



District Advisory Council (DAC) 2021-2022

Thursday, March 10, 2022

6:00 – 8:00 p.m.

Howell Center, 3955 W. Pensacola Street

| | What | Who | Outcome |
|-----|--|--|---------------------|
| 1. | Welcome and Introductions | Dr. Michelle Gayle, Assistant Superintendent | |
| 2. | Welcome School Board Chair | Darryl Jones, Leon County School Board | |
| 3. | Approval of Agenda | Damaris Barrios 2021-22 Vice Chairperson | Vote |
| 4. | Approval of Minutes 01.06.2022 & 02.10.2022) | Damaris Barrios | Vote |
| 5. | LCS Student District Advisory Council Updates | Peyton Gallant, LHS | Information |
| 6. | 2022 DAC By-Laws | Marcus Nicolas | Information Vote |
| 7. | Star Metro Community Input | Allie Fleming/Star Metro Christic Henry/Consultant | Information |
| 8. | Office of Admissions | Molly Smith, Project Manager | Information |
| 9. | LCS Policy Reviews <ul style="list-style-type: none"> Policy 2215- Program of Instruction Policy 8330- Student Records | Susan Walden, Academic Services Coordinator Dr. Michelle Gayle, Assistant Superintendent | Information Vote |
| 10. | Sub-Committees <ul style="list-style-type: none"> Nomination committee update/J. Steele | Damaris Barrios | Information |
| 11. | SAC Questions | Damaris Barrios | Information |
| 12. | Wrap up on Issues <ul style="list-style-type: none"> 2022 Climate Survey | Damaris Barrios Dr. Michelle Gayle, Assistant Superintendent | Information |
| 13. | Adjourn | Damaris Barrios | |

Next Meeting- Thursday, April 7th, 2022

Spring Break March 14th – 18th

Teacher work day March 21st

Student's return March 22nd

District Advisory Council

Thursday, January 6, 2022

In Person Meeting 6:00 p.m. – 8:00 p.m.

- I. **Schools/Members Attending:** Susan Walden, Brenetta Lawrence, Linda Edson, Damaris Barrios, Michele Keltner, Cheryl Collier- Brown, Dieone Smith, Nicole Nicolas, Angela Roeder, Marcus Nicolas, Jennifer Heckman, Scott Mazur, Andreka Rittman-Baker, Jennifer Hirst, Johnitta Wells Andrew Thomas, Jason Graham, Nena Parnell, Vernestine McLeod, Caressa Richardson, Shannon Baker, Regina Browning, Joe Burgess, April Knight, Shari Gewanter, Keith Berry, Srinitha Srikanth, Peyton Gallant, Katie Girling
- II. **School Board Members/District Administration/District Staff:** Darryl Jones, LCSB Chair, Rocky Hanna, Superintendent, Dr. Michelle Gayle, Asst. Superintendent, Stacey Turknett, Executive Assistant
- III. **Excused:** Brenda Wirick, Travis Jones, , Jennifer Portero, Chris Chaback, Nathaniel Wienert, Brooke Brunner, Cathy Shields, Bomani Mustapha, Josette Capuano, Valencia Jenkins, Nikki Bradley, Lillie Thomas, Angel McMillian, Maurice Stokes, Demerius Coley, Jacquelyn Steele, Regina Randolph-Hollis, Shayla Cole, Selika Sampson, Melanie Phillips
- IV. **Special Guests:** Justin Williamson, Jamie Holleman, Susan Walden, Shari Gewanter
- V. **Welcome and Introductions:** The meeting started promptly at 6:05 pm and was kicked off with introductions beginning with Dr. Gayle.
- VI. **Approval of Agenda:** Motion made by Scott Mazur and seconded by Johnitta Wells.
- VII. **Approval of Minutes:** Motion was made by Cheryl Collier-Brown and seconded by Johnitta Wells.
- VIII. **Welcome from Superintendent Hanna:** Numbers are now up with the Omicron variant and the main concern is the workforce getting it and then in turn affecting the schools and transportation. The announcement was made that Giselle Marsh has resigned her position and David Solz will be filling her position. In turn Dr. C. Poole will now be Principal at Astoria Park. Legislation is back in session and we are currently waiting on the confirmation for ESSR 3 funding based on the application that was submitted in November. House and Senate bills will be changing testing and progress monitoring. Graduation rates are currently at 94%. A concern that was brought up was because of covid and the affects of the pandemic what impact will that have on the students that were not able to get the necessary classes and how will that affect the graduation rate. Superintendent Hanna stated that he would have Teresa Dennis attend a future DAC meeting to go over graduation issues. Superintendent

Hanna also spoke on the student/parent bill of rights that will be coming up soon and that it does need clarification. Lastly, it was mentioned that they will be using ESSR funds to get an additional Guidance Counselor into all schools that only have one.

- IX. Welcome from School Board Chair Darryl Jones:** It was brought up that there is an emphasis on careers and technical degrees. It was brought to DAC to see if there was any interest in discussions to address this issue and there could be a possible collaboration with Leon Works.
- X. SDAC:** Srinitha Srikanth and Peyton Gallant were in attendance. The high schools have activities for MLK on 1/17/22. Safety and Security have a survey for the students to get their input. Students are working on flyers for SDAC to generate increased participation within the students. Leon Says Hello is a school initiative to bring together the students. Leon High is working on a Reunion for the class of 1950 by removing lockers and updating pictures of student council members of the past. Lastly, 1/18 the high schools will have early voter registration.
- XI. LCS Technology Updates:** Justin Williamson updated DAC on the Chromebooks and the 1 to 1 initiative. Some programs that have been implemented are Language Live for an intervention for middle school, Moby Max (intervention), K12 Snap and Read tool for reading support. Some other updates are grade pass back which will transfer grades from Canvas to FOCUS, simplifying interface on Canvas for K-1, and providing parents a single sign on for Classlink.
- XII. 2022-2023 School Choice:** Jamie Holleman let us know that all applications can be done online. If a parent wants to apply for a magnet school you can put that as the first and second choice. For example, choice 1 is the magnet school and choice 2 would be the control open enrollment. This will be done in a lottery system and will be open from 1/5 to 3/1
- XIII. Academic Services Updates:** Susan Walden updated DAC on the new ELA material adoption and informed us that the internal review process is complete. The recommendations are Savvas FL: My View Literacy for k-5 and McGraw Hill Study Sync for 6-12. There will be a public announcement for anyone to come and view as well as make comments or challenge the recommendation. It will then go to the Board for adoption.
- XIV. LGBTQ+:** Shari Gewanter was asked to speak and give some insight into LGBTQ+ and she mentioned that there needs to be an increase in communication and support for students for best learning. Some other needs are single use non-gendered student bathrooms at least one at each school, safe space labels for kids to recognize who they can come to, an increase in training for administration when conveying messages and policies to staff as well as knowledge of rules/procedures for not outing students to their families. December 13th the draft for LGBTQ+ policies and they will be going before board on 1/10 and again on 1/25.

