



District Advisory Council (DAC) 2025-2026

Thursday, October 9, 2025

6:00 – 8:00 p.m.

Howell Center, 3955 W. Pensacola Street

	What	Who	Outcome
1.	Welcome and Introductions	Dr. Michelle Gayle, Deputy Superintendent	Information
2.	Welcome from School Board Vice Chair	Dr. Marcus Nicolas, School Board Vice Chair	Information
3.	Approval of Agenda	Damaris Barrios, Chair	Vote
4.	Approval of Minutes (May 2025)	Damaris Barrios, Chair	Vote
5.	Policy Updates: Policy 8420- Emergency Management, Emergency Preparedness, and Emergency Response Agencies Owner: Chief Jimmy Williams Policy: 9150- School Visitors Owner: Chief Jimmy Williams Policy 8407- Safe School Officers Owner: Chief Jimmy Williams Policy 7510- Use of District Facilities Owner: Dr. Benny Bolden	Wallace Knight, Director of Policy and Employee Relations Jason Ryals, School Safety Analyst, Dr. Benny Bolden, Interdivisional Director, School Management	Information/Vote
6.	New Member Orientation	Dr. Michelle Gayle, Deputy Superintendent	Information
7.	Safety and Security	Jason Ryals, School Safety Analyst	Information
8.	Mental Health Plan and Support	Tonja Fitzgerald, Assistant Superintendent	Information
9.	Literature Review Way of Work	Kathleen Malloy, Instruction Materials Coordinator	Information
10.	Group Collaboration: Parent Engagement	Damaris Barrios, Chair Dr. Michelle Gayle, Deputy Superintendent	Information
11.	S.A.C. Questions 26-27 School Start Time Survey	Damaris Barrios, Chair Dr. Michelle Gayle, Deputy Superintendent	
	Wrap up on Issue		
	Adjourn		

****Please note that one or more Board members may attend this meeting.***

Next Meeting November 6, 2025- (Combined Advisory Council Meeting)

District Advisory Council
Tuesday, May 6th, 2025
In-Person Meeting: 6:00 P.M. – 8:00 P.M

- I. **Schools/Members Attending:** Jacquelyn Steele (Chair/Conley), Scott Whittle (Parliamentary/District Staff), Damaris Barrios(Vice Chair/ Desoto Trails/Montford), Kristen Hunter (Secretary/Sullivan), Kristy Ward (ACE-transitions/Everhart), JoAnne Clark (ACE), Jane Floyd-Bullen (A.C.E. Transitions/ Everhart), Joanne Clark (A.C.E.), Latasha Jones (Astoria Park), Linda Edson (Buck Lake/Swift Creek), James Michael Sutherland (Canopy Oaks), Britannia Davidson (Canopy Oaks), Robin Oliveri (Deer Lake), Michele Keltner (DeSoto Trail), Brook Brunner (District), Christy Fulator (Early Childhood/TAG), Dr. Karen Minert (ESE), Cathy Shields (ESE), Lyndsey Bell (Fairview), Todd Lanter (Ft. Braden), Josette Capuano (GLC), Brian Dobie (Griffin), Cheryl Collier-Brown (Fairview/Griffin), Sophia Perkins (Hartsfield), Rett Boyd (LCSB: Laurie Cox), Sarah Latimer (Leon), Scott Mazur (LCTA), Katie Crawley (LCVS), CK (Lincoln alternate), Sandra Alber (Oak Ridge), Johnitta Wells (Rickards), Leah Hutchins (Riley), Brandi Andrews (Roberts), Susan Jones(Springwood), Desmond Cole (Godby), Dr. April Knight (Title1), Dwan Knight (Woodville), Elizabeth Patterson (Swift Creek)
- II. **District Members/Visitors:** Rocky Hanna (Superintendent), Dr. Michelle Gayle (Deputy Superintendent), Fred Johnson (Transportation), Rod McQueen (District), Johnnie Douglas (Transportation), Stacey Turknett (PICS), Beth Young (EDAC/Ft. Braden), Dharmesh Patel (Bucklake/TAG), Michele Kiker (Bucklake/TAG), Lauren Hayman (Chaires/TAG), Janie Register (FDLRS/TAG), Clara Knotts-Gonzalez (Lincoln), Sharon Watson (Montford), Mandi Young (Gilchrist), Kathy Hedrick (RES), Kay Pelt-Walker (Godby)
- III. **Excused Members:** Taita Scott (Deer Lake), Karin Clark (DeSoto Trail), Nathaniel Wiernert (DeSoto Trail), Mandi Mayer (Fairview), Katie Lyons (Hawks Rise), Shelly Green (Lincoln), Andreka Rittman (Nims), Heather Daugherty (Ruediger), Amy Alvis (Superintendent Appointee: Special/GLC), Jason Koerner (Superintendent appointee: Middle School),
- IV. **Special Guest:** EDAC members, TAC members, TAG members, Kimmy Wiley (Children's Service Council), Denise Dennis (FCRR), Allison Leatzow (FSU CARD)
- V. **Superintendents Welcome:** Superintendent Hanna expressed his appreciation of each advisory council member and the roles we each play. The school district leans on each of these groups to help guide the work that is completed each day and the policies that are created within our district. Speaking to legislature questions, they will be coming back to town to finalize the budgets (including education- forecasted to lose 481 students in LCS and the voucher program is expected to gain 800 students at 9,000 a student which will create a large deficit in our budget). There is no information on what funding will look like from the Federal level at this time, including, IDEA and Title 1 budgets. Our general education enrollment numbers are decreasing while our special education enrollment numbers are increasing. Superintendent Hanna stated

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that they are trying to cover a lot financially with what funds we have been given.

