- B. the District has determined that posting of the material on the internet for purposes of public examination and inspection would constitute a violation of Federal copyright law, in which case a statement to that effect, along with the addresses and locations of the District office at which the material is available for public inspection, is included in the notice required.

F.S. 120.54(1, i, 3, 17)

Challenge to Existing Policy

Any person substantially affected by an existing Board policy may petition the Division of Administrative Hearings, Florida Department of Administration, to conduct a hearing on the validity of a policy pursuant to Florida statutes. Any hearing examiner's decision which is adverse to the Board or to the person substantially affected may be judicially reviewed.

F.S. 120.56(1)

Challenge to Proposed Policy

Any person who is substantially affected by a proposed policy, policy revision, or the repeal of a policy may, within twenty-one (21) days following notice of intent to adopt or repeal such policy, file a written request with the Board seeking an administrative determination as to the validity of the proposed action.

F.S. 120.56(2)

Emergency Policies

The Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the Board, at any meeting in which a quorum is present, may adopt emergency policies, without complying with the waiting period as provided above. The Superintendent shall properly record the effective date for any such emergency policy. Any emergency policy shall not be valid in excess of ninety (90) days from the adoption or effective date.

Public Input and Access to Policies

Any Board employee, citizen, or agency may submit a policy proposal to the Superintendent's office.

A copy of the compiled policies shall be available for inspection in the Superintendent's office. The Board policies shall also be accessible on the District's website.

F.S. 120

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Legal	F.S. 120
	F.S. 120.536(1)
	F.S. 120.54
	F.S. 120.54(1, i, 1)
	F.S. 120.54(1, i, 2)
	F.S.120.54(1, i, 3, 17)
	F.S. 120.54(2)
	F.S. 120.56(2)
	F.S. 1001.41

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Book	Policy Manual
Section	V22 N1 REVISED
Title	PARLIAMENTARY AUTHORITY
Code	po0161 10/1/21 fsj 10/13/21 jc
Status	
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0161 - PARLIAMENTARY AUTHORITY

~~The Governing Board shall adhere to the parliamentary authority as determined by their legal counsel.~~

The parliamentary authority governing the Board shall be the most recent edition of Robert's Rules of Order, Newly Revised, except as otherwise provided by special Board rules and regulations and/or statutes.

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Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED BYLAW - VOL. 22, NO. 1 - AGENDAS
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Status	
Adopted	April 12, 2016
Last Revised	June 8, 2021

REVISED BYLAW - VOL. 22, NO. 1

0165.1 - AGENDAS

The Superintendent shall establish the agenda for School Board meetings in consultation with the Board Chairman. Individual members of the Board may place items for discussion on an agenda by advising the Superintendent of their desire to do so. A motion to rescind or to amend action previously taken shall be timely placed on the agenda since either motion may be considered a "proposition". The Superintendent shall establish reasonable procedures and deadlines for the receipt of requests to place items of business on the agenda and requests to make a presentation in the public discussion period.

The agenda for Board meetings, hearings, and workshops shall be prepared in time to ensure that a copy of the agenda may be received at least seven (7) days before the event by any person in the State who requests a copy and who pays the reasonable cost of the copy. The agenda shall contain the items to be considered in order of presentation.

After the agenda has been made available, changes to the agenda shall be only for good cause, as determined by the person designated to preside, and stated in the record. Notification of such change shall be at the earliest practicable time.

- A. The agenda, along with any meeting materials available in electronic form, excluding confidential or exempt information, shall be published on the Board's website ~~at least seven (7) days before the event~~, and shall include any recommendations of the Superintendent.
- B. The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than seven (7) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member.
- C. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

D. Consent Agenda

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

A member of the Board may request any item be removed from the consent agenda and defer it for individual discussion, public comment (if otherwise permitted), and action. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion, public comment (if otherwise permitted), and action. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

- E. The agenda for special meetings called by the Superintendent, or by the Superintendent on request of the Board Chairman, or on the request of a majority of the Board members, shall be prepared upon the calling of the meeting but not less than forty-eight (48) hours prior to such a meeting. The agenda for special meetings, along with any meeting materials available in electronic form, excluding confidential or exempt information, shall be published on the Board's website at least twenty-four (24) hours before the special meeting, and shall include any recommendations of the Superintendent. The order of business at special meetings of the Board shall be established by the Board.