- XV. Subcommittees:** Cheryl Collier-Brown will get with School Board Chair Darryl Jones and other community members and include DAC in these community efforts for Parental Involvement. In order for child success we have to make sure that parents are involved. 2022 Legislative Platforms with Johnitta Wells discussed home rule op-ed regarding masks and charter schools written by Jacqueline Steel. Hopefully it will be out by the 2nd week of session. By Laws review and possible voting on changes to the By Laws with Marcus Nicolas. The verbiage in the By Laws was changed from shall to may to offer more flexibility. Also, the goal is trying to get representation in DAC from each school and if they can't send a parent then try to get a teacher that can join. There was a question about how was this enforced and Dr. Gayle informed us that she privately contacts principals to let them know that they need representation. There was no motion made for the changes to By Laws because of the new verbiage used. Mr. Nicolas will meet again and discuss at another time.
- XVI. SAC Questions:** none at this time.
- XVII. Wrap up on Issues:** Johnitta Wells was nominated for Parliamentarian and Cheryl Collier-Brown volunteered to be the back up Parliamentarian. 1/18 the high schools will have early voter registration.
- XVIII. Adjourn:** 8:05 pm.

District Advisory Council

Thursday, February 10, 2022

In Person Meeting 6:00 p.m. – 8:00 p.m.

- I. **Schools/Members Attending:** Tricia Reed (Sabal Palm), Sandra Meador (Woodville), Shari Gewanter (LCTA), Brenda Wirick (ACE/LCVS), Susan Walden (Academic Services), Shayla Lightfoot-Brown (Apalachee), Linda Edson (Buck Lake/Lincoln), LaShawnda Swanigan (Conley), Damaris Barrios (Desoto Trail), Dieone Smith (Gilchrist), Desmond Cole (Godby), Jane Bullen (Gretchen Everhart), Bomani Mustapha (Hartsfield), Josette Capuano (Heritage Trails), Angela Roeder (Killearn Lakes), Marcus Nicolas (LCSB, Darryl Jones), Valencia Jenkins (LCSB, Joy Bowen/Godby), Jennifer Heckman (Leon), Scott Mazur (LCTA), Keith Berry (Montford), Angel McMillan (Oak Ridge), Jennifer Hirst (Pineview), Johnitta Wells (Rickards), Jason Graham (Roberts), Jacquelyn Steele (Roberts), Andrew Thomas (Rickards), Srinitha Srikanth (Chiles/SDAC), Peyton Gallant (Leon/SDAC), Nena Parnell (Sealey), Vernestine McLeod (Springwood), Caressa Richardson (Springwood), Regina Browning (Superintendent Appointee), Joe Burgess (Superintendent Appointee), Michelle Keltner (Superintendent Appointee), April Knight (Title I), Jane Floyd (Everhart), Nikki Nicholas (Canopy Oaks)
- II. **School Board Members/District Administration/District Staff:** Superintendent Rocky Hanna, Dr. Michelle Gayle, Tonja Fitzgerald, Will Spillas, Jimmy Williams, Billy Epting, Dr. Alan Cox, Wallace Knight, and John Hunkiar
- III. **Excused:** Chris Chaback (Chiles, Deer Lake, Hawks Rise), Ann Ray (Astoria Park), Cara Garrett (Astoria Park), Brenetta Lawrence (Bond), Cheryl Collier-Brown (Fairview, Griffin), Nicole Nicolas (Griffin), Andreka Rittman-Baker (Nims), Lauren Pierce (Swift Creek), Jane Floyd (Everhart), Nikki Nicholas (Canopy Oaks)
- IV. **Special Guests:** Will Spillas, Dr. Alan Cox, Billy Epting, Wallace Knight, Tonja Fitzgerald, John Hunkiar
- V. **Welcome from Superintendent:** We were informed that ESSR funds will be coming through and 25% of it will fund summer programs that will run from 2022-2024. We were also told that the House and Senate have bills for replacing FSA with benchmarks and progress monitoring with baseline, mid year, and end of year. It was discussed that some students are still lacking test scores due to Covid and it may affect graduation rates. The District is still working on making sure all kids get what they need to be able to graduate. Superintendent Hanna said that we have out 1,300 students that are utilizing vouchers. Rep. Fine is now trying to have the Districts that went against the Governor and the mask mandates. There will be job losses and fines. Leon Schools is looking to lose about \$2.7 mil. The districts that did comply with the Governor's request will receive that money. Superintendent Hanna also thanked Jacquelyn Steele for her OP ED.