Superintendent Hanna stated that he will cut school budgets last (support staff, interventionists, etc). He said we have to stand up and defend our public schools. Give us a level playing field and our district can compete with anyone (being held to the same standards, testing, etc). School start times- the Legislature is in the process of undoing that legislative motion and it is putting it back on the district to decide. We will reconvene in the fall to create a plan to present to DOE.

- VI. Approval of Agenda:** The motion to approve the May 2025 Agenda was made by Cheryl Collier-Brown and seconded by Damaris Barrios. The motion was unanimously approved.
- VII. Special Needs Dads & Male Care Givers Group:** Brett Ketcham stated that this group meets at 1203 Thomasville Road, next to Table 23, on the second Thursday of each month at 6:00 PM. This is a group full of Dads or male caregivers of all ages and stages. There is no cost to the group, bring your own beverage and enjoy Marcos pizza and great conversation!
- VIII. Autism Spectrum Disorder:** The FSU CARD (Center for Autism and Related Disabilities) center provides individuals with Autism or related disabilities, their families, and professionals who work with them free consultation, resources, and educational support to build knowledge, confidence, infrastructure, and sustainability within the community. This is a state funded program through DOE and it is free of charge. Autism Spectrum Disorder (ASD) is a complex neurologically-based developmental disability, not a mental health disability. Individuals with ASD who were diagnosed before 2013 may identify with other labels. ASD can cause significant social, communication, and behavioral challenges. 1 in 31 are diagnosed with ASD and of those diagnosed, there is a 4:1 ratio of male to females. Autism manifests in a wide range of ways: the “spectrum” highlights the diversity within Autism, rather than a single, fixed condition. Each exhibits unique combinations of characteristics, strengths, and challenges. New research shows genetic differences found in ASD. Historically, medical research and data has been male focused. This has been affected by biological factors, social biases, and healthcare practices. Gender bias includes: social roles, gender norms, cultural expectations, delayed diagnosis, undertreatment, and negative health outcomes. Males tend to have more social challenges, prefer solitary activity, earlier diagnosis, external behaviors, less expressive, and display more aggressive behaviors. Females tend to mask and camouflage, have a desire to fit in, delayed diagnosis, internalize emotions, expressive language strengths, and greater anxiety, depression, and eating disorders. “It takes a village to raise a child. It takes a child with autism to raise the consciousness of the village.” -Coach Elaine Hall
- IX. Transportation updates:** In 2016, there were 150 plus bus routes, of those, 25-30 were unassigned routes (pre-Covid). Post-Covid, bus driver numbers dropped due to early retirement or finding a different job, etc. In order to cut down on unassigned routes, we have inclusion routed that are accompanied by a bus aide. There are currently 97 bus routes total. There will be a bus stop relocation put into place to assist with current bus stops that are 400 feet apart or

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less at all school levels. Florida statute states that reasonable walking distance is 1.5 miles from home to the bus stop. If a student lives within 2 miles of the school, it is the parents responsibility to ensure students are getting to school (walking, car, etc). There will be some bus stops that are taken away to follow Florida statute and accommodations will be made as needed. In LCS, we transport about 8,900 students. The proposal to Superintendent Hanna from the Transportation Department is to make changes to special sites. Currently there are 97 routes, nine of which are unassigned, two compound sites total, and a total of 92 bus drivers. SAIL High School will adjust to a high school bus schedule. SAIL does not get out at an elementary, middle, or high school time so it interrupts the rest of the bus routes. This would allow for LCS to be more efficient by tagging an elementary and middle school route to the SAIL route. By tying these special sites into elementary, middle, and high school times, this will allow for students to be on the bus shorter amounts of time as well. This will reduce the number of routes and unassigned routes to assist with shortage of bus drivers and resources. Some routes will be eliminated completely which will allow those drivers to be re-assigned to other bus routes that are not covered at this time.

- X. ESOL updates:** Imagine Reading and Math is the supplemental curriculum used for K-8 instruction, three days a week, 45 minutes each session. The high school students are trialing Edmentum, students receive this instruction three times weekly, in 45–60-minute sessions. LCS ESOL goals for the 2025-2026 school year include:

***Students**

- more ESOL students enrolled in CTE courses
- more ESOL students enrolled in accelerated courses
- more ESOL students enrolled in Dual Enrollment courses
- ESOL students on academic teams
- ESOL students participating in Band, Chorus, Service organizations

***Families/Parents**

- Pre-planning Parent ZOOM with IRC
- Schools with ESOL parent events
- ESOL Coordinators sharing community information to parents: from COCA, Tallahassee Democrat, Tallahassee Events

Leon County ESOL Statistics as of May 2025:

- 1,646 ESOL Students Kindergarten-12th grade
- 45 Languages with 5 Dialects (that number changes)

Ways We Communicate & Translate:

- Ms. Scott (Fluent in Spanish) & Mr. Rwito (Fluent in Swahili)
- Language Line
- Snap and Read (On Chromebooks)
- Dictionaries

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-Pocket Talk: 500 additional Pocket Talk devices have been donated
-Lexmark Translation- looks like a printer; it can translate documents into top 5 languages and then are reprinted/distributed to schools. If you are interested in having a document translated, please email to Althoria Pickett.