F. The agenda for emergency meetings, along with any meeting materials available in electronic form, excluding confidential or exempt information, may be published on the Board's website if possible under the circumstances and necessary to protect the public interest.

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Legal

F.S. 120.525

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Book	Policy Manual
Section	V22 N1 REVISED
Title	EMPLOYMENT OF ADMINISTRATORS
Code	po1120 10/1/21 fsj 10/13/21 jc
Status	
Adopted	April 12, 2016
Last Revised	March 9, 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), 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

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Legal	42U.S.C. 9858f
	F.S. 1001.10
	null
	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

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Book	Policy Manual
Section	V22 N1 REVISED
Title	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
Code	po1121.01 10/1/21 fsj 10/13/21 jc
Status	
Adopted	April 12, 2016
Last Revised	August 14, 2018

1121.01 - CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS

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

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

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

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

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

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide services as an 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)).

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

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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

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Book	Policy Manual
Section	V22 N1 REVISED
Title	TOBACCO-FREE ENVIRONMENT
Code	po1215 10/1/21 fsj 10/13/21 jc
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

1215 - **SMOKING AND TOBACCO-FREE ENVIRONMENT**

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

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

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

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

Definitions

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

General Statement of Policy

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

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

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

Exceptions

It is not a violation of this policy:

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

Opportunities for Cessation Programs

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

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

Enforcement

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

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

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

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

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

Dissemination of Policy

Notice of this policy will be provided through:

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

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

Program Evaluation

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

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

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

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

Notification

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

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

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

~~Revised 3/9/21~~

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

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

Book	Policy Manual
Section	V22 N1 REVISED
Title	PERSONNEL FILE
Code	po1590 10/1/21 fsj jc 10/21/21
Status	
Adopted	April 12, 2016
Last Revised	October 8, 2019

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

- A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or
- B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the Authority shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

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

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

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

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

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

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

The 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 file upon request.

The related procedures manual is entitled Personnel File Procedures.

Revised 10/8/19

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

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	Vol. 22, No. 1, Sept. 2021
Title	REVISED POLICY - VOL. 22, NO. 1 - PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM
Code	po2111 jc 10/21/21
Status	

REVISED POLICY - VOL. 22, NO. 1

2111 - PARENT AND FAMILY INVOLVEMENT IN THE SCHOOL PROGRAM

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

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

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

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

A. Relationships with Families

1. ☒ cultivating school environments that are welcoming, supportive, and student-centered;
2. ☐ providing professional development for school staff that helps build partnerships between families and schools; ^{2,3}
3. ☐ providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{2,3}
4. ☒ providing coordination, technical support, and other support to assist schools in planning and implementing family involvement activities. ³

B. Effective Communication

1. ☒ providing information to families to support the proper health, safety, and well-being of their children;
2. ☒ providing information to families about school policies, procedures, programs, and activities; ^{2,3}
3. ☒ promoting regular and open communication between school personnel and students' family members;
4. ☐ communicating with families in a format and language that is understandable, to the extent practicable; ^{2,3}
5. ☒ providing information that will enable families to encourage and support their child(ren)'s academic progress, especially in the area of reading; ¹
6. ☒ providing information that will enable families to encourage and support their child(ren)'s citizenship, especially social skills and respect for others; ¹

7. (☒) providing information that will enable families to encourage and support their child(ren)'s realization of high expectations and setting life-long learning goals; ¹
8. (☒) providing information and involving families in monitoring student progress; ³
9. (☒) providing families with timely and meaningful information regarding Florida's academic standards, State and local assessments, and pertinent legal provisions; ^{2,3}
10. (☒) preparing families to be involved in meaningful discussions and meetings with school staff. ^{2,3}

C. Volunteer Opportunities

1. (☒) providing volunteer opportunities for families to support their children's school activities; ^{1,3}
2. () supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. ³

D. Learning at Home

1. (☒) offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2,3}
2. (☒) working with families to establish learning goals and help their children accomplish these goals; ¹
3. (☒) helping families to provide a school and home environment that encourages learning and extends learning at home. ^{1,2}

E. Involving Families in Decision Making and Advocacy

1. (☒) involving families as partners in the process of school review and continuous improvement planning; ³
2. () involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. ^{2,3}