- VI. Approval of Agenda:** Motion made by Johnitta Wells and seconded by Jacquelyn Steele. Voted and approved by members. However, it was later discovered that we did not have quorum to make motions and votes.
- VII. Approval of Minutes:** Motion made by Johnitta Wells and seconded by Keith Berry. Voted on and approved by members. However, it was later discovered that we did not have quorum to make motions and votes.
- VIII. SDAC:** The students had a meeting and their guest speaker was with IT. The students had concerns with downloading Apps on their chromebooks. Leon High is doing a campaign for "Positively Post Its" and they will post notes around spreading positivity. They will be celebrating National Random Acts of Kindness. There was a blood drive and 21 people donated blood. Rickards students visited with Bond students. Godby is planning Black History Month activities and lessons and will be visiting Pineview for Dr. Seuss activities.
- IX. Policy Review:** Will Spillas and Wallace Knight reviewed **Policy 5780** and **5780.01** the Parent Bill of Rights. The policy has new and direct language for parent rights that affects school policies. There were some additions and changes to make it statutorily compliant. This policy will be going to the board on 3/8/22. 5780 is the main policy that has been revised and has a lot of scaffolded policies coming up. 5780.01 is a new policy to define a parent as one who has legal custody of a minor child. 5780 motion made by Jacquelyn Steele to approve content and seconded by Jennifer Heckman. It was voted on and approved. However, we did not have quorum so again will be up to voting during the next meeting. 5780.01 also had a motion by Jacquelyn Steele and seconded by Jennifer Heckman. It was voted on and approved. However, we did not have quorum and will be up to voting during the next meeting. **Policy 5350** is about training requirements for teachers to continue for 2-hour trainings for suicide prevention and awareness. The district utilizes the Jason Foundation d First Aid: Mental Health to train the teachers and staff There was a motion made by Keith Berry and seconded by Jacquelyn Steele and was voted and passed. However, there was no quorum and will have to voted again at another time. **Policy 8405** has changes being made because of the Marjorie Stoneman incident. It identifies the role of school safety specialists and any reporting has to go to DOE within 24 hours. **Policy 8407** states that any officer in schools has to have mental health training. Any officer discharged by cause or any discharge of a weapon has to notify DOE within 24 hours. This was given for information because there was no quorum to have any motions or votes.
- X. Legislative Research and Updates:** Damaria Barrios went over the websites for all to review and track bills in the House and Senate. House – myfloridahouse.gov Senate – flsenate.gov

Keith Berry did a review and update on bills in the House and the Senate.

SB 148/H 7 an initiative by DeSantis that bans CRT. It is like to pass and an additional affect it will have is to Health Ed. By taking out mental health concepts.

SJR 192/ H77 is to create a constitutional amendment for the Commissioner of Education to be elected as opposed to being appointed by the Governor.

SB236/H 15 will do away with Developmental Delay language and extend time threshold. Instead of birth to 5 years of age it will now be birth to 9 years of age or 2nd grade whichever happens first.

SJR 244/H 35 can and will destabilize school boards.

SB 29/H 587 is about teacher salaries. The bill has not moved as of yet. \$100 M has been added to the education budget but we don't know what the money is earmarked for yet.

SB 308/H 111 is the Hate Crime bill and who has the authority to identify it as a hate crime. This bill is not moving as of yet.

SB 390/ H235 eliminates mechanical restraints but, can still employ physical restraints. (Leon county does not use mechanical constraints.) The use of mechanical constraints does not apply school security.

SB 1048/ H 1193 is the transition from FSA to Progress Monitoring. All assessments will be digital unless an IEP approved accommodation is listed. This is approved in the Senate and going to the floor.

SB 1068/H 155 involves students receiving certificates of completion and then being added to the pool of qualified candidates into the work force.

SB 1834/H 1557 is the controversial "Don't say Gay" bill. It is banning of books under the guise of transparency.

HB 1055 is video cameras in the classroom. As SB 192 it has been piloted in some schools for the last 8 months.

CS/SB 758/H 865(c1): districts used to have local control. If it passes then DOE would have the authority to approve or deny charter schools. Cleared House appropriations committee and going to the floor.

CS/SB 1294 if passed IEP meetings will be recorded.

CS/SB 1300/H 1467 is meant to destabilize school boards by taking away salaries.

XI. OP ED: If anyone else wants to write an OP ED Johnitta Wells will get it published. There was a request for those who want to write an OP ED for school talking points for parents and SAC's.

XII. By Law Review: Marcus Nicolas went over how "mays" went back to shall and there will be some "musts". We also discussed that there are quite a few schools that have no representation. Principal Joe Burgess and Principal Michele Keltner offered to speak with their colleagues to initiate more school representation as well as making sure that we will always have quorum.

Cheryl Collier-Brown will work with Darryl Jones on the parental and community involvement.

- XIII. SAC:** no questions or concerns at this point.
- XIV. Wrap up:** The Dreamers and Doers presentation for MLK is on YouTube. The 2021-2022 climate surveys will be available for us to preview prior to its release 3/22/22 – 3/28/22.
- XV. Adjourn:** Motion made by Johnitta Wells and seconded simultaneously Damaris Barrios and Verne McLeod at 8:01 p.m.

LEON COUNTY SCHOOLS
DISTRICT ADVISORY COUNCIL BYLAWS

Adopted October 8, 2009

Reviewed 2010-2011; 2011-2012; 2012-2013; 2013-2014; 2014-2015;
2015-2016; 2016-2017; 2017-2018; 2018-2019; 2019-2020; 2020-2021

ARTICLE I: Name of Council

The name of this council ~~shall shall~~ be the Leon County Schools District Advisory Council and ~~shall shall~~ be known as the District Advisory Council (DAC).

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ARTICLE II: Purpose of Council

The purpose of the DAC ~~is shall be~~ to assist the Superintendent and the School Board in making decisions pertaining to the school district as a whole and to the school system's educational philosophy, goals, programs, and the Florida Program for School Improvement and Accountability.

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The DAC's participation in the decision-making process ~~is shall be~~ advisory in nature, and it ~~must shall~~ accomplish its purpose by: (1) investigating, (2) informing, (3) suggesting, (4) recommending, (5) evaluating county-wide issues and concerns identified by the schools, the Superintendent or the School Board, and (6) performing other such duties as appropriate to the advising process.

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Section 1: Governance

- A. The DAC ~~is shall be~~ governed by these Bylaws and ~~must shall~~ function in accordance with them and with the Policies and Procedures as described in the DAC Handbook.
- B. The Bylaws, once adopted, may be amended through a formal process described in Article VII, Section 1. The DAC Handbook ~~must shall~~ be reviewed annually and revised as needed by the Executive Committee.

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Section 2: Function

The advisory council's function ~~must shall~~ include, but not be limited to:

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- A. Participating in the District's decision making processes of:
1. Defining goals,
 2. Assessing educational needs,
 3. Establishing priorities,
 4. Planning educational programs,
 5. ~~Budgeting,~~
 6. Evaluating, and
 7. Reviewing policies and rules

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- B. Facilitating communication among the school system, parents, students and community.
- C. Informing and advising the Superintendent and School Board regarding school/community needs, interests, and concerns.

Section 3: The duties of the members ~~shall~~ include participating in the School Improvement process by:

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- A. Supporting the School Advisory Councils (SACs),
- B. Communicating with their SACs to identify issues and concerns that may be district-wide,
- C. Sharing best practices among the schools,
- D. Providing feedback to the Superintendent and School Board relating to the process of school improvement district-wide,
- E. Suggesting changes in procedures, policies, resources or programs.