XI. Legislative Updates: Marie Claire-Lehman spoke on legislative updates. She stated that the provisions budget was open and negotiated thoroughly. The IB/AP/Dual-Enrollment funds cut in half. The Bill that would have impacted school start times was repealed and will now be left up to districts to decide. There is a new ban on cell phones in middle and elementary schools. Some of the stagnant bills have provisions that will be moved to other bills. Some legislators suggested changing school grade requirements to reflect more of a report card grading system, i.e. A = 90% or higher, B = 80% or higher, etc. It is currently A = 60% or higher, this did not pass, it was stated that if this grading system was adopted it would only further impact public school enrollment. Some items stalled in Senate, which included, additional requirements to curriculum like cursive and embryology.

XII. Collaborative Work Groups- DAC and TAC will collaborate more in the 2025-2026 school year

XIII. DAC Nominations & Election for 2025-2026

****Chair Nominees:** Scott Whittle and Damaris Barrios

****Vice Chair Nominees:** Jaquelyn Steele

****Secretary Nominees:** Brittania Davidson, Sandra Alba, Kristen Hunter

The anonymous ballots were counted by Cheryl Collier-Brown and Stacey Turknnett. The ballots were then checked and certified by Dr. Michelle Gayle. The following were elected for the 2025-2026 school year:

Chair: Damaris Barrios

Co-Chair: Jaquelyn Steele

Secretary: Kristen Hunter

XIV. Wrap up on issues

- Family Resource Center (managed by Children's Home Society of Florida) is located at The "Scout" House (behind the Community Center)- Blountstown Hwy, 32310. Some of the resources provided include: career source center and job placement services, child care/after school care resources, housing resources, parent education services, child development activities, youth development activities, Whole Child Leon Referral, early

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step referral, enrichment workshops, and more!! For more information contact
Kimberley Wiley at Kimberley.wiley@chsfl.org or 850-254-5466

- 2025 LCS Graduation Schedule attached below

XV. Adjourn 8:15 PM

School	Location	Date/Time
Adult and Community (GED)	<i>Lively's Student Union</i>	May 15th @ 6pm
Gretchen Everhart School	<i>Generations Church</i>	May 15th @ 7pm
Leon County Virtual School	<i>Chiles H.S. Auditorium</i>	May 16 @ 6pm
Adult and Community (Transitions)	<i>ACE Building 14</i>	May 19th @ 10am
Lincoln High School	<i>Donald L. Tucker Civic Center</i>	May 20th @ 7-9pm
James S. Rickards High School	<i>Donald L. Tucker Civic Center</i>	May 21st @ 7-9pm
Ghazvini Learning Center	<i>Turner Auditorium at Tallahassee Community College</i>	May 22nd @ 5pm
SAIL High School	<i>Lee Hall Auditorium at FAMU</i>	May 22nd @ 6pm
Amos P. Godby High School	<i>Donald L. Tucker Civic Center</i>	May 22nd @ 7-9pm
Leon High School	<i>Donald L. Tucker Civic Center</i>	May 24th @ 10am- Noon
Lawton Chiles High School	<i>Donald L. Tucker Civic Center</i>	May 24th @ 3-5pm
Lively Tech College	<i>Chiles H.S. Auditorium</i>	May 28th @ 6:30pm



Book	Policy Manual
Section	8000 Operations
Title	EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES
Code	po8420
Status	
Legal	Florida Fire Prevention Code (F.S. 633.202) F.S. 1001.43 F.S. 1006.07 F.S. 1013.13 Fire Code (NFPA 1) Life Safety Code (NFPA 101) F.A.C. 6A-1.0018
Adopted	September 4, 2012
Last Revised	February 26, 2025

8420 - EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES

I. EMERGENCY MANAGEMENT AND EMERGENCY PREPAREDNESS

- A. The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe, in consultation with appropriate public safety agencies, emergency management, and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies and that such emergencies are best met by preparedness and planning. Such procedures shall meet the requirements of the State Board of Education rules. Life-threatening emergencies include but are not limited to:
1. fires;
 2. natural disasters;
 3. bomb threats;
 4. weapon-use;
 5. hostage and active assailant situations;
 6. hazardous materials or toxic chemical spills;
 7. weather emergencies, including hurricanes, tornadoes, and severe storms; and
 8. exposure as a result of a manmade emergency.
- B. Policies and procedures for emergency drills and fire drills shall be developed in consultation with the appropriate public safety agencies, including at a minimum, law enforcement, fire service, and emergency management.
- C. The active assailant situation training for each school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to each school's campus.
- D. Pursuant to Policy 8405 - *School Safety and Security*, the Superintendent, in conjunction with the School Safety Specialist, will develop, and revise as necessary, a School Safety and Security Plan to provide for the safety and welfare of students and staff, as well as a system of emergency preparedness and accompanying procedures that require the following:
1. a listing of the commonly used alarm system responses for specific types of emergencies and verification by each school that drills have been provided as required by law, State Board of Education rules, and fire protection codes;

2. the health and safety of students and staff are safeguarded;
3. embraces a collaborative effort with community emergency responders;
4. the time necessary for instructional purposes is not unduly diverted;
5. minimum disruption to the educational program occurs;
6. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;
7. the emergency preparedness system is supported by ongoing training that will include practical application and appropriate drills as required by F.S. 1001.42;
8. evacuation drills that represent actual emergencies, including, but not limited to firearm, natural disasters, and bomb threats;
9. drills for active assailant and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures as specified in State Board of Education rules; and

Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant drills. The District's School Safety Specialist must notify law enforcement officers at least twenty-four (24) hours before conducting an active assailant emergency drills at which such law enforcement officers are expected to attend.

10. emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101);
11. the floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

E. The District shall comply with the school safety requirements, which apply from thirty (30) minutes before the school start time until thirty (30) minutes after the end of the school day, in accordance with F.S. 1006.07(6)(f), including the following:

1. All gates or other access points that restrict ingress to or egress from the exclusive zone of a school campus shall remain closed and locked when students are on campus. "Exclusive zone" means the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point of entry. A gate or other campus access point to the exclusive zone may only not be open or unlocked if one of the following conditions is met; regardless of whether it is during normal school hours, unless:
 - a. It is attended or actively staffed by a person when students are on campus;
 - b. The use complies in accordance with a shared use agreement pursuant to F.S. 1013.101; or
 - c. Another closed and locked gate or access point separates the open or unlocked gate from the areas occupied by students; or,
 - d. the School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools (OSS) that the gate or other access point is not subject to this requirement based upon other safety measures at the school. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate.

This paragraph does not apply to the nonexclusive zone of a school campus. "Nonexclusive zone" means the area outside of the exclusive zone, but contained on school property. Nonexclusive zones may include, but are not limited to, such spaces as parking lots, athletic fields and stadiums, mechanical buildings, playgrounds, bus ramps, agricultural spaces, and other areas that do not give direct, unimpeded access to the exclusive zone.

2. All school classrooms and other instructional spaces must be locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces. If a classroom or other instructional space door must be left unlocked or open for any reason other than between class periods when students are moving between classrooms or other instructional spaces, the door must be actively staffed by a person standing or seated at the door. All school classrooms and other instructional spaces with a permanently installed door lock may also use temporary door locks during an active assailant incident. The temporary door lock must be able to be engaged or removed without opening the door; must be easily removed in a single operation from the egress side of the door without the use of a key and from the ingress side of the door with the use of a key or other credential; may be installed at any height; must otherwise be in compliance with the Florida Fire Prevention Code; and must be integrated into the active assailant response plan.

Instructional spaces for career and technical education that are designed as open areas, for which compliance with the requirements in paragraph B. above would affect the health and safety of students, may be exempted from compliance with that paragraph by the school safety specialist. To be exempt, the school safety specialist, or designee, must document in

the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the instructional space is exempt from these requirements due to negative impacts to student health and safety and the presence of other safety measures at the school that prevent egress from the instructional space to hallways or other classrooms or instructional spaces.

Common areas on a school campus, including but not limited to, cafeterias, auditoriums and media centers, when used for instructional time or student testing, must meet the requirements of paragraph B. only when such areas are being used for instructional time or student testing.

3. For schools that do not have a secure exclusive zone, All campus access doors, gates, and other access points that allow ingress to or egress from a school building shall remain closed and locked at all times to prevent ingress, unless a person is actively entering or exiting the door, gate, or other access point; the door, gate, or access point is actively staffed by school personnel to prevent unauthorized entry; or the School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the open and unlocked door, gate, or other access point is not subject to this requirement based upon other safety measures at the school. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate. All campus access doors, gates, and other access points may be electronically or manually controlled by school personnel to allow access by authorized visitors, students, and school personnel.

There must be at least one (1) locked barrier between classrooms and instructional spaces and open school campus.

4. All school classrooms and other instructional spaces must clearly and conspicuously mark the safest areas in each classroom or other instructional space where students must shelter in place during an emergency. Students must be notified of these safe areas within the first ten (10) days of the school year. If it is not feasible to clearly and conspicuously mark the safest areas in a classroom or other instructional space, the school safety specialist, or designee, must document such determination in the Florida Safe Schools Assessment Tool portal maintained by the OSS, identifying where affected students must shelter in place. The OSS shall assist the School Safety Specialist with compliance during the inspection required under F.S. 1001.212(14).

- F. Persons who are aware of a violation of the requirements must report the violation to the Principal. The Principal must report the violation to the school safety specialist no later than the next business day after receiving such report. If the person who violated this paragraph is the Principal or charter school administrator, the report must be made directly to the Superintendent or charter school governing board, as applicable.
- G. Instructional and administrative personnel as well as educational support employees and managers as defined in F.S. 1012.01 who knowingly violate school safety requirements shall be subject to the District's progressive discipline policy, which may include, but is not limited to, verbal warning up to termination of employment. The seriousness of the employee's violation of a school safety requirement and any prior disciplinary offenses will be taken into consideration in determining the appropriate discipline to be implemented.
- H. All threats to the safety of District facilities, students and staff shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety and Security Plan shall remain confidential and exempt from public records disclosure in accordance with State law.
- I. Each substitute teacher must be provided all school safety protocols and policies before beginning their first day of substitute teaching at a school.
- J. The Superintendent, in conjunction with the School Safety Specialist, as part of the development of the emergency preparedness plan and procedures will establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if the adequate signal strength is available in all areas of school campuses.
- K. Completion of emergency drills shall be documented at all school facilities in the District.
- L. An after-action report must be completed following each emergency drill and fire drill. After-action reports must:
 1. identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies;
 2. describe actions taken by participants;
 3. analyze areas of success and areas where improvement is needed;
 4. include input from public safety agencies; and
 5. include a plan for corrective action.
- M. After-action reports must be submitted to the District school safety specialist for review fifteen (15) calendar days following completion of the drill.
- N. The District shall maintain a record that is accessible at each school or by the OSS of all current school year and prior school year drills conducted, including the names of law enforcement

personnel present for each active assailant emergency drill.