F. Collaborating with the Community

1. (☒) building constructive partnerships and connecting families with community-based programs and other community resources; ^{2,3}
2. () coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{2,3}

Implementation

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

- A. A procedure for parents to learn about their child's course of study, including supplementary educational materials. See also Policy 2220, Adoption of Courses of Study; Policy 2521, Instructional Materials Program.
- B. A procedure for parents to object to instructional materials and other materials used in the classroom. Objections may be based on beliefs regarding morality, sex, and religion, or on the belief that such materials are harmful. See also Policy 2520, Selection and Adoption of Instructional Materials.
- C. A procedure for parents to withdraw their child from any portion of the comprehensive health education that relates to sex education or instruction in acquired immune deficiency syndrome (AIDS) education or any instruction regarding sexuality if the parent provides a written objection to their minor child's participation. Procedures must provide for parents to be notified in advance of such course content so that they may withdraw their minor child from those portions of the course. See also Policy 2417, Comprehensive Health Education.

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

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

1. To opt their minor child out of any portion of the District's comprehensive health education that relates to sex education instruction in AIDS education or any instruction regarding sexuality. See also Policy 5780, Student/Parent Rights.
2. A plan to disseminate information about school choice options, including open enrollment. See also Policy 5121, Controlled Open Enrollment.
3. To exempt their child from immunizations. See also Policy 5320, Immunizations and Health Examination.
4. To review Statewide, standardized assessment results. See also Policy 2623, Student Assessment.
5. To enroll their child in gifted or special education programs. See also Policy 2460, Exceptional Student Education.
6. To inspect District instructional materials. See also Policy 2521, Instructional Materials Program.
7. To access information relating to the District's policies for promotion or retention, including high school graduation requirements. See also Policy 5410.01, Promotion, Acceleration, Placement and Retention, and Policy 5460, Graduation Requirements.
8. To receive a school report card and to be informed of their minor child's attendance requirements. See also Policy 5200, Attendance, and Policy 5420, Reporting Student Progress.
9. To access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements.
10. To participate in parent-teacher associations and organizations that are sanctioned by the Board or the Department of Education. See also Policy 5780, Student/Parent Rights.
11. To opt out of any District-level data collection relating to their minor child not required by law. See also Policy 2605, Research and Evaluation.

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

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

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

- A. a parent guide to successful student achievement, consistent with the guidelines of FLDOE, which address what parents need to know about their child's educational progress and how parents can help their child(ren) achieve in school; and,
- B. a checklist of parental actions that can strengthen parental involvement in their child's educational progress, consistent with the guidelines of FL DOE, to focus on academics, especially reading, high expectations for students, citizenship and communication.

¹Indicates Florida Statutory Requirements

²Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

³Indicates Title I Section 1118 parent involvement requirements

[NOTE: Districts should select all options included in this template in order to have a policy that meets the requirements of State and Federal law and program requirements of Title I.]

Legal

F.S. 1000.03

F.S. 1002.23

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	PROGRAM OF INSTRUCTION
Code	po2215 10/1/21 fsj jc10/21/21
Status	
Adopted	March 9, 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. Character-Development Program

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 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. 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.

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

Last Modified by Jacquelin Collins on October 22, 2021

Book	Policy Manual
Section	V22 N1 REVISED
Title	SCHOOL HEALTH SERVICES
Code	po2410 10/2/21 fsj jc 10/21/21
Status	
Adopted	March 9, 2021

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, immediate notification to a student's parent, guardian, or caregiver if the student is removed from school, school transportation, or a school-sponsored activity to be and 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.
 - 1. 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.

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 immediately notify a parent of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463.~~

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.

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 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.

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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, 1003.25
	F.S. 1003.453, 1011.62
	F.A.C. 64D-3.011
	F.A.C. 64F-6.002

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Book	Policy Manual
Section	V22 N1 REVISED
Title	COMPREHENSIVE HEALTH EDUCATION
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Status	
Adopted	April 12, 2016

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 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; ~~and~~
- E. the importance of family-child communication: and-
- F. prevention of child sexual abuse, exploitation, and human trafficking.

This 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 Standards.

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. 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 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.

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.

Legal

F.S. 1003.42, 1003.43, 1003.46

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