Duties will be advisory in nature, and will not conflict with any of the powers and duties reserved by law or State Board Rule for the School Board, as referenced in Florida Statute 1001.42.

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ARTICLE III: Membership

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The following guidelines ~~must (or will)~~ ~~shall~~ be used in establishing the District Advisory Council:

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Section 1: Composition of Membership

DAC membership ~~must (or will)~~ ~~shall~~ be comprised of Leon County residents who represent: (1) Parents/guardians of children enrolled in Leon County schools, (2) high school students, (3) teachers and principals and (4) community members at-large, whose selection will be determined as follows:

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- A. Each school principal ~~must shall~~ ensure ~~that~~ two representatives and one alternate representative are selected from the school's School Advisory Council (SAC), PTA/PTO or other group(s) representative of the school community. At least one of the representatives ~~will shall~~ be selected from the School Advisory Council (SAC). If any representative is employed by Leon County Schools, it is understood that the perspective they bring to the DAC will be representative of that site's parent community.
- B. The Student District Advisory Council ~~will shall~~ appoint a member to sit on the DAC to provide the student perspective.

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C. The Superintendent, giving first consideration to those recommended by the Leon Classroom Teacher's Association (LCTA), ~~must~~ appoint three teachers, one from each level: Elementary, Secondary, and District-wide schools.

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In addition, the Superintendent, or his/her designee, ~~must shall~~ ensure that one principal from each level is appointed to the District Advisory Council.

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D. The Superintendent and School Board members ~~must shall~~ each appoint two persons to serve as at-large members on the DAC. To further broaden the base of representation, one of each official's at-large appointments ~~must shall~~ not have children enrolled in Leon County Schools.

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Section 2: Appointment of Site Representatives

Appointments of site representatives to the District Advisory Council ~~will shall~~ be made annually by the Superintendent and the Leon County School Board based upon recommendations by site administrators. To be appointed, individuals meeting the composition requirements described in Section 1 above must file a DAC membership appointment request approved by the site administrator with the Superintendent or his/her designee.

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Section 3: Terms

All members ~~will shall~~ be appointed prior to the last day of school to serve a one-year term on the DAC. The terms ~~will shall~~ run from September 1st through August 31st of the following year — (with the exception of officers – see Article IV, Section 2.) Consecutive terms are — permissible, but membership is neither transferable nor can it be reassigned to another — individual except by formal appointment as described in Section 2 above.

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Section 4: Duties and responsibilities

Each member of the DAC ~~is shall~~ be expected to: (1) attend all DAC meetings, (2) regularly report back to and seek input from the group or individual they represent, and (3) serve on any committee or task force when appointed by the DAC Chairperson.

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DAC members, when performing their district advisory role, represent the perspectives of the group or individual who made their appointment, but must consider the best interest of all children and families in Leon County schools when suggesting changes in procedures, policies, resources, or programs, and before casting votes.

Section 5: Voting Rights

Each DAC member ~~has shall be entitled to~~ one vote and may cast that vote on each item brought before the DAC as a whole. Alternates may vote only when standing in for a

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regular member not in attendance. A quorum must be present before a vote may be taken by the DAC. For purposes of the DAC, a quorum will exist if ~~50% plus 1~~ ~~majority~~ of the Leon

County schools are represented at the DAC meeting and if ~~majority~~ ~~50% plus 1~~ of elected officials are represented by at least one of their DAC appointees.

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Section 6: Vacancies

A vacancy on the District Advisory Council ~~must (or will) shall~~ be filled for the remainder of the term (unless there is fewer than one month remaining on the term) by the Superintendent or designee following the appointment procedures outlined in Section 2.

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- A. If a DAC member is appointed by a school and the member's child(ren) for any reason no longer attend(s) such school, the school principal will ensure that a replacement is appropriately chosen to serve on the DAC in accordance with section 1.
- B. A DAC member may officially resign at any time by filing with the DAC Secretary a written letter of resignation and supplying a copy of the resignation letter to the appointing official and Superintendent or his/her designee.
- C. Any DAC member who has two consecutive, unexcused absences from a District Advisory Council (DAC) meeting ~~must (or will) shall~~ be replaced on DAC. (Please refer to the Handbook referenced in Article II, Section 1.) Upon such an occurrence, the district office ~~will shall~~ notify the member and the official who made the initial appointment. The member ~~mustwill shall~~ be replaced using the membership process, outlined above in Article III, Section I.

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ARTICLE IV: Officers

The officers of the District Advisory Council ~~are shall be:~~ a Chairperson(s), a Vice-Chairperson(s), a Secretary/Treasurer, and other such officers as the council may deem necessary. All officers ~~shall~~ serve on the DAC Executive Committee.

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Section 1: Duties

- A. Chairperson(s)

The Chairperson(s) ~~will shall~~ preside at all meetings of the Executive Committee and the DAC.

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The Chairperson(s) ~~will shall~~ also:

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1. Sign all official letters, reports and other DAC communications;
2. Act as the "official spokesperson" of the DAC to maintain open communication with the Superintendent, school board and school system;
3. Formally appoint the chairpersons of all DAC committees and the assignment of DAC members to other (external) committees and task forces;
4. Perform other duties as may be periodically prescribed by the DAC, Superintendent and school board; and

5. Appoint a parliamentarian ~~that is bound by Robert's Rule of Order.~~

B. Vice-Chairperson(s)

The Vice-Chairperson(s) ~~will shall~~:

1. Serve as a member of the Executive Committee and substitute for the Chairperson(s), during his/her absence from such meetings;
2. Serve, in addition to the Chairperson(s), as the Council's DAC official liaison to the School Board; and
3. At the request of the chair, assist the chairperson in the duties and responsibilities described in Section 1. A.

C. Secretary/Treasurer

The Secretary/Treasurer, with assistance from the Superintendent's staff, ~~will shall~~ record the minutes and attendance at all DAC meetings.

The Secretary/Treasurer ~~will shall~~ also:

1. Serve as a member of the Executive Committee.
2. Collect, record and distribute all monies collected by the DAC; and

In addition, the Secretary/Treasurer ~~will shall~~ maintain current DAC membership information. The Superintendent's staff will provide clerical, secretarial, typing, printing, and other assistance as the Secretary/Treasurer may require to ensure the timely recording and appropriate distribution of all DAC minutes and other public records.