II. Alyssa's Alert/Mobile Panic Alert System

In accordance with the requirements of F.S. 1006.07, the District shall implement a mobile panic alert system. The District will select a system under contract with FL DOE or procure a different system. The District will maintain current listings of mobile panic alert systems implemented by all public schools, including charter schools, within the District. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The list will be provided to the Office of Safe Schools via email, and will be updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

The District's mobile panic alert system will include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, the District will consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

The District's policies and procedures related to Alyssa's Alert/Mobile Panic Alert Systems will be developed in consultation with the County 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations.

III. LIST OF PRIMARY EMERGENCY RESPONSE AGENCIES

The primary emergency response agencies that are responsible for notifying the District for each type of emergency are as follows:

A. Fires:

Tallahassee Fire Department

B. Natural Disasters:

1. Tallahassee Fire Department
2. Tallahassee Police Department
3. Leon County Sheriff's Office

C. Bomb Threats:

1. Tallahassee Fire Department
2. Tallahassee Police Department
3. Leon County Sheriff's Office

D. Weapon-Use, Hostage, and Active Assailant Situations:

1. Tallahassee Fire Department
2. Tallahassee Police Department
3. Leon County Sheriff's Office

E. Hazardous Materials or Toxic Chemical Spills:

Tallahassee Fire Department

F. Weather Emergencies, Including Hurricanes, Tornadoes, and Severe Storms:

1. Tallahassee Fire Department
2. Tallahassee Police Department
3. Leon County Sheriff's Office

G. Exposure as a Result of a Manmade Emergency:

1. Tallahassee Fire Department
2. Tallahassee Police Department
3. Leon County Sheriff's Office

H. The individual(s) responsible for contacting the primary emergency response agencies listed above are as follows:

1. Chief, Safety, Security & Emergency Management
2. Coordinators, Safety, Security & Emergency Management;

3. DSC Dispatcher**4. School Administrator (Principal)**

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

- A. weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations;
- B. murder, homicide, or manslaughter;
- C. sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel;
- D. natural emergencies, including hurricanes, tornadoes, and severe storms.
- E. exposure as a result of a manmade emergency.

IMPLEMENTATION

The Superintendent, in conjunction with the School Safety Specialist, shall develop administrative procedures for the implementation of this policy.

The information in this section shall be part of the School Safety and Security Plan, and, therefore, confidential.

Effective 9/5/12
Revised 1/14/14
Revised 5/14/19
Revised 1/24/24
Revised 2/26/25

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Book	Policy Manual
Section	9000 Community Relations
Title	SCHOOL VISITORS
Code	po9150
Status	
Adopted	September 4, 2012
Last Revised	December 2, 2013

9150 - SCHOOL VISITORS

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

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

Unauthorized presence on school premises is strictly prohibited. ~~Schools may require valid government issued photo identification.~~ All visitors desiring access to school premises must first receive permission from the Principal, sign in and out at the school office, submit to a RAPTOR background check through the visitor management software, and be issued a and wear a visitor's nametag while present on school premises. Identification badge. The visitor identification badge will be displayed by the visitor at all times while at the school or other Board facility. At the conclusion of the visit, the visitor must return to the office, sign out on the visitor/guest log, and return the identification badge. Persons desiring to meet with a teacher or student on school premises must arrange for an appointment through the Principal.

~~Any person who is not a student in good standing or staff member at the school entering the premises of a school or other Board facility shall report to the principal or supervisor at the main office/reception area to make known the purpose of the visit and shall secure permission from the principal/supervisor before entering the facility.~~

Except for animals in the classroom as regulated by Policy 8390, canines brought on the premises by law enforcement personnel for law enforcement purposes, or service animals required for use by a person with a disability, no other animals may be on school premises at any time.

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

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

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

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

Visitation by Board Members and Legislators

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

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

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent/principal as soon as convenient or appropriate. ~~Such a report or discussion shall not be considered an official one from the Board.~~

~~If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.~~

Effective 9/5/12

Technical Change 12/2/13

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Book	Policy Manual
Section	8000 Operations
Title	SAFE-SCHOOL OFFICERS
Code	po8407
Status	
Legal	F.S. 30.15 F.S. 1006.12 F.A.C. 6A-1.0018
Adopted	May 14, 2019
Last Revised	February 26, 2025

8407 - **SAFE-SCHOOL OFFICERS**

The headings in the policy are for convenience or reference only and will not govern the interpretation of the provisions.

I. PURPOSE

For the protection and safety of students, school personnel, visitors, and property, the District will partner with local law enforcement agencies to establish or assign one or more safe-school officers at each school facility within the District and may implement any combination of school resource officers, school safety officers, and school guardians to best meet the needs of the District, including charter schools. A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar (See, Policy 8210 - *School Calendar*).

The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of Safe-School officers outside of the regular school day, including during, before, and after school, summer school, during extra-curricular activities, and for school-sponsored events. In developing the procedures, the Superintendent must consider factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.

II. Definitions

"Safe-School officer" means a school resource officer, a school-safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12.

"School facility" means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under F.A.C. 6A-1.0016, with the following exceptions:

- A. Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single school facility.
- B. Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.
- C. A school facility does not include:
 1. schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;
 2. settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;
 3. schools that provide only prekindergarten or adult education;
 4. technical centers under F.S. 1004.91; and
 5. private schools, regardless of whether or not their students receive State scholarship funds under F.S. Chapter 1002.