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Democratic Rules of Order

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Section 2: Election and Term of Officers

- A. The election of officers ~~will shall~~ take place at the regular May meeting, or at such other regular meeting as deemed appropriate. ~~DAC members may be eligible to be nominated for office after serving one year.~~ Election ~~must shall~~ be made by a 50% plus 1 vote of the members present from a slate of officers presented by the Nominating Committee (see Article VI, Section 2). Floor nominations will be permitted prior to the close of nominations, at which time all nominees may address the DAC concerning their interest in and qualifications for office. (The vote ~~must shall~~ be forwarded to the Superintendent for School Board ratification.)
- B. Officers ~~shall~~ serve from the conclusion of the regular May meeting to facilitate planning for the upcoming year. Officers may serve two consecutive one-year terms.

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Section 3: Removal and Vacancy

- A. Any officer elected by the DAC may be removed from the Executive Committee by a 50% plus 1 vote of all DAC members whenever, in the judgment of the members, the best interests of the DAC are not being served.
- B. A vacancy in any office because of death, resignation, removal, disqualification, or any other reason for which an officer is unable to complete the term of office, ~~must shall~~ be filled by appointment of the Superintendent or designee based upon recommendations from DAC immediately until such time as an election is held for the post vacated.

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ARTICLE V: Meetings (and procedures)

All meetings of the DAC and its committees ~~are shall be~~ open to all ~~interested parties~~. Moreover, input from the community-at-large ~~will shall~~ be actively solicited by Council members for inclusion in DAC meetings.

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Section 1: Schedule

- A. The DAC ~~shall meets~~ on the first Thursday after the first Monday of each month. There will be no July or August meetings unless determined necessary by the Executive Committee. These Regular Meetings ~~shall~~ ~~will~~ begin promptly at 6:00 p.m. and adjourn no later than 8:00 p.m. The time and date of a Regular Meeting may be changed by the Executive Committee with seven days notice to all DAC members.
- B. The DAC may from time to time hold Special Meetings, subject to call by the Chairperson(s), and the Superintendent or his/her designee or by a two-thirds vote of the membership upon petition by any member. Unless waived by 50% plus 1 vote of the members present, the agenda of any Special Meeting, regardless of its origin of call, ~~is shall be~~ limited to one

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item only.

Section 2: Conduct

- A. All DAC meetings ~~will shall~~ be conducted in accordance with the latest available edition of "Robert's Rules of Order". The Chairperson(s) ~~will (or maybe "can") shall~~ ensure an official parliamentarian is present for all meetings.
- B. An agenda for each Regular Meeting will be developed by the DAC Executive Committee in consultation with the district support staff and then distributed, together with all support material and minutes of the previous meeting(s) and any subsequent Special Meeting held in the interim, to all DAC members at least seven (7) days prior to the next Regular Meeting. The agenda ~~shall be sufficient for the conduct of business~~ by the DAC ~~and must shall~~ include an informational/program component for each meeting.

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ARTICLE VI: Committees

The DAC ~~shall must (or will) shall~~ have an Executive Committee and other Committees as necessary to conduct its business. Membership on committees will be for a period of one year beginning with the September Regular Meeting.

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Section 1: Executive Committee

Membership on the Executive Committee will be for a period of one year beginning at the conclusion of the May Regular Meeting.

- A. Composition: All elected officers and chairpersons of Committees and liaisons designated by the School Board and Superintendent, respectively, will serve as the DAC Executive Committee.
- B. Duties, Responsibilities and Authority:
 - 1. The Executive Committee, in coordination with District staff ~~will shall~~ develop the agenda for each DAC Regular Meeting (see Article V, Section 2).
 - 2. Under the leadership of the DAC Chairperson(s) (see Article IV, Section 1 A), the Executive Committee ~~shall~~ have the authority to represent and to act on behalf of the DAC between all Regular Meetings, principally on any issue, concern or item previously presented to the DAC for information, discussion and/or action.
 - 3. The Executive Committee also ~~has shall have~~ authority to

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act upon any emergency request(s) by the School Board and/or Superintendent, which needs immediate attention. Such matters will then be presented for information and/or other appropriate action at the next regularly scheduled DAC meeting.

Section 2: Special Committees

A. DAC Committees

1. Nature and Composition

- a. Special Committees and/or subcommittees may be established by the DAC Chairperson(s) or another officer designated by the Chairperson(s) when necessary to assist the Executive Committee or to deal with specific matter(s) requiring immediate attention on matters beyond the purview of the Executive Committee.
- b. These committees and/or subcommittees ~~will shall~~ be comprised of representatives knowledgeable about and interested in the matter at hand. Appointment to such committee may extend beyond the membership of the DAC. The DAC Chairperson(s) may make particular appointments to specific committees if necessary (e.g. to achieve numerical balance).
- c. Each Special Committee, established above, ~~will shall~~:
 1. Have a defined task to accomplish and a specified timeline for completion of that task;
 2. Submit their findings, conclusions and/or results in writing at the next scheduled meeting of the Executive Committee and make a summary report of their work to the Executive Committee and/or DAC as a whole; and
 3. Disband upon completion of their task.

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2. Council Nominating Committee

- a. One committee, which ~~must shall~~ be formed annually, is the Nominating Committee. This committee ~~must shall~~ be comprised of no fewer than

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five and not more than seven DAC members appointed by the DAC Chairperson at the regular DAC meeting in March.

- b. The sole purpose of the Nominating Committee will ~~shall~~ be to bring to the DAC's regular April Meeting a slate of ~~well-~~qualified DAC members nominated to serve as officers for the coming year.
- c. The election of new officers will be conducted at the DAC's regular May Meeting. Election will require a 50% plus 1 vote of members present.

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B. External Assignments

- 1. DAC members occasionally may be asked to serve on district-wide committees or community groups formed to deal with specific issues or functions. These external assignments may include (but not be limited to) Capital Outlay, Citizens for Better Schools, Rezoning (either district-wide or grade-level specific), Testing & Evaluation, Textbook Selection, Transportation, Safety, and/or others.
- 2. On such occasions, at the request of the Superintendent or designee, the DAC Chairperson will appoint an appropriate DAC member(s), subject to approval by the DAC membership. The appointments will be for a specified period (usually one year) and may be consecutive.
- 3. DAC members appointed to external assignments ~~are~~ ~~shall~~ be expected to perform those duties in addition to their continuing involvement on the DAC and to report on the work of the external assignment at every DAC meeting.

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In instances in which the DAC has established a policy position on an issue related to the purpose of an external assignment, the DAC member so appointed must ~~shall~~ accurately represent that DAC position.

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ARTICLE VII: Amendments

Section 1: Amendment Process

- A. DAC Bylaws may be amended using the following process:
 - 1. At least one (1) week's prior notice of the proposed amendment(s) must be given to all DAC members.
 - 2. A 50% plus 1 affirmative vote of the DAC members present



at a DAC meeting at which the amendment(s) is/are formally presented, ~~shall be necessary to effectively~~ amend the Bylaws. Bylaws, as adopted by the DAC, ~~must shall~~ be passed to the Superintendent for School Board ratification in order for the amendment(s) to stand.

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- B. Any amendment to the Bylaws must conform to the State of Florida guidelines for Advisory Committees and may not be in conflict with any School Board Policy.



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|---------|--|
| Book | Policy Manual |
| Section | 2000 Program |
| Title | PROGRAM OF INSTRUCTION |
| Code | po2215 |
| Status | |
| 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 |

2215 - PROGRAM OF INSTRUCTION

The School Board'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 District-wide program of studies and services adopted by the School Board shall determine the specific offerings. An approval process shall be established by which schools may recommend courses or programs to meet the unique needs of students. Activities which offer desirable experience, 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 District-wide studies adopted by the Board 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 Board shall provide a character-development program which is secular in nature in kindergarten through grade 12. The Superintendent shall develop, and the Board shall adopt, a curriculum for the character-development program that shall be submitted to the Florida State Department of Education (FLDOE) for approval. The character-development curriculum shall stress the qualities of patriotism; responsibility; citizenship; kindness; respect for authority, life, liberty, and personal property; honesty; charity; self-control; racial, ethnic, and religious tolerance; and cooperation. The character-development curriculum for grades 9 through 12 shall, at a minimum, include instruction on developing leadership skills, interpersonal skills, organization 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; conflict resolution, workplace ethics, and workplace law; managing stress and expectations; and developing skills that enable students to become more resilient and self-motivated.

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 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 and F.A.C. 6A-1.094124.

Instruction in Operation of Motor Vehicles

See Board Policy 2432.

Instruction in Health Education

See Board Policy 2280 and Policy 2417.

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.

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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| Book | Policy Manual |
| Section | 8000 Operations |
| Title | STUDENT RECORDS |
| Code | po8330 |
| Status | |
| Legal | <p>F.S. Chapter 119</p> <p>F.S. 1001.41</p> <p>F.S. 1001.52</p> <p>F.S. 1002.22</p> <p>F.S. 1002.221</p> <p>F.S. 1002.222</p> <p>F.S. 1003.25</p> <p>F.A.C. 6A-1.0955</p> <p>20 U.S.C. Section 1232f through 1232i (FERPA)</p> <p>20 U.S.C. 7908</p> <p>26 U.S.C. 152</p> <p>20 U.S.C. 1400 et seq., Individuals with Disabilities Act</p> <p>Privacy Rights of Parents and Students - P.L. 90-247</p> <p>No Child Left Behind Act of 2001 - P.L. 107-110</p> <p>2021 Solomon Amendment: Subtitle C - General Service Authorities and Correction of Military Records SEC. 521</p> |
| Adopted | September 4, 2012 |
| Last Revised | January 12, 2016 |

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Student records are for the educational benefit of the student and the information recorded and maintained in those records shall be to enhance the educational, health, and safety interests of the student. The Board recognizes that the use of data is vital to ensuring the best education for students but it simultaneously recognizes the need to balance the benefits of using student data with the need to protect student privacy. The Board requires all education data holders in the District to act responsibly and be held accountable for safeguarding students' personally identifiable information from educational records. Student information shall be protected by the District and shall be disclosed only for the authorized purposes and under the circumstances permitted by the Family Educational Rights and Privacy Act, laws, and statutes.

Maintenance of Student Records

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the School District or specifically permitted by this Board shall be compiled by District employees.



Each school shall maintain a permanent cumulative record (cumulative folder) for each student enrolled in the school which shall contain the data as prescribed by Administrative Rule F.A.C. 6A-1.0955 and this policy. Each student's cumulative record shall include the following types of data:

A. Category A Records, Permanent Information

1. Student's full legal name.
2. Authenticated birthdate, place of birth, race, and sex.
3. Last known address of the student.
4. Name(s) of the student's parent(s) or guardian(s).
5. Name and location of last school attended.
6. Number of days present and absent, date enrolled, date withdrawn.
7. Courses taken and record of achievement, such as grades, credits, or certification of competence.
8. Date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, performance based exit option, or General Equivalency Diploma.
9. State and/or District standardized assessment/achievement test results, if required for graduation.
10. Written records of access to the student's records.
11. Home language survey.

B. Category B Records, Temporary Information

1. Health information.
2. Family background data.
3. Standardized test scores.
4. Educational and vocational plans.
5. Honors and activities.
6. Work experience reports.
7. Teacher/counselor comments.
8. Reports of student services or exceptional student staffing committees including all information required by F.S. 1001.42, which shall be maintained in the cumulative folder in the Student Services/Exceptional Student Education (ESE) insert.
9. Correspondence from community agencies or private professionals.
10. Driver education certificate.
11. A list of schools attended.
12. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.
13. Written requests to waive access to confidential records.
14. Written requests to restrict the release of directory information.
15. Court orders of relevance.
16. Records of major student discipline actions, suspension, and/or expulsion records.
17. Student Limited English Proficiency (LEP) Plans.
18. Such other records of educational importance as the school shall deem necessary.



Category A and B records shall be maintained in compliance with the approved District records retention schedule and shall be sent to each succeeding school the student attends in the District.

Duplicate health, ESE records, psychological reports, and other student records may be maintained by District departments. These reports are part of the cumulative record and are subject to the same accessibility as student records.