III. Training

In addition to the provisions outlined in F.S. 30.15, as applicable, Safe-School officers must complete mental health

crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

IV. LIMITATIONS

An individual must satisfy background screening, psychological evaluation, and drug test requirements and be approved by the certifying County Sheriff before participating in any training required by F.S. 30.15(1)(k) which may be conducted only by a sheriff.

V. SCHOOL RESOURCE OFFICERS

A. The School Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers will:

1. undergo criminal background checks, drug testing, and psychological evaluation;
2. abide by Board policies and consult with and coordinate activities through school principals; and
3. complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. Such training must be designed to improve school resource officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

B. With respect to matters relating to employment, school resource officers are responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools is under the direction of school principals.

C. The powers and duties of law enforcement officers will continue throughout school resource officers' tenure.

VI. COMMISSIONED SCHOOL SAFETY OFFICERS

- A. The Superintendent will recommend, and the Board may appoint, one (1) or more school safety officers.
- B. School safety officers must be certified law enforcement officers as defined in F.S. 943.10(1), certified under the provisions of F.S. Chapter 943, and employed by either a law enforcement agency or the Board.
- C. School safety officers must undergo criminal background checks, drug testing, and psychological evaluation.
- D. School safety officers have and will exercise the power to make arrests for violations of the law on Board property and to arrest persons, whether on or off such property, who violate any law on such property under the same conditions that deputy sheriffs are authorized to make arrests. School safety officers have the authority to carry weapons when performing their official duties.
- E. The Board may enter into mutual aid agreements with one (1) or more law enforcement agencies as provided in F.S. Chapter 23.
- F. A school safety officer's salary may be paid jointly by the Board and law enforcement agency.

VII. SCHOOL GUARDIAN

Per F.S. 30.15, the Board may utilize school guardians pursuant to The Coach Aaron Fels Guardian Program.

- A. The Superintendent is responsible for appointing school guardians. Prior to appointing school guardians, the Superintendent must verify through evidence provided by a Florida sheriff's office that potential school guardians have met all the requirements set forth in F.S. 30.15.
- B. The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises.
- C. ~~The District must report to the Florida Department of Law Enforcement (FDLE) the name, date of birth, and appointment date of each person appointed as a guardian, as well as the date of separation if a guardian leaves the assignment.~~
- D. C. School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident. In support of school-sanctioned activities for purposes of F.S. 790.115, the following individuals may serve as a school guardian:
 1. a District employee or personnel as defined under F.S. 1002.01 who volunteers to serve as a school guardian in addition to his/her official job duties; or
 2. a District employee who is hired for the specific purpose of serving as a school guardian.

VIII. SCHOOL SECURITY GUARDS

Pursuant to F.S. 1006.12, the School Board contracts with one (1) or more security agencies to provide appropriately licensed and trained security guards. School security guards must complete training, weapons inspection, and firearm qualification conducted by a sheriff. All contracts with security agencies, among other things, define the entity or entities responsible for training and the responsibilities for maintaining records relating to

training, inspection, and firearm qualification.

All security guards serving in the capacity of a safe-school officer pursuant to this policy and Florida law are in support of school-sanctioned activities for purposes of F.S. 790.115 and must aid in the prevention or abatement of active assailant incidents on school premises.

IX. REPORT TO FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE)

By February 1 and September 1 of each school year, the District will report to the FDLE, in the manner prescribed, the name, date of birth and appointment date of each person employed as a school guardian and/or school security guard. The District will also report to FDLE the date each school guardian and/or school security guard separates from appointment as a school guardian or from employment as a school security guard in a school.

X. SAFE-SCHOOL OFFICER ASSIGNMENT OUTSIDE OF THE REGULAR SCHOOL DAY

The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of Safe-School officers outside of the regular school day, including during, before, and after school, summer school, during extra-curricular activities, and for school-sponsored events. In developing the procedures, the Superintendent must consider factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.

XI. EXEMPTION FROM PUBLIC RECORDS

Any information held by the Board that would identify whether a person has been certified to serve as a safe-school officer pursuant to F.S. 1006.12, held by a law enforcement agency or school district is exempt from F.S. 119.07(1) and s. 24(a), Art. I of the State Constitution.

XII. Notification of Incidents Involving Safe-School Officer Discipline, Dismissal, and Discharge of a Firearm

A. Discharge of a Weapon

"Discharge" means to fire a gun or firearm.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to any school facility in the District discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Superintendent is also responsible for notifying the certifying County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes.

B. Dismissal or Discipline

"Dismissal" means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. "Discipline" means a Safe-School officer received a behavior-related official reprimand.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to a school facility in the District has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

- C. The Superintendent must notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Superintendent is also responsible for notifying the certifying County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.

- D. The Superintendent shall adopt and implement procedures to verify that charter schools, law enforcement agencies, and private security firms employing or contracting with Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.

Crisis Intervention Training

Each Safe-School Officer who is also a sworn law enforcement officer must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training must improve the officer's knowledge and skills as a first responder to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Each Safe-School Officer who is not a sworn law enforcement officer must receive training to improve the officer's knowledge and skills necessary to respond to and de-escalate incidents on school premises.

Revised 3/23/21
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Book	Policy Manual
Section	7000 Property
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7510 - USE OF DISTRICT FACILITIES

The School Board believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District. Full use of these facilities for educational, civic, cultural, recreational, artistic, or charitable programs is encouraged by the Board.