Periodic review for elimination of outdated information in student records by the custodian or designees shall be made in accordance with F.S. 1001.52, and the approved District records retention plan. Such review shall be made on a regular basis. The custodian of the student records shall be responsible for maintaining the accuracy of information. All records of expulsions will be expunged by the custodian of the record upon graduation of the student unless an outstanding request to inspect and review the record has been made. Explanations placed in the education record and the record of access shall be maintained for as long as the education record to which it pertains is maintained. This procedure must be implemented before records are released to any vocational-technical centers, community colleges, or institutions of higher learning in which the student seeks or intends to enroll.

| Type Record | Location | Custodian | Address |
|--|-------------------------|-----------------------------------|--|
| Active and inactive student records as specified in the current Student Records Manual for the District | Last school attended | Principal of last school attended | As shown in local directory |
| Inactive student cumulative records (Category A) as specified in the current Student Records Manual for the District | Central District office | Superintendent or designee | Records Management Educational Services Facility |
| Individual exceptional student education records as specified in the current Student Records Manual for the District | Last school attended | Principal of last school attended | As shown in local directory |
| Individual student psychological records as specified in the current Student Records Manual for the District | Last school attended | Principal of last school attended | As shown in local directory |

Limitations on Collection and Retention of Certain Information

The District shall not collect, obtain, or retain information on the political affiliation, voting history, religious affiliation, or biometric information of a student or a parent or sibling of a student. For purposes of this paragraph, the term "biometric information" means information collected from the electronic measurement or evaluation of any physical or behavioral characteristics that are attributable to a single person, including fingerprint characteristics, hand characteristics, eye characteristics, vocal characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty. Examples of biometric information include, but are not limited to, a fingerprint or hand scan, a retina or iris scan, a voice print, or a facial geometry scan.

The District shall not maintain any report or record relative to a student that includes a copy of a student's fingerprints.

The Superintendent or designee will be responsible for the privacy and security of records that are not under the supervision of the school principal.

Access to Student Records

The rights of students and their parents with respect to education records created, maintained, or used by the District must be protected in accordance with FERPA, and the implementing regulations issued pursuant thereto. Students and their parents have the right to access their education records, including the right to inspect and review those records, have the right to waive their access to their education records in certain circumstances, have the right to challenge the content of education records, have the right of privacy with respect to such records and reports, and receive annual notice of their rights under FERPA with respect to education records.

In addition to students and their parents and eligible students, student records shall be available only to designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, or a court of competent jurisdiction or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons 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). The term "eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.

Schools may, without consent of parents, guardians, or eligible students, provide access to school officials to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family, and psychologists within the School District providing they have a legitimate educational interest. Support employees may be designated by the principal for the purpose of doing clerical work and maintaining student records. However, such persons shall receive in-service training concerning the confidentiality of student records and work under the supervision and control of an administrative staff member.

Whenever a student has attained eighteen (18) years of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the District, shall thereafter be required of and accorded to the eligible student only, unless the eligible student is a dependent of his/her parents as defined in Title 26 U.S.C. Section 152 of the Internal Revenue Code of 1954. The School District may, in this instance, disclose personally identifiable information from the education records to the parents without the prior consent of the eligible student.

Whenever a student has enrolled in a postsecondary institution, regardless of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the postsecondary institution shall thereafter be required of and accorded to the eligible student only. However, if the student is not eighteen (18) years of age, then the permission and consent required of and rights as to the student records maintained by the District shall be retained by the parents.

The custodian of the student record shall permit the eligible student or the parents or guardians of the student who is or has been in attendance in the School District to inspect and review the education records of the eligible student or student. Provisions for such inspection and review shall be made within a reasonable period of time of the request, but in no case shall be more than thirty (30) days after the request has been made.

The District presumes that the eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary.

In instances where records are opened to parents, guardians, or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies, at the current District copy rate, upon request. The copy rate will include actual reproduction costs and will not include the labor costs for retrieval.

School officials shall provide requesting parents, guardians, or eligible students an opportunity for a hearing to challenge the content of their child's or the eligible student's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Parents, guardians, and eligible students may waive their right of access to confidential letters or statements of recommendations or evaluation. Such waiver shall be made in writing to the custodian of the records and shall be signed by the parent, guardian, or eligible student. Such waiver shall apply to recommendations or evaluation only if:

A. the parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and

B. such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

The waiver of right of access may be revoked in writing with respect to actions occurring after the revocation.

Court Request of Records

A. The student records may be made available to a court of competent jurisdiction provided that the parents and students are notified in advance of compliance to a court request. If the principal or his/her designee is unable to notify prior to time for compliance, s/he shall bring to the court's attention the provision of the Family Educational Rights and Privacy Act of 1974 and comply with the court's instruction.

B. A person or entity to a court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending an institution of postsecondary education or a dependent of such parent as defined in 26 U.S.C. 152 (s. 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

The Superintendent may, in writing, authorize access to student records to representatives of the Federal, State, or local educational authorities.

Transcripts of a student's records may be released without written consent from the student's parents, guardians, or eligible student, to any vocational-technical center, community college, or any postsecondary institutions of higher learning in which the student seeks or intends to enroll. A copy of the records may be released to the student's parents, guardians, or eligible student upon request. This policy is also applicable in instances where such a request is in connection with a student's application for, or receipt of, financial aid.

Hearing Procedure to Correct Student Records

Whenever a parent, guardian, or eligible student believes the content of the student record is inaccurate, misleading, or in violation of his/her privacy, s/he may request an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If agreement is not reached, denial of the request and notification of the right to a formal hearing shall be made in writing to the parent, guardian, or eligible student with a copy to the Superintendent or designee.

Upon the request of either party, a formal hearing shall be held. Such hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer who shall be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

The parents, guardian, eligible student, student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. The hearing shall be recorded and available to all parties.

If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent, guardian, or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

Disclosure of Student Record Information

Notwithstanding any other provision in this policy, student education records shall not be disclosed to any person, public body, body politic, political subdivision, or agency of the Federal government except when authorized by State or Federal law or in response to a lawfully issued subpoena or court order. In accordance with State law, student education records are exempt from the provisions of F.S. Chapter 119.

A. Prior Written Consent

1. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information other than directory information. The written consent shall include: signature of the parent, guardian, or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.
2. Disclosures of personally identifiable student information will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent, guardian, or eligible student, as appropriate. Personally identifiable student information that is disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The District presumes the parent, guardian, or eligible student has the authority to grant permission for disclosure of personally identifiable student information unless the District has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

Personally identifiable records or reports of a student may be released to the following persons or organizations without the prior written consent of the student or the student's parent or guardian:

1. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.
2. Other school officials, including teachers within the educational institution or agency, who have legitimate educational interests in the information contained in the records.
3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (see Form 8330 F16)

This written agreement must include:

- a. designation of the receiving entity as an authorized representative;
- b. specification of the information to be disclosed;
- c. specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements;
- d. a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity;
- e. a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and
- f. a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

4. Other school officials, in connection with a student's application for or receipt of financial aid.
5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if the studies are conducted in a manner that does not permit the personal identification of students and their parents by persons other than representatives of such organizations and if the information will be destroyed when no longer needed for the purpose of conducting such studies.

In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

6. Accrediting organizations, in order to carry out their accrediting functions.
7. School Readiness Coalitions and the Florida Partnership for School Readiness in order to carry out their assigned duties.
8. For use as evidence in student expulsion hearings conducted by a district school board under F.S. Chapter 120; however, public records of expulsion hearings shall not contain any personally identifiable information.
9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals.
10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from F.S. 119.07 (1) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis

and Government Accountability's official use.

11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

A person or entity in accordance with a court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. 152 (section 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.
13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.
14. Consistent with the Family Educational Rights and Privacy Act, the Department of Children and Families or a community-based care lead agency acting on behalf of the Department of Children and Families, as appropriate.
15. Parents of a dependent student as defined by the Internal Revenue Service Tax Code of 1986 and in this policy.
16. "Directory information" as specified in this policy.
17. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.
18. If the release is to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specific in Sections 2331 and 2332 of Title 18, U.S. Code.

Under this exception, school officials are not required to record (i.e., on an access log) the disclosure of information from a student's education record when the school makes pursuant to an ex parte.

Further, an educational institution that, in good faith, produces information from education records in compliance with an ex parte order shall not be liable to any person for that disclosure.

19. If the release is in conjunction with reporting a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, copies of the student's special education and disciplinary records may be transmitted to the authorities for their consideration.

C. Record of Disclosures

Record of any requests or disclosures of personally identifiable student information shall be maintained except for disclosures to the parent, guardian, or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

With regard to such disclosures, a "school official" is determined to be any employee of the Board with direct responsibility for providing services to students. A "legitimate educational interest" is determined to mean responsibility for providing direct educational services to students which will include teaching, counseling, psychological services, or other services to students which require access to personally identifiable information and/or those specified in the law.

D. Disclosures - Health or Safety Emergencies

Disclosure of personally identifiable student information may be made by school officials in the event of a health or safety

emergency. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

DIRECTORY INFORMATION

The District shall make available, upon request, certain information known as "directory information" without prior permission of the parents or the eligible student. The District shall charge fees for copies of designated directory information as provided in State law. The Board designates as student "directory information": a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation or program completion; diplomas; certificates; and awards received, and the most recent previous educational agency or institution attended. Designation of directory information shall occur at a regularly scheduled Board meeting. At the meeting, the Board shall consider whether designation of such information would put students at risk of becoming targets of marketing campaigns, the media, or criminal acts.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.

In accordance with **Federal/State** law, the District shall release the names, **addresses, District-assigned e-mail addresses (if available), and telephone listings**~~telephone numbers, and addresses~~ of secondary school students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education that requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, **District-assigned e-mail address (if available)**, and telephone listing not be released without parental consent.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent.

Transfer of Student Records

When a student previously enrolled in the District transfers out of the District to another school, public or private, within this State or out of State, the **Principal**, upon written request of the principal of the receiving school, the parent, guardian, or eligible student, shall, **within three (3) school days, immediately** transfer a copy of the student's cumulative record containing Category A and B information to the requesting school. Pursuant to Federal law, disciplinary records with respect to suspension and expulsion shall be considered "other records of educational importance" and, as a Category B record, shall be transferred to the requesting school. The Board authorizes the administration to forward all Category A and B student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. The school shall retain a copy of the Category A information in its files. A copy of the Category B (Exceptional Student Education Audit File) records will also be retained. Category B health and testing information shall be retained if it is related to a weighted or categorical program placement that is subject to audit. The files that are retained will be held by the principal who is custodian of the records for the period of time specified in the Student Records Manual. Category A student records and Category B (Exceptional Student Education Audit File) beyond the specified time after the student leaves the District will be forwarded to Records Management. When a request comes to the school for student records after the files have been sent to Records Management, the written request should be forwarded to Records Management. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. Records Management will make copies of the student's files at the current established rate cost.

If applicable, the records to be transferred shall also include:

- A. **verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and**
- B. **psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.**

The records shall be transferred within three (3) school days of receipt of a written request from the principal of the receiving school, the parent, guardian, or eligible student.

While all reasonable efforts shall be made to collect for damaged or lost library books or textbooks, under no conditions shall the transfer of a student's cumulative record be delayed or denied for failure to pay any fine or fee assessed by the school. Progress reports to parents (report cards) may not be withheld for failure to pay any fine, fee, or an assessment for lost or damaged books.

The Superintendent shall prepare administrative procedures to require that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the District's policy and administrative procedures on student records.

The Superintendent shall also develop, and update as needed, procedures for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing District employees of the Federal and State laws concerning student records.

The District is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and procedures.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation, or enforcement /compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Request for Student Social Security Numbers at Enrollment

When a student enrolls in a District school, the District shall request that the student provide his/her social security number and shall indicate whether the student identification number assigned to the student is his/her social security number. A student satisfies this requirement by presenting his/her social security card or a copy of the card to a school enrollment official. However, a student is not required to provide his/her social security number as a condition for enrollment or graduation.

F.S. Chapter 119

F.S. 1001.41

F.S. 1001.52

F.S. 1002.22

F.S. 1002.221

F.S. 1002.222

F.S. 1003.25

~~F.S. 1003.451~~

F.A.C. 6A-1.0955

20 U.S.C. Section 1232f through 1232i (FERPA)

20 U.S.C. 7908

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Act

Privacy Rights of Parents and Students - P.L. 90-247

No Child Left Behind Act of 2001 - P.L. 107-110

2021 Solomon Amendment: Subtitle C - General Service Authorities and Correction of Military Records SEC. 521

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