For the purposes of this policy, the term "District Facilities" means land and buildings or any portion thereof, equipment individually or collectively, or any other tangible capital asset, wherever located, and whether owned or leased by the District.

The Board may permit the use of District facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

The Superintendent shall be responsible for safeguarding such property, facilities, and equipment and shall require that District policies and procedures are followed, proper forms are executed, and facilities are available for community use without discrimination for those groups that meet the following eligibility requirements.

Eligibility

A. The following users are eligible to use District Facilities without payment of a fee, provided that a facilities use agreement has been executed (subject to the exclusions set forth below):

1. school clubs and organizations

Examples include academic clubs, school civic clubs, and school athletic clubs.

2. parent or community groups that support the school that they want to use

Examples include PTA, PTO, and booster clubs.

3. government organizations for official functions

4. public educational institutions or organizations that are providing services to officers, employees, or students

5. student-initiated meetings (facilities use agreement not required)

6. organizations of Title 36 of the United States Code that serve students of the particular school or site, with approval of the Superintendent or designee
7. any area resident of any age utilizing an open track, designated by the Superintendent, on a casual, non-scheduled basis for recreational or physical improvement at times when school is not in session or being used for scheduled activities (facilities use agreement not required)

Individuals in this category shall be subject to the authority of the Principal.

B. The following users are eligible to use District Facilities as delineated below:

1. The City of Tallahassee and Leon County Parks and Recreation Departments may enter into a joint use agreement. In the absence of a joint use agreement, the City of Tallahassee and Leon County Parks and Recreation Departments will default to the provisions and fees recognized in this policy.
2. Facilities shall be identified that may be utilized for emergency situations and civil defense purposes without charge. Site administrators shall cooperate with agencies involved in such situations. If food service facilities are used, inventories should be kept and all food replaced by the organization using it. A record must be kept of all commodities used for such emergencies.
3. Organizations contracting to provide a service to the District, its employees or its students shall enter into a contract to provide such services and the terms of the contract will determine fees as appropriate.

C. All other users are eligible to use District Facilities provided a use of facilities contract has been signed and approved and rental fees are paid. Such user groups may include:

1. any commercial or for-profit organization;
2. nonprofit organizations not included above;
3. local churches and other organizations that conduct religious services;
4. student groups or nonprofit organizations that are formed for the purpose of athletics or other competition or serve the interests of students and are not affiliated with a school or the District.

Application

Any individual, organization or group requesting use of public school facilities must submit an application, executed by a responsible party, to the site administrator at least ten (10) working days in advance of use, stating the areas of the facilities requested (including recreational areas, hard surface courts, baseball fields, and the like), the purpose of use, the number of days or nights requested, and beginning and ending times of use.

School-related organizations, such as a PTA/PTO or patron booster group, may file to obtain a year's blanket approval for the use of a school facility for school-related functions. Such approval shall be limited to the school year and shall expire no later than June 30th of each year.

Local community-based groups may file to obtain a year's use of a school facility. A second year's use shall require a fifty percent (50%) increase in fees from the previous year.

Contract for Use of Facilities

A contract must be executed by the Superintendent or designee and the organization/individual renting the facility prior to the event or use of facility. A copy of each executed contract must be provided to the Risk Management and Purchasing Departments, and must at a minimum include the following:

- A. rental fees;
- B. insurance and liability requirements and documentation;
- C. personnel required and associated fees, including personnel for food services, building access and safety and security;
- D. conditions of facilities.

The Superintendent or designee has the authority as follows:

Rental Fees

Rental fees are based on a minimum five (5) hour use of facilities. For each additional hour, the fee is increased on a pro-rated basis.

- A. Auditoriums - \$.075 per square foot

- B. Gymnasiums - \$.075 per square foot
- C. Media Centers - \$.075 per square foot
- D. Cafeterias - \$.075 per square foot
- E. Classrooms - \$100.00 per room
- F. Computer Labs - \$300.00
- G. Athletic Fields - High School - \$200.00
- H. Athletic Fields - Middle School - \$50.00
- I. Athletic Fields - Elementary School - \$50.00
- J. For evening lighting - \$50 switch on fee plus \$50 per hour
- K. Outdoor Courts - \$50.00

Minimum fees and charges for rental of facilities shall be reviewed semi-annually by the Superintendent. Rental fees are to be paid directly to the District and must be sent to the District Finance Office within ten (10) days of the activity. The rental fee will be deposited and accounted for in the District accounts. Fifty-five percent (55%) of fees collected shall be remitted back to the schools as appropriate for deposit into internal accounts.

Insurance Requirements

All users who execute a use of facilities agreement (as set forth above) and provide a Certificate of Insurance that indicates limits of not less than \$1,000,000 for liability including bodily injury, personal injury, and/or property damages, written by a company licensed to provide this line of coverage in the State of Florida, and that names the Board as an additional insured.

Required Personnel

A site administrator or a member of the custodial staff must be present for all activities. Additional personnel may be required for use of auditoriums and gymnasiums. At least one (1) District food service employee shall be present whenever food service facilities are used. Additional required personnel must be included in the contract and must be paid for by the organization.

Fees for the services of custodians and school food service employees are in addition to the rental charges and shall be calculated at the rate of one and one-half (1 1/2) times the employee's actual regular hourly rate, plus matching social security, retirement, and other fringe benefits. Principals shall not authorize overtime for custodial services at District or employee expense for non-paying users of District facilities. Any personnel costs incurred as a result of the requested use shall be paid by the user to the District. Employees shall not be paid directly by the organization renting the facility. Personnel costs must be paid no later than ten (10) working days following the scheduled use.

Safety and Security

The District is not responsible for ensuring the safety and security of the school site and those in attendance during the use of facilities by an outside organization. However, additional steps may be required of the user in order to provide a safe and secure environment.

Conditions of Facilities

Organizations must take the premises as they are at the time of occupancy. Should it become necessary to remove or change the location of any equipment, changes shall be made by school personnel at additional expense to the organization at the standard custodial rate and shall be returned in original condition following usage.

The Principal shall identify and document any damage to equipment, furniture, fixtures, or facilities and assess the cost of repair or replacement to the user.

The Principal or site administrator shall inform renters that all fire department regulations must be strictly observed. Concessions may be operated only with the site administrator's approval.

Prohibited Activities

No school buildings or grounds shall be used for any of the following purposes. A violation of these prohibitions shall be grounds for revocation of use.

- A. Programs involving any form of gambling, illegal drugs of any type or other illegal activity.
- B. Use of alcoholic beverages unless specifically exempted by the Board.
- C. Private teaching or tutoring by Board employees not sponsored by the school, without prior approval of the Superintendent.

- D. Programs in violation of any Board policy or requirement.
- E. Any activity that is sexually explicit or suggestive in nature, or involves excessive profanity.
- F. Activities involving physical violence, such as boxing or wrestling, that are not a part of the school physical education or athletic program.
- G. Activities by any organization that believes in or teaches, directly or indirectly, the overthrow of the governments of the United States or of Florida by force or violence.
- H. Individual and/or family personal activities that exclude the general public.
- I. Activities that might be harmful or damaging to school facilities, including damage to gymnasiums, stages, and/or grassed areas.
- J. Political activities will include, but not limited to, filming of political campaign advertisements and public events shall include any and all meetings, fund-raisers, gatherings, or other such events.

Use of School Facilities by Political Candidates and Government Officials

The following definitions shall apply to the policy related to the use of school facilities by political candidates.

- A. "Political candidates" shall include all persons running for an elected office, or their representatives and persons supporting or opposing a balloted issue.
- B. "Political events" shall include any and all meetings, fund raisers, gatherings, or other such events organized or conducted for the purpose of supporting or opposing any candidate for public office, any issue that is or may be scheduled to appear on a ballot, or any political party or organization.

No political events shall be conducted at or in school facilities at any time except political forums to which the general public is invited to meet and hear, under the following conditions:

- A. Only the entities set forth in subsections (A)(1)-(A)(4) and (A)(7) of the Eligibility section of this policy are permitted to sponsor a public forum.
- B. An invitation, in writing, shall be extended to all announced candidates for the specific office or offices or representatives for or against each issue. If a candidate or representative of an issue declines to attend, the forum may continue provided that the audience is made aware of each candidate's choice not to attend.
- C. The presentation of each participant shall be limited to the same amount of time. No preferential treatment shall be afforded any candidate or representative of an issue in any way.
- D. Distribution of campaign materials shall be confined to the immediate area in which the forum is being conducted.
- E. All public forums shall execute a request for use of facilities, provide insurance and liability requirements, and pay a fee.

This policy shall not be interpreted to prohibit any candidate from being on school grounds, or in a school facility, at any time if such candidate is:

- A. attending a function that is open to members of the general public; attending a function that is open to members of an organization, and the candidate is a legitimate member;
- B. visiting the school to obtain information concerning his/her child who is a student at the school;
- C. visiting the school at the invitation of the school administration to participate in a specific school activity; however, any such invitation shall be extended in a nondiscriminatory manner.

School facilities may be utilized by an official or employee for the performance of duties that are related to any issue that is placed on a ballot by or at the request of the Board.

This policy shall not be interpreted to prohibit the use of facilities by any city, county, State, or Federal government officer, employees or group to carry out official functions, programs, meetings, or elections or as a backdrop to policy, programs, or announcements of interest or value to the School District or the public as a whole.

Cancellation

Notification of cancellation of a rental request by the renter must be submitted to the school at least forty-eight (48) hours in advance or a cancellation fee of five percent (5%) will be charged.

The site administrator may cancel a rental agreement forty-eight (48) hours before an event if all documentation or conditions required by policy are not met.

The site administrator may cancel a rental agreement up to two (2) weeks before a single event or with two (2) months notice for an ongoing agreement if special conditions arise. The site administrator's decision may be appealed to the Superintendent, whose determination will be final.

Student Meetings

Voluntary, student-initiated meetings may be held on District property provided they are:

- A. held during non-instructional time;
- B. do not materially or substantially interfere with the orderly conduct of educational activities in the school;
- C. not directed, conducted, controlled, or regularly attended by non-school individuals;
- D. not officially sponsored by the school or its employees;
- E. not charging admission fees.

Use of the school premises shall not be denied on the basis of the number of participants or on the basis of the content of the speech at such meetings (e.g., religious, political, philosophical); however, nothing in this policy shall be construed to limit the authority of the school and its employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to ensure that attendance of students at meetings is voluntary.

Appeal

The Superintendent's decision to approve or not approve the use of a particular facility is final and may be appealed to the Board, using the appeal process set forth in subsections F through J of the Public Complaint Grievance Procedures, Policy 9130, whose decision is final.